



# Minutes

## Ordinary Meeting of Council

Wednesday 25 May 2022 at 7:00pm

Queenscliff Town Hall

### **Distribution List**

#### **Councillors**

Cr Ross Ebbels – Mayor  
Cr Fleur Hewitt – Deputy Mayor  
Cr Donnie Grigau  
Cr Michael Grout  
Cr Isabelle Tolhurst

#### **Officers**

Martin Gill – Chief Executive Officer  
Gihan Kohobange – Manager Finance and Corporate Services  
Shannon Maloney – Manager Community  
Stuart Hansen – Manager Infrastructure and Environment  
Connor Parker – Communications Coordinator  
Jackie Fletcher – Executive Assistant to the CEO, Mayor & Councillors



### **Council Vision**

***Inspired by the Borough's Latin motto, 'Statio Tutissima Nautis', that translates as "the safest anchorage for seafarers", our vision for the future is that:***

***The Borough remains a safe haven defined by its unique heritage, rich culture and significant natural environment. It is a special and restorative place for an involved and caring community and our visitors.***

***Council acknowledges the Traditional Owners of these lands, waters and skies, the Wadawurrung People. We acknowledge and respect their continuing connections to their Lands, Waters, Skies, Culture and the contribution they make to the life and spirit of our community. We pay respect to their past and present Elders and their emerging leaders, and extend this respect to all Aboriginal and Torres Strait Islander peoples.***

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## Appendices

| <b>Appendix</b> | <b>Title</b>  | <b>Agenda Item</b>                              | <b>Distribution</b>  |
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| Appendix 1      | Response to public question taken on notice at the Ordinary Meeting of Council on 27 April 2022 | ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE | Under separate cover |

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## 1. OPENING OF MEETING

*Council acknowledges the Traditional Owners of these lands, waters and skies, the Wadawurrung People. We acknowledge and respect their continuing connections to their Lands, Waters, Skies, Culture and the contribution they make to the life and spirit of our community. We pay respect to their past and present Elders and their emerging leaders, and extend this respect to all Aboriginal and Torres Strait Islander peoples.*

The Meeting opened at: 7:00pm

## 2. PRESENT & APOLOGIES

*Present:*

Cr Ross Ebbels, Mayor

Cr Donnie Grigau

Cr Michael Grout

Cr Isabelle Tolhurst

Martin Gill – Chief Executive Officer

Gihan Kohobange – Manager Finance and Corporate Services

Shannon Maloney – Manager Community

Stuart Hansen – Manager Infrastructure and Environment

Connor Parker – Communications Coordinator

Jackie Fletcher – Executive Assistant to the CEO, Mayor & Councillors

*Apologies:*

Nil.

## 3. PECUNIARY INTEREST & CONFLICT OF INTEREST DISCLOSURES

*Councillors must disclose a conflict of interest in accordance with Section 130 of the Local Government Act 2020.*

Councillors: Nil.

Officers: Nil.

## 4. LEAVE OF ABSENCE OF COUNCILLOR

Cr Fleur Hewitt

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## 5. PUBLIC QUESTION TIME

### 5.1 Public Questions Status Update

At the Ordinary Meeting of Council on 27 April 2022, one public question was taken on notice. A response was sent on 18 May 2022 (**Appendix 1**).

No public questions are outstanding.

### 5.2 Public Questions

*In accordance with Council's Public Question Time Guidelines, questions must be written and received by the Chief Executive Officer prior to 3.00pm on the day of the Ordinary Council meeting. Questions received after this time will be treated as correspondence and a written response provided consistent with Council's Customer Service Charter. Questions can be lodged online via the Borough of Queenscliffe website, via email, via post or in person by completing a Public Question Time Form.*

The Mayor advised Council that 2 public questions had been received by Council within the prescribed timelines.

#### **Public Question 1 from Liz Powell**

In accordance with previous arborist reports received by council (July 2009) a recommendation for the community and campers safety was made to:

- Removal of trees before summer (coloured yellow)
- Removal of trees in 1 to 5 years with maintenance (coloured pink).

These works have quite obviously not been completed.

Why have they not been completed?

Regards Liz Powell on behalf of many, many campers.

#### **Response by CEO:**

Thank you for your question Liz. The report you are referring to is the draft Tree Management, Removal and Replacement Strategy for Princess, Citizens and Victoria Parks – August 2009 prepared by John Patrick Pty Ltd. Council considered this report at a Special meeting of Council on 9 October 2009.

Council noted this report but did not adopt it. In making this decision Council did adopt, and direct officers to immediately implement, a summary report of agreed actions between John Patrick Pty Ltd and ArbEcology.

Council implemented all of the actions set out in the summary report, including the removal of eight mature Monterey Cypress trees in Victoria Park.

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### **Public Question 2 from The Rip Rumour**

In the recent Draft Budget meeting, the CEO mentioned a tender was going out to commence works on the Point Lonsdale TOCH buildings. Has that tender in fact gone out and can you DETAIL how the project will proceed from here?

### **Response by the Mayor**

The Project Manager is in the process of preparing the tender documents and will present an overview of the documentation to the Point Lonsdale Lighthouse Reserve Project Control Group this Friday.

Once tender documentation is completed it will then be put out to tender for a period of three weeks. Following the tender process and the assessment of tenders, a contractor will be engaged to undertake the works on the P1 Huts.

## **6. CONFIRMATION OF COUNCIL MEETING MINUTES**

### **6.1 Ordinary Meeting of Council – 27 April 2022**

A copy of the previous Minutes of the Ordinary Meeting of Council held on 27 April 2022 was distributed to Councillors under separate cover.

