



HEPBURN SHIRE COUNCIL ORDINARY MEETING OF COUNCIL PUBLIC MINUTES

Tuesday 25 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 16 December 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 25 November 2025

Council Chamber

24 Vincent Street Daylesford

Commencing at 6:00PM

TABLE OF CONTENTS

1	ACKNOWLEDGEMENT OF TRADITIONAL OWNERS	4
2	OPENING OF MEETING	4
3	APOLOGIES	4
4	DECLARATIONS OF CONFLICTS OF INTEREST	4
5	CONDOLENCE MOTION	6
5.1	CONDOLENCE MOTION	6
6	CONFIRMATION OF MINUTES	8
7	PUBLIC PARTICIPATION TIME	9
7.1	PETITIONS	11
7.2	REQUESTS TO ADDRESS COUNCIL	11
7.3	PUBLIC QUESTIONS.....	12
8	OFFICER REPORTS	18
8.1	SURPLUS LAND FOR POSSIBLE DISPOSAL, INCLUDING POTENTIAL AFFORDABLE HOUSING LOCATIONS	18
8.2	FUTURE PROVISION OF SPORT AND RECREATION IN CLUNES.....	27
8.3	COOLING SPACES: CONSIDERATION OF SPACES ACCESSIBLE TO THE COMMUNITY FOR RESPITE ON EXTREME WEATHER DAYS	36
8.4	QUARTERLY FINANCE REPORT - QUARTER 1 2025/2026.....	46
8.5	RECORDS OF COUNCILLOR ATTENDANCE	49
9	NOTICES OF MOTION	53
9.1	NOTICE OF MOTION - DAYLESFORD CINEMA.....	53
10	ITEMS OF URGENT BUSINESS.....	58

11 COUNCILLOR AND CEO REPORTS	60
11.1 MAYOR'S REPORT.....	60
11.2 COUNCILLOR REPORTS.....	60
11.3 CHIEF EXECUTIVE OFFICER'S REPORT	64
12 CLOSE OF MEETING	67

BRADLEY THOMAS

CHIEF EXECUTIVE OFFICER

Tuesday 25 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 Lesley Hewitt, Cr Don Henderson, Cr Pat Hockey, Cr Brian Hood

OFFICERS PRESENT: Mr Bradley Thomas - Chief Executive Officer, Ms Brooke Holmes - Director Performance and Transformation, Mr Ron Torres - Director Development and Community, Mr Chris Whyte - Manager Technology and Transformation.

The meeting opened at 6:02pm.

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

Nil.

5 CONDOLENCE MOTION

5.1 CONDOLENCE MOTION

Go to 00:02:50 in the meeting recording to view this item.

OFFICER'S RECOMMENDATION

That Council acknowledges with sadness the passing of:

- *Mr Robert Kennedy*

Bob gave so much to the Glenlyon community as the long-serving President of the Glenlyon Recreation Reserve Community Advisory Committee and will be greatly missed.

- *Mr John Cable*

John was a long-standing member of the Glenlyon Recreation Reserve Community Advisory Committee, dedicated member of the Landcare group and friend to many.

- *Mr Bill O'Connell*

Bill was a pinnacle of the Trentham community for decades, and organised, coached and transported young kids to football and cricket with his wife Cath always by his side.

MOTION

That Council acknowledges with sadness the passing of:

- *Mr Robert Kennedy*

Bob gave so much to the Glenlyon community as the long-serving President of the Glenlyon Recreation Reserve Community Advisory Committee and will be greatly missed.

- *Mr John Cable*

John was a long-standing member of the Glenlyon Recreation Reserve Community Advisory Committee, dedicated member of the Landcare group and friend to many.

- *Mr Bill O'Connell*

Bill was a pinnacle of the Trentham community for decades, and organised, coached and transported young kids to football and cricket with his wife Cath always by his side.

Moved: Cr Don Henderson

Seconded: Cr Brian Hood
Carried

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

Voted against: Nil

Abstained: Nil

6 CONFIRMATION OF MINUTES

Go to 00:04:36 in the meeting recording to view this item.

RECOMMENDATION

That the Minutes of the Ordinary Meeting of Council held on 28 October 2025 and the Statutory Meeting of Council held on 18 November 2025 (as previously circulated to Councillors) be confirmed.

MOTION

That the Minutes of the Ordinary Meeting of Council held on 28 October 2025 and the Statutory Meeting of Council held on 18 November 2025 (as previously circulated to Councillors) be confirmed.

