

**ATTACHMENT 16 - RECORDS OF ASSEMBLIES OF COUNCILLORS –
JULY 2013**

(Issued Under Separate Cover)

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: BRIEFING MEETING

Date: 2 JULY 2013

Time: 1:00 PM

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify)

Councillors present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Cr Pierre Niclas | <input checked="" type="checkbox"/> Cr Don Henderson |
| <input checked="" type="checkbox"/> Cr Kate Redwood | <input checked="" type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Neil Newitt (left 4-07pm) | <input checked="" type="checkbox"/> Cr Bill McClenaghan |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | |

Members of Council Staff present:

- | | |
|--|--|
| <input type="checkbox"/> CEO Aaron van Egmond | <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas |
| <input checked="" type="checkbox"/> GM Corporate Services Evan King | <input checked="" type="checkbox"/> Other, please specify:
Adam Morgan
Grant Schuster
Kieren Ratchford
Anthea Blabod |
| <input checked="" type="checkbox"/> GM Community Services Kathleen Brannigan | Kathie Attwood |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|---|--|
| <input type="checkbox"/> CEO Aaron van Egmond | <input type="checkbox"/> GM Infrastructure Bruce Lucas |
| <input checked="" type="checkbox"/> GM Corporate Services Evan King | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | |

Signature: Evan King

Note: This form MUST be completed by the attending Council Officer and returned immediately to Executive Services for filing.

Confidential
Councillor Briefing Agenda
Tuesday 2 July 2013



Tuesday 2 July 2013 1:00 pm		Council Chamber Daylesford Town Hall	
Chair	Mayor	Cr Bill McClenaghan	
Attendees	Councillors	Cr Pierre Niclas, Cr Kate Redwood, Cr Neil Newitt, Cr Sebastian Klein, Cr Don Henderson, Cr Greg May	
	Officers	Acting Chief Executive Officer, General Manager Community Services, General Manager Infrastructure and other officers as required	
Apologies			

Time		Title	Action Officer	
1.	1:00 pm	Informal Discussion Regional Development Australia Fund – Round Five	Acting Chief Executive Officer	Page 3
2.	1:30 pm	Verbal Presentation Doug Lindsay Reserve Community Facility Management Options	General Manager Community Services & Manager Community Development	Page 4
3.	2:30 pm	Report Review of Special Committee Delegations	Acting Chief Executive Officer & Manager Risk and Property	Page 6
		Attachment 1		Page 10
		Attachment 2		Page 18
		Attachment 3		Page 26
4.	3:00 pm	Report Revised Risk Management Policy and Strategic Framework	Acting Chief Executive Officer & Manager Risk and Property	Page 34
		Attachment 4		Page 35
		Attachment 5		Page 39
5.	3:30 pm	Verbal Presentation Finance Council Policy Reviews	Acting Chief Executive Officer & Manager Finance	Page 53

Confidential
Councillor Briefing Agenda
Tuesday 2 July 2013



Time		Title	Action Officer	
6.	4:30 pm	Informal Discussion Planning Update	Acting Chief Executive Officer & Manager Planning	Page 54
7.	5:00 pm	CLOSE OF MEETING		

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: *Briefing Meeting*
Date: *9/7/13*
Time: *11-30*

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify)

Councillors present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Cr Pierre Niclas | <input checked="" type="checkbox"/> Cr Don Henderson |
| <input checked="" type="checkbox"/> Cr Kate Redwood | <input checked="" type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Neil Newitt | <input checked="" type="checkbox"/> Cr Bill McClenaghan |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | |

Members of Council Staff present:

- | | |
|--|--|
| <input type="checkbox"/> CEO Aaron van Egmond | <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas |
| <input checked="" type="checkbox"/> GM Corporate Services Evan King | <input checked="" type="checkbox"/> Other, please specify:
<i>Eric Wright</i>
<i>Richard Russell</i>
<i>Adam McSweeney</i>
<i>Grant Schuster</i> |
| <input checked="" type="checkbox"/> GM Community Services Kathleen Brannigan | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
<i>Cr Redwood item - 6</i>	<i>Left 4:36pm Returned 5:00pm</i>

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|---|--|
| <input type="checkbox"/> CEO Aaron van Egmond | <input type="checkbox"/> GM Infrastructure Bruce Lucas |
| <input checked="" type="checkbox"/> GM Corporate Services Evan King | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | |

Signature: *Evan King*

Note: This form MUST be completed by the attending Council Officer and returned immediately to Executive Services for filing.

