



**DOCUMENTS TO BE MADE
AVAILABLE FOR PUBLIC
INSPECTION
1 JULY 2024 TO 30 JUNE 2025**

First Quarter as at 30 September 2024

*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 |
|------|------|------------------------------|--------------|----------------------|
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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 |
|-------------------|--------------|---|------------------|--------------------|
| 9 July 2024 | 1.4 | Community Funding and Support Policy | Cr Stephens | Material (A) |
| 23 July 2024 | 9.5 | C110gelg – Planning Scheme Review | Cr Carr | General |
| 23 July 2024 | 9.6 | Community Funding and Support Policy | Cr Stephens | General |
| 13 August 2024 | 1.3 | Arts and Culture Plan Report | Cr Carr | General |
| 27 August 2024 | 9.7 | Community Grants Round 1 2024 – 2025 Program Allocations | Cr Carr | General |
| 27 August 2024 | 9.8 | Arts and Culture Action Plan 2024 – 2025 | Cr Carr | General |
| 27 August 2024 | 9.8 | Arts and Culture Action Plan 2024 – 2025 | Cr R McDonald | Public Duty |
| 24 September 2024 | 9.3 | Local Port Annual Report 2023 – 2024 | Cr Carr | General |
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3. Submissions made by Council

(Information supplied by each Department)

| Submission Title | To | Date |
|--|---------------------------|------------------|
| Local Government Reforms – Stage 2 | Local Government Victoria | 4 September 2024 |
| Victorian Transmission Investment Framework | DELWP | 28 August 2024 |
| Plan Victoria Situation Report Renewable Energy Glenelg Shire Council | Engage Victoria | 30 August 2024 |
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4. Submissions received by Council

(Information supplied by each Department)

| Title | Received Submission |
|--------------|----------------------------|
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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 |
|---|---|--------------------|----------------------|-------------------|
| 2024 National General Assembly | Cr Stephens | Canberra | 2 - 4 July 2024 | \$4,057.54 |
| RIMPA (Records and Information Management Practitioners) Conference | Sarah Bretherton | Adelaide | 2 - 6 September 2024 | \$2944.39 |
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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 | 28/02/2023 |
| S6 | Instrument of Delegation - Council to Staff members | 25/09/2024 |
| S7 (CEO) | Instrument of Sub-Delegation by CEO | 25/09/2024 |
| Council | Instrument of Sub-Delegation by CEO under <i>Marine Safety Act 2010</i> | 24/07/2024 |
| CEO | Instrument of Delegation from the Port Manager to Members of Staff | 26/09/2023 |
| CEO | Instrument of Delegation Waterway Manager | 23/07/2024 |
| Council | Instrument of Delegation Committee of Management <i>Crown Land (Reserves) Act 1978</i> | 23/07/2024 |
| S12 | Instrument of Delegation from Municipal Building Surveyor | 10/10/2022 |
| S13 | From Chief Executive Officer to Members of Council Staff | 25/09/2024 |
| S14 | Instrument of Delegations by CEO for VicSmart Applications under the <i>Planning and Environment Act 1987</i> | 24/07/2024 |
| S20A | Instrument of Delegation (Child Wellbeing and Safety Act 2005) | 24/07/2024 |
| S16 | Instrument of Delegation for Bushfire Reconstruction Applications under the <i>Planning and Environment Act</i> | 23/03/2022 |