#### **Councillors Grigau / Tolhurst**

**That the Minutes of the Ordinary Meeting of Council of the Borough of Queenscliffe held on 27 April 2022, as distributed, be confirmed as an accurate record.**

**Carried**

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## **7. RECORD OF INFORMAL MEETINGS OF COUNCILLORS**

A Record of Informal Meetings of Councillors is included at Adjunct to item 7:

- 22 April 2022 – Victoria Park Jubilee Planting Application Meeting
- 27 April 2022 – Councillor Assembly Briefing
- 11 May 2022 – Councillor Assembly Briefing
- 18 May 2022 – Councillor Assembly Briefing

### **RECOMMENDATION**

**Councillors Grout / Tolhurst**

**That the Record of Informal Meetings of Councillors, as presented in Adjunct to Item 7, be noted.**

**Carried**

## **8. NOTICE OF MOTION**

### **8.1 Notice of Motion Status Update**

No Motions on Notice outstanding.

### **8.2 Motion on Notice**

No Notices of Motion were received.

## **9. PETITIONS AND JOINT LETTERS**

### **9.1 Petitions and Joint Letters**

*In accordance with the Borough of Queenscliffe Governance Rules, a petition or joint letter presented to the Council must lay on the table until the next ordinary meeting of the Council and no motion, other than to receive the petition or joint letter may be accepted by the Chairperson, unless the Council agrees to deal with it earlier.*

None received.

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## 10. FUNCTIONS ATTENDED

Council was represented at the following meetings and functions between 22 April and 19 May 2022:

| Date          | Function Attended  |
|---------------|--|
| 22 April 2022 | Point Lonsdale Board Riders Club – Groms off the Wall (Cr Ebbels & Hewitt)   |
| 22 April 2022 | MAV Round Table (Cr Ebbels)  |
| 24 April 2022 | Farewell Luncheon for Rev Peter Martin (Cr Ebbels)   |
| 25 April 2022 | Councillors attended the following ANZAC Day Services: <ul style="list-style-type: none"><li>• The Mayor laid a wreath at the Dawn Service at the Queenscliff Lighthouse Reserve</li><li>• Cr Hewitt laid a wreath at the Point Lonsdale Service at the Point Lonsdale Cenotaph</li><li>• Cr Grout laid a wreath at the Queenscliff Service in the grounds of Fort Queenscliff</li></ul> |
| 28 April 2022 | Understanding Council Finances via videoconference (Cr Tolhurst)   |
| 28 April 2022 | Borough of Queenscliffe Active Transport Strategy Workshop (CEO, Crs Ebbels, Hewitt, Grout & Tolhurst)   |
| 29 April 2022 | MAV Rules Review Directions Paper round table workshops via videoconference (Cr Ebbels)  |
| 29 April 2022 | Sacred Edge opening night (Cr Ebbels)  |
| 1 May 2022    | Sacred Edge Festival (Crs Hewitt & Tolhurst)   |
| 2 May 2022    | G21 Environment Pillar Meeting via teleconference (Cr Hewitt)  |
| 3 May 2022    | Association of Bayside Municipalities advocacy strategy meeting (Cr Grout)   |
| 4 May 2022    | Sacred Edge reflection session (Cr Tolhurst)   |
| 6 May 2022    | G21 Regional Growth Plan via videoconference (CEO)   |
| 8 May 2022    | Councillor Listening Post in Point Lonsdale (Crs Ebbels, Hewitt, Grout & Tolhurst)   |
| 9 May 2022    | G21 Mayors Catch Up & Lunch (Cr Ebbels)  |
| 10 May 2022   | Queenscliffe Hub Project Control Group via videoconference (CEO)   |



| <b>Date</b> | <b>Function Attended</b>   |
|-------------|--|
| 11 May 2022 | Queenscliffe Hub Tour (CEO, Crs Ebbels, Grout, Grigau & Tolhurst)  |
| 11 May 2022 | Budget Presentation to the Community (CEO, Crs Ebbels, Hewitt, Grout, Grigau & Tolhurst)                   |
| 11 May 2022 | Community Grants Community Reference Group (Crs Grout & Grigau)  |
| 12 May 2022 | Leading the prevention of violence against women in local government webinar (Crs Grout & Tolhurst)        |
| 13 May 2022 | Neighbourhood House Week – Boomerang Bag session (Cr Tolhurst)   |
| 13 May 2022 | Queenscliffe Maritime Museum exhibition launch (Cr Tolhurst)   |
| 13 May 2022 | MAV Rural South Central Regional Meeting via videoconference (Cr Hewitt)                                   |
| 13 May 2022 | G21 Integrated Transport Strategy workshop 3 (Cr Grout)  |
| 15 May 2022 | Save Victoria Park Picnic (Cr Ebbels & Hewitt)   |
| 16 May 2022 | Bellarine Community Health Strategic Plan Launch via videoconference (CEO, Cr Ebbels)                      |
| 17 May 2022 | Borough of Queenscliffe Volunteer Recognition function (CEO, Crs Ebbels, Hewitt, Grout, Grigau & Tolhurst) |
| 18 May 2022 | Creative Victoria Funding Announcement by Danny Pearson MP (Cr Ebbels)                                     |

**Recommendation**

**That the Functions Attended report be received.**

**Councillors Grout / Grigau**

**That the Functions Attended report, as amended, be received.**

**Carried**



## **11. CHIEF EXECUTIVE OFFICER**

### **11.1 Chief Executive Officer Report**

#### **PURPOSE**

The purpose of this report is to provide Council an update on current projects and operational activities not reported through the quarterly reporting process.

#### **REPORT**

##### **2022 National General Assembly of Local Government**

At its March 2022 Ordinary Meeting, Council resolved to submit the following motion for consideration at the Australian Local Government Association National General Assembly:

*The Borough of Queenscliffe request the Australian Local Government Association, on behalf the Local Government sector, advocate to the Federal Government and political parties to adopt a unified approach to transitioning refugees on Temporary Protection Visas or Safe Haven Enterprise Visas to Permanent Protection Visas as quickly as possible.*

Council has received advice from the Australian Local Government Association Chief Executive Officer that the motion has been approved for inclusion in the Business Papers and will be formally considered at the National General Assembly in Canberra in June.

##### **Queenscliff Recreation Reserve Amenities Block**

Construction of the new amenities block at the Queenscliff Recreation Reserve has commenced with demolition of the previous facility completed and preparation underway for the laying of underground services underway this week.