Confidential
Councillor Briefing Agenda
Tuesday 9 July 2013



Tuesday 9 July 2013 11:30 am		Council Chamber Daylesford Town Hall	
Chair	Mayor	Cr Bill McClenaghan	
Attendees	Councillors	Cr Pierre Niclas, Cr Kate Redwood, Cr Neil Newitt, Cr Sebastian Klein, Cr Don Henderson, Cr Greg May	
	Officers	Acting Chief Executive Officer, General Manager Community Services, General Manager Infrastructure and other officers as required	
Apologies			

Time		Title	Action Officer		
1.	11:30 am	Verbal Presentation	Draft Public Art Policy	General Manager Community Services & Manager Community Development	Page 3
			Attachment 1		Page 4
	12:15 pm	Lunch Break Lunch will be provided			
2.	12:45 pm	Verbal Presentation	Health and Wellbeing Plan	General Manager Community Services	Page 14
3.	1.45 pm	Report	Review of Road Management Plan	General Manager Infrastructure & Manager Assets & Engineering Services	Page 15
			Attachment 2		Page 17
			Attachment 3		Page 22
4.	2:15 pm	Report	Declared Road Maintenance Demarcation	General Manager Infrastructure	Page 41

Confidential
Councillor Briefing Agenda
Tuesday 9 July 2013



Time		Title		Action Officer	
5.	2:45 pm	Report	Review of Domestic Animal Management Plan	General Manager Infrastructure & Compliance Coordinator	Page 42
			Attachment 4		Page 45
6.	3:30 pm	Report	Proposed Rates for Hepburn Wind	Acting Chief Executive Officer	Page 76
			Attachment 5		Page 78
7.	4:00 pm	Verbal Presentation	Revised Special Committee Guidelines	Acting Chief Executive Officer & Manager Risk & Property	Page 88
			Attachment 6		Page 89
8.	4:30 pm	CLOSE OF MEETING			Page 130
	5:00 pm	DELEGATED PLANNING COMMITTEE			



Hepburn Shire Council

DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor Catherine Redwood hereby disclose
a conflict of interest in the following matter: the plasma kind water

This matter is being considered at a meeting of Council/ Special Committee or Assembly of Councillors

Assembly of Councillors
(Insert name of any Special Committee)
on 9/07/2013

The class of the interest is (tick as appropriate):

- a direct interest
- OR
- an indirect interest (see below)

The following is the type of indirect interest:

- indirect interest by close association (section 78)
- indirect financial interest (section 78A)
- indirect interest because of conflicting duty (section 78B)
- indirect interest because of receipt of gift(s) (section 78C)
- indirect interest through civil proceedings (section 78D)

[NB all references to sections are references to sections in the *Local Government Act 1989*].

The nature of the interest is as follows:

HSD shares in Hepburn kind
Am a member of H.B community growth etc

Print Name: CATHERINE REDWOOD
Signed: [Signature]
Date: 9/07/2013



RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Councillor/CEO Meeting

Date: Tues 16 July 2013

Time: 2:00 pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify)

Councillors present:

Cr Pierre Niclas
 Cr Kate Redwood
 Cr Neil Newitt
 Cr Sebastian Klein

Cr Don Henderson
 Cr Greg May
 Cr Bill McClenaghan

Members of Council Staff present:

CEO Aaron van Egmond
 GM Corporate Services Evan King
 GM Community Services Kathleen Brannigan

GM Infrastructure Bruce Lucas
 Other, please specify:

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

CEO Aaron van Egmond
 GM Corporate Services Evan King
 GM Community Services Kathleen Brannigan

GM Infrastructure Bruce Lucas
 Other, please specify:

Signature: 

Note: This form MUST be completed by the attending Council Officer and returned immediately to Executive Services for filing.