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 | Manager Planning and Development | 13-12-22 |
| BOURKE, Shelly | Executive Manager People and Culture | 15-Jun-23 |
| CLEMENTS, Jacob | Strategic Planner | 14-Nov-23 |
| CURRIE, Adam | Works Manager | 14-Nov-23 |
| DWIGHT, David | Strategic Planner | 30-Nov-23 |
| EASSON, Scott | Local Port Manager | 15-Jun-23 |
| FARRUGIA, Sarah | Local Laws Officer | 13-Mar-23 |
| FERREIRA, Carolina | Statutory Planner | 25-Jan-24 |
| FLOCKHART, Tanya | Library and Information Manager | 15-Jun-23 |
| FRASER, John | Local Laws Ranger /Prosecutions Officer | 27-Sep-23 |
| QUACH, Hai | Municipal Building Surveyor | 26-Jun-24 |
| HODGETTS, Christopher | Statutory Planner | 15-Jun-23 |
| HOL, David | Director Corporate Services | 15-Jun-23 |
| INVERARITY, Ron | Local Port Officer | 15-Jun-23 |
| KENNETT, Aaron | Manager Building and Health | 13-Mar-23 |
| KIRKHAM, Ann | Chief Information Officer - Glenelg Futures | 14-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 |
| 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 |
| MARSHALL, Kellie | OHS Coordinator | 14-Nov-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 |
| RUGE, Jane | Community Wellbeing Manager | 15-Jun-23 |
| SCOTT, Simone | Contract Procurement Coordinator | 15-Jun-23 |

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|------------------|---|-----------|
| SMITH, Adam | Environmental Sustainability Coordinator | 15-Jun-23 |
| SPENCER, Bryce | Economic Development Coordinator | 15-Jun-23 |
| TAYLOR, Adam | Cadet Building Surveyor | 27-Feb-24 |
| THOMPSON, Lynne | Risk and Safety Manager | 15-Jun-23 |
| VAN GEMST, Hanna | 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 | Manager Planning and Development | 20-Mar-22 |
| CLEMETS, Jacob | Strategic Planner | 21-Mar-22 |
| DWIGHT, David | Strategic Planner | 20-Dec-23 |
| 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 | \$647 |
| 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 | \$861 |
| L3 | Hangar – Portland Aerodrome (Portion A) 1260 Bridgewater Lakes Rd, Cashmore | Derek A & Colleen Knight | 4 years | Nil | 01/02/2022 | 31/01/2026 | \$830 |
| L6 | Portland Aerodrome, Part 1260 Bridgewater Lakes Rd Cashmore | Portland Pistol Club | 3 years | 1 x 3 years | 1/1/2022 | 31/12/2024 | \$131 |
| 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 | \$10 Paid in full |
| L10 | Portland Foreshore | TS Henty Naval Cadets | 1 year | Nil | 01/09/2024 | 31/08/2025 | \$114 |

| Description of Property | Lessee | Terms of Lease | Options | Commence Date | Expiry Date | Value of Lease Annual incl. GST |
|-------------------------|--------|----------------|---------|---------------|-------------|---------------------------------|
|-------------------------|--------|----------------|---------|---------------|-------------|---------------------------------|

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|-----|--|------------------------------|----------|-------------------------|------------|------------|---------|
| L12 | Portland Aerodrome Farm Lease (Weather Station), 1260 Bridgewater Lakes Rd, Cashmore | Bureau of Meteorology | 9 years | Nil | 01/07/2017 | 30/06/2026 | \$180 |
| L14 | Portland Aerodrome Farm Lease (Areas D & E), 1260 Bridgewater Lakes Rd, Cashmore | Anthony R Bennett | 3 years | 1 x 3 years | 01/07/2024 | 30/06/2027 | \$1728 |
| L15 | Portland Aerodrome Farm Lease (Area F), 1260 Bridgewater Lakes Rd, Cashmore | Scott Chapman | 3 years | Nil | 01/07/2024 | 30/06/2025 | \$3844 |
| 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 | Justin Emerson & Philip King | 4 years | Nil | 01/03/2022 | 28/02/2026 | \$1537 |
| L22 | Possum Park 42-44 Henty St Casterton | Superate Pty Ltd | 21 years | Nil | 01/01/2008 | 01/01/2029 | \$5,735 |

