



---

**DOCUMENTS TO BE MADE  
AVAILABLE FOR PUBLIC  
INSPECTION  
1 JULY 2025 TO 30 JUNE 2026**

---

Second Quarter as at 31 December 2025

*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 EAs of each department)

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

<b>Date</b>	<b>Name</b>	<b>Details (what and from whom)</b>	<b>Amount \$</b>	<b>Accepted/Refused</b>
11/09/2025	Cr Karen Stephens – Mayor	Jar of Honey from A Hossack	\$10	Accepted
18/09/2025	Cr Karen Stephens – Mayor	Box of Flowers from M and C Jowett	\$35-40	Retained and pooled for Council use
23/09/2025	Cr Mike Noske	CFA Protest Hoodie from K Stephens	\$70	Declined
16/12/2025	Cr Mike Noske	Scratch Cards from Cr Jowett	\$40	Accepted

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

<b>Date</b>	<b>Name</b>	<b>Details (what and from whom)</b>	<b>Amount \$</b>	<b>Accepted/ Refused</b>
14/10/2025	Katie Clark	Gift Wrapped Flowers from Councillors	\$50	Accepted
28/11/2025	Denis McDonald	£20 from Irene	\$45	Declined
16/12/2025	Helen Havercroft	Scratch Cards from Cr Jowett	\$35	Declined

**2. Register of Conflict of Interest disclosed by Councillors or Council staff**

(Information provided by the Business Support Officer Corporate Services).

<b>Meeting Date</b>	<b>Meeting Item</b>	<b>Subject</b>	<b>Councillor</b>	<b>Nature of Interest</b>
19.08.2025	2.1	Madeira Packet Employment Precinct	Cr Carr	General
19.08.2025	2.1	Madeira packet Employment Precinct Review	Cr Noske	General
09.09.2025	2.4	Community Grants	Cr Pepper	General
09.09.2025	2.4	Community Grants	Cr McDonald	General
11.09.2025	7.11	CEO and EA Expenditure	Cr Jowett	Material
16.09.2025	3.2	Rating Agreement	Cr Carr	General
23.09.2025	9.4	Community Grants Round 1 2025	Cr McDonald	General
23.09.2025	9.4	Community Grants Round 1 2025	Cr Pepper	General
16.12.2025	9.6	CEO Employment and Remuneration Committee	Helen Havercroft	Material

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

<b>Submission Title</b>	<b>To</b>	<b>Date</b>
Statutory Review of the Local Government Rate Cap Mechanism	Local Government Victoria	16 September 2025
Victorian Freight Plan	Minister for Ports and Freight	17 September 2025
The Future of Food Safety Regulation in Victoria	Engage Victoria	3 October 2025
Draft Victorian Access Regime	VicGrid	5 November 2025
Consultation on the Regulatory Impact Analysis to Reduce the Open Road Default Speed Limit	National Transport Commission	10 November 2025
Protection of Recreational Fishing Within Portland Bay	Victorian Fisheries Authority	11 November 2025
Emergency Services and Volunteer Fund	State Government	14 November 2025

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

Title	Received Submission
Nil.	

**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)

<b>Purpose</b>	<b>Councillor/ Council Staff Member</b>	<b>Destination</b>	<b>Date</b>	<b>Total Cost</b>
Nil.				

## 6. Register of Delegations

(Information sourced from the Delegations and Authorisations Register by the Business Support Officer Corporate Services).

