



HEPBURN SHIRE COUNCIL STATUTORY MEETING OF COUNCIL PUBLIC MINUTES

Tuesday 18 November 2025

Council Chamber
24 Vincent Street Daylesford

6:00PM

A LIVE STREAM OF THE MEETING CAN BE VIEWED
VIA [COUNCIL'S YOUTUBE CHANNEL](#)

Confirmed at the Ordinary Meeting of Council held on 25 November 2025.

A handwritten signature in black ink, appearing to be "Tony Clark", with a long horizontal line extending to the right.

Chair, Cr Tony Clark, Mayor

MINUTES

Tuesday 18 November 2025

Council Chamber

24 Vincent Street Daylesford

Commencing at 6:00PM

TABLE OF CONTENTS

1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS	3
2 OPENING OF MEETING	4
3 APOLOGIES	4
4 DECLARATIONS OF CONFLICTS OF INTEREST	4
5 ELECTION OF THE MAYOR AND DEPUTY MAYOR	5
5.1 TERM OF THE MAYOR.....	5
5.2 NOMINATIONS FOR MAYOR.....	6
5.3 ELECTION OF THE MAYOR.....	8
5.4 TERM OF THE DEPUTY MAYOR	9
5.5 NOMINATIONS FOR DEPUTY MAYOR.....	10
5.6 ELECTION OF THE DEPUTY MAYOR	11
6 OFFICER REPORTS	12
6.1 COUNCILLOR REPRESENTATION ON COMMITTEES, BOARDS AND EXTERNAL BODIES	12
7 CLOSE OF MEETING	20

BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

Tuesday 18 November 2025

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: Cr Tony Clark, Cr Shirley Cornish, Cr Tim Drylie, Cr Don Henderson, Cr Lesley Hewitt, Cr Pat Hockey, Cr Brian Hood

OFFICERS PRESENT: Mr Bradley Thomas - Chief Executive Officer, Mr Bruce Lucas - Director Infrastructure and Delivery, Ms Brooke Holmes - Director Performance and Transformation, Mr Ron Torres - Director Development and Community, Mr Chris Whyte - Manager Technology and Transformation, Ms Rebecca Smith - Manager Governance and Risk

The meeting opened at 6:00pm.

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

Nil.

4 DECLARATIONS OF CONFLICTS OF INTEREST

Pursuant to section 129 of the *Local Government Act 2020* and section 7(e) of the *Local Government (Governance and Integrity) Regulations 2020* a conflict of interest does not apply to the election of a Councillor to the office of Mayor or Deputy Mayor under section 25 or 27 of the Act.

Nil.

5 ELECTION OF THE MAYOR AND DEPUTY MAYOR

The outgoing Mayor, Cr Don Henderson, addressed the meeting.

5.1 TERM OF THE MAYOR

Go to 00:03:15 in the meeting recording to view this item.

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.

Go to 00:06:15 in the meeting recording to view this item.

MOTION

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

Moved: Cr Don Henderson

Seconded: Cr Pat Hockey

Carried

Voted for: Cr Tony Clark, Cr Shirley Cornish, Cr Tim Drylie, Cr Don Henderson, Cr Lesley Hewitt, Cr Pat Hockey and Cr Brian Hood

Voted against: Nil

Abstained: Nil

5.2 NOMINATIONS FOR MAYOR

Go to 00:07:24 in the meeting recording to view this item.

The Office of Mayor became vacant at 6:00pm on 18 November 2025.

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:

1. Guidance Document - The Role of the Mayor - November 2024 [5.2.1 - 4 pages]

CALL FOR NOMINATIONS

Cr Shirley Cornish nominated Cr Tony Clark for the role of Mayor.

The nomination was seconded by Cr Pat Hockey.

Cr Tony Clark accepted the nomination.

Cr Brian Hood nominated Cr Lesley Hewitt for the role of Mayor.

The nomination was seconded by Cr Don Henderson.

Cr Lesley Hewitt accepted the nomination.

5.3 ELECTION OF THE MAYOR

Go to 00:08:57 in the meeting recording to view this item.

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.

Cr Tony Clark received four votes as follows:

For: Cr Tony Clark, Cr Shirley Cornish, Cr Tim Drylie, Cr Pat Hockey.

Cr Tony Clark was elected as Mayor for the 2025/2026 term.

INCOMING MAYORAL SPEECH

The Mayor addressed the meeting.

CONGRATULATORY REMARKS TO MAYOR

Councillors offered congratulatory remarks to the Mayor.

