



**DOCUMENTS TO BE MADE
AVAILABLE FOR PUBLIC
INSPECTION
1 JULY 2023 TO 30 JUNE 2024**

First Quarter as at 30 September 2023

*Glenelg 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

3. Submissions made by Council

(Information supplied by each Department)

Submission Title	To	Date
National Freight & Supply Chain Strategy August 2019-2024	The Hon Catherine King MP Minister for Infrastructure, Transport, Regional Development and Local Government	28 September 2023
Submission to proposed Fisheries Notice that the Victorian Fisheries Authority (VFA) has drafted to manage fishing activity in Portland Bay	Luke O'Sullivan, Director Fisheries Management, Victorian Fisheries Authority	18 September 2023

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
Coonawarra Regional Tourism Get Together	Mike Risk	Coonawarra, SA	19 September 2023	0.00
Australian Smart Communities Association (ASCA) Summit	Jason Dean	Sydney, NSW	18-22 September 2023	0.00
Australian Smart Communities Association (ASCA) Summit	Matt Gleeson	Sydney, NSW	20-22 September 2023	1,879.54

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 Title	Instrument Name	Date of CURRENT Delegation
S5	Instrument of Delegation to CEO	28-Feb-23
S6	Instrument of Delegation - Council to Staff members	26-Sep-23
S7 (CEO)	Instrument of Sub-Delegation by CEO	27-Sep-23
Council	Instrument of Sub-Delegation by CEO under <i>Marine Safety Act 2010</i>	27-Sep-23
CEO	Instrument of Delegation from the Port Manager to Members of Staff	26-Sep-23
CEO	Instrument of Delegation Waterway Manager	26-Sep-23
Council	Instrument of Delegation Committee of Management <i>Crown Land (Reserves) Act 1978</i>	26-Sep-23
S12	Instrument of Delegation from Municipal Building Surveyor	10-Oct-22
S13	From Chief Executive Officer to Members of Council Staff	27-Sep-23
S14	Instrument of Delegations by CEO for VicSmart Applications under the <i>Planning and Environment Act 1987</i>	27-Sep-23
S16	Instrument of Delegation for Bushfire Reconstruction Applications under the <i>Planning and Environment Act</i>	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, Sharon	Local Laws Officer	13-Mar-23
BERRY, Matthew	Regulatory Services Manager	13-12-22
BOURKE, Shelly	Executive Manager Organisational Development	15-Jun-23
CLEMENTS, Jacob	Strategic Planner	15-Jun-23
DEAN, Jason	Business Analyst	15-Jun-23
EASSON, Scott	Local Port Manager	15-Jun-23
FARRUGIA, Sarah	Local Laws Officer	13-Mar-23
FLOCKHART, Tanya	Library and Information Manager	15-Jun-23
FRASER, John	Local Laws Ranger /Prosecutions Officer	27-Sep-23
FROST, Darren	Municipal Building Surveyor	15-Jun-23
HODGETTS, Christopher	Statutory Planner	15-Jun-23
HOL, David	Director Corporate Services	15-Jun-23
HUSBAND, Stuart	Director Assets	15-Jun-23
INVERARITY, Ron	Local Port Officer	15-Jun-23
JARRAD, Ross	Building Inspector	15-Jun-23
KENNETT, Aaron	Manager Environmental Health	13-Mar-23
KIRKHAM, Ann	Chief Information Officer - Glenelg Futures	14-Jun-23
PRESTON ROWE PATERSON	Valuations Officers	15-Jun-23
LIPSCOMBE, Simon	Local Port Officer	15-Jun-23
LUKE, Ricky	Team Leader Design and Assets	15-Jun-23
MCFARLANE, Helen	Local Laws Officer	13-Mar-23
MCKINNON, Lisa	Local Laws Officer	13-Mar-23
MCMAHON, Lynne	Municipal Emergency Management Officer	27-Sep-23
MCNAMARA, Olivia	Local Laws Officer	27-Sep-23
MALLEN, Justin	Resource Management Officer	15-Jun-23
MANN, Peter	Local Laws Coordinator	13-Mar-23
MAYBERY, Jodie	Local Laws Manager/MFPO	27-Sep-23
MILLER, Jayne	Director Community Services	15-Jun-23
MONAGHAN, Shelly	Rates and Valuations Coordinator	15-Jun-23
MUSKEE, Jacqui	Local Laws Officer	27-Sep-23
OAKLEY, Lee	Workcover, Risk and Insurance Officer	18-May-22
PARKER, Yvette	Projects Manager	15-Jun-23

RUGE, Jane	Community Wellbeing Manager	15-Jun-23
SCOTT, Simone	Contract Procurement Coordinator	15-Jun-23
SMITH, Adam	Environmental Sustainability Coordinator	15-Jun-23
SPENCER, Bryce	Community and Support Coordinator	15-Jun-23
THOMPSON, Lynne	Risk and Safety Manager	15-Jun-23
VAN GEMST, Hanna	Graduate Environmental Health Officer	13-Mar-23
Victoria Police		18-Jul-23
WELCH, Ian	Building Surveyor	18-Jul-23
WOMBWELL, Aidan	Local Laws Officer	18-Jul-23