**AGENDA
COUNCILLOR/CEO MEETING**

Tuesday 16 July 2013 Commencing 2:00 pm		Council Chamber Daylesford Town Hall	
Chair:	Mayor	Councillor Bill McClenaghan	
Attendees:	Councillors	Pierre Niclas, Kate Redwood, Neil Newitt, Don Henderson, Sebastian Klein, Greg May	
Apologies:			
	Officers	CEO, Aaron van Egmond	
COUNCILLOR ONLY TIME			
12:30 pm		Councillors Only	
AGENDA – COUNCILLOR/CEO MEETING			
2:00 pm			
1.	Clunes Oval Lighting	Cr Bill McClenaghan	
2.	Doug Lindsay Recreation Reserve – leasing issues and state of oval	Cr Bill McClenaghan	
3.	Daylesford Streetscape – where to and funding	Cr Bill McClenaghan	
4.	Hepburn Fire Station	Cr Bill McClenaghan	
5.	Section 86 Committees	Cr Neil Newitt	
3:30pm	Discussion – Council Meeting Agenda 16 July 2013	Councillors and Officers	
5:00 pm	Meal Break		
6:00 pm	Council Meeting – Daylesford		

RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: PRE COUNCIL MEETING

Date: 16/7/13

Time: 3-30pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify)

Councillors present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Cr Pierre Niclas | <input checked="" type="checkbox"/> Cr Don Henderson |
| <input checked="" type="checkbox"/> Cr Kate Redwood | <input checked="" type="checkbox"/> Cr Greg May |
| <input checked="" type="checkbox"/> Cr Neil Newitt | <input checked="" type="checkbox"/> Cr Bill McClenaghan |
| <input checked="" type="checkbox"/> Cr Sebastian Klein | |

Members of Council Staff present:

- | | |
|--|---|
| <input checked="" type="checkbox"/> CEO Aaron van Egmond | <input checked="" type="checkbox"/> GM Infrastructure Bruce Lucas |
| <input checked="" type="checkbox"/> GM Corporate Services Evan King | <input type="checkbox"/> Other, please specify: |
| <input checked="" type="checkbox"/> GM Community Services Kathleen Brannigan | |

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned
Cr Redwood Hon - 10.3	left 3-52 returned 3-55

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

- | | |
|---|--|
| <input type="checkbox"/> CEO Aaron van Egmond | <input type="checkbox"/> GM Infrastructure Bruce Lucas |
| <input checked="" type="checkbox"/> GM Corporate Services Evan King | <input type="checkbox"/> Other, please specify: |
| <input type="checkbox"/> GM Community Services Kathleen Brannigan | |

Signature: Evan King

Note: This form MUST be completed by the attending Council Officer and returned immediately to Executive Services for filing.



Hepburn Shire Council
DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor Kate Redwood hereby disclose
a conflict of interest in the following matter: Council meeting 16/7/2013
10.3 Application for 15 small pens
from P. G. Jenkins

This matter is being considered at a meeting of Council/ Special Committee or Assembly of Councillors
Council meeting 16/07/2013
(insert name of any Special Committee)
on

The class of the interest is (tick as appropriate):

- a direct interest
- OR
- an indirect interest (see below)

The following is the type of indirect interest:

- indirect interest by close association (section 78)
- indirect financial interest (section 78A)
- indirect interest because of conflicting duty (section 78B)
- indirect interest because of receipt of gift(s) (section 78C)
- indirect interest through civil proceedings (section 78D)

[NB all references to sections are references to sections in the Local Government Act 1989].