5.4 TERM OF THE DEPUTY MAYOR

Go to 00:23:37 in the meeting recording to view this item.

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.

MOTION

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

Moved: Cr Pat Hockey

Seconded: Cr Tony Clark

Carried

Voted for: Cr Tony Clark, Cr Shirley Cornish, Cr Tim Drylie, Cr Don Henderson, Cr Lesley Hewitt, Cr Pat Hockey and Cr Brian Hood

Voted against: Nil

Abstained: Nil

5.5 NOMINATIONS FOR DEPUTY MAYOR

Go to 00:24:27 in the meeting recording to view this item.

The Office of Deputy Mayor became vacant at 6:00pm on 18 November 2025.

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

Cr Tony Clark nominated Cr Shirley Cornish for the role of Deputy Mayor.

The nomination was seconded by Cr Don Henderson.

Cr Shirley Cornish accepted the nomination.

Cr Tim Drylie nominated himself for the role of Deputy Mayor.

The nomination was seconded by Cr Brian Hood

Cr Tim Drylie accepted the nomination.

5.6 ELECTION OF THE DEPUTY MAYOR

Go to 00:31:43 in the meeting recording to view this item.

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.

Cr Shirley Cornish received five votes as follows:

For: Cr Tony Clark, Cr Shirley Cornish, Cr Don Henderson, Cr Lesley Hewitt, Cr Pat Hockey.

Cr Shirley Cornish was elected as Deputy Mayor for the 2025/2026 term.

INCOMING DEPUTY MAYORAL SPEECH

The Deputy Mayor addressed the meeting.

Councillors offered congratulatory remarks to the Deputy Mayor.

6 OFFICER REPORTS

6.1 COUNCILLOR REPRESENTATION ON COMMITTEES, BOARDS AND EXTERNAL BODIES

Go to 00:36:5 in the meeting recording to view this item.

DIRECTOR PERFORMANCE AND TRANSFORMATION

In providing this advice to Council as the Manager Governance and Risk, I Rebecca Smith 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 Advisory 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:

<i>External bodies</i>	<i>Representative</i>
<i>Municipal Association of Victoria (one Councillor, one substitute)</i>	<i>Cr...</i> <i>Substitute: Cr...</i>
<i>World Heritage Listing of the Victorian Goldfields Region</i>	<i>Cr...</i>
<i>Greater Ballarat Alliance of Councils</i>	<i>Mayor</i>
<i>Z-NET Community Roundtable</i>	<i>Cr</i>
<i>Audit and Risk Committee</i> <i>(two positions)</i>	<i>Cr ... and Cr ...</i>
<i>Council Advisory Committees (Councillor representative will also Chair)</i>	<i>Representative</i>
<i>Daylesford Community Facilities Project Advisory Group</i>	
<i>Disability Advisory Committee</i>	
<i>Gender Equity Advisory Committee</i>	

*Glenlyon Recreation Reserve Community Pavilion
Project Advisory Group*

*Heather Mutimer International Women's Day
Honour Roll Advisory Committee*

LGBTIQA+ Advisory Committee

Mineral Springs Reserves Advisory Committee

Reconciliation Action Plan Advisory Committee *Mayor (as per Terms of
Reference)*

*Sustainable Hepburn Community Advisory
Committee*

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*

MOTION

1. *Notes that appointments to Council's Advisory Committees will be deferred until the review of Committees has been completed; and,*
2. *Appoints the following Councillors to the listed committees, boards and external bodies:*

External bodies	Representative
<i>Municipal Association of Victoria (one Councillor, one substitute)</i>	<i>Cr Tim Drylie</i> <i>Substitute: Cr Shirley Cornish</i>
<i>World Heritage Listing of the Victorian Goldfields Region</i>	<i>Cr Don Henderson</i>
<i>Greater Ballarat Alliance of Councils</i>	<i>Mayor</i>
<i>Z-NET Community Roundtable</i>	<i>Cr Tim Drylie</i>
Audit and Risk Committee (two positions)	<i>Cr Brian Hood and Mayor</i>
Council Community Asset Committees	Representative
<i>Creswick Museum Community Asset Committee</i>	<i>Cr Pat Hockey</i>
<i>Dean Recreation Reserve and Tennis Courts Community Asset Committee</i>	<i>Cr Don Henderson</i>
<i>Drummond Hall Community Asset Committee</i>	<i>Cr Pat Hockey</i>
<i>Glenlyon Recreation Reserve Community Asset Committee</i>	<i>Cr Lesley Hewitt</i>
<i>Lee Medlyn Home of Bottles Community Asset Committee</i>	<i>Cr Pat Hockey</i>
<i>Lyonville Hall Community Asset Committee</i>	<i>Cr Brian Hood</i>
DEECA Committees of Management	Representative
<i>Bullarto Public Hall Committee Incorporated</i>	<i>Cr Brian Hood</i>