Moved: Cr Lesley Hewitt

Seconded: Cr Shirley Cornish

Carried

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

Voted against: Nil

Abstained: Nil

7 PUBLIC PARTICIPATION TIME

Go to 00:06:13 in the meeting recording to view this item.

This part of the Ordinary Meeting of Council allows for the tabling of petitions by Councillors and Officers and 30 minutes for the purposes of:

- Tabling petitions
- Responding to questions from members of our community
- Members of the community to address Council

Community members are invited to be involved in public participation time in accordance with Council's Governance Rules.

Individuals may submit written questions or requests to address Council to the Chief Executive Officer by 10:00am the day before the Council Meeting.

BEHAVIOUR AT COUNCIL MEETINGS

Council supports a welcoming, respectful and safe environment for members of the community to participate at Council Meetings regarding issues that are important to them. Council's Governance Rules sets out guidelines for the Mayor, Councillors, and community members on public participation in meetings. It reinforces the value of diversity in thinking, while being respectful of differing views, and the rights and reputation of others.

Under the Governance Rules, members of the public present at a Council Meeting must not be disruptive during the meeting.

Respectful behaviour includes:

- Being courteous when addressing Council during public participation time and directing all comments through the Chair
- Being quiet during proceedings
- Being respectful towards others present and respecting their right to their own views

Inappropriate behaviour includes:

- Interjecting or taking part in the debate
- Verbal abuse or harassment of a Councillor, member of staff, ratepayer or member of the public
- Threats of violence

MOTION

That Council approve an extension of public participation time of 15 minutes.

Moved: Cr Shirley Cornish

Seconded: Cr Don Henderson

Carried

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

Voted against: Nil

Abstained: Nil

7.1 PETITIONS

No petitions were tabled.

7.2 REQUESTS TO ADDRESS COUNCIL

Stefan Rea addressed Council in regards to Rea Lands Park.

Jules McDonald addressed Council in regards to the Daylesford Cinema project.

7.3 PUBLIC QUESTIONS

Question 1 – Carolyn Whitehead

When Council adopted the Daylesford–Hepburn Springs Structure Plan in September 2024, the version was not the one with which it had consulted the community, and so one of the conditions, among others, in its carried motion, was that the revised plan’s proposed rezoning of 57 Leitches Creek Road, Daylesford, from Farming Zone 2 to Industrial 3 Zone would be *“subject to investigation of cultural, environmental, transport, bushfire risk, amenity and development considerations, including consideration of land to be set aside for the protection of Wallaby Creek and its environs and appropriate infrastructure upgrades...”*

In September 2025, the Council newsletter *Hepburn Life* reported, with reference to some of the Structure Plans, that *“Councillors acknowledged that some community members may not have been fully aware of the changes or had a chance to provide feedback. To address this, Council will be carrying out additional community consultation.”*, and referred readers to a “Future Hepburn” webpage.

That webpage, however, contained no reference to the required investigations, nor was there any report of environmental, cultural, or infrastructure assessments being made available. Therefore, the recent community consultation, lacking the results of this investigation, could be seen as missing important environmental considerations.

Can Council confirm whether the investigations specified in 1(h) in its carried motion of 3 September 2024, have been completed, publicly released, and reviewed/considered by Councillors per the approved motion?

Response – CEO Bradley Thomas

Council changed structure plans in response to community feedback received during May and June in 2024. The proposed changes were made available in the Council agenda for the September 2024 meeting. While Council adopted the changes, Councillors recognised that not everyone may have known about the changes or had a chance to comment. So, Council requested staff to carry out additional community consultation.

The Daylesford-Hepburn Springs Structure Plan recommendations remain as per the Council resolution. The reports you have referenced in the question will be undertaken as part of a rezoning process.

Question 2 – Carolyn Whitehead

The proposed rezoning of 57 Leitches Creek Road to Industrial 3 Zone with a Development Plan Overlay would allow industrial activities within a predominantly agricultural area, surrounded on all sides by productive agricultural land. Rezoning and applying a Development Plan Overlay would exempt future permit applications from notice and review, effectively removing community participation in the

planning process. This is alarming because some of the uses permitted in Industrial 3 Zone have environmental impacts, such as Service Industry (no permit required), and do not appear compatible with surrounding agricultural land, and rural landscape values, raising questions about land-use consistency. This rezoning appears to go directly against Council's Municipal Planning Strategy for economic development, which is to *"Maintain and protect agricultural land by avoiding fragmentation and commercial uses that may lead to loss of, or limitations for, production."*

Can Council explain how rezoning 57 Leitches Creek Road, a lot in the middle of agricultural activity, to Industrial 3 Zone with a Development Plan Overlay aligns with the Hepburn Planning Scheme's objectives to protect rural landscapes, prevent fragmentation of farmland, ensure compatible land use, and safeguard environmental and cultural values?

