



**DOCUMENTS TO BE MADE
AVAILABLE FOR PUBLIC
INSPECTION
1 JULY 2022 TO 30 JUNE 2023**

Second Quarter as at 31 December 2022

*Glennelg Shire Council Public Transparency Policy
guides the information supplied in this document.*

DOCUMENTS AVAILABLE SEPARATELY ON WEBSITE

1. Reporting to Council from Delegated or Community Assets Committee. (Council currently do not have either of these committees established).
2. Agendas for, and minutes of, Council meetings held in the previous 12 months.
3. Reporting from Committees to Council
4. Audit and Risk Committee Performance Reporting (included in Council meeting agendas/minutes).
5. Terms of Reference for Committees.
6. Register of Election Campaign Donations.

1. **Register of Gifts, Benefits and Hospitality offered to Councillors or Council staff**
(provided by EA's of each department)

(a) Councillor - Gift Register – (Reference CPO-CEO-CS-007 Council Policy Gifts, Benefits and Hospitality – Councillors)

Date	Name	Details (what and from whom)	Amount \$	Accepted/ Refused
28/11/2022	Mayor Cr Martin	Meal, Rotary Club Portland	\$25.00	Accepted
01/12/2022	Mayor Cr Martin	Meal, Portland Workskills	\$35.00	Accepted

(b) Council Staff - Gift Register – (Reference OPO-CEO-OD-013 - Council Policy Gifts, Benefits and Hospitality – Employees)

Date	Name	Details (what and from whom)	Amount \$	Accepted/ Refused
30/09/2022	Katie Clark	6 tickets to attend Stratus Ball	\$900.00	Refused
17/08/2022	Corinna Bell	Money to the value of \$20 from Eva (surname unknown)	\$20	Refused
20/10/2022	Lisa Bentley	Modern Teaching Aid voucher used for purchasing educational equipment/resources to be used by all Educators. The voucher was made available as Council employees participated in University of Melbourne study. (voucher used to for child care/kinder related products for the educators)	\$200	Accepted
19/12/2022	Karen Meyrick/ Jaycee Kindergarten	Platter of food included cookies & cupcakes from Jaycee Parent & Friends Committee	Under \$100	Accepted
7/12/2022	Corinna Bell/Heywood Kindergarten	Flavoured milk and sweets from AG Warehouse	\$30	Accepted
16/12/2022	Senior Educator on behalf of PCFC	24 bottles of vodka cruisers – variety of flavours from Madeline Sutton	\$70	Refused
22/12/2022	Shari Kaczmarek	\$25 gift Voucher from Main Street Café, Portland from Lois Phillips	\$25	Refused

2. Register of Conflict of Interest disclosed by Councillors or Council staff
 (Information provided by the Executive Assistant Corporate Services).

Meeting Date	Meeting Item	Subject	Councillor	Nature of Interest
Tuesday 26 July 2022	14.4	Cape Bridgewater Place of Last Resort	Cr Martin	General Conflict
Tuesday 27 September 2022	14.14	Contract 2021-22-08 Bridgewater Car Park, Boardwalk Footpaths & Landscaping	Cr Martin	General Conflict
Tuesday 27 September 2022	14.8	Parking Restrictions - Percy Street	Cr Rank	General Conflict
Tuesday 25 October 2022	14.5	Glenelg Planning Scheme Amendment C96GELG: Corrections	Cr Carr	General Conflict
Tuesday 22 November 2022	14.6	Contract 2022-23-18 2022-2023 Glenelg Shire Road Rehabilitation Program	Cr Smith	General Conflict
Tuesday 13 December 2022	14.2	Australia Day Awards 2023	Cr Wilson	General Conflict
Tuesday 13 December 2022	14.2	Australia Day Awards 2023	Cr Stephens	General Conflict

3. **Submissions made by Council**
(Information supplied by each Department)

Submission Title	To	Date

4. **Submissions received by Council**
(Information supplied by each Department)

Title	Received Submission

5. Travel undertaken by Councillors or Council staff
 (Information supplied by each Department)

Details of overseas or interstate travel (other than interstate travel by land for less than 3 days)

