HEPBURN SHIRE COUNCIL
STATUTORY MEETING OF COUNCIL
PUBLIC AGENDA

Tuesday 10 November 2026

Council Chamber
24 Vincent Street Daylesford

6:00PM

A LIVE STREAM OF THE MEETING CAN BE VIEWED VIA COUNCIL'S YOUTUBE CHANNEL

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Commencing at 6:00PM

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JANET DORE

INTERIM CHIEF EXECUTIVE OFFICER

Tuesday 10 November 2026

1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

Hepburn Shire Council acknowledges the Dja Dja Wurrung as the Traditional Owners of the lands and waters on which we live and work. On these lands, Djaara have performed age -old ceremonies of celebration, initiation and renewal. We recognise their resilience through dispossession and it is a testament to their continuing culture and tradition, which is strong and thriving.

We also acknowledge the neighbouring Traditional Owners, the Wurundjeri to our South East and the Wadawurrung to our South West and pay our respect to all Aboriginal peoples, their culture, and lore. We acknowledge their living culture and the unique role they play in the life of this region.

2 OPENING OF MEETING

COUNCILLORS PRESENT:

OFFICERS PRESENT:

STATEMENT OF COMMITMENT

"WE THE COUNCILLORS OF HEPBURN SHIRE

DECLARE THAT WE WILL UNDERTAKE ON EVERY OCCASION

TO CARRY OUT OUR DUTIES IN THE BEST INTERESTS OF THE COMMUNITY

AND THAT OUR CONDUCT SHALL MAINTAIN THE STANDARDS OF THE CODE OF GOOD GOVERNANCE

SO THAT WE MAY FAITHFULLY REPRESENT AND UPHOLD THE TRUST PLACED IN THIS COUNCIL BY THE PEOPLE OF HEPBURN SHIRE"

3 APOLOGIES

4 DECLARATIONS OF CONFLICTS OF INTEREST

5 ELECTION OF THE MAYOR AND DEPUTY MAYOR

5.1 TERM OF THE MAYOR

Section 26 (3) of the *Local Government Act 2020* states that:

Before the election of the Mayor, a Council, other than the Greater Geelong City Council, must determine by resolution whether the Mayor is to be elected for a one year or a two year term.

RECOMMENDATION

That Council elects the Mayor for a term of one year.

5.2 NOMINATIONS FOR MAYOR

The Office of Mayor became vacant at 6:00pm on 10 November 2026.

ROLE OF THE MAYOR

The *Local Government Act 2020*, section 18 states that the role of the Mayor is to:

(a) chair Council meetings; and

(b) be the principal spokesperson for the Council; and

(c) lead engagement with the municipal community on the development of the Council Plan; and

(d) report to the municipal community, at least once each year, on the implementation of the Council Plan; and

(e) promote behaviour among Councillors that meets the standards of conduct set out in the Councillor Code of Conduct; and

(f) assist Councillors to understand their role; and

(g) take a leadership role in ensuring the regular review of the performance of the Chief Executive Officer; and

(h) provide advice to the Chief Executive Officer when the Chief Executive Officer is setting the agenda for Council meetings; and

(i) perform civic and ceremonial duties on behalf of the Council.

The Mayoral Position Guidance Document provides clarity on the array of duties and functions the Mayor is to undertake:

- {attachment-list-do-not-remove}

CALL FOR NOMINATIONS

A Councillor can nominate themselves or another Councillor.

In accordance with Council's *Governance Rules and Election Period Policy 2022*, any nominations for the office of Mayor must be seconded by another Councillor.

The Chief Executive Officer will call for Nominations.

Each candidate will be given the opportunity to address Councillors where there is more than one candidate nominated.

5.3 ELECTION OF THE MAYOR

VOTING FOR THE MAYOR

To be elected Mayor, a candidate must be elected by an absolute majority of the Councillors. For the purposes of the election of the Mayor, an absolute majority means the number of Councillors (4) which is greater than half the total number of the Councillors of a Council (7).

Voting will be conducted by show of hands. Under the *Local Government Act 2020* no Councillor can abstain from voting.