Response – CEO Bradley Thomas

The detailed reasoning for the identification of the land is contained in the Daylesford-Hepburn Springs Structure Plan and its associated background documents as published on Council's website. A significant factor is that a substantial area of the land has been in industrial use for some decades, and serves as an important source of employment for the area.

Question 3 – Jamie McGuinness

In relation to item 8.1 of the Meeting agenda, *Future Provision of Sport and Recreation in Clunes*: If the estimated cost of relocation, included in the Clunes Recreation Reserve master plan process, was much lower, would the Council consider it a viable option?

Response – CEO Bradley Thomas

Council is facing a financial context where the focus for capital works needs to be on renewal and upgrade of existing assets. Construction of any new infrastructure projects also needs to be carefully considered for the most financially responsible option, financial viability, likelihood of external funding, and broad community benefit.

Question 4 – Jamie McGuinness

Can the Council please outline how the cost estimates were created for the Clunes Recreation Reserve master plan paper?

Response – CEO Bradley Thomas

The consultant who developed the draft options for the masterplan completed an opinion of probable cost, and these have been reviewed by officers for reasonableness – the costs are high level and will be subject to further review as detailed plans becomes available and ultimately it is through a tender process that the true costs of projects becomes known

Question 5 – Rob Anderson

In relation to item 8.1 of the Meeting agenda, *Future Provision of Sport and Recreation in Clunes*: As a lifetime resident of Clunes and with three children attending Clunes Primary School, I was excited and honored to be selected to represent the Clunes Primary School on the Future of Sport in Clunes Project Advisory Group. The experience has left me disappointed and uncertain that my children will ever get to experience modern and compliant facilities as they grow up in a town with an outdated and substandard facility. The PAG was advised to design the dream facility without a budget in mind, we were then supposed to have the opportunity to refine the project prior to being presented to Council.

How can Councillors approve to scrap the relocation plan entirely when the PAG group has not been awarded the opportunity to refine the scope of works and stage appropriate the Greenfields site option?

Response – CEO Bradley Thomas

Subject to Council decision tonight however the officers recommendation and report notes that the work completed to date indicates that any option that relocates the recreation reserve facilities and infrastructure is not financially feasible, and so continuing to consult on these options – even with reduced scope – creates unreasonable expectation and further delays the improvements needed.

Question 6 – Rob Anderson

Would Councillors please remove point 2 of the Officer's Recommendation: "Resolves to not proceed with the consolidation of sports and recreation provision to a new greenfield site within Clunes" to allow this option to be explored further by the Project Advisory Group?

Response – CEO Bradley Thomas

Councillors will consider this matter later in tonight's agenda, and it would be inappropriate to debate this matter now or to try and pre-empt any decision of Council.

Question 7 – Brendan Sheehan

In relation to item 8.1 of the Meeting agenda, *Future Provision of Sport and Recreation in Clunes*: Given the current Clunes Recreation Reserve site has flooded 3 times in the last 15 years and the weather appears to be more variable in the past 20 years, can the Council provide a guarantees to user groups that they will not be worse off if the venue is flooded again?

Response – CEO Bradley Thomas

Future upgrades at the site will factor in resilience to flood events where possible.

Question 8 – Brendan Sheehan

Can the Council outline why they think it is a preferred option to focus investment of significant dollars on a facility that is prone to flooding?

Response – CEO Bradley Thomas

The officer recommendation is based on financial viability, in light of both the cost of developing a new site, as well as Council's broad asset base and the cost of renewing these assets over time. Any future upgrades at the site will factor in resilience to flood events where possible.

Question 9 – Daniel McDiarmid

In regards to Item 6.1 of the Quarterly Financial Report Set 25, could Council please supply the elements of what constitutes "underlying" for the surplus and revenue calculation i.e. how if the figures of \$41,293k and \$32,209k established?

Response – CEO Bradley Thomas

"Underlying" revenue and surplus removes one-off items such as capital contributions or grants. The Income Statement at section 2.1 of the attached financial reports provides further clarity.

