



**DOCUMENTS TO BE MADE
AVAILABLE FOR PUBLIC
INSPECTION
1 JULY 2020 TO 30 JUNE 2021**

First Quarter as at 30 September 2020

*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, Ordinary and Special meetings held in the previous 12 months.
3. Minutes of meetings of Special Committees.
4. Reporting from Advisory Committees to Council (included in Ordinary Council meeting agendas/minutes).
5. Audit and Risk Committee Performance Reporting (included in Ordinary Council meeting agendas/minutes).
6. Terms of Reference for Committees.
7. Register of Election Campaign Donations.

1. Register of Gifts, Benefits and Hospitality offered to Councillors or Council staff

(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
	NIL			

(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
13/8/2020	Rebecca Campbell	Professional Development Survey \$100 random draw – prepaid MasterCard	\$100	Accepted

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 28 July 2020	12.2 (1)	Heritage Grant Allocation	Cr Geoff White	Interest Conflict by Association

3. **Summary of Personal Interests by Councillors and Nominated Staff**
(Information provided by the Executive Assistant Corporate Services).

Not Applicable until 24 October 2020.

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

Submission Title	To	Date
Response submission to the discussion paper on the independent review of the Victorian Ports system. (DocSetID: 2727143)	The Hon Melissa Horne MP Minister for Ports and Freight	12 August 2020

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

Name of Special Committee	Date established/ Date ceased	Purpose of Committee	Members of Committee	Date Reported to Council
NIL				

6. 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
NIL				

7. 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.

Delegate	Date Signed	DocSetID:
From Council to Chief Executive Officer (S5)	26 May 2020	2571775
From Council to Members of Council Staff (S6)	24 March 2020	2664460
Instrument of Sub-Delegation from CEO to Staff (S7)	26 August 2020	2664462
From Chief Executive Officer to Members of Council Staff (S13)	26 August 2020	2664461
Instrument of Delegations by CEO for Vicsmart Applications under the Planning and Environment Act 1987 (S14)	27 February 2019	2535162
Instrument of Delegation from the Port Manager to Members of Staff	26 August 2020	2738890
Instrument of Sub-Delegation by Chief Executive Officer as Port Manager	26 August 2020	2433061
Instrument of Delegation Waterway Manager	25 August 2020	2433060
Instrument of Delegation Committee of Management <i>Crown Land (Reserves) Act 1978</i>	27 August 2019	2594037

8. 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.

Officer	S11. Function of Delegation	Approval Date and Reference
BERRY, Matthew	Planning Manager	28 May 2020 2557508
BRYSON, Robert	Local Laws Officer/Ranger/Assistant Fire Prevention Officer	28 May 2020 2486030
CLEMENTS, Jacob	Strategic Planner	28 May 2020 2582581
DESIGNATED VICTORIA POLICE OFFICER	Various Police Titles	17 July 2020 2716004
DOHERTY, Michael	Projects Planning and Facilities Manager	28 May 2020 2551586
DRECHSLER, Julie	Deputy Municipal Resource Manger	28 May 2020 2526332
EASSON, Scott	Local Port Manager	28 May 2020 1849177
FARRELL, Edith	Director Community Services	28 May 2020 2402152
FRANJIC, Miryam	Team Leader Early Years and Child Health	28 May 2020 2506084
FRASER, John	Local Laws Officer/Ranger/Assistant Fire Prevention Officer	28 May 2020 2152157
GILLIN, Phillip	OHS and Emergency Officer	28 May 2020 2506085
GURIKAR, Sanket	Statutory Planner	28 May 2020 2628294
HODGETTS, Christopher	Statutory Planner	28 May 2020 1849190
HOGAN, Jennifer	Local Port Officer	22 September 2020 2740606
HOL, David	Director Corporate Services	28 May 2020 2484384
JARRAD, Ross	Building Inspector	28 May 2020 2582583
JOHNSTONE, Janine	Children's Services Manager	28 May 2020 2506080
KENNETT, Aaron	Environmental Health Officer	28 May 2020 2535160
KIRKHAM, Ann	Organisational Development Manager	28 May 2020 2402149
LIPSCOMBE, Simon	Local Port Officer	28 May 2020 2935125

Officer	S11. Function of Delegation	Approval Date and Reference
LONSDALE, Ashleigh	Local Laws Officer	28 May 2020 2655534
PRESTON ROWE PATERSON	Valuation Contractors	28 May 2020 2468541
MALLEN, Justin	Local Port Officer	28 May 2020 2418802
MACFARLANE, Helen	Local Laws Officer/Ranger/Assistant Fire Prevention Officer	28 May 2020 2564721
MCCMAHON, Lynne	Municipal Emergency Resource Officer	28 May 2020 2402156
MONAGHAN, Shelly	Rates and Valuations Coordinator	28 May 2020 2700927
MUSKEE, Jacqueline	Local Laws Officer/Ranger/Fire Prevention Officer	28 May 2020 2486029
PARKER, Yvette	Library and Information Service Manager	28 May 2020 2506086
ROBINSON, Symonne	Aged and Disability Manager	28 May 2020 2402159
SAUNDERS, Christopher	Operations Manager	28 May 2020 2506079
SEARLE, Joshua	Projects Manager	28 May 2020 2506081
SHERWELL, Don	Municipal Building Surveyor	28 May 2020 2307727
SMITH, Adam	Environmental Sustainability Coordinator	28 May 2020 2506078
WYNNE, Kelly	Strategic Planner	28 May 2020 2582582