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

<b>Instrument Title</b>	<b>Instrument Name</b>	<b>Date of CURRENT Delegation</b>
<b>S5</b>	Instrument of Delegation to CEO	28/01/2025
<b>S6</b>	Instrument of Delegation - Council to Staff members	25/11/2025
<b>S7 (CEO)</b>	Instrument of Sub-Delegation by CEO	25/11/2025
<b>Council</b>	Instrument of Sub-Delegation by CEO under <i>Marine Safety Act 2010</i>	24/07/2024
<b>CEO</b>	Instrument of Delegation from the Port Manager to Members of Staff	26/09/2023
<b>CEO</b>	Instrument of Delegation Waterway Manager	22/07/2025
<b>Council</b>	Instrument of Delegation Committee of Management <i>Crown Land (Reserves) Act 1978</i>	22/07/2025
<b>S12</b>	Instrument of Delegation from Municipal Building Surveyor	05/03/2025
<b>S13</b>	From Chief Executive Officer to Members of Council Staff	25/09/2024
<b>S14</b>	Instrument of Delegations by CEO for VicSmart Applications under the <i>Planning and Environment Act 1987</i>	25/11/2025
<b>S20A</b>	Instrument of Delegation (Child Wellbeing and Safety Act 2005)	24/07/2024
<b>S16</b>	Instrument of Delegation for Bushfire Reconstruction Applications under the <i>Planning and Environment Act</i>	25/11/2025
<b>S18</b>	Instrument of Sub-Delegation under the <i>EPA Act</i>	22/07/2025

## 7. Register of Authorised Officers

(Information sourced from the Delegations and Authorisations Register by the Business Support Officer Corporate Services).

S11 Appointment and Authorisation under specific Acts or legislation.

<u>NAME</u>	<u>TITLE</u>	<u>DATE SIGNED</u>
ALLEN, Sharon	<b>Local Laws Officer</b>	13-Mar-23
BERRY, Matthew	<b>Manager Planning and Development Deputy Municipal Emergency Management Officer</b>	13-Dec-22 17-Nov-25
BUCK, William	<b>Local Laws Officer</b>	4-Aug-25
CLEMENTS, Jacob	<b>Strategic Planner Deputy Municipal Emergency Management Officer</b>	14-Nov-23 17-Nov-25
CUMMING, Alexander	<b>Municipal Building Surveyor</b>	26-Nov-24
CURRIE, Adam	<b>Works Manager</b>	14-Nov-23
DWIGHT, David	<b>Strategic Planner Deputy Municipal Recovery Manager</b>	30-Nov-23 17-Nov-25
EASSON, Scott	<b>Local Port Manager</b>	15-Jun-23
FARRUGIA, Sarah	<b>Local Laws Officer</b>	13-Mar-23
FLOCKHART, Tanya	<b>Library and Information Manager</b>	15-Jun-23
FRASER, John	<b>Local Laws Ranger /Prosecutions Officer</b>	27-Sep-23
HOL, David	<b>Director Corporate Services</b>	15-Jun-23
INVERARITY, Ron	<b>Local Port Officer</b>	15-Jun-23
JACKSON, Brett	<b>Director Community Services</b>	3-Jul-25
KENNETT, Aaron	<b>Manager Building and Health</b>	13-Mar-23
KIRKHAM, Ann	<b>Chief Information Officer - Glenelg Futures</b>	14-Jun-23
LIPSCOMBE, Simon	<b>Local Port Officer</b>	15-Jun-23
LUKE, Ricky	<b>Team Leader Design and Assets</b>	15-Jun-23
MCINTYRE, Lori	<b>Senior Local Laws Officer</b>	18-Jul-25
MCMAHON, Lynne	<b>Municipal Emergency Management Officer</b>	27-Sep-23
MARSHALL, Kellie	<b>OHS Coordinator</b>	14-Nov-23
MAYBERY, Jodie	<b>Local Laws Manager Deputy Municipal Recovery Manager</b>	27-Sep-23 17-Nov-25
MONAGHAN, Shelly	<b>Rates and Valuations Coordinator</b>	15-Jun-23
MOYNE, Aaron	<b>Municipal Recovery Manager</b>	17-Nov-25
MUSKEE, Jacqui	<b>Local Laws Officer</b>	27-Sep-23
OAKLEY, Lee	<b>Workcover, Risk and Insurance Officer</b>	18-May-22