Question 10 – Chris McLennan

In relation to item 8.1 of the Meeting agenda, *Future Provision of Sport and Recreation in Clunes*: We have no space for memorabilia of club history and a set up and pack up scenario occurring at least 12 times a season taking approx 4 hours on each occasion. It is also a significant physical task dealing with rolling out huge rolls of carpet in order to cover the basketball court so a function area can be established on each occasion. A mobile bar has to be then transitioned into the area from within the stadium and drinks moved from a coolroom storage and then packed away at the completion of the function so no drinks remain on site.

As far as we know (and researched), Clunes Football Netball Club is the only country football netball club that doesn't have a permanent function facility, does the Council think this is an acceptable scenario?

Response – CEO Bradley Thomas

Council is committed to planning the provision of community facilities, including sporting facilities, in a way that finds the balance of multiple users, reflects community needs, supports volunteer workloads and maintains financial sustainability for Council.

Question 11 – John Bedwell

In relation to item 8.1 of the Meeting agenda, *Future Provision of Sport and Recreation in Clunes*: Can the Council please explain the priority of Council in Creswick receiving a brand new flood proof recreation facility?

Response – CEO Bradley Thomas

Decisions on financial investments and strategic priorities are made considering the opportunities and constraints of the time. Doug Lindsay Reserve was developed over a decade ago. Current funding opportunities and constraints must be used to consider the Masterplan for Clunes Recreation Reserve in the current time and against broader priorities across Council.

Question 12 – John Bedwell

Would Council be prepared to consult more closely with the community group and set a staged approach to the upgrading of the recreational facility?

Response – CEO Bradley Thomas

Council will consider as part of the recommendations in the relevant report tonight continuing to engage with the Project Advisory Group, as well as broader community, to finalise the masterplan.

Question 13 – Louise Johnson

In relation to item 8.1 of the Meeting agenda, *Surplus Land for Disposal, Including Potential Affordable Housing Locations*: With the EOI process for land that was originally designated for affordable housing, will organisations that have a reputable track record of this type of development be approached to let them know about this opportunity?

Response – CEO Bradley Thomas

Yes, as part of any EOI process, Council will take steps to optimise the awareness of this opportunity with as many interested parties as possible.

Question 14 – Heather Mutimer

In relation to item 8.1 of the Meeting agenda, *Surplus Land for Disposal, Including Potential Affordable Housing Locations*: It is reassuring to read that it is recommended not to sell this much-loved public park and it is intended for it to remain a public park. But the report and the proposed motion lacks detail regarding Rea Lands long-term protection from any future sale and any mechanisms (planning or otherwise) to ensure it does in fact remain a public park into the future (ie well beyond the term of this current Council).

If advice has been received as to why certain actions can, or cannot, be achieved this has not been outlined in the report for example securing the land as a public park in perpetuity, rezoning it more appropriately to reflect its use as a public park or deeming it as open space.

At the July meeting of Council, the following motion was passed that stated "*Requests the Chief Executive Officer prepare a briefing report for Councillors with the history of "Rea Lands Reserve" 42 Raglan Street, Daylesford being bequeathed to*

Council, and for further investigation whether this site could be considered for sale or other use by Council...”

The report in [tonight’s] agenda makes no reference to this report from what I can see. It is not unreasonable that the community was expecting some reference to this report and the advice which emanated from it.

Considering the public interest in the long-term protection of Rea Lands as a much-loved public park, how can the community be reassured that Council has in fact done all it can to ensure its long-term protection, considering the lack of detail in the report and the proposed motion?

Response – CEO Bradley Thomas

Officers have briefed Councillors on the possible steps to protect Rea Lands for public use – none of which can guarantee perpetuity as these measures can be reversed at a later stage, and all of which have resourcing and cost implications.

The recommendations are made noting the importance of this site to our community and with the objective of achieving the best balance of community outcomes with appropriate resourcing.

Question 15 – Heather Mutimer

If Councillors did in fact receive a briefing report as per the July resolution, why is there no reference to it in this agenda item?

Response – CEO Bradley Thomas

Councillors receive updates and briefings on many sensitive and detailed matters, not all of which result in a subsequent specific Council Report at an Ordinary Meeting of Council. We can assure community that history of, and community interest in “Rea Lands” was certainly discussed at the briefing and informs Councillors’ decision making for tonight.

8 OFFICER REPORTS

8.1 SURPLUS LAND FOR POSSIBLE DISPOSAL, INCLUDING POTENTIAL AFFORDABLE HOUSING LOCATIONS

Go to 00:30:44 in the meeting recording to view this item.

DIRECTOR INFRASTRUCTURE AND DELIVERY

In providing this advice to Council as the Property Officer, I Karen Menne have no interests to disclose in this report.