Further information and architectural images of the facility are available at the Borough of Queenscliffe website:

<https://www.queenscliffe.vic.gov.au/Your-Council/News-and-projects/Current-projects/New-amenities-at-the-Queenscliff-Recreation-Reserve>

##### **Tree Planting**

The March 2022 CEO report mentioned that the annual tree planting program was about to commence in Point Lonsdale. Council had planned to plant 100 trees and wrote to residents in Point Lonsdale asking for feedback on proposed locations.

The report also spoke about additional tree planning to replace vegetation lost in response to the 29 October 2021 storm. I am pleased to advise that Council has now secured an additional 200 trees for planting in the coming months. These trees will be planted throughout the Borough and in particular in areas where vegetation was lost.

A separate project for revegetation in Victoria Park is included in the draft 2022–23 budget.

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### **International Day Against Homophobia, Biphobia, Interphobia and Transphobia**

On Tuesday 17 May 2022, the Mayor raised the rainbow flag at Council offices to commemorate IDAHOBIT – the International Day Against Homophobia, Biphobia, Interphobia and Transphobia.

The raising of the flag was a visible reminder that the Borough welcomes everyone, regardless of their sexuality, gender identity or appearance. Some words from the Mayor and other resources outlining the importance of the day have been uploaded to our website:

<https://www.queenscliffe.vic.gov.au/Your-Council/News-and-projects/Latest-news/Borough-raises-rainbow-flag-for-IDAHOBIT>

### **Current Community engagement**

The consultation period for the 2022–2023 draft budget closed on 23 May 2022.

People who have made submissions have now been invited to speak in support of their submissions, if they wish. This budget submission presentation event will take place on 1 June 2022.

Following the presentation Council will review all submissions before considering a final draft of the budget at the Council meeting on 22 June 2022.

### **Councillors Tolhurst / Grigau**

**That Council receives the Chief Executive Officer Report for May 2022.**

**Carried**

### **Cr Grigau**

What is the size of the trees that are being planted this year?

### **CEO**

The trees are normally tube stock, however I do not have that information on hand so I will take that question on notice to clarify.

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**12. HEALTH & WELLBEING**

No reports to consider.

**13. ENVIRONMENT**

No reports to consider.

**14. LOCAL ECONOMY**

No reports to consider.

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## 15. HERITAGE, PLANNING & INFRASTRUCTURE

### 15.1 Planning Permit Activity Report

**File:** QG290.01.02

**Author:** Senior Planner

**Portfolio:** Heritage, Planning & Infrastructure

**Portfolio Holder:** Cr Grout

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#### PURPOSE

The purpose of this report is to present a record of planning permit activity in the Borough of Queenscliffe.

#### EXECUTIVE SUMMARY

The following table provides a summary of the planning permit activity during the last month.

| CATEGORY   | TALLY     |
|--|-----------|
| Current applications   | 21        |
| Applications finalised since last report                       | 17        |
| New applications received since last report                    | 15        |
| <b>Total number of active permit applications</b>              | <b>33</b> |
| VCAT matters yet to be determined                              | 3         |
| Development Plan & Planning Scheme Amendment<br>Summary Report | 0         |

**Councillors Grout / Grigau**

**That the Planning Permit Activity Report be received.**

**Carried**

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(a) Current applications

| App. No    | Date Received | Address  | Proposal  | No. of objections | Status  |
|------------|---------------|--|---|-------------------|---|
| 2020/071.1 | 09/12/2021    | 1 Hesse Street<br>Queenscliff (JL<br>Jordan Boat Ramp) | Building and works associated with the redevelopment of the Queenscliff Boat Ramp, including additional car parking areas, and removal of vegetation (amended proposal to include a fish cleaning table)  | 7                 | Under consideration   |
| 2021/018   | 25/02/2021    | 134 Hesse Street<br>Queenscliff                        | Installation of Telstra telecommunication tower in a Heritage Overlay (Queenscliff Recreation Reserve)  | 19                | Under consideration   |
| 2021/048   | 27/05/2021    | 200-204 Point<br>Lonsdale Road<br>Point Lonsdale       | Buildings and works associated with the construction of a two storey building comprising four (4) shops and twelve (12) dwellings, use of the site for commercial premises, reduction of the standard car parking requirement of Clause 52.06, alteration to and creation of access to a road in a road zone category 1 | 9                 | Application on hold<br>(at the request of<br>the applicant) |
| 2021/081   | 23/08/2021    | 8 Cheshunt Street<br>Point Lonsdale                    | Alterations and extensions (two storey) to an existing dwelling, construction of a habitable outbuilding (two storey) and variation to side setback under Design and Development Overlay – Schedule 4   | 2                 | Application on hold<br>(at the request of<br>the applicant) |
| 2021/096   | 20/09/2021    | 33-35 Flinders<br>Street<br>Queenscliff                | Subdivision of the land into ten (10) lots (re-subdivision), removal of native vegetation and alterations to access to a Road Zone Category 1 (RDZ1)  | 5                 | Application on hold<br>(at the request of<br>the applicant) |
| 2021/115   | 08/11/2021    | 61-75 Murray Road<br>Queenscliff                       | Subdivision of the land into thirteen (13) lots   | 0                 | Under consideration   |