| Description of Property | | Lessee | Terms of Lease | Options | Commence Date | Expiry Date | Value of Lease Annual incl. GST |
|-------------------------|---|---|----------------|-------------|---------------|-------------|---------------------------------|
| L25 | Portland Aerodrome (lot 5A) 1260 Bridgewater Lakes Rd, Cashmore | Anthony Robert Bennett | 3 years | 1 x 3 years | 01/07/2024 | 30/06/2027 | \$1826 |
| L27 | C/A 26 A Dartmoor (Bowds Lane) | D A Firth | 3 years | Nil | 01/10/2021 | 30/09/2024 | \$4119 |
| L30 | Portland Aerodrome (Portion A) 1260 Bridgewater Lakes Rd, Cashmore | Bruce Knowles | 9 years | Nil | 01/07/2021 | 30/06/2030 | \$1017 |
| 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 | \$1,666 |
| L44 | Owen St, Heywood | Heywood Wood Wine & Roses Inc. | 5 years | Nil | 01/11/2022 | 31/10/2027 | \$487 |
| L52 | Portland Aerodrome Farm Lease (Area A & C) 1260 Bridgewater Lakes Rd Cashmore | Anthony Bennett | 3 years | Nil | 01/01/2022 | 31/12/2024 | \$3,138 |
| L58 | Ross Ct Portland | Lawleg Pty Ltd trading as Porthaul | 3 years | Nil | 01/08/2022 | 31/07/2025 | \$1,885 |

| Description of Property | | Lessee | Terms of Lease | Options | Commence Date | Expiry Date | Value of Lease Annual incl. GST |
|-------------------------|--|--|----------------------|--------------|---------------|-------------|---------------------------------|
| 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 | N/A | 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 |
| L70 | Port of Portland Slipway Precinct (100 T Slipway) - Area B (SUB LEASE) | Portland Slipway Inc | 9 Years and 364 days | Nil | 15/04/2020 | 13/04/2030 | \$1.00 |
| L72 | Railway Lots 20 & 21 Dartmoor | Dartmoor District Progress Association | 9 years & 364 days | Nil | 1/6/2020 | 30/5/2029 | \$550 |
| L73 | Henty Street Car Park - 27 Henty Street, Portland VIC 3305 | Fast Cities Australia Pty Ltd | 9 years & 6 months | Nil | 1/10/2023 | 31/3/2033 | \$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 | 2 x 3 years | 1/1/2024 | 31/12/2026 | \$1.00 |
| B7 | 1661 Bridgewater Rd Cape Bridgewater - Bridgewater Bay Kiosk | SL & DA Pty Ltd | 21 years | Nil | 01/07/2013 | 30/06/2034 | \$21143 |
| B8 | 184 Bentinck St Portland – Caravan Park | NRMA Parks & Resorts | 21 years | Nil | 12/12/2011 | 11/12/2032 | \$145,212 |
| B10 | 85 Cliff St Portland Old Portland Watch House | Good Night Paris Pty Ltd | 3 years | Nil | 18/06/2023 | 17/06/2026 | \$18,111 |
| B11 | 4A Glenelg St Portland Portland Arts Centre | Portland CEMA Inc | 4 years | Nil | 1 July 2022 | 30/06/2026 | \$3,210 |
| B16 | 23 Glenelg St Portland Old Powerhouse Museum | Portland Powerhouse Car Club Inc. | 9 years | Nil | 01/07/2013 | 30/06/2022 Overholding Agreement | \$1,940 |
| B18 | 4 Glenelg St Portland | State Emergency Service | 3 years | Nil | 01/10/2024 | 30/09/2027 | \$1.00 |
| B19 | Portland Foreshore | Portland Sport & Game Fishing Club Incorporated | 1 year | Nil | 12/08/2024 | 11/08/2025 | \$500.00 |
| B20 | 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 |
|-------------------------|---|--|----------------|-------------|---------------|-------------|---------------------------------|
| 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 | \$12,303 |
| 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 | \$9,003 |
| 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 | Nil | 01/07/2020 | 30/06/2025 | \$1,659 |
| B34 | 3 Racecourse Rd, Casterton | Casterton & District Historical Society Inc. | 2 years | Nil | 01/07/2024 | 30/06/2026 | \$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 |
| B42 | Fawthrop Community Centre - Hood Street, Portland | Portland District Health (PDH) | 1 Year | Nil | 1/10/2024 | 30/9/2025 | \$37,812 |