ATTACHMENTS

1. Surplus Land Community Engagement Report [8.1.1 - 7 pages]

OFFICER'S RECOMMENDATION

That Council:

1. *Confirms that, after the conclusion of the required Community Engagement, the following properties are surplus to requirements and will be disposed of via sale:*
 - a. *79A Raglan Street, Daylesford;*
 - b. *26 Raglan Street, Creswick;*
 - c. *10 Camp Street, Clunes – "Camp Hill Site";*
 - d. *10 Semmens Avenue, Creswick;*
 - e. *313 Clunes Road, Creswick;*
 - f. *1 Armstrong Street, Daylesford; and,*
 - g. *2 Creswick Road, Clunes.*
2. *Authorises Council Officers to commence the process to dispose of the above properties (including the possibility of disposal of the properties a. to e. as Affordable Housing), to be enacted in appropriate timeframes;*
3. *Confirms that the disposal of properties a. to e. will be executed via an Expression of Interest process that is unrestricted but allows affordable housing providers to submit (as well as any other potential buyers);*
4. *Confirms that properties f. and g. will be sold directly on the open market;*
5. *Confirms that the proceeds of the potential sales, less the cost of disposal, will*

be invested in the establishment of a financial reserve for the purpose of grant co-contribution and support as proposed in Council's Financial Vision, designed to assist Council in meeting co-contribution requirements associated with a range of external funding opportunities including but not limited to grants and partnership programs;

- 6. Directs the Chief Executive Officer to develop guidelines for the administration of the grant co-contribution and support financial reserve including but not limited to:*
 - a. Eligibility criteria and assessment methodology;*
 - b. Categories of support including Grants;*
 - c. Application and approval processes;*
 - d. Funding limits and budget implications;*
 - e. Risk assessment and sustainability; and,*
 - f. The final decisions on the allocation of funds under this program, be made by Council based on the recommendations presented and in accordance with the adopted framework.*
- 7. Acknowledges that, following the EOI and sales processes, Council officers bring a further report to Council to decide the final sale outcomes;*
- 8. Resolves that "Rea Lands Reserve" (42 Raglan St Daylesford):*
 - a. will not be considered for sale;*
 - b. will remain a public park;*
 - c. requests that Council officers install improved signage with acknowledgement of the legacy of Betty Rea; and,*
 - d. requests that Council officers conduct an Expression of Interest to create a formalised arrangement to support community use, gardening and*

maintenance in the event there is sufficient interest.

MOTION

That Council:

- 1. Confirms that, after the conclusion of the required Community Engagement, the following properties are surplus to requirements and will be disposed of via sale:*
 - a. 79A Raglan Street, Daylesford;*
 - b. 26 Raglan Street, Creswick;*
 - c. 10 Camp Street, Clunes – “Camp Hill Site”;*
 - d. 10 Semmens Avenue, Creswick;*
 - e. 313 Clunes Road, Creswick;*
 - f. 1 Armstrong Street, Daylesford; and,*
 - g. 2 Creswick Road, Clunes.*
- 2. Authorises Council Officers to commence the process to dispose of the above properties (including the possibility of disposal of the properties a. to e. as Affordable Housing), to be enacted in appropriate timeframes;*
- 3. Confirms that the disposal of properties a. to e. will be executed via an Expression of Interest process that is unrestricted but encourages affordable housing providers to submit (as well as any other potential buyers);*
- 4. Confirms that properties f. and g. will be sold directly on the open market;*
- 5. Confirms that the proceeds of the potential sales, less the cost of disposal, will be invested in the establishment of a financial reserve for the purpose of grant co-contribution and support as proposed in Council’s Financial Vision, designed to assist Council in meeting co-contribution requirements associated*

with a range of external funding opportunities including but not limited to grants and partnership programs;

- 6. Directs the Chief Executive Officer to develop guidelines for the administration of the grant co-contribution and support financial reserve including but not limited to:
 - a. Eligibility criteria and assessment methodology;*
 - b. Categories of support including Grants;*
 - c. Application and approval processes;*
 - d. Funding limits and budget implications;*
 - e. Risk assessment and sustainability; and,*
 - f. The final decisions on the allocation of funds under this program, be made by Council based on the recommendations presented and in accordance with the adopted framework.**
- 7. Acknowledges that, following the EOI and sales processes, Council officers bring a further report to Council to decide the final sale outcomes;*
- 8. Resolves that “Rea Lands Reserve” (42 Raglan St Daylesford):
 - a. will not be considered for sale;*
 - b. will remain a public park;*
 - c. requests that Council officers install improved signage with acknowledgement of the legacy of Betty Rea;*
 - d. requests that Council officers create a formalised arrangement for the site to support community use, gardening and maintenance.*
 - e. Notes that the strongest way of protecting Rea Lands is for it to remain in Council ownership, and Council is committed to that; and,*
 - f. Delegates the CEO to investigate and undertake further appropriate action to protect the status of Rea Lands as a public park.**