PIERCE, Joshua	<b>Deputy Municipal Recovery Manager</b>	17-Nov-25
QUACH, Hai	<b>Municipal Building Surveyor</b>	26-Jun-24
SCOTT, Simone	<b>Contract Procurement Coordinator Deputy Municipal Emergency Management Officer</b>	15-Jun-23 17-Nov-25
SMITH, Adam	<b>Environmental Sustainability Coordinator Deputy Municipal Emergency Management Officer</b>	15-Jun-23 17-Nov-25
SUKANYA, Shifaali	<b>Statutory Planner</b>	25-Mar-25
SULMAN, Tiarna	<b>Local Laws Officer</b>	30-11-23
TAYLOR, Adam	<b>Cadet Building Surveyor</b>	27-Feb-24
THOMPSON, Lynne	<b>Risk and Safety Manager Deputy Municipal Emergency Management Officer</b>	15-Jun-23 17-Nov-25
VAN GEMST, Hanna	<b>Environmental Health Officer</b>	13-Mar-23
Victoria Police	<b>Designated Police Officers</b>	16-Dec-24
WELCH, Ian	<b>Building Surveyor</b>	18-Jul-23

### ***S11A Planning and Environment Act 1987 only***

BERRY, Matthew	<b>Manager Planning and Development</b>	22-Apr-25
CLEMENTS, Jacob	<b>Strategic Planner</b>	22-Apr-25
DWIGHT, David	<b>Strategic Planner</b>	22-Apr-25
SUKANYA, Shifaali	<b>Statutory Planner</b>	22-Apr-25
<b>S15 (CEO)</b>	Instrument of Authorisation and Appointment Council's Freedom of Information Officer	18-Jul-23
<b>S17 (CEO)</b>	Instrument of Authorisation and Appointment under the <i>Oaths and Affirmations Act 2018</i>	18-Jul-23
<b>S18 (Council)</b>	Instrument of Sub Delegation from Council under the EPA Act	26-Sep-23
<b>S19A</b>	Instrument of Delegation of the Municipal Fire Prevention Officer under Country Fire Act 1958	27-Sep-23
<b>S19B</b>	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
B02	19-21 Julia St Portland	Julia St Creative Space Inc.	3 years	2 x 3 year	1/1/2024	31/12/2026	\$1.00
B07	1661 Bridgewater Rd Cape Bridgewater - Bridgewater Bay Kiosk	SL & DA Pty Ltd	21 years	Nil	01/07/2013	30/06/2034	\$21,651
B08	184 Bentinck St Portland – Caravan Park	NRMA Parks & Resorts	21 years	Nil	12/12/2011	11/12/2032	\$148,969
B10	85 Cliff St Portland Old Portland Watch House	Good Night Paris Pty Ltd	3 years	Nil	18/06/2023	17/06/2026	\$18,546
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
B22	1260 Bridgewater Lakes Rd Cashmore NSC Hangar & adjoining quarters	Aircraft Maintenance Engineering Solutions Pty Ltd	3 years	1 x 1 year	1/1/2025	31/12/2025	\$12,862
B24	56 Ascot St Dartmoor	State Emergency Service	3 years	Nil	01/10/2024	30/09/2027	\$1.00
B26	Café, 98 Lee Breakwater Rd, Portland	K Edwards	3 years	Nil	20/11/2025	30/06/2028	\$8030
B29	Ruth Martin Memorial Building, 34 Julia St Portland	3RPC	5 years	Nil	01/07/2020	30/06/2025 Overholding Agreement	\$1,659
B34	3 Racecourse Rd, Casterton	Casterton & District Historical Society Inc.	2 years	Nil	01/07/2024	30/06/2026	\$114

Description of Property		Lessee	Terms of Lease	Options	Commence Date	Expiry Date	Value of Lease Annual incl. GST
B39	21 Percy St Portland	Portland RSL Sub Branch	10 years	2 x 5 years	1/4/2025	31/3/2035	\$1.00
B42	Fawthrop Community Centre - Hood Street, Portland	Portland District Health (PDH)	2 years 9 months	Nil	1/10/2025	30/6/2028	\$38,721