| App. No  | Date Received                         | Address                                   | Proposal  | No. of objections | Status                                      |
|----------|---------------------------------------|---|---|-------------------|---|
| 2021/116 | 08/11/2021                            | 13 Baillieu Street<br>Point Lonsdale      | Alterations and extensions to an existing dwelling and alterations to an outbuilding  | 0                 | Public notification                         |
| 2021/129 | 17/12/2021<br>(Amended<br>24/12/2021) | 6 Alexander<br>Crescent<br>Point Lonsdale | Alterations and extensions (two storey) to an existing dwelling, variation to the site coverage requirements of Design and Development Overlay Schedule 4 and construction of an outbuilding                    | 0                 | Public notification                         |
| 2021/130 | 17/12/2021                            | 2 Nicholas Court<br>Point Lonsdale        | Alterations and extensions to an existing three storey dwelling   | 3                 | Under consideration                         |
| 2022/014 | 18/02/2022                            | 66 King Street<br>Queenscliff             | Construction of two dwellings on a lot and variation to the site coverage requirements of Design and Development Overlay – Schedule 1   | 0                 | Public notification                         |
| 2022/018 | 08/03/2022                            | 4/8 Loch Street<br>Point Lonsdale         | Alterations and extensions (two storey) to an existing dwelling on a lot less than 300m <sup>2</sup> and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 4 | 9                 | Under consideration                         |
| 2022/020 | 11/03/2020                            | 16 Ocean Road<br>Point Lonsdale           | Construction of a two storey dwelling and variation to the site coverage requirements of Design Development Overlay – Schedule 4  | 0                 | Further information requested 17 March 2022 |
| 2022/023 | 16/03/2022                            | 2 Hobson Street<br>Queenscliff            | Alterations to an existing building for use as a dwelling, demolition and construction of a front fence and construction of an outbuilding in a Heritage Overlay area   | 0                 | Public notification                         |
| 2022/025 | 29/03/2022                            | 70 Fellows Road<br>Point Lonsdale         | Alterations and additions to an existing dwelling   | 0                 | Public notification                         |





| App. No    | Date Received                         | Address                            | Proposal   | No. of objections | Status   |
|------------|---------------------------------------|------------------------------------|--|-------------------|--|
| 2022/026   | 01/04/2022                            | 9 McDonald Road<br>Queenscliff     | Construction of a two storey dwelling and outbuilding (studio)   | 0                 | Public notification<br>Referrals to DELWP & CCMA |
| 2022/027   | 04/04/2022                            | 46 Jordan Road<br>Point Lonsdale   | Construction of a two storey dwelling and removal of native vegetation   | 0                 | Under consideration                              |
| 2022/028   | 05/04/2022                            | 12 The Esplanade<br>Queenscliff    | Construction of a two storey dwelling and outbuilding (bungalow)   | 0                 | Public notification                              |
| 2022/030   | 05/04/2022                            | 14 Mercer Street<br>Queenscliff    | Alterations and extensions to an existing dwelling (roof deck) in a Heritage area  | 0                 | Under consideration                              |
| 2022/031   | 07/04/2022<br>(Amended<br>22/04/2022) | 14 Douglas Court<br>Point Lonsdale | Construction of a two storey dwelling, removal of native vegetation and variation to the site coverage requirements of Design and Development Overlay – Schedule 4 | 0                 | Public notification                              |
| V 2022/032 | 11/04/2022                            | 30 Mercer Street<br>Queenscliff    | Demolition and construction of a front fence   | N/A               | Further information requested 20 April 2022      |
| 2022/035   | 14/04/2022                            | 5 Queen Street<br>Queenscliff      | Subdivision of the land into two (2) lots  | 0                 | Under consideration                              |



**(b) Applications Finalised Since Last Report**

| App. No    | Date Received | Address                                     | Proposal   | Status                   |
|------------|---------------|---|--|--------------------------|
| 2015/027   | 12/04/2022    | 57-59 Point Lonsdale Road<br>Point Lonsdale | Buildings and works comprising the retention of two existing shops and construction of two dwellings, and waiver of the loading bay requirements of clause 52.07   | Extension of time issued |
| S 2018/038 | 01/04/2022    | 31 Stokes Street<br>Queenscliff             | Alterations and extensions (two storey) to an existing dwelling in a Heritage Overlay area, alterations to an outbuilding, demolition of an outbuilding and variation to the site coverage requirements of Design and Development Overlay – Schedule 1 | Amended permit issued    |
| S 2019/008 | 11/04/2022    | 1/7 Bellarine Highway<br>Point Lonsdale     | Construction of a two storey dwelling  | Amended permit issued    |
| S 2021/059 | 22/04/2022    | 14 The Esplanade<br>Queenscliff             | Alterations and extensions to an existing three storey dwelling  | Amended permit issued    |
| 2021/122   | 02/12/2021    | 12 Bowen Road<br>Point Lonsdale             | Installation of Telstra telecommunications facility (satellite dish)   | Permit issued            |
| 2022/010   | 08/02/2022    | 39 Buckleys Road<br>Point Lonsdale          | Construction of a two storey dwelling  | Permit issued            |
| 2022/012   | 11/02/2022    | 54 Glaneuse Road<br>Point Lonsdale          | Alterations and extensions to an existing dwelling and alterations to an outbuilding   | Permit issued            |
| 2022/015   | 21/02/2022    | 31 Point Lonsdale Road<br>Point Lonsdale    | Alterations to a building individually listed in a Heritage Overlay  | Permit issued            |



| App. No    | Date Received | Address                                  | Proposal  | Status                                      |
|------------|---------------|--|---|---|
| 2022/019   | 10/03/2022    | 7 Beach Close<br>Point Lonsdale          | Construction of a two storey dwelling   | Notice of decision to grant a permit issued |
| V 2022/022 | 18/03/2022    | 9 Roddick Grove<br>Queenscliff           | Removal of native vegetation (in the road reserve)  | Permit issued                               |
| 2022/029   | 05/04/2022    | 36 Ocean Road<br>Point Lonsdale          | Alterations and extensions to an existing dwelling, construction of a front fence and variation to the side setback requirements of Design and Development Overlay – Schedule 4 | Permit issued                               |
| V 2022/033 | 14/04/2022    | 13 Anderson Street<br>Point Lonsdale     | Construction of a front fence   | Permit issued                               |
| V 2022/034 | 14/04/2022    | 4 McDonald Road<br>Queenscliff           | Construction of a pergola   | Permit issued                               |
| V 2022/036 | 19/04/2022    | 5 Qu'Appelle<br>Street<br>Point Lonsdale | Alterations to an existing outbuilding  | Permit issued                               |
| 2022/037   | 27/04/2022    | 47 Mercer Street<br>Queenscliff          | Alterations and external painting of a dwelling in a Heritage Overlay area  | Permit issued                               |
| V 2022/038 | 27/04/2022    | 35 Beach Street<br>Queenscliff           | Demolition of an outbuilding and external painting of a dwelling in a Heritage Overlay area   | Permit issued                               |
| 2022/045   | 02/05/2022    | 81 Nelson Road<br>Queenscliff            | Removal of native vegetation  | Permit issued                               |