Moved: Cr Don Henderson

Seconded: Cr Lesley Hewitt

Carried

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

Voted against: Nil

Abstained: Nil

EXECUTIVE SUMMARY

Hepburn Shire Council is considering a proposal to declare seven Council-owned properties as surplus to its needs and sell these properties, including the option for sale for the purpose of affordable housing.

Following the resolution at the Council Meeting on 29 July 2025, Council invited community feedback on the proposal via a Participate Hepburn project page and online community survey. The survey was open for feedback from 4 – 29 August 2025 and the attached Community Engagement Report outlines the feedback received during that period.

In summary, the webpage received 825 visitors (5% of Hepburn Shire population) and 81 survey responses (10% of webpage visitors, 0.5% of Hepburn Shire population). At least half of the respondents were from Daylesford, Hepburn and surrounds.

As the required community engagement is now complete, Council officers are presenting the further report to Council as contemplated in Item 2 of the Resolution at the 29 July 2025 Council Meeting. This further Council decision is required to confirm the properties are surplus and can be sold.

BACKGROUND

Hepburn Shire Council is considering a proposal to declare seven Council-owned properties as surplus to needs and sell these properties, including sale for the purpose of affordable housing.

The seven properties are:

Originally proposed to be sold with option for Affordable Housing

79A Raglan Street, Daylesford

26 Raglan Street, Creswick

10 Camp Street, Clunes – “Camp Hill Site”

Originally proposed to be sold on the open market

1 Armstrong Street, Daylesford

10 Semmens Avenue, Creswick

313 Clunes Road, Creswick

2 Creswick Road, Clunes

Both the *Local Government Act 2020* and Council’s *Disposal and Acquisition of Land Policy (Council Policy 93(C))* include a requirement for community engagement prior to Council confirming the outcome of that proposal and proceeding to sell. Following

the resolution at the Council Meeting on 29 July 2025, Council invited community feedback on the proposal. The feedback survey was open from 4 – 29 August 2025 and 81 survey responses were received during that period.

KEY ISSUES

Community Engagement

The attached report collates the Community Engagement survey results and notes the key themes that appeared in the feedback. The results have been analysed and considered by Council officers, and this has not changed the recommendation of Council officers that the properties be declared as surplus and to proceed with the sale of properties; however, some community concerns have been addressed.

Process for Sale

Item 3 of the Council resolution from the 29 July 2025 Council Meeting states that:

“In the event of a further decision to dispose of the nominated properties, Table 1 properties (Properties proposed to be sold for the purpose of Affordable Housing) will be dealt with via an Expression of Interest process and Table 2 (remainder of the properties) will be sold on the open market.”

As noted above, Council officers propose two properties be moved from the open market sale process to the EOI process to test the interest for those sites to be possibly developed for affordable housing.

Part of the process will involve Council obtaining market valuations of the properties no more than 6 months prior to the sale and, while those figures will remain confidential, they will form part of Council’s consideration of the sales. This ensures compliance with policy.

The Expression of Interest (EOI) process exploring affordable housing options will be open-ended and will enable the proposals submitted to address a variety of scenarios such as purchase offers at market rate, purchase offers below market rate, leasing the land or any other disposal and non-disposal options. It will also allow submissions from developers and buyers not proposing affordable housing outcomes.

Officers will utilise criteria for assessment of the EOI proposals addressing the

following principles:

- Financial return to Council
- Proposed use
- Number of dwellings and/or people housed
- Sector of community to be housed
- Demonstrated experience of applicant
- Proposed development model
- Form of building development

Following the EOI, the final decision on the results of all sales will be the subject of a further Council decision.

Proceeds of sale

Item 4 of the Council resolution from the 29 July 2025 Council Meeting states that Council: *“Confirms that, in the event of a further decision to dispose of the nominated properties it is proposed that the proceeds of the potential sales, less the cost of disposal, will be invested in the establishment of a grant co-contribution and support financial reserve as proposed in Council’s Financial Vision, designed to assist Council in meeting co-contribution requirements associated with a range of external funding opportunities including but not limited to grants and partnership programs”.*

Item 5 of the same resolution directs the Chief Executive Officer to develop guidelines for the administration of the grant co-contribution and support financial reserve.