## B. Property Related Leases – LAND

Description of Property		Lessee	Terms of Lease	Options	Commence Date	Expiry Date	Value of Lease Annual incl. GST
L01	Portland Aerodrome Farm Lease (Area G), 1260 Bridgewater Lakes Rd, Cashmore	Paul & Melissa Johnstone	9 years	Nil	01/07/2019	30/06/2028	\$662
L02	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	\$882
L03	Hangar – Portland Aerodrome (Portion A) 1260 Bridgewater Lakes Rd, Cashmore	Kerry Michael & Prudence Mary Mason	4 years	Nil	01/02/2022	31/01/2026	\$846
L06	Portland Aerodrome, Part 1260 Bridgewater Lakes Rd Cashmore	Portland Pistol Club	3 years	Nil	1/1/2025	31/12/2027	\$136
L08	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
L09 From B20	Portland Foreshore	Portland Yacht Club	10 years	1 x 10 years	1/9/2025	31/8/2035	\$2,502
L10	Portland Foreshore	TS Henty Naval Cadets	1 year	Nil	01/09/2025	31/08/2026	\$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	\$184

Description of Property		Lessee	Terms of Lease	Options	Commence Date	Expiry Date	Value of Lease Annual incl. GST
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	\$1770
L15	Portland Aerodrome Farm Lease (Area F), 1260 Bridgewater Lakes Rd, Cashmore	Scott Chapman	3 years	Nil	01/07/2025	30/06/2028	\$3950
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	\$1581
L22	Possum Park 42-44 Henty St Casterton	Superate Pty Ltd	21 years	Nil	01/01/2008	01/01/2029	\$5,883
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	\$1871
L27	CA 26 A Dartmoor (Bowds Lane)	D A Firth	3 years	Nil	01/10/2024	30/09/2027	\$6125
L30	Portland Aerodrome (Portion A) 1260 Bridgewater Lakes Rd, Cashmore	Bruce Knowles	9 years	Nil	01/07/2021	30/06/2030	\$1093
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	2x3 years	01/07/2025	30/06/2028	\$1750
L44	Owen St, Heywood	Heywood Wood Wine & Roses Inc.	5 years	Nil	01/11/2022	31/10/2027	\$517
L52	Portland Aerodrome Farm Lease (Area A & C) 1260 Bridgewater Lakes Rd Cashmore	Anthony R Bennett	2 years 6 months	2 x 3 years	01/01/2025	30/06/2027	\$3887
L58	Ross Ct Portland	Lawleg Pty Ltd trading as Porthaul	1 year	2 x 1 year	01/08/2025	31/07/2026	\$2200