<i>Campbelltown Recreation and Public Hall Reserve Committee of Management Incorporated</i>	<i>Cr Pat Hockey</i>
<i>Clunes Former Free Lending Library Committee Incorporated</i>	<i>Cr Pat Hockey</i>
<i>Clunes Neighbourhood House Incorporated (Alliance Street, Clunes)</i>	<i>Cr Pat Hockey</i>
<i>Clydesdale Public Hall Reserve Committee Incorporated</i>	<i>Cr Lesley Hewitt</i>
<i>Cornish Hill Committee of Management Incorporated</i>	<i>Cr Lesley Hewitt</i>
<i>Creswick Theatre Company Incorporated (Creswick Court House Historic Reserve)</i>	<i>Cr Tony Clark</i>
<i>Daylesford Museum Reserve Committee of Management Incorporated</i>	<i>Cr Lesley Hewitt</i>
<i>Daylesford Trotting Track Reserve Committee Incorporated</i>	<i>Cr Lesley Hewitt</i>
<i>Franklinford Community Purposes Reserve</i>	<i>Cr Lesley Hewitt</i>
<i>Glenlyon Progress Association and Shire Hall</i>	<i>Cr Shirley Cornish</i>
<i>Hepburn Recreation Reserve Committee of Management Incorporated</i>	<i>Cr Lesley Hewitt</i>
<i>Leonards Hill Mechanics Institute and Free Library Committee of Management Incorporated</i>	<i>Cr Lesley Hewitt</i>
<i>Lingbogol Camp Area - Creswick</i>	<i>Cr Tony Clark</i>
<i>Newbury Public Hall and Recreation Reserve Committee Incorporated</i>	<i>Cr Brian Hood</i>
<i>Trentham and District Historical Society Incorporated (Trentham Police Camp Reserve)</i>	<i>Cr Brian Hood</i>
<i>Trentham Public Purpose Reserves Committee of Management Incorporated</i>	<i>Cr Brian Hood</i>
<i>Trentham Quarry Street Reserve Committee Incorporated</i>	<i>Cr Brian Hood</i>

<i>Trentham Sports Ground Reserve Committee of Management Incorporated</i>	<i>Cr Brian Hood</i>
<i>Ullina Reserve and Recreation Park Management Committee Incorporated</i>	<i>Cr Pat Hockey</i>
<i>Upper Loddon and Avoca Landcare Network Incorporated (Creswick Creek, Clunes)</i>	<i>Cr Pat Hockey</i>
<i>Yandoit Mechanics Institute and Free Library Committee Incorporated</i>	<i>Cr Pat Hockey</i>
<i>Yandoit Public Park and Recreation Reserve Committee Incorporated</i>	<i>Cr Pat Hockey</i>

Moved: Cr Pat Hockey

Seconded: Cr Don Henderson

Carried

Voted for: Cr Tony Clark, Cr Shirley Cornish, Cr Tim Drylie, Cr Don Henderson, Cr Lesley Hewitt, Cr Pat Hockey and Cr Brian Hood

Voted against: Nil

Abstained: Nil

BACKGROUND

On an annual basis, following the appointment of the Mayor and Deputy Mayor, Council reviews Councillor representation on Advisory 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
Council Advisory Committees (Councillor representative will also Chair)	
Disability Advisory Committee	One Councillor (as per Terms of Reference)
Gender Equity Advisory Committee	One Councillor (as per Terms of Reference)
Heather Mutimer International Women's Day Honour Roll Advisory Committee	One Councillor (as per Terms of Reference)
LGBTIQA+ Advisory Committee	One Councillor (as per Terms of Reference)
Mineral Springs Reserves Advisory Committee	One Councillor (as per Terms of Reference)
Reconciliation Action Plan Advisory Committee	Mayor (as per Terms of Reference)
Sustainable Hepburn Community Advisory Committee	One Councillor (as per Terms of Reference)
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 POLICY AND LEGISLATIVE IMPLICATIONS

Council Plan 2021-2025

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

The Meeting closed at 6:40pm.