“Rea Lands” Reserve

Subsequent to the inclusion of Rea Lands in the resolution of the 29 July 2025 Council Meeting, a range of community members provided feedback on the importance of Rea Lands as a community space. Following consideration of the community feedback, this report recommends no consideration be given to the potential sale of this site and steps be taken to improve signage and arrangements for the community use of the site.

COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

Council Plan 2025-2029

Hepburn Life

3. An informed and engaged community.

Future Hepburn

2. Responsible management of infrastructure and environment to support wellbeing

now and for future generations.

Hepburn Working Together

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

Legislation and Council Policy

Both the *Local Government Act 2020* and Council's *Disposal and Acquisition of Land Policy (Council Policy No. 93(C))* include a requirement for community engagement prior to Council confirming the outcome of that proposal and proceeding to sell. The community engagement has been completed as required.

FINANCIAL IMPLICATIONS

Item 4 of the Council resolution from the 29 July 2025 Council Meeting states that Council: *"Confirms that, in the event of a further decision to dispose of the nominated properties it is proposed that the proceeds of the potential sales, less the cost of disposal, will be invested in the establishment of a grant co-contribution and support financial reserve as proposed in Council's Financial Vision, designed to assist Council in meeting co-contribution requirements associated with a range of external funding opportunities including but not limited to grants and partnership programs"*.

Item 5 of the same resolution directs the Chief Executive Officer to develop guidelines for the administration of the grant co-contribution and support financial reserve.

The availability of previous valuations of the land parcels ensures compliance to date with Council's *Disposal and Acquisition of Land Policy (Council Policy No. 93(C))*. Part of the sales process will involve Council obtaining additional market valuations of the properties no more than 6 months prior to the sale and, while those figures will remain confidential, they will form part of Council's consideration of the sales.

Any sales process will be supported by external legal advice and the appointment of external agent to conduct the sales process. This will be subject to a procurement process in accordance with Council Procurement Policy.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

This report includes the results of the community engagement undertaken by Council.

Two of the properties listed for sale for the EoI process are adjacent to vacant Crown land. It has been confirmed that there are complexities around the process and timelines for the disposal of Crown land that would impact the timeframes of this process. Council will proceed to test the market's interest in purchasing the two

properties on their own for affordable housing purposes. Council continues to liaise with DEECA on this matter in relation to the adjacent Crown land.

Item 7 of the Council resolution from the 29 July 2025 Council Meeting states that Council: *“Requests that the Chief Executive Officer actively collaborates with the Good Grub Club Daylesford, who currently have a short-term lease at 79A Raglan Street Daylesford, to identify suitable properties and assist in their relocation.”*

Council officers have confirmed with the Good Grub Club Daylesford that they have secured an alternative site and will relocate there in the next few months. Council has been working to facilitate this process.

RISK AND GOVERNANCE IMPLICATIONS

There is a residual reputational risk for Council in the face of ongoing negative community sentiment, however this appears to be a general commentary on Council, not specific to the issues at hand.

There is a risk that the properties may not be able to be developed as buyers would like, however prospective purchasers would be expected to obtain independent planning and development advice about their preferences for use and development of the land. This would be informed by the Hepburn Planning Scheme, adopted Council strategies and Council's Planning team as relevant. The market will ultimately determine the appeal, opportunities and restrictions on the possible sale of the proposed properties.

The statutory process for sale of Council property provided in the *Local Government Act 2020* and Council's *Disposal and Acquisition of Land Policy (Council Policy No. 93(C))* will continue to be followed.

ENVIRONMENTAL SUSTAINABILITY

Any environmental sustainability issues in the sale of the properties will be subject to the Hepburn Planning Scheme.

GENDER IMPACT ASSESSMENT

“Community housing tenants have a [diverse] range of backgrounds and stories, from older women who have retired with minimal superannuation, people with a disability, single parents to working families in low-paying jobs. What they share is an inability to buy a home or rent in the private market... All Victorian community housing organisations are [not-for-profit] businesses whose purpose is to create affordable homes for low-income renters.” (Source: [Community Housing - CHIA Vic](#))

By selling the properties listed as *proposed to be sold for the purpose of Affordable Housing*, Council is contributing to the redress of some social inequities in the housing market.

8.2 FUTURE PROVISION OF SPORT AND RECREATION IN CLUNES

Go to 01:02:30 in the meeting recording to view this item.

