



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

Second Quarter as at 31 December 2024

*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
22.11.2024	Cr Stephens	Scented candle from Liz McKinnon	\$25	Accepted

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
28.11.2024	Helen Havercroft	Flowers and two wine glasses from Heywood Rural Health for presenting at their AGM	\$50	Accepted
11.10.2024	Daniel Quinlivan	2x \$50 IGA cards and 2x petrol discount vouchers from History House	\$100	Declined
10.12.2024	Tiffany Klomp	Round container of chocolates from Rock Church Portland	\$30	Accepted
19.12.2024	Allison Long	2x bottles wine and box of roses chocolate from Wimmera Mallee Waste	\$50	Refused
19.12.2024	Nerida Jacobs	2x bottles wine and box of chocolate from Wimmera Mallee Waste	\$60	Refused
19.12.2024	Joanne Annett	Wine and chocolates from Wimmera Mallee Waste	\$25	Refused
19.12.2024	Debbie Wombwell	2 wine & 1 small chocolates	\$40	Refused
23.12.2024	Laura Van Oosten	Cadbury Roses 420g	\$9	Accepted
23.12.2024	Helen Havercroft	Assorted confectionary	\$20	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
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

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

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
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	\$2,944.39

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	01/07/2024
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
CLEMENTS, Jacob	Strategic Planner	14-Nov-23
CUMMING, Alexander	Municipal Building Surveyor	26-Nov-24
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
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
MCCMAHON, Lynne	Municipal Emergency Management Officer	27-Sep-23
MCCNAMARA, 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
MOYNE, Aaron	Municipal Emergency Manager (Deputy)	22-Oct-24
MUSKEE, Jacqui	Local Laws Officer	27-Sep-23
OAKLEY, Lee	Workcover, Risk and Insurance Officer	18-May-22
QUACH, Hai	Municipal Building Surveyor	26-Jun-24
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	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	Designated Police Officers	16-Dec-24
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	25-Mar-22
CLEMENTS, Jacob	Strategic Planner	25-Mar-22
DWIGHT, David	Strategic Planner	20-Dec-23
HODGETTS, Christopher	Statutory Planner	15-Jun-23
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 - 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 year	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
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	Victoria State Emergency Service	3 years	Nil	01/10/2024	30/09/2027	\$1.00
B20	Portland Foreshore	Portland Yacht Club	10 years	Nil	1/12/2019	Monthly Tenancy	\$2,600
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	Nil	01/10/2021	30/09/2024 Overholding Agreement	\$1.00
B26	Café, 98 Lee Breakwater Rd, Portland	S Campbell	3 years	1 x 3 years	01/07/2022	20/11/2024	\$9,003
B26	Café, 98 Lee Breakwater Rd, Portland	K Edwards	3 years	1 x 3 years	20/11/024	30/06/2025	\$9,003

Description of Property		Lessee	Terms of Lease	Options	Commence Date	Expiry Date	Value of Lease Annual incl. GST
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	16/12/2024	\$1.00
B42	Fawthrop Community Centre - Hood Street, Portland	Portland District Health (PDH)	1 Year	Nil	1/10/2024	30/9/2025	\$37,812

B. 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	Kerry Michael & Prudence Mary Mason	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
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
L25	Portland Aerodrome (lot 5A) 1260 Bridgewater Lakes Rd, Cashmore	Anthony R Bennett	3 years	1 x 3 years	01/07/2024	30/06/2027	\$1826
L27	CA 26 A Dartmoor (Bowds Lane)	D A Firth	3 years	Nil	01/10/2024	30/09/2027	\$6000
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	\$506

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 R 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
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
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