PRESENTATION OF MAYORAL MEDALLION

The Chief Executive Officer will present the Mayor with Mayoral Medallion.

CONGRATULATORY REMARKS TO MAYOR

Congratulatory remarks will be offered to the Mayor following the meeting.

INCOMING MAYORAL SPEECH

The Mayor is invited to address the meeting.

5.4 TERM OF THE DEPUTY MAYOR

Under the *Local Government Act 2020*, Council is not required to appoint a Deputy Mayor, however the role provides the following benefits:

- Clear transition arrangements for the chairing of Council Meetings should the Mayor be unavailable or have a conflict of interest;
- The Deputy Mayor may fulfill the role of Mayor should the office become vacant and until a new Mayor can be appointed;
- Ongoing support for the Mayor in fulfilling their duties.

Under Section 27 (2) of the *Local Government Act 2020,* Section 26 (3) also applies to the election of the Deputy Mayor. Therefore, before the election of the Deputy Mayor, Council must determine by resolution whether the Deputy Mayor is to be elected for a one year or a two-year term.

RECOMMENDATION

That Council elects the Deputy Mayor for a term of one year.

5.5 NOMINATIONS FOR DEPUTY MAYOR

The Office of Deputy Mayor became vacant at 6:00pm on 10 November 2026.

ROLE OF THE DEPUTY MAYOR

The *Local Government Act 2020*, section 21 states that the role of the Deputy Mayor is to:

> *perform the role of the Mayor and may exercise any of the powers of the Mayor if—*
>
> *(a) the Mayor is unable for any reason to attend a Council meeting or part of a Council meeting; or*
>
> *(b) the Mayor is incapable of performing the duties of the office of Mayor for any reason, including illness; or*
>
> *(c) the office of Mayor is vacant.*

CALL FOR NOMINATIONS

A Councillor can nominate themselves or another Councillor.

In accordance with Council's *Governance Rules and Election Period Policy 2022*, any nominations for the office of Deputy Mayor must be seconded by another Councillor.

The Chief Executive Officer will call for Nominations.

Each candidate will be given the opportunity to address Councillors where there is more than one candidate nominated.

5.6 ELECTION OF THE DEPUTY MAYOR

VOTING FOR THE DEPUTY MAYOR

To be elected Deputy Mayor, a candidate must be elected by an absolute majority of the Councillors. An absolute majority means the number of Councillors (4) which is greater than half the total number of the Councillors of a Council (7).

Voting will be conducted by show of hands. Under the *Local Government Act 2020* no Councillor can abstain from voting.

CONGRATULATORY REMARKS TO DEPUTY MAYOR

Congratulatory remarks will be offered to the Deputy Mayor following the meeting.

INCOMING DEPUTY MAYOR'S SPEECH

The Deputy Mayor is invited to address the meeting.

6 OFFICER REPORTS

6.1 COUNCILLOR REPRESENTATION ON COMMITTEES, BOARDS AND EXTERNAL BODIES

DIRECTOR PERFORMANCE AND TRANSFORMATION

In providing this advice to Council as the Coordinator Governance, I Allison Watt have no interests to disclose in this report.

ATTACHMENTS

- Nil

EXECUTIVE SUMMARY

On an annual basis, following the appointment of the Mayor and Deputy Mayor, Council reviews Councillor representation on committees, community reference groups, boards and external bodies that Council represents.

OFFICER'S RECOMMENDATION

That Council appoints the following Councillors to the listed committees, boards and external bodies:

External bodies	***Representative***
Municipal Association of Victoria (one Councillor, one substitute)	*Cr…* *Substitute: Cr...*
World Heritage Listing of the Victorian Goldfields Region	*Cr...*
Greater Ballarat Alliance of Councils	*Mayor*
Z-NET Community Roundtable	*Cr ….*
Audit and Risk Committee ***(two positions)***	*Cr … and Cr …*
CEO Employment and Remuneration Committee ***(up to seven positions)***	*Mayor, Deputy Mayor, Cr ..., Cr ..., Cr ...*
Council Community Asset Committees	***Representative***
Creswick Museum Community Asset Committee	
Dean Recreation Reserve and Tennis Courts Community Asset Committee	