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

| No | Name of person receiving Grant/Donation | Details | Amount \$ |
|----|---|--|-----------|
| 1 | Alyssa Dunstan | Aboriginal Scholarship | 1,500.00 |
| 2 | Bahgallah Memorial Hall Committee Inc. | Community Grant Round 1 2024-2025 | 1,475.00 |
| 3 | Casterton Bowling Club | Community Grant Round 1 2024-2025 | 1,000.00 |
| 4 | Casterton P & A Society Inc. | Community Grant Round 1 2024-2025 | 5,000.00 |
| 5 | Casterton RSL Sub Branch | Community Grant Round 1 2024-2025 | 930.00 |
| 6 | Casterton Sandford FNC Inc. | Community Grant Round 1 2024-2025 | 5,000.00 |
| 7 | Dartmoor Bowling Club | Community Grant Round 1 2024-2025 | 1,195.00 |
| 8 | Dartmoor Football Netball Club | Community Grant Round 1 2024-2025 | 5,000.00 |
| 9 | Funky Hearts Inc. | Community Grant Round 1 2024-2025 | 4,650.00 |
| 10 | Heywood & District Pony Club Inc. | Community Grant Round 1 2024-2025 | 3,025.00 |
| 11 | Heywood Football Netball Club Inc. | Community Grant Round 1 2024-2025 | 947.96 |
| 12 | Hotspur Management Committee Inc. | Community Grant Round 1 2024-2025 | 945.00 |
| 13 | Madalyn Shepherd | Aboriginal Scholarship | 1,500.00 |
| 14 | Narrawong District Association Inc. | Community Grant Round 1 2024-2025 | 5,000.00 |
| 15 | Portland & District Adult Riding Club | Community Grant Round 2 2022-2023 returned | -1,000.00 |
| 16 | Portland & District Pony Club | Community Grant Round 1 2024-2025 | 1,000.00 |
| 17 | Portland & Far Southwest Poultry Club Inc. | Community Grant Round 1 2024-2025 | 993.25 |
| 18 | Portland Bay Classic Vehicles Inc. | Community Grant Round 1 2024-2025 | 5,000.00 |
| 19 | Portland BMX Club | Community Grant Round 1 2024-2025 | 4,157.00 |
| 20 | Portland CEMA Inc. | Community Grant Round 1 2024-2025 | 825.00 |
| 21 | Portland Classic Auto Club Inc. | Community Grant Round 1 2024-2025 | 3,000.00 |
| 22 | Portland Community Garden Landcare Group | Community Grant Round 1 2024-2025 | 3,500.00 |
| 23 | Portland Dog Obedience Club | Community Grant Round 1 2024-2025 | 2,000.00 |
| 24 | Portland Football Netball Cricket Club Inc. | Community Grant Round 1 2024-2025 | 2,500.00 |
| 25 | Portland Heywood Field & Game | Community Grant Round 1 2024-2025 | 900.00 |
| 26 | Portland Lawn Tennis Club Inc. | Community Grant Round 1 2024-2025 | 2,242.50 |
| 27 | Portland RSL Sub Branch | Community Grant Round 1 2024-2025 | 959.00 |
| 28 | Portland Runners Club Inc. | Community Grant Round 1 2024-2025 | 5,000.00 |
| 29 | Portland Scout Group | Community Grant Round 1 2024-2025 | 649.00 |
| 30 | Portland Squash and Racquetball Club | Community Grant Round 1 2024-2025 | 999.00 |
| 31 | Promoting Heywood & District Committee Inc. | Community Grant Round 1 2024-2025 | 990.00 |

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|----|---------------------------------------|-----------------------------------|----------|
| 32 | Rotary Club of Casterton Inc. | Community Grant Round 1 2024-2025 | 950.00 |
| 33 | Sandford Festival Committee Inc. | Community Grant Round 1 2024-2025 | 5,000.00 |
| 34 | Sienna Stone | Junior Sports Trust 2024-25 | 700.00 |
| 35 | South West Environment Alliance (SEA) | Community Grant Round 1 2024-2025 | 5,000.00 |
| 36 | Southern 500 Speedway Club Inc. | Community Grant Round 1 2024-2025 | 715.00 |