**(b) New Applications Received Since Last Report**

| App. No    | Date Received                        | Address                               | Proposal   | No. of objections | Status                                    |
|------------|--------------------------------------|---------------------------------------|--|-------------------|---|
| 2022/037   | 27/04/2022                           | 47 Mercer Street<br>Queenscliff       | Alterations and external painting of a dwelling in a Heritage Overlay area   | 0                 | Permit issued                             |
| V 2022/038 | 27/04/2022                           | 35 Beach Street<br>Queenscliff        | Demolition of an outbuilding and external painting of a dwelling in a Heritage Overlay area  | N/A               | Permit issued                             |
| 2022/039   | 28/04/2022                           | 32 Cheshunt Street<br>Point Lonsdale  | Alterations and extensions (roof deck) to an existing two storey dwelling  | 0                 | Public notification                       |
| 2022/040   | 29/04/2022<br>(Amended<br>3/05/2022) | 23 Williams Road<br>Point Lonsdale    | Construction of a second dwelling, alterations to an existing dwelling, subdivision of the land into two (2) lots and removal of native vegetation   | 0                 | Public notification                       |
| 2022/041   | 29/04/2022                           | 9 Jennifer Crescent<br>Point Lonsdale | Alterations and extensions to an existing dwelling and variation to the front setback requirements of Design and Development Overlay – Schedule 4  | 0                 | Public notification                       |
| V 2022/042 | 03/05/2022                           | 1/33 Williams Road<br>Point Lonsdale  | Construction of a carport  | N/A               | Further information requested 10 May 2022 |
| 2022/043   | 02/05/2022                           | 12 Bailey Street<br>Point Lonsdale    | Alterations and extensions to an existing dwelling, alterations to an outbuilding and variation to the site coverage and setback requirements of Design and Development Overlay – Schedule 4 | 0                 | Public notification                       |
| 2022/044   | 02/05/2022                           | 6 McDonald Road<br>Queenscliff        | Use of the land for a helicopter landing site  | 0                 | Waiting on information from applicant     |



| App. No    | Date Received | Address                            | Proposal   | No. of objections | Status                                    |
|------------|---------------|------------------------------------|--|-------------------|---|
| 2022/045   | 02/05/2022    | 81 Nelson Road<br>Queenscliff      | Removal of native vegetation   | 0                 | Permit issued                             |
| V 2022/046 | 03/05/2022    | 4/42 Hesse Street<br>Queenscliff   | Alterations (blinds) to an existing building in a Heritage Overlay area  | N/A               | Further information requested 13 May 2022 |
| 2022/047   | 03/05/2022    | 4 Gellibrand Street<br>Queenscliff | Alterations (blinds and verandah) to an existing building in a Heritage Overlay area   | 0                 | Further information requested 13 May 2022 |
| 2022/048   | 06/05/2022    | 10 Girvan Grove<br>Point Lonsdale  | Alterations and extension to an existing dwelling and removal of native vegetation   | 0                 | Public notification                       |
| 2022/049   | 10/05/2022    | 2 Pentland Road<br>Point Lonsdale  | Alterations and extensions to an existing dwelling, construction of a carport and outbuilding and variation to the setback requirements of Design and Development overlay – Schedule 4 | 0                 | Public notification                       |
| 2022/050   | 11/05/2022    | 18 Bailey Street<br>Point Lonsdale | Alterations and extensions to an existing dwelling   | 0                 | Public notification                       |
| V 2022/051 | 16/05/2022    | 17-19 Hesse Street<br>Queenscliff  | External painting of a building in a Heritage Overlay area   | N/A               | Initial assessment                        |



**(d) VCAT matters yet to be determined**

| App. No    | Date Received                         | Address                                   | Proposal   | Status   |
|------------|---------------------------------------|---|--|--|
| 2018/062.2 | 25/06/2021                            | 1/3 Edgewater Close<br>Queenscliff        | Amendment: Alterations and extensions (two storey) to an existing dwelling and variation to the site coverage requirements of Design and Development Overlay – Schedule 3  | Notice of decision to amend a permit issued<br>VCAT application for review lodged by objector<br>VCAT compulsory conference 7 June 2022<br>VCAT hearing 9 August 2022        |
| **2021/102 | 04/10/2021<br>(Amended<br>28/10/2021) | 149 Point Lonsdale Road<br>Point Lonsdale | Demolition of an outbuilding on a site individually listed in a Heritage Overlay, construction of an outbuilding (studio) and alteration to access to a Road Zone Category 1 (RDZ1)  | Notice of decision to grant a permit issued<br>VCAT application for review lodged by applicant<br>VCAT hearing 21 September 2022   |
| 2021/123   | 03/12/2021<br>(Amended<br>07/03/2022) | 40 Gellibrand Street<br>Queenscliff       | Part demolition, alterations and extensions to an existing dwelling on a lot less than 300m <sup>2</sup> , demolition of an outbuilding in a Heritage Overlay and variation to the site coverage and setback requirements of Design and Development Overlay Schedule 1 | Notice of decision to grant a permit issued<br>VCAT application for review lodged by objector<br>VCAT compulsory conference 17 October 2022<br>VCAT hearing 19 December 2022 |





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## 16. GOVERNANCE & FINANCE

### 16.1 Appointment of Council Portfolios and Delegates

**File:** QG045-01-01  
**Author:** Chief Executive Officer  
**Portfolio:** Governance & Finance  
**Portfolio Holder:** Vacant

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#### **PURPOSE**

This purpose of this report is for Council to consider and appoint councillors to vacant portfolio and committee positions following the resignation of Cr Susan Salter and the subsequent election of Cr Isabelle Tolhurst.

#### **EXECUTIVE SUMMARY**

This recommendation in this report furthers the objectives of Council Plan 2021–2025, Portfolio 5: Governance and Portfolio to provide a financially viable council that is accountable, transparent and practices good governance. It links to the community vision by encouraging an inclusive and engaged community.