Purpose	Councillor/ Council Staff Member	Destination	Date	Total Cost
Australian Cruise Association Conference	Cr Stephens	Townsville	Tuesday 6 September – Friday 9 September 2022	\$2,069.40
PAC Australia Presenter Training Program	Virginia Winter	Sydney	Sunday 4 September – Tuesday 6 September 2022	\$1,150.00
APAX 2022 conference	Virginia Winter	Sydney	Tuesday 6 September 2022 – Friday 9 September 2022	\$1,125.00
Adelaide - Let's Go Caravan & Camping Show	Kristy Hutchins	Adelaide	Sunday 28 July 2022 – Thursday 1 August 2022	\$1,200.00

6. Register of Delegations

(Information sourced from the Delegations and Authorisations Register by the Executive Assistant Corporate Services).

Delegations are to exercise power, duties and functions as set out within the Schedule of each document under each Act or legislation.

Instrument No.	Instrument Name	Date of CURRENT Delegation
S5	Instrument of Delegation to CEO	27-Sep-22
S6	Instrument of Delegation - Council to Staff members	27-Sep-22
S7	Instrument of Sub-Delegation by CEO	28-Sep-22
	Instrument of Sub-Delegation by CEO under Marine Safety Act 2010	26-10-22
	Instrument of Delegation from the Port Manager to Members of Staff	25-10-22
	Instrument of Delegation Waterway Manager	25-10-22
	Instrument of Delegation Committee of Management <i>Crown Land (Reserves) Act 1978</i>	25-10-22
S12	Instrument of Delegation from Municipal Building Surveyor	10-Oct-22
S13	From Chief Executive Officer to Members of Council Staff	28-Sep-22
S14	Instrument of Delegations by CEO for Vicsmart Applications under the Planning and Environment Act 1987	23-Mar-22
S16	S16 Instrument of Delegation for Bushfire Reconstruction Applications under the Planning and Enviro	23-Mar-22

7. Register of Authorised Officers

(Information sourced from the Delegations and Authorisations Register by the Executive Assistant Corporate Services).

S11 Appointment and Authorisation under specific Acts or legislation.

<u>NAME</u>	<u>TITLE</u>	<u>DATE SIGNED</u>
ALLEN, Aaron	Local Laws Officer	18-May-22
ALLEN, Sharon	Local Laws Officer	03-Feb-22
BERRY, Matthew	Regulatory Services Manager	13-12-22
BENNETT, Melanie	Director Community Services	29-Mar-21
BOURKE, Shelly	Aged and Disability Services Manager	13-12-22
CLEMENTS, Jacob	Strategic Planner	23-Nov-21
DEAN, Jason	Business Analyst	13-12-22
EASSON, Scott	Local Port Manager	19-Jan-22
FARRUGIA, Sarah	Local Laws Officer	20-Jul-22
FLOCKHART, Tanya	Library and Information Manager	13-12-22
FRASER, John	Local Laws Ranger /Prosecutions Officer	03-Feb-22
FOST, Darren	Municipal Building Surveyor	05-Feb-21
GURIKAR, Sanket	Statutory Planner	23-Nov-21
HODGETTS, Christopher	Statutory Planner	23-Nov-21
HOL, David	Director Corporate Services	29-Mar-21
INVERARITY, Ron	Local Port Officer	19-Jan-22
JARRAD, Ross	Building Inspector	18-May-21
KENNETT, Aaron	Manager Environmental Health	05-Jan-22
KIRKHAM, Ann	Chief Information Officer - Glenelg Futures	29-Mar-21
PRESTON ROWE PATERSON	Valuations Officers	19-Jan-22
LIPSCOMBE, Simon	Local Port Officer	19-Jan-22
LUKE, Ricky	Team Leader Design and Assets	13-12-22
MCFARLANE, Helen	Local Laws Officer	03-Feb-22
MCMAHON, Lynne	Municipal Emergency Management Officer	13-12-22
MALLEN, Justin	Resource Management Officer	19-Jan-22
MAYBERY, Jodie	Acting Local Laws Manager	20-12-22
MONAGHAN, Shelly	Rates and Valuations Coordinator	19-Jan-22
OAKLEY, Lee	Workover, Risk and Insurance Officer	18-May-22
PARKER, Yvette	Projects Manager	13-12-22
RUGE, Jane	Community Wellbeing Manager	13-12-22
SCOTT, Simone	Contract Procurement Coordinator	13-12-22
SMITH, Adam	Environmental Sustainability Coordinator	13-12-22