S11A Planning and Environment Act 1987 only

BERRY, Matthew	Regulatory Services Manager	20-Mar-22
CLEMETS, Jacob	Strategic Planner	21-Mar-22
HODGETTS, Christopher	Statutory Planner	23-Mar-22
S15 (CEO)	Instrument of Authorisation and Appointment Council's Freedom of Information Officer	18-Jul-23
S17 (CEO)	Instrument of Authorisation and Appointment under the <i>Oaths and Affirmations Act 2018</i>	18-Jul-23
S18 (Council)	Instrument of Sub Delegation from Council under the EPA Act	26-Sep-23
S19A	Instrument of Delegation of the Municipal Fire Prevention Officer under Country Fire Act 1958	27-Sep-23
S19B	Instrument of Delegation of the Municipal Fire Prevention Officer under Fire Services Act 1958	27-Sep-23

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	\$622
L2	Portland Aerodrome Farm Lease (Area B), 1260 Bridgewater Lakes Rd, Cashmore	N & S Warner Investments Pty Ltd	3 years	2 x 3 years	1/07/2023	30/06/2026	\$828
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	\$788
L6	Portland Aerodrome, Part 1260 Bridgewater Lakes Rd Cashmore	Portland Pistol Club	3 years	1 x 3 years	1/1/2022	31/12/2024	\$124
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	Monthly Tenancy	\$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	01/09/2023	31/08/2024	\$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	\$174
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	\$1,661
L15	Portland Aerodrome Farm Lease (Area F), 1260 Bridgewater Lakes Rd, Cashmore	Johnathon Faure	3 years	N/A	01/07/2022	30/06/2025	\$3,696
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	\$1,460

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	\$5,443
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	\$1,756
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	\$966
L34	Rear Land – 94 Julia St Portland	Portland Community Garden Landcare Inc.	9 years	Nil	15/11/2022	14/11/2031	\$500
L40	Portland Aerodrome, 1260 Bridgewater Lakes Rd	Portland Aero Club	3 years	N/A	01/07/2022	30/06/2025	\$1,602
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	01/01/2022	31/12/2024	\$3,016
L58	Ross Ct Portland	Lawleg Pty Ltd trading as Porthaul	3 years	Nil	01/08/2022	31/07/2025	\$1,819
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	\$4,975
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
L81	Roadside Parking fronting 73 Greenham St, Dartmoor	Fast Cities Australia Pty Ltd	9 Years	Nil	9/1/2023	8/1/2032	\$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 – Monthly Overholding Agreement	\$1.00
B7	1661 Bridgewater Rd Cape Bridgewater - Bridgewater Bay Kiosk	SL & DA Pty Ltd	21 years	Nil	01/07/2013	30/06/2034	\$20,406
B8	184 Bentinck St Portland – Caravan Park	NRMA Parks & Resorts	21 years	Nil	12/12/2011	11/12/2032	\$136,618
B10	85 Cliff St Portland Old Portland Watch House	Good Night Paris Pty Ltd	3 years	Nil	18/06/2023	17/06/2026	\$17,478
B11	4A Glenelg St Portland Portland Arts Centre	Portland CEMA Inc	4 years	N/A	1 July 2019	30/06/2026	\$3,086
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	12/08/2023	11/08/2024	\$500.00

Description of Property		Lessee	Terms of Lease	Options	Commence Date	Expiry Date	Value of Lease Annual incl. GST
B22	1260 Bridgewater Lakes Rd Cashmore NSC Hangar & adjoining quarters	Aircraft Maintenance Engineering Solutions Pty Ltd	3 years	2 x 1 years	1/1/2022	31/12/2024	\$11,676
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	\$8,653
B28	Portland Airport - Counter Space	Hertz Rental	5 years	Nil	01/07/2021	30/06/2026	\$800
B29	Ruth Martin Memorial Building, 34 Julia St Portland	3RPC	5 years	N/A	01/07/2020	30/06/2025	\$1,602
B34	3 Racecourse Rd, Casterton	Casterton & District Historical Society Inc.	3 years	N/A	01/07/2021	30/06/2024	\$114
B38	1260 Bridgewater Lakes Rd Cashmore – Aircraft Hangar	FormFlow Pty Ltd	3 years	2 x 2 years	30/04/2023	29/04/2026	\$1.00

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

No	Name of person receiving Grant/Donation	Details	Amount \$
1	Abby Taylor & Jonathon Williamson	Retail Façade Improvement Grant	5,000.00
2	Glenelg Regional Netball Association	Junior Sports Trust 2023-24	500.00
3	Gwyneth Homer	Junior Sports Trust 2023-24	500.00
4	Hayden Munro	Aboriginal Education Scholarship - second payment	1,500.00
5	Leisel Stringfellow	Junior Sports Trust 2023-24	250.00
6	Oliver Homer	Junior Sports Trust 2023-24	500.00
7	Portland Cable Trams Inc.	Annual Public Liability Insurance Premium	1,432.12
8	Portland Netball Association	Return of Recreation grant 2022-2023	-1,000.00
9	Rafarl Stringfellow	Junior Sports Trust 2023-24	197.00
10	Rod & Wendy Gray	Retail Façade Improvement Grant	6,087.32
11	South West Trades & Labour Council	Retail Façade Improvement Grant	3,611.39
12	Squiddlydids	Retail Façade Improvement Grant	5,000.00
13	St Vincent de Paul Society Victoria	Retail Façade Improvement Grant	4,492.00
14	Thirsty Camel Mac's Hotel	Retail Façade Improvement Grant	2,897.20