The Council Plan 2021–2025 is structured around five Strategic Objectives:

- Health & Wellbeing
- Environment
- Local Economy
- Heritage, Planning & Infrastructure
- Governance & Finance

Given the recent election of Isabelle Tolhurst to the position of Councillor, it is necessary to review the representation to Council Committees and reference groups.

#### **Recommendation**

##### **That Council:**

- determine the Councillor appointments to Portfolios through to November 2022;**
- determine its Councillor representatives on Council's Audit & Risk Committee; and**
- determine its representatives on the CEO Employment and Remuneration Advisory Committee.**

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**Councillors Grigau / Grout**

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**a) Appoint the Councillor portfolios through to November 2022 as follows:**

**Health & Wellbeing – Cr Grigau**

**Environment – Cr Ebbels**

**Local Economy – Cr Hewitt**

**Heritage, Planning & Infrastructure – Cr Grout**

**Governance & Finance – Cr Tolhurst**

**b) Appoint Crs Ebbels, Hewitt and Tolhurst as the Councillor representatives on Council's Audit & Risk Committee.**

**c) Appoint Crs Ebbels, Tolhurst and Grout as the Councillor representatives on the CEO Employment and Remuneration Advisory Committee.**

**Carried**

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## REPORT

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### **BACKGROUND**

Council regularly reviews its representation to Council Portfolios, committees and reference groups as it is considered good practice.

On Tuesday 12 April 2022, the Victorian Electoral Commission completed a countback to fill the extraordinary vacancy created following the resignation of Councillor Susan Salter. The countback resulted in the election of Isabelle Tolhurst to the position of Councillor.

Cr Salter's resignation created vacancies in a number of Council roles including the:

- Governance and Finance Portfolio; and
- Audit and Risk Committee

Councillors have discussed how they might fill these vacancies, and in doing so also considered changing the Councillor representation on the CEO Employment and Remuneration Advisory Committee.

### **DISCUSSION**

#### ***Audit & Risk Committee***

In accordance with *Division 8 of the Local Government Act 2020*, Council must establish an Audit and Risk Committee. It is not a delegated committee and must include as members both Councillors and non-councillors who have expertise in financial management and risk and experience in public sector management.

Council's Audit and Risk Committee membership comprises up to 3 Councillors and up to 4 independent members.

The four current independent members are Roland 'Barney' Orchard, Richard Bull, Helen Butteriss and Graeme Phipps.

Council's Chief Executive Officer and the Manager Finance and Corporate Services attend these meetings to provide information and advice in an ex-officio capacity. The Council-appointed internal auditor and Victorian Auditor General appointed external auditor also attend these meetings to provide formal reports as required.

Council's current representatives on the Audit and Risk Committee are Crs Ebbels and Hewitt.

#### ***CEO Employment and Remuneration Advisory Committee***

The adoption of Council Policy CP053 CEO Employment and Remuneration in November 2021 saw the Council's CEO Performance Review Committee now become the CEO Employment and Remuneration Advisory Committee. This committee fulfils the *Local Government Act 2020*

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requirement for Council to review the performance of the CEO at least once each year. Section 18(1)(g) of the Act requires the Mayor to take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer. The CEO Employment and Remuneration Policy was most recently reviewed at the Council meeting held on 27 April 2022.

Council's current representatives on the CEO Employment and Remuneration Advisory Committee are Crs Ebbels, Grigau and Grout. Council has also appointed the independent professional Philip Shanahan to this committee.

### **Options**

Option 1 – resolve to fill the vacant roles and make changes to the CEO Employment and Remuneration Advisory Committee

Option 2 – resolve to leave roles vacant and make no changes to the CEO Employment and Remuneration Advisory Committee

Option 3 – resolve to fill vacant roles but not change the representation on the CEO Employment and Remuneration Advisory Committee

Option 4 - resolve not to fill vacant roles but make changes to the representation on the CEO Employment and Remuneration Advisory Committee

## **COMMUNICATIONS AND ENGAGEMENT**

### **Community Engagement**



There is no statutory requirement for community consultation associated with this report.

### **Collaboration**

Not applicable.

## **GOVERNANCE CONTEXT**

### **Relevant Law**

Not applicable.

### **Charter of Human Rights**

This report has had consideration to, and complies with, the Charter of Human Rights and Responsibilities Act 2006.

### **Gender Equality Act 2020**

The *Gender Equality Act 2020* requires a Gender Impact Assessment to be undertaken when Council develops or reviews any Council policy, program or service that has a direct and significant impact on the public.

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Has a Gender Impact Assessment been undertaken in respect of the matters in this Council Report? No, as it is not considered the appointment of Councillors to portfolios and committees has a direct and significant impact on the public.

#### **Regional, State and National Plans and Policies**

Not applicable.

#### **Council Plan Alignment**

This report responds to Portfolio 5: Governance and Finance in the Council Plan 2021 – 2025, Priority 3 to provide *accountable and transparent governance*, specifically:

- Council is operating in an open and transparent matter
- Regular reporting to the community on Council performance and accountability
- Meet all legislative requirements of the *Local Government Act 2020*
- Limit the number of Council decision made *in camera*
- Ensure Council documents not subject to confidentiality or privacy law are publically available on the website and upon request.

#### **Legal and Risk Implications**

There are no relevant legal or risk implications associated with this report.

#### **Related Documents**

Nil.

#### **Disclosure of Interest**

No officer involved in the preparation of this report has any conflicts of interest.

### **CONSIDERATIONS**

#### **Environmental Sustainability**

There are not economic, social, environmental and climate change implications associated with this report.

#### **Financial and resource implications**

There are no budget or resource implications associated with this report.

#### **Innovation and Continuous Improvement**

Not applicable.

### **IMPLEMENTATION**

#### **Operational Impacts**

Not applicable.

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### **Implementation Process**

The Executive Assistant to the CEO, Mayor and Councillors will advise all relevant organisations and agencies of the appointments.

### **ATTACHMENTS**

Nil.