SPENCER, Bryce	Community and Support Coordinator	13-12-22
THOMPSON, Lynne	OHS Officer	13-12-22
VAN GEMST, Hanna	Graduate Environmental Health Officer	05-Jan-22
Victoria Police		19-12-22
WELCH, Ian	Building Surveyor	23-Nov-21

S11A Planning and Environment Act 1987 only

BERRY, Matthew	Regulatory Services Manager	20-Mar-22
CLEMETS, Jacob	Strategic Planner	21-Mar-22
GUIKAR, Sanket	Statutory Planner	22-Mar-22
HODGETTS, Christopher	Statutory Planner	23-Mar-22
S15	Instrument of Authorisation and Appointment Council's Freedom of Information Officer	25-Aug-21
S17	Instrument of Authorisation and Appointment under the <i>Oaths and Affirmations Act 2018</i>	25-Aug-21
S19A	Instrument of Delegation of the Municipal Fire Prevention Officer under Country Fire Act 1958	25-Aug-22
S19B	Instrument of Delegation of the Municipal Fire Prevention Officer	25-Aug-22

8. Details of all leases involving Land and Buildings which was entered into by Council as lessor.

(Information sourced from the property related Leases register. This register contains the property Lease information provided by the relevant functional staff in Council Departments and Business Units).

A. Property Related Leases - LAND

	Description of Property	Lessee	Terms of Lease	Options	Commence Date	Expiry Date	Value of Lease Annual incl. GST
L1	Portland Aerodrome Farm Lease (Area G), 1260 Bridgewater Lakes Rd, Cashmore	Paul & Melissa Johnstone	9 years	Nil	01/07/2019	30/06/2028	\$581
L2	Portland Aerodrome Farm Lease (Area B), 1260 Bridgewater Lakes Rd, Cashmore	N & S Warner Investments Pty Ltd	3 years	N/A	1/07/2020	30/06/2023	\$533
L3	Hangar – Portland Aerodrome (Portion A) 1260 Bridgewater Lakes Rd, Cashmore	Derek A & Colleen Knight	4 years	N/A	01/02/2022	31/01/2026	\$742.50
L6	Portland Aerodrome, Part 1260 Bridgewater Lakes Rd Cashmore	Portland Pistol Club	3 years	1 x 3 years	1/1/2022	31/12/2024	\$117
L8	Former Gorae West School Site (35 sq mts of) PTCA 9, Section 9 Parish of Mouzie 1651 Heath Rd Gorae West	Country Fire Authority	25 years	Nil	01/07/2004	30/06/2029	\$11 Paid in full
L9	Portland Foreshore	Portland Yacht Club	10 years	Nil	1/12/2019	30/11/2029	\$2,600

Description of Property		Lessee	Terms of Lease	Options	Commence Date	Expiry Date	Value of Lease Annual incl. GST
L10	Portland Foreshore	TS Henty Naval Cadets	1 year	Nil	01/09/2022	31/08/2023	\$114
L12	Portland Aerodrome Farm Lease (Weather Station), 1260 Bridgewater Lakes Rd, Cashmore	Bureau of Meteorology	9 years	Nil	01/07/2017	30/06/2026	\$163
L14	Portland Aerodrome Farm Lease (Areas D & E), 1260 Bridgewater Lakes Rd, Cashmore	Anthony R Bennett	3 years	2 x 3 years	01/07/2021	30/06/2024	\$1,552
L15	Portland Aerodrome Farm Lease (Area F), 1260 Bridgewater Lakes Rd, Cashmore	Johnathon Faure	3 years	N/A	01/07/2022	30/06/2025	\$3,453
L16	Mt Clay Microwave Tower Site	ACE Radio Broadcaster P/L	6 years	Nil	1/10/2003	Lease continuing – annual payment being made	\$2,780
L17	Dutton Way Reserve Dutton Way Pt. C/A 3 Section 3	Murray Arthur	1 year	Annually on application	01/09/1993	Annually	\$110
L20	Portland Aerodrome 1260 Bridgewater Lakes Rd, Cashmore	Doug Cahill & Victor Kibby	4 years	Nil	01/03/2022	28/02/2026	\$1,375