Drummond Hall Community Asset Committee	
Glenlyon Recreation Reserve Community Asset Committee	
Lee Medlyn Home of Bottles Community Asset Committee	
Lyonville Hall Community Asset Committee	
DEECA Committees of Management	***Representative***
Bullarto Public Hall Committee Incorporated	
Campbelltown Recreation and Public Hall Reserve Committee of Management Incorporated	
Clunes Former Free Lending Library Committee Incorporated	
Clunes Neighbourhood House Incorporated (Alliance Street Clunes)	
Clydesdale Public Hall Reserve Committee Incorporated	
Cornish Hill Committee of Management Incorporated	
Daylesford Museum Reserve Committee of Management Incorporated	
Daylesford Trotting Track Reserve Committee Incorporated	
Franklinford Community Purposes Reserve	
Glenlyon Progress Association and Shire Hall	
Hepburn Recreation Reserve Committee of Management Incorporated	
Leonards Hill Mechanics Institute and Free Library Committee of Management Incorporated	
Lingbogol Camp Area - Creswick	
Newbury Public Hall and Recreation Reserve Committee Incorporated	

Trentham and District Historical Society Incorporated (Trentham Police Camp Reserve)

Trentham Public Purpose Reserves Committee of Management Incorporated

Trentham Quarry Street Reserve Committee Incorporated

Trentham Sports Ground Reserve Committee of Management Incorporated

Ullina Reserve and Recreation Park Management Committee Incorporated

Upper Loddon and Avoca Landcare Network Incorporated (Creswick Creek, Clunes)

Yandoit Mechanics Institute and Free Library Committee Incorporated

Yandoit Public Park And Recreation Reserve Committee Incorporated

BACKGROUND

On an annual basis, following the appointment of the Mayor and Deputy Mayor, Council reviews Councillor representation on committees of Council, and external bodies.

Councillors are appointed for 12 months, with appointments reviewed each year at the Statutory Meeting of Council.

KEY ISSUES

The below table provides a summary of the committees and boards and the form of representation for each group:

Organisation/Committee	**Required Representation**
External Bodies	
Committee of Management for DEECA	Any Councillor
Municipal Association of Victoria	One Councillor, one substitute
World Heritage Listing of the Victorian Goldfields Region	Any Councillor
Greater Ballarat Alliance of Councils	Mayor

Z-NET Community Roundtable	One Councillor
Audit and Risk Committee **(two positions)**	Two Councillors
CEO Employment and Remuneration Committee **(up to seven positions)**	Mayor and Deputy Mayor and up to five other Councillors
Council Advisory Committees	
Appointments to Advisory Committees are currently on hold.	
Community Advisory Committees	
Creswick Museum Community Asset Committee	One Councillor
Dean Recreation Reserve and Tennis Courts Community Asset Committee	One Councillor
Drummond Hall Community Asset Committee	One Councillor
Glenlyon Recreation Reserve Community Asset Committee	One Councillor
Lee Medlyn Home of Bottles Community Asset Committee	One Councillor
Lyonville Hall Community Asset Committee	One Councillor

Council's advisory committees are on hold pending a review of these committees and Council's community engagement approach, and appointments are not made at this time.

COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

Council Plan 2025-2029

Hepburn Working Together

2. Maintain corporate governance to enable good Council decision making and to ensure long-term financial viability.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

The purpose of these committees, boards and external bodies is to achieve effective community and stakeholder engagement both internally and externally.

RISK AND GOVERNANCE IMPLICATIONS

The implications of this report have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

Councillor representation is required on committees, boards and external bodies to ensure that public views are incorporated into the decision-making process.

ENVIRONMENTAL SUSTAINABILITY

There are no sustainability implications associated with this report.

GENDER IMPACT ASSESSMENT

There are no gender equity implications associated with this report.

7 CLOSE OF MEETING