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## **17. AUTHORISATION OF SIGNING & SEALING OF DOCUMENTS**

No reports to consider.

## **18. QUESTIONS WITHOUT NOTICE**

### **18.1 Questions Without Notice Status Update**

At the Ordinary Meeting of Council on 27 April 2022, two questions without notice were taken on notice. The response is provided at adjunct to 18.1.

No Questions Without Notice outstanding.

### **18.2 Questions Without Notice**

#### **Cr Grigau**

In light of the Covid-19 positive tests in Victoria being an average of 10,000 in the last seven days, and 10 cases in the borough, what plans do we have in place for this winter to look after our community and Council staff?

#### **CEO**

Over the past few weeks, we have again encouraged and supported staff to maintain good hygiene and social distancing principles and to work from home or take leave if they are displaying symptoms. We would refer to our COVID outbreak response plan if there is an outbreak in the Borough, in the meantime we are continuing to take guidance from the State Government in relation to protecting the community.

## **19. LIST OF COUNCIL MEETINGS**

All Council Meetings are held at the Council Offices, 50 Learmonth Street, Queenscliff unless otherwise indicated.

HEAR BUDGET SUBMISSIONS  
Wednesday 1 June 2022 at 6:00pm

PLANNING REVIEW MEETING  
Wednesday 8 June 2022 at 7:00pm (if required)

COUNCIL MEETING  
Wednesday 22 June 2022 at 7:00pm

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Cr Ebbels invited the community to attend a Memorial Service in honour of Cr Susan Salter at the Queenscliff Town Hall on Monday 30 May at 12:00pm.

## **20. CLOSED SESSION OF MEETING**

**Time: 7:18pm**

**Councillors Grout / Tolhurst**

**That, in accordance with sections 66(1) and 66(2)(a) of the *Local Government Act 2020*, the meeting be closed to members of the public for the consideration of the following confidential items:**

### **20.1 Confirmation of 27 April 2022 Confidential Council Meeting Minutes**

**This agenda item is deemed to contain confidential information as per section 3(1)(h) of the *Local Government Act 2020* as it contains confidential meeting information, being the records of meetings closed to the public under section 66(2)(a). This ground applies as the Council minutes being confirmed are for matters that have previously been deemed confidential.**

### **20.2 Community Grants Community Reference Group Expressions of Interest**

**This agenda item is deemed to contain confidential information as per section 3(1)(f) of the *Local Government Act 2020* as it contains personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. This ground applies as this item contains personal information of those who have expressed interest in serving on the Community Grants Community Reference Group.**

### **20.3 Community Service Awards 2022**

**This agenda item is deemed to contain confidential information as per section 3(1)(f) of the *Local Government Act 2020* as it contains personal information, being information which if released would result in the unreasonable disclosure of information about any person or their personal affairs. This ground applies as this item contains personal information of those who have been nominated to receive a community service award.**

**Carried**

**Time: 7:24pm**

**Councillors Tolhurst / Grigau**

**That Council reopen the meeting and resume standing orders.**

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**Carried**

**21. RATIFICATION OF CONFIDENTIAL ITEMS**

**Councillors Grout / Grigau**

**That the decisions made in camera be ratified by Council.**

**Carried**

**22. CLOSE OF MEETING**

The meeting closed at 7:25pm.

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## ADJUNCT TO 7 – RECORD OF INFORMAL MEETINGS OF COUNCILLORS

The Borough of Queenscliffe Governance rules (rule 11) require tabling of records of informal meetings of Councillors at the next convenient Council meeting and that their record be included in the minutes of that Council Meeting. If there is a meeting of Councillors that:

- 11.1 is scheduled or planned outside of an Ordinary Meeting of Council for the purpose of discussing the business of Council or briefing Councillors; and
- 11.2 is attended by at least one senior member of Council staff; and
- 11.3 all Councillors have been invited by the Chief Executive Officer; and
- 11.4 a majority of Councillors are present; and
- 11.5 is not a Delegated Committee meeting or Community Asset Committee meeting.

| Informal Meeting Details  | Councillors  | Officers         | Agenda items                             | Conflict of interest disclosures |
|---|--|------------------|--|----------------------------------|
| <b>Victoria Park Jubilee Planting Application Meeting</b><br>22 April 2022<br>3:00pm – 5:00pm<br>The OSpace | Cr Ross Ebbels, Mayor<br>Cr Fleur Hewitt<br>Cr Donnie Grigau<br>Cr Michael Grout<br>Cr Isabelle Tolhurst | Martin Gill, CEO | 1. Victoria Park Jubilee fund next steps | Nil.                             |

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| <b>Informal Meeting Details</b>   | <b>Councillors</b>   | <b>Officers</b>  | <b>Agenda items</b>   | <b>Conflict of interest disclosures</b> |
|---|--|--|---|---|
| <b>Assembly Briefing</b><br>27 April 2022<br>10:00am – 11:30am<br>Queenscliff Town Hall | Cr Ross Ebbels, Mayor<br>Cr Fleur Hewitt<br>Cr Donnie Grigau<br>Cr Michael Grout<br>Cr Isabelle Tolhurst                       | Martin Gill, CEO<br>Shannon Maloney, MC<br>Stuart Hansen, MIE                        | 1. Hesse Street Roundabout project<br>2. Waste Management Food Organics Garden Organics (FOGO) roll out<br>3. Queenscliff Bowling Tennis and Croquet Club presentation to Council | Nil.                                    |
| <b>Assembly Briefing</b><br>11 May 2022<br>4:50pm – 5:15pm<br>Queenscliff Town Hall     | Cr Ross Ebbels, Mayor<br>Cr Fleur Hewitt (via videoconference)<br>Cr Donnie Grigau<br>Cr Michael Grout<br>Cr Isabelle Tolhurst | Martin Gill, CEO<br>Shannon Maloney MC<br>Stuart Hansen, MIE<br>Gihan Kohobange, MFS | 1. Community Grants Community Reference Group   | Nil.                                    |
| <b>Assembly Briefing</b><br>18 May 2022<br>2:30pm – 4:10pm<br>Queenscliff Town Hall     | Cr Ross Ebbels – Mayor<br>Cr Fleur Hewitt<br>Cr Donnie Grigau<br>Cr Michael Grout<br>Cr Isabelle Tolhurst                      | Martin Gill, CEO<br>Shannon Maloney MC   | 1. Community Grants Community Reference Group<br>2. Bullring Trees<br>3. Point Lonsdale Lighthouse Reserve update<br>4. Queenscliffe Hub update                                   | Nil.                                    |