Description of Property		Lessee	Terms of Lease	Options	Commence Date	Expiry Date	Value of Lease Annual incl. GST
L22	Possum Park 42-44 Henty St Casterton	Superate Pty Ltd	21 years	Nil	01/01/2008	01/01/2029	\$5,259
L25	Portland Aerodrome (lot 5A) 1260 Bridgewater Lakes Rd, Cashmore	Anthony Robert Bennett	3 years	2 x 3 years	01/07/2021	30/06/2024	\$1,640
L27	C/A 26 A Dartmoor (Bowds Lane)	D A Firth	3 years	Nil	01/10/2021	30/09/2024	\$3,885
L30	Portland Aerodrome (Portion A) 1260 Bridgewater Lakes Rd, Cashmore	Bruce Knowles	9 years	Nil	01/07/2021	30/06/2030	\$910
L34	Rear Land – 94 Julia St Portland	Portland Community Garden Landcare Inc.	9 years	Nil	15/11/2022	14/11/2031	\$500
L35	11 Moodie St Casterton (Blueberry Hill)	GPG Fencing	3 years	N/A	1/10/2020	30/09/2023	\$478
L40	Portland Aerodrome, 1260 Bridgewater Lakes Rd	Portland Aero Club	3 years	N/A	01/07/2022	30/06/2025	\$1,496
L44	Owen St, Heywood	Heywood Wood Wine & Roses Inc.	5 years	Nil	01/11/2022	31/10/2027	\$460

Description of Property		Lessee	Terms of Lease	Options	Commence Date	Expiry Date	Value of Lease Annual incl. GST
L52	Portland Aerodrome Farm Lease (Area A & C) 1260 Bridgewater Lakes Rd Cashmore	Anthony Bennett	3 years	N/A	01/01/2021	31/12/2023	\$2,818
L58	Ross Ct Portland	Lawleg Pty Ltd trading as Porthaul	3 years	Nil	01/08/2022	31/07/2025	\$1,700
L59	1669 Bridgewater Road, Cape Bridgewater	Portland Surf Life Saving Club Inc.	21 years	Nil	01/07/2006	30/06/2027	\$124
L61	Hanlon Park, 50 Henty St Portland	Portland Football Netball Cricket Club	10 years	1 x 11 years	01/07/2016	30/06/2026	\$4,648
L68	Port of Portland Slipway Precinct (300 T Slipway) - Area A (Sub Lease)	Scott Kempton Structural Steel Fabrication Pty Ltd	9 Years and 364 days	Nil	15/04/2020	13/04/2030	\$1.00
L69	Port of Portland Slipway Precinct (100 T Slipway) - Area B (Sub Lease)	Portland Slipway Inc Incorporated	9 Years and 364 days	Nil	15/04/2020	13/04/2030	\$1.00

B. Property Related Leases - BUILDINGS

Description of Property		Lessee	Terms of Lease	Options	Commence Date	Expiry Date	Value of Lease Annual incl. GST
B2	19-21 Julia St Portland	Julia St Creative Space Inc.	3 years	N/A	01/07/2014	30/06/2023	\$1.00
B7	1661 Bridgewater Rd Cape Bridgewater - Bridgewater Bay Kiosk	SL & DA Pty Ltd	21 years	Nil	01/07/2013	30/06/2034	\$21,500
B8	184 Bentinck St Portland – Caravan Park	NRMA Parks & Resorts	21 years	Nil	12/12/2011	11/12/2032	\$132,000
B10	85 Cliff St Portland Old Portland Watch House	Good Night Paris Pty Ltd	3 years	1 x 3 year	18/06/2017	17/06/2023	\$16,332
B11	4A Glenelg St Portland Portland Arts Centre	Portland CEMA Inc	4 years	N/A	1 July 2019	30/06/2026	\$2883
B16	23 Glenelg St Portland Old Powerhouse Museum	Portland Powerhouse Car Club Inc.	9 years	Nil	01/07/2013	30/06/2022 Overholding Agreement	\$1,750
B18	4 Glenelg St Portland	State Emergency Service	3 years	1 x 3 years	01/10/2018	30/09/2024	\$1.00
B19	Portland Foreshore	Portland Sport & Game Fishing Club Incorporated	1 year	Nil	12/08/2022	11/08/2023	\$500.00
B22	1260 Bridgewater Lakes Rd	Aircraft Maintenance Engineering	3 years	2 x 1 years	1/1/2022	31/12/2024	\$11,000