Officer	S11A. Function of Delegation	Approval Date and Reference
BERRY, Matthew	Planning Manager	26 May 2020 2594030
CLEMENTS, Jacob	Strategic Planner	26 May 2020 2594028
GURIKAR, Sanket	Statutory Planner	26 May 2020 2632071
HODGETTS, Christopher	Statutory Planner	26 May 2020 2594027
WYNNE, Kelly	Strategic Planner	26 May 2020 2594029

Officer	Function of Delegation	Approval Date and Reference
WALFORD, Kylie	Instrument of Authorisation and Appointment Council's Freedom of Information Officer (S15)	26 August 2020 2526333
HOL, David	Instrument of Authorisation and Appointment under the Oaths and Affirmations Act 2018 (S17)	27 August 2020 2731513

9. 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	\$546
L2	Portland Aerodrome Farm Lease (Area B), 1260 Bridgewater Lakes Rd, Cashmore	N & S Warner Investments Pty Ltd	3 years	N/A	1/07/2014	30/06/2023	\$501
L3	Hangar – Portland Aerodrome (Portion A) 1260 Bridgewater Lakes Rd, Cashmore	Derek A & Colleen Knight	5 year	1 x 4 years	01/02/2017	31/01/2022	\$637
L4	Portland Aerodrome, 1260 Bridgewater Lakes Rd, Cashmore	Air Services Australia	1 year		1/05/2017	Annually	\$1.00
L6	Portland Aerodrome, Part 1260 Bridgewater Lakes Rd Cashmore	Portland Pistol Club	3 years	2 x 3 years	1/1/2019	31/12/2021	\$114
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	9 years	Nil	01/07/2013	30/06/2022	\$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	\$153
L14	Portland Aerodrome Farm Lease (Areas D & E), 1260 Bridgewater Lakes Rd, Cashmore	Anthony R Bennett	9 years	Nil	01/07/2010	monthly	\$1,465
L15	Portland Aerodrome Farm Lease (Area F), 1260 Bridgewater Lakes Rd, Cashmore	Johnathon Faure	6 years	1 x 3 years	01/07/2016	30/06/2022	\$3,248
L16	Mt Clay Microwave Tower Site	ACE Radio Broadcaster P/L	6 year	Nil	1/10/2003	Lease continuing – annual payment being made	\$2,521
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	Emfert Pty Ltd & Bancanalytic s Pty Ltd	5 years	1 x 4 years	01/03/2017	28/02/2022	\$850

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	\$5,070
L25	Portland Aerodrome (lot 5A) 1260 Bridgewater Lakes Rd, Cashmore	Anthony Robert Bennett	9 years	Nil	01/07/2011	30/06/2020	\$1,551
L27	C/A 26 A Dartmoor (Bowds Lane)	D A Firth	9 years	Nil	01/10/2012	30/09/2021	\$3,850
L30	Portland Aerodrome (Portion A) 1260 Bridgewater Lakes Rd, Cashmore	Bruce Knowles	9 years & 19 days	Nil	12/11/2011	31/12/2020	\$877
L34	Rear Land – 94 Julia St Portland	Portland Community Garden Landcare Inc.	9 years	Nil	15/11/2013	14/11/2022	\$500
L35	11 Moodie St Casterton (Blueberry Hill)	GPG Fencing	3 years	N/A	1/10/2014	30/09/2023	\$445
L40	Portland Aerodrome, 1260 Bridgewater Lakes Rd	Portland Aero Club	6 Years	1 x 3 years	01/07/2016	30/06/2022	\$1,378
L44	Owen St, Heywood	Heywood Wood Wine & Roses Inc.	5 years	Nil	01/11/2017	31/10/2022	\$436

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	Nil	01/01/2016	Monthly	\$2,663
L58	Ross Ct Portland	Lawleg Pty Ltd trading as Porthaul	3 years	Nil	01/08/2019	31/07/2022	\$1,635
L59	1669 Bridgewater Road, Cape Bridgewater	Portland Surf Life Saving Club Inc.	21 years	Nil	01/07/2006	30/06/2027	\$114
L61	Hanlon Park, 50 Henty St Portland	Portland Football Netball Cricket Club	10 years	1 x 11 years	01/07/2016	30/06/2026	\$4,346