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|  |  |  |
|--|--|--|
| AO – Arts officer                              | BSA – Business Services Accountant         | BOC – Business Operations Coordinator                      |
| CC – Communications Coordinator                | CEO – Chief Executive Officer              | CERP – Project Officer, Climate Emergency Response Plan    |
| COVID BSO – COVID Business Support Officer     | CSC – Community Services Coordinator       | CSP – Contract Senior Planner                              |
| CSRO – Community Stakeholder Relations Officer | DP – Director Place                        | EA – Executive Assistant to the CEO, Mayor and Councillors |
| EPO – Executive Project Officer                | HR&GC – HR & Governance Coordinator        | MC – Manager Community                                     |
| MFS – Manager Finance and Corporate Services   | MIE – Manager Infrastructure & Environment | RC – Rates Coordinator                                     |
| SLEO – Senior Law Enforcement Officer          | SP – Strategic Planner                     |  |

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## ADJUNCT TO 5.1 – PUBLIC QUESTIONS STATUS UPDATE

| Date          | Question  | Action                           | Status   |
|---------------|---|----------------------------------|--|
| 27 April 2022 | <p><b>Public Question 2 from Queenscliffe Community Association</b></p> <p>The QCA welcome new Councillor Isabelle Tolhurst to Council and wish her well representing her community.</p> <p>The QCA asks for clarifications relating to the long awaited and presumably now being revised version of the Marine and Coastal Management Plan.</p> <p>Importantly as way of background - It is currently referenced on the agenda as <i>Major Initiatives</i>- Complete development of Marine and Coastal Management Plan. A version of the M&amp;CP was actioned by Council Officers and tabled some months ago and subject to a series of community recommendations, corrections, expansions and improvements. Given the expertise and quality of many of the submissions a question now relates to the new draft budget allocation of -</p> <ul style="list-style-type: none"><li>• \$210,000 for Development of a marine and coastal management plan (carry forward from 2020– 21 budget) * Please NB ( Should read 2021-22 budget) (The 20-21 Budget is not on website as Appendix 4 April 23 2020 as it documents an unrelated Local Law and needs rectification and correction on the website)</li></ul> <p>The 2021-22 carry forward was \$196,000 for development of Marine and Coastal Management Plan.</p> <p><i>Q. Can it be assumed that no allocation of the initial \$196,00 from the operating expense reserves was expended compiling the recently tabled M&amp;CP and yet has been increased a further \$14,000. Or are there other explanations of what has happened to this important plan, how the previous version was funded and its current status given Council or its officers have proposed works or planned projects on coastal reserves without an updated M&amp;CP to guide such works?</i></p> | Second question taken on notice. | Response sent on 18 May 2022 <i>see Appendix 1</i> |



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#### ADJUNCT TO 8.1 – NOTICE OF MOTION STATUS UPDATE

No Motions on Notice outstanding.

#### ADJUNCT TO 18.1 – QUESTIONS WITHOUT NOTICE STATUS UPDATE

| Date          | Question  | Action | Status   |
|---------------|---|--------|----------|
| 27 April 2022 | <p><b>Cr Grigau</b><br/>Cr Grigau queried why permit application 2021/116 had been received on 8 November 2021 yet was still a current application?</p> <p><b>Response</b><br/>The application was lodged on 8 November 2021 and a request for public notification was sent to the applicant (being the property owner) on 22 November. The applicant is yet to carry out the required public notification. Officers contacted the applicant on three occasions seeking an update. The applicant responded on 5 May 2022 and advised that the public notification requirements would be addressed soon.</p> | Nil    | Complete |



|  |  |     |          |
|--|--|-----|----------|
| 27 April 2022  | <b>Cr Grigau</b><br>Cr Grigau queried a statement in the Human Resources section in the draft budget, namely that the staff FTE had grown from 42.8 to 45.3 FTE? | Nil | Complete |
| <b>Response</b><br>The 2021/22 FTE estimate is understated due to staff vacancies.<br>At the time of finalising the forecast for 2021–22 and the draft budget for 2022–23 we have made some assumptions about the timing of recruiting officers for these temporary staff vacancies.<br>For example:<br>It is assumed that the Vegetation and Foreshore Coordinator would be recruited by the beginning of April 22. Meaning an officer to work in this role for 3 months in the current financial year and 12 months in the next financial year. In terms of the FTE estimate 0.25 FTEs for this year and 1 FTE for the next year.<br>In the same way, it is assumed that the contract officer will be recruited by the beginning of May 22. 0.2 FTEs for this year and 1 FTE for the next year.<br>These two positions alone have understated the FTE estimates for 2021-22 by 1.55 FTEs (0.45 FTEs for 2021–22 vs 2 FTEs for 2022–23)<br><br>A comparison of the FTE estimates and staff costs between the current year adopted budget and the draft budget for 22–23 will provide a more accurate analysis.<br><br>Council has used the same organisation structure (with full FET estimates) in the current year adopted budget and the draft budget for 2022–23 subject to the following changes. <ul style="list-style-type: none"><li>restructuring of the planning team, replacing a part-time planner with a casual planner and converting contracted senior planner to a permanent part-time employee</li></ul> |  |     |          |



- replacing a permanent full-time role in the financial and corporate services team with two part-time roles (one at a senior level);
- changing a permanent part-time role into a permanent full-time role in the financial and corporate services team
- removing the newly created Municipal Health and Wellbeing Officer position from the organisational structure
- restructuring of the aged care team

The net impact of these changes has resulted in a reduction of 1.3 FTEs estimates compared to the FTE estimates as per the 2021–22 adopted budget.