	Cashmore NSC Hangar & adjoining quarters	Solutions Pty Ltd					
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Description of Property		Lessee	Terms of Lease	Options	Commence Date	Expiry Date	Value of Lease Annual incl. GST
B24	56 Ascot St Dartmoor	State Emergency Service	3 years	1 x 3 years	01/10/2021	30/09/2024	\$1.00
B26	Café, 98 Lee Breakwater Rd, Portland	S Campbell	3 years	1 x 3 years	01/07/2022	30/06/2025	\$8,085
B29	Ruth Martin Memorial Building, 34 Julia St Portland	3RPC	5 years	N/A	01/07/2020	30/06/2025	\$1,496
B34	3 Racecourse Rd, Casterton	Casterton & District Historical Society Inc.	3 years	N/A	01/07/2021	30/06/2024	\$114

9. Donations and Grants made by Council. (Information supplied by the Finance Unit)

No	Name of person receiving Grant/Donation	Details	Amount \$
1	Absolutely Fabulous Fashions	Voucher for Eat Shop Play Local Competition winner	300.00
2	Albion Hotel Casterton	Electricity Contributions for FY 2021/22 and 2022/23 (Fairy Lights)	300.00
3	All Sorts of Casterton	Retail Facade Improvement Grant	223.90
4	Bahgallah Hall Committee Inc.	Community Grant	2,890.00
5	BL & JM Kittson	Retail Facade Improvement Grant	3,842.00
6	Breakaway Creek / Knebsworth Social Club	Community Grant	1,427.00
7	Cashmore Adult Riding Club	Community Grant - Community Support	1,000.00
8	Casterton Bowling Club	Community Grant - Community Support	5,000.00
9	Casterton Business Development Association	Annual Contribution for Christmas and New Years Eve events 2022	6,000.00
10	Casterton Business Development Association	Fireworks Contribution 2022	4,000.00
11	Casterton Farm Supplies	Electricity Contributions for FY 2021/22 (Fairy Lights)	100.00
12	Casterton Foodworks	Electricity Contributions for FY 2021/22 (Fairy Lights)	100.00
13	Casterton Kelpie Association	Australian Kelpie Muster 2022/2023 Contribution	13,500.00
14	Casterton Sandford Football Netball Club	Community Grant	2,000.00
15	Dunrobin Hall & Recreation Reserve	Community Grant	5,000.00
16	Element Café & Larder	Electricity Contributions for FY 2021/22 (Fairy Lights)	100.00
17	Food & Fibre Great South Coast	FFGSC Annual Contribution	33,000.00
18	Friends of the Great South West Walk Inc.	Community Grant	5,000.00
19	Glen Howell Pty Ltd	Electricity Contributions for FY 2021/22 (Fairy Lights)	100.00
20	Glenelg Netball - State Titles	Community Grant	1,000.00
21	Glenn Howell	Retail Facade Improvement Grant	3,972.82
22	Hairwize	Voucher for Eat Shop Play Local Competition winner	150.00
23	Hamilton & District Legacy - Portland Legacy Group	Community Grant	400.00
24	Heywood & District Basketball Association	Heywood Hoops Coaches Sessions weeks 1 - 4	1,360.00
25	Heywood Bowling Club Inc.	Community Grant	1,500.00
26	Heywood District Secondary College	2022 Presentation Night	100.00
27	Heywood Football Netball Club Inc.	Community Grant	1,000.00