B. Property Related Leases - BUILDINGS

Description of Property		Lessee	Terms of Lese	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	\$20,232
B8	184 Bentinck St Portland – Caravan Park	Australian Tourist Park Management	21 years	Nil	12/12/2011	11/12/2032	\$109,218
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	\$15,368
B15	Botanic Gardens House, 1 Glenelg St Portland	Matt Gleeson	6 months	N/A	15/06/2020	15/12/2020	\$7,800
B16	23 Glenelg St Portland Old Powerhouse Museum	Portland Powerhouse Car Club Inc.	9 years	Nil	01/07/2013	30/06/2022	\$1,718
B18	4 Glenelg St Portland	State Emergency Service	3 years	2 x 3 years	01/10/2018	30/09/2021	\$1.00
B19	Portland Foreshore	Portland Angling Club	9 years	Nil	01/07/2013	30/06/2022	\$2,800

Description of Property		Lessee	Terms of Lese	Options	Commence Date	Expiry Date	Value of Lease Annual incl. GST
B22	1260 Bridgwater Lakes Rd Cashmore NSC Hangar & adjoining quarters	Aircraft Maintenance Engineering Solutions Pty Ltd	3 years	Nil	1/1/2019	31/12/2021	\$10,572
B24	56 Ascot St Dartmoor	State Emergency Service	3 years	2 x 3 years	01/10/2018	30/09/2021	\$1.00
B26	Café, 98 Lee Breakwater Rd, Portland	S Campbell	3 years	2 x 3 years	01/07/2019	30/06/2022	\$5,520
B29	Ruth Martin Memorial Building, 34 Julia St Portland	3RPC	5 years	N/A	01/07/2016	30/06/2025	\$1,408
B34	3 Racecourse Rd, Casterton	Casterton & District Historical Society Inc.	2 years	1 x 3 years	01/07/2019	30/06/2021	\$114

10. Donations and Grants made by Council.

(Information supplied by the Finance Unit)

No	Name of person receiving Grant/Donation	Details	Amount \$
1	Portland Volunteer Coast Guard VF17 Flotilla	Maintain - Portland Bay Marina	300.00
2	Jannah Firebrace	Provide Aboriginal Partnership	1,500.00
3	Jerrika Pevitt	Provide Aboriginal Partnership	1,500.00
4	Gordon Hotel	Undertake Special Projects - Retail Facade Imp	217.40
5	South West Woody Weed Action Team Inc.	Community Grants - Recreation	1,000.00
6	South Coast Raceway	Community Grants - Recreation	5,000.00
7	Hamilton & District Legacy - Portland Legacy Group	Community Grants - Recreation	1,500.00
8	Portland Scout Group	Community Grants - Recreation	808.50
9	Rotary Club of Portland Inc.	Community Grants - Recreation	4,100.00
10	Tahara Hall & Recreation Reserve	Community Grants - Recreation	1,000.00
11	Wood Wine & Roses Inc.	Community Grants - Recreation	549.00
12	Merino Public Hall Committee Inc.	Community Grants - Recreation	1,570.00
13	Portland District U3A Inc.	Community Grants - Public Halls	998.00
14	3RPC Inc.	Community Grants - Public Halls	999.00
15	Mumbannar Recreation Reserve Committee	Community Grants - Public Halls	5,000.00
16	Rotary Club of Casterton Inc.	Community Grants - Public Halls	1,000.00
17	Merino Public Hall Committee Inc.	Community Grants - Public Halls	1,570.00
18	Hotspur Public hall Committee	Community Grants - Public Halls	996.00
19	Bahgallah Hall Committee Inc.	Community Grants - Public Halls	1,724.00
20	Casterton Sporting Motorcycle Club	Community Grants - Tourism	2,608.00
21	Rotary Clubs of Portland and Portland Bay	Community Grants - Tourism	1,000.00
22	Casterton Golf Club	Community Grants - Tourism	5,000.00
23	Portland Golf Club	Community Grants - Tourism	1,000.00
24	Portland Basketball Association	Community Grants - Tourism	5,000.00
25	Portland Dog Obedience Club	Community Grants - Tourism	1,000.00
26	Heywood & District Pony Club Inc.	Community Grants - Tourism	1,000.00
27	Heathmere Football Netball Club	Community Grants - Tourism	1,000.00
28	Portland Football Netball Cricket Club Inc.	Community Grants - Tourism	1,000.00

No	Name of person receiving Grant/Donation	Details	Amount \$
29	Lions Club Portland	Community Grants - Tourism	500.00
30	Heywood Golf Club	Community Grants - Tourism	4,200.00
31	Refund - Narrawong District Association	Community Grants - Community Support	-3,000.00
32	Gil-Killey	Undertake Special Projects - Retail Facade Improvements	217.40
33	South West Healthcare	Community Grants - Tourism	600.00
34	Nelson Men's Shed	Community Grants - Community Support	500.00
35	Gorae Portland Cricket Club	Community Grants - Community Support	500.00
36	Portland Lawn Tennis Club	Community Grants - Community Support	400.00
37	Wood Wine & Roses Inc.	Community Grants - Triennial Event 2 - Wood, Wine & Roses	25,000.00