Description of Property		Lessee	Terms of Lease	Options	Commence Date	Expiry Date	Value of Lease Annual incl. GST
L61	Hanlon Park, 50 Henty St Portland	Portland Football Netball Cricket Club	10 years	1 x 11 years	01/07/2016	30/06/2026	\$5301
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
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	Evie Networks Properties Pty Ltd	9 years & 6 months	Nil	1/10/2023	31/3/2033	\$1.00
L81	Roadside Parking fronting 73 Greenham St, Dartmoor	Evie Networks Properties 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 paid (incl GST if applicable) \$
1	Bahgallah Memorial Hall Committee Inc.	Community Grant Round 1 2025/26	\$3,400.00
2	Casterton Bowling Club Inc.	Community Grant Round 1 2025/26	\$1,000.00
3	Casterton Business and Development Association Inc.	Annual contribution for Christmas & NYE	\$10,000.00
4	Casterton Croquet Club	Licensed User Incentivisation Procedure	\$135.60
5	Casterton District Cricket Club	Community Grant Round 1 2025/26	\$1,498.00
6	Casterton Kelpie Association	Kelpie Festival	\$420.00
7	Casterton Memorial Hospital	Funds for Youth HQ purchase of smoothie bike	\$3,599.10
8	Casterton Memorial Hospital	Funds for Youth HQ purchase of pizza oven	\$619.00
9	Casterton P & A Society Inc.	Community Grant Round 1 2025/26	\$4,500.00
10	Casterton RSL Sub Branch	Community Grant Round 1 2025/26	\$876.07
11	Ciao Bella Coffee	Coffee Van for Blue Tree Project Launch	\$654.50
12	Friends of the Great South West Walk Inc.	Community Grant Round 1 2025/26	\$5,000.00
13	Glenelg Pony Club	Community Grant Round 1 2025/26	\$924.00
14	Heywood District Secondary	Live4Life Award Donation	\$100.00
15	Heywood Wood Wine & Roses	Wood, Wine & Roses Iconic Festival Funding	\$32,000.00
16	Hotspur Management Committee Inc.	Community Grant Round 1 2025/26	\$1,061.00
17	Jack Dexton Caithness (Photography/Music)	Battle of the Jams Winner	\$275.00
18	Kade Noonan	Battle of the Jams Winner	\$275.00
19	Merino Progress Association Inc.	Community Grant Round 1 2025/26	\$1,091.50
20	Narrawong District Association Inc.	Community Grant Round 1 2025/26	\$5,000.00
21	Nelson Tennis Club Inc	January 26 Community Grants 2026 - Nelson	\$400.00
22	Portland & District Karting Club Inc	2025-26 Go Kart's Toilet Electricity Annual Reimbursement	\$105.67
23	Portland & Far Southwest Poultry Club Inc.	Community Grant Round 1 2025/26	\$995.06
24	Portland Basketball Association	Community Grant Round 1 2025/26	\$5,000.00
25	Portland Bay Classic Vehicles Inc.	Community Grant Round 1 2025/26	\$5,000.00
26	Portland Boxing Club	Self Care and Self Defence like Hacks	\$77.00
27	Portland Cable Trams Inc.	Community Grant Round 1 2025/26	\$5,000.00
28	Portland Calisthenics Club	Community Grant Round 1 2025/26	\$3,555.00
29	Portland Colts Cricket Club Inc.	Community Grant Round 1 2025/26	\$5,000.00

No	Name of person receiving Grant/Donation	Details	Amount paid (incl GST if applicable) \$
30	Portland Dahlia Society Inc.	Community Grant Round 1 2025/26	\$2,000.00
31	Portland Dog Obedience Club	Community Grant Round 1 2025/26	\$2,185.50
32	Portland Field Naturalists' Club Inc.	Community Grant Round 1 2025/26	\$1,419.00
33	Portland Lawn Tennis Club Inc.	Community Grant Round 1 2025/26	\$1,500.00
34	Portland Little Athletics Centre Inc.	Community Grant Round 1 2025/26	\$1,980.00
35	Portland Runners Club Inc.	Community Grant Round 1 2025/26	\$5,000.00
36	Portland Secondary College	Live4Life Award Donation	\$100.00
37	Portland Vic Days4Girls	Community Grant Round 1 2025/26	\$1,000.00
38	Portland Woodturner's Guild	Community Grant Round 1 2025/26	\$500.00
39	Promoting Heywood & Distric	2025 Heywood Christmas and New Year's Events	\$10,000.00
40	Promoting Heywood & Distric	January 26 Community Grants 2026 - Heywood	\$1,000.00
41	Sandford Festival Committee Inc.	Community Grant Round 1 2025/26	\$5,000.00
42	SNC TreeTech	Trimming and Painting of Tree Project	\$880.00
43	Southern 500 Speedway Club Inc.	Community Grant Round 1 2025/26	\$2,750.00
44	Tri State Games Inc.	Community Grant Round 1 2025/26	\$1,200.00
45	Tyrendarra P & A Society Inc.	Community Grant Round 1 2025/26	\$5,000.00
46	Upwelling Festival Incorporated	Upwelling Iconic Festival Funding	\$20,000.00