28	Heywood Golf Club South West Classic	Minor Community Grant Awarded to support Golf event	500.00
29	Homerton Hall & Recreation Committee	Community Grants - Round 1 2022/2023	600.00
30	Ian Esmore	Retail Facade Improvement Grant	3,972.82
31	Ivie & Eve Boutique	Voucher for Eat Shop Play Local Competition winner	181.82
32	Jack Boreham trading as Portland SCUBA	Electricity Contributions for FY 2020/21 and 2021/22 (Fairy Lights)	400.00
33	Janine Shepherd	Heritage Grant - Heritage Restoration	5,000.00
34	Jannah Donaldson	Retail Facade Improvement Grant	2,876.50
35	Joshua Cottier	Aboriginal Education Scholarship 2021 second payment	1,500.00
36	Julia Street Creative Space	Electricity Contributions for FY 2020/21 and 2021/22 (Fairy Lights)	100.00
37	Karl McKinlay trading as Grab N Go Casterton	Electricity Contributions for FY 2022/23 (Fairy Lights)	100.00
38	Leung Sammy Chong	Electricity Contributions for FY 2022/23 (Fairy Lights)	100.00
39	Lions Club of Portland Inc.	Community Grant	1,214.00
40	Maluda Onus-Pearl	Aboriginal Education Scholarship 2021 second payment	1,500.00
41	Millys Kidswear	Voucher for Eat Shop Play Local Competition winner	159.09
42	Nelson Mens Shed Inc.	Community Grant	500.00
43	North Portland Obsolete Water Tower Inc.	Community Grant	500.00
44	Oven Peel Bakery	Retail Facade Improvement Grant	5,000.00
45	P R Electronics	Retail Facade Improvement Grant	1,185.00
46	Portland Basketball Association	Community Grants - Round 1 2022/2023	900.00
47	Portland Bay Classic Vehicles Inc.	Community Grant	2,900.00
48	Portland Calisthenics Club	Community Grant	800.00
49	Portland CEMA Inc.	Out of Time Community Grant	427.00
50	Portland Citizens Brass Band	Donation for performance at Volunteer Night at Portland Golf Club	200.00
51	Portland Classic Auto Club Inc.	Community Grant - Community Support	5,000.00
52	Portland Dog Obedience Club	Community Grant	1,500.00
53	Portland Funeral Services	Retail Facade Improvement Grant	223.90
54	Portland Gymnastic Club	Community Grant	959.87
55	Portland Heywood Field & Game	Community Grant	5,000.00
56	Portland Netball Association	Community Grant	1,000.00
57	Portland Signworks	Retail Facade Improvement Grant	3,069.00

58	Portland Sport & Game Fishing Club Inc.	Community Grant	1,000.00
59	Portland Tigers Junior Football Club	Community Grant	980.00
60	Portland Womens Service Club	Community Grants - Round 1 2022/2023	993.50
61	Promoting Heywood & District Committee Inc	Annual Contribution for Christmas and New Years Eve events 2022	6,000.00
62	Promoting Heywood & District Committee Inc	Fireworks Contribution 2022	4,000.00
63	Roslyn Harris	Retail Facade Improvement Grant	4,751.00
64	Rotary Club of Casterton Inc.	Community Grant - Community Plan Support	1,500.00
65	Rotary Club of Casterton Inc.	Community Grant - Community Support	2,500.00
66	Sandford Festival Committee Inc.	Community Grant	5,000.00
67	Sandford Mechanics Institute Inc.	Community Grant	1,000.00
68	Shayne Ryan	Retail Facade Improvement Grant	91.70
69	Shayne Ryan	Retail Facade Improvement Grant	5,000.00
70	Shayne Ryan	Heritage Grant 2022/2023	5,000.00
71	South West Academy of Sport	SWAS Contribution	3,000.00
72	South West Touring Club	Community Grant	960.00
73	Southern 500 Speedway Club Inc.	Community Grant	3,410.00
74	Sports & All	Electricity Contributions for FY 2022/23 (Fairy Lights)	100.00
75	Sports & All	Voucher for Eat Shop Play Local Competition winner	175.00
76	Strathdownie Memorial Hall	Community Grants - Round 1 2022/2023	4,354.00
77	SWAMP Inc.	Heritage Grant	1,096.70
78	Tyrendarra P & A Society Inc.	Community Grant	5,000.00
79	Upwelling Festival Inc.	Community Grant - Upwelling Festival	13,500.00
80	Wendy Gray	Retail Facade Improvement Grant	1,185.00
81	Wood Wine & Roses	Heywood Wood Wine & Roses 2022/2023 Contribution	25,000.00