The nature of the interest is as follows:

I live on Gov St which is subject
to the permit application

Print Name: KATE REDWOOD
Signed: KR
Date: 16/07/2013



Hepburn Shire Council

DISCLOSURE OF CONFLICT OF INTEREST

I, Councillor Kate Redwood hereby disclose
a conflict of interest in the following matter: Item 10.3
Application to Renew B Donelle Permit - Rebe
+ Golf Junkie Transport

This matter is being considered at a meeting of Council/ ~~Special Committee~~ or Assembly of Councillors

(insert name of any Special Committee)
on 16/07/2013

The class of the interest is (tick as appropriate):

- a direct interest
- OR
- an indirect interest (see below)

The following is the type of indirect interest:

- indirect interest by close association (section 78)
- indirect financial interest (section 78A) OR
- indirect interest because of conflicting duty (section 78B) OR
- indirect interest because of receipt of gift(s) (section 78C) OR
- indirect interest through civil proceedings (section 78D) OR

[NB all references to sections are references to sections in the *Local Government Act 1989*].

The nature of the interest is as follows:

I live on East Street which is
included in the permit application.

Print Name: KATE REDWOOD
Signed: Kate Redwood
Date: 16/07/2013.



RECORD OF ASSEMBLY OF COUNCILLORS

This record is required under Section 80A of the *Local Government Act 1989*

Title of Meeting: Hepburn Mineral Springs Advisory Committee

Date: 25 July 2013

Time: 5.00pm – 6.30pm

Venue: Council Chamber Daylesford
 Senior Citizens Centre Daylesford
 Other (specify)

Councillors present:

- Cr Bill McClenaghan
- Cr Don Henderson
- Cr Sebastian Klein
- Cr Neil Newitt
- Cr Kate Redwood
- Cr Pierre Niclas
- Cr Greg May

Members of Council Staff present:

- CEO, Aaron van Egmond
- GM Corporate Services, Evan King
- GM Community Services, Kathleen Brannigan
- GM Infrastructure, Bruce Lucas
- Other, please specify: James Lowe

Conflict of Interest Disclosures:

Councillor Name	Time Left and Returned

Matters Considered:

Agenda Attached

Name and title of Officer responsible for this written record:

- CEO Aaron van Egmond
- GM Corporate Services, Evan King
- GM Community Services, Kathleen Brannigan
- GM Infrastructure Bruce Lucas
- Other, please specify:

Signature: 

Note: This form MUST be completed by the attending Council Officer and returned immediately to Executive Services for filing.



HEPBURN MINERAL SPRINGS RESERVE ADVISORY COMMITTEE MEETING NO 23

Thursday 25 July 2013
Council Chambers - 5.00pm to 7.00pm

AGENDA

Attendees: Cr Pierre Niclas, Bruce Lucas, Jenny Beacham, Gary Lawrence, John Webster, Bill Guest, James Lowe, Petrus Spronk
Guests: Cr Kate Redwood, Margie Thomas (Cornish Hill Committee of Management)
Apologies: Sue Howard

Item No.	Time	Agenda Item	Presenter
1	5.00pm	Welcome & Apologies	Pierre Niclas
2	5.05pm	The Reserve 150 th Anniversary <ul style="list-style-type: none"> • Presentation by Cr Kate Redwood & Margie Thomas on Cornish Hill Event 	Kate Redwood Margie Thomas
3	5.30pm	Adoption of Minutes Meeting 22 – 23 May 2013	Pierre Niclas
4	5.40pm	Action Items from previous minutes	Pierre Niclas
5	5.50pm	Report - Maintenance Projects	James Lowe
6	6.00pm	Report – Update on Flood Recovery Works	Bruce Lucas
7	6.10pm	Update on Finances re Budget Bids <ul style="list-style-type: none"> • Where are we at • Projection for future developments 	Bruce Lucas
8	6.20pm	Update on Sound Shell HV Permit Application <ul style="list-style-type: none"> • Submissions Received 	Bruce Lucas
11	6.30pm	General Business	All
	7.00pm	CLOSE	

Next Meeting: Thursday 26 September 2013 – Council Chambers