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	Beau Chambers	Junior Sports Trust 2024-25	1,000.00
4	Casterton Bowling Club	Community Grant Round 1 2024-2025	1,000.00
5	Casterton Business and Development Assoc Inc.	2024 Casterton Light Up Night & Christmas Decorations - Council Contribution	6,000.00
6	Casterton Business and Development Assoc Inc.	2024 Fireworks Christmas Festival - Council Contribution	4,000.00
7	Casterton P & A Society Inc.	Community Grant Round 1 2024-2025	5,000.00
8	Casterton RSL Sub Branch	Community Grant Round 1 2024-2025	930.00
9	Casterton Sandford FNC Inc.	Community Grant Round 1 2024-2025	5,000.00
10	Dartmoor Bowling Club	Community Grant Round 1 2024-2025	1,195.00
11	Dartmoor Football Netball Club	Community Grant Round 1 2024-2025	5,000.00
12	Dementia Australia	Donation in lieu of flowers for passing of immediate family member	100.00
13	Food & Fibre Great South Coast Inc.	Sponsorship 2024-25	33,000.00
14	Funky Hearts Inc.	Community Grant Round 1 2024-2025	4,650.00
15	Glenelg River Band	January 26 2025 Funding Recipient	1,000.00
16	Heywood & District Pony Club Inc.	Community Grant Round 1 2024-2025	3,025.00
17	Heywood Football Netball Club Inc.	Community Grant Round 1 2024-2025	947.96
18	Heywood Mens Shed	Mens Shed Event	400.00
19	Heywood Wood Wine & Roses Inc.	Heywood WWR Iconic Festival Funding - Council Contribution	25,000.00
20	Hockey Victoria	Contribution to attend Play Your Way Event	220.00
21	Hotspur Management Committee Inc.	Community Grant Round 1 2024-2025	945.00
22	Karl McKinlay trading as Grab n Go Casterton	Electricity contribution for Casterton tree lights 2023-2024	100.00
23	Kerri Harvey trading as Hairwize	Electricity contribution for Casterton tree lights 2022-2023 and 2023-2024	200.00
24	Life Saving Victoria	2024/25 Life Guard Services Agreement	21,838.03
25	Madalyn Shepherd	Aboriginal Scholarship	1,500.00
26	Merino-Digby Lions Club Inc.	January 26 2025 Funding Recipient	400.00
27	Narrawong District Association Inc.	Community Grant Round 1 2024-2025	5,000.00
28	Nelson Tennis Club	January 26 2025 Funding Recipient	500.00
29	Portland & District Adult Riding Club	Community Grant Round 2 2022-2023 returned	-1,000.00
30	Portland & District Pony Club	Community Grant Round 1 2024-2025	1,000.00
31	Portland & Far Southwest Poultry Club Inc.	Community Grant Round 1 2024-2025	993.25

32	Portland Bay Classic Vehicles Inc.	Community Grant Round 1 2024-2025	5,000.00
33	Portland BMX Club	Community Grant Round 1 2024-2025	4,157.00
34	Portland CEMA Inc.	Community Grant Round 1 2024-2025	825.00
35	Portland Citizens Brass Band	Council Donation for Xmas Tram & Light Up Night	600.00
36	Portland Classic Auto Club Inc.	Community Grant Round 1 2024-2025	3,000.00
37	Portland Community Garden Landcare Group	Community Grant Round 1 2024-2025	3,500.00
38	Portland Dog Obedience Club	Community Grant Round 1 2024-2025	2,000.00
39	Portland Football Netball Cricket Club Inc.	Community Grant Round 1 2024-2025	2,500.00
40	Portland Heywood Field & Game	Community Grant Round 1 2024-2025	900.00
41	Portland Lawn Tennis Club Inc.	Community Grant Round 1 2024-2025	2,242.50
42	Portland RSL Sub Branch	Community Grant Round 1 2024-2025	959.00
43	Portland RSL Sub Branch	January 26 2025 Funding Recipient	500.00
44	Portland Runners Club Inc.	Community Grant Round 1 2024-2025	5,000.00
45	Portland Scout Group	Community Grant Round 1 2024-2025	649.00
46	Portland Squash and Racquetball Club	Community Grant Round 1 2024-2025	999.00
47	Promoting Heywood & District Committee Inc.	Community Grant Round 1 2024-2025	990.00
48	Promoting Heywood & District Committee Inc.	Contribution towards 2024 Heywood Christmas/NYE Event	6,000.00
49	Promoting Heywood & District Committee Inc.	Contribution towards 2024 Heywood NYE Fireworks	4,000.00
50	Rotary Club of Casterton Inc.	Community Grant Round 1 2024-2025	950.00
51	Sandford Festival Committee Inc.	Community Grant Round 1 2024-2025	5,000.00
52	Sienna Stone	Junior Sports Trust 2024-25	700.00
53	South West Environment Alliance (SEA)	Community Grant Round 1 2024-2025	5,000.00
54	Southern 500 Speedway Club Inc.	Community Grant Round 1 2024-2025	715.00
55	Sportspower Portland	27 Vouchers for Play Your Way Project	2,225.00
56	Sportspower Portland	Contribution to Junior Cricket registration fee for Play Your Way Project	16.00
57	Summer Stone	Junior Sports Trust 2024-25	685.00
58	Upwelling Festival Inc.	Upwelling Iconic Festival Funding - Council Contribution 2024-2025	13,500.00