DIRECTOR INFRASTRUCTURE AND DELIVERY

In providing this advice to Council as the Sport and Active Recreation Project Officer, I Justyne Carr have no interests to disclose in this report.

ATTACHMENTS

- Nil

OFFICER'S RECOMMENDATION

That Council:

- 1. Acknowledges the involvement and feedback from the Clunes Recreation Provision Feasibility Project Advisory Group over the life of the project;*
- 2. Resolves to not proceed with the consolidation of sports and recreation provision to a new greenfield site within Clunes;*
- 3. Finalises an achievable masterplan for the Clunes Recreation (Bull Milgate) Reserve; and,*
- 4. Continues to work with the Clunes Recreation Provision Feasibility Project Advisory Group;*
- 5. Notes that further project funding of \$60,000 and up to 12 months is required to undertake this work (which will be referred for 2026/2027 budget consideration);*
- 6. Notes that the schematic design for the Clunes Community Centre and Netball Pavilion to be included within the project scope; and,*
- 7. Notes that broad community and stakeholder consultation will be included in this project.*

Cr Pat Hockey proposed an amendment to the motion as follows:

That Council:

- 1. Acknowledges the involvement and feedback from the Clunes Recreation Provision Feasibility Project Advisory Group over the life of the project;*
- 2. Finalises an achievable masterplan for the Clunes Recreation (Bull Milgate) Reserve; and,*

3. *Continues to work with the Clunes Recreation Provision Feasibility Project Advisory Group;*
4. *Notes that further project funding of \$60,000 and up to 12 months is required to undertake this work (which will be referred for 2026/2027 budget consideration);*
5. *Notes that the schematic design for the Clunes Community Centre and Netball Pavilion to be included within the project scope; and,*
6. *Notes that broad community and stakeholder consultation will be included in this project.*

This amendment was seconded by Cr Drylie.

Moved: Cr Pat Hockey

Seconded: Cr Tim Drylie

Voted for: Cr Pat Hockey, Cr Tim Drylie

Voted against: Cr Brian Hood, Cr Don Henderson, Cr Lesley Hewitt, Cr Shirley Cornish, Cr Tony Clark

Abstained: Nil

Lost

Cr Shirley Cornish proposed an amendment to the motion as follows:

MOTION

That Council:

1. *Acknowledges the involvement and feedback from the Clunes Recreation Provision Feasibility Project Advisory Group over the life of the project;*
2. *Resolves to not proceed with the consolidation of sports and recreation provision to a new greenfield site within Clunes;*
3. *Finalises an achievable masterplan for the Clunes Recreation (Bull Milgate) Reserve; and,*
4. *Continues to work with the Clunes Recreation Provision Feasibility Project Advisory Group;*
5. *Notes that further project funding of \$60,000 and up to 12 months is required to undertake this work (which will be referred for 2026/2027 budget consideration);*
6. *Notes that the schematic design for the Clunes Community Centre and Netball*

Pavilion to be included within the project scope; and,

7. Notes that broad community and stakeholder consultation will be included in this project.

8. Inclusion of the Clunes pool site into the proposed Clunes Master Plan.

This amendment was seconded by Cr Tim Drylie.

Moved: Cr Shirley Cornish

Seconded: Cr Tim Drylie

Voted for: Cr Tim Drylie, Cr Shirley Cornish

Voted against: Cr Brian Hood, Cr Don Henderson, Cr Lesley Hewitt, Cr Pat Hockey, Cr Tony Clark

Abstained: Nil

Lost

MOTION

That Council:

- 1. Acknowledges the involvement and feedback from the Clunes Recreation Provision Feasibility Project Advisory Group over the life of the project;*
- 2. Resolves to not proceed with the consolidation of sports and recreation provision to a new greenfield site within Clunes;*
- 3. Finalises an achievable masterplan for the Clunes Recreation (Bull Milgate) Reserve; and,*
- 4. Continues to work with the Clunes Recreation Provision Feasibility Project Advisory Group;*
- 5. Notes that further project funding of \$60,000 and up to 12 months is required to undertake this work (which will be referred for 2026/2027 budget consideration);*
- 6. Notes that the schematic design for the Clunes Community Centre and Netball Pavilion to be included within the project scope; and,*
- 7. Notes that broad community and stakeholder consultation will be included in this project.*

Moved: Cr Lesley Hewitt

Seconded: Cr Shirley Cornish
Carried

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

Voted against: Cr Tim Drylie and Cr Pat Hockey

Abstained: Nil

EXECUTIVE SUMMARY

The purpose of this report is to present Council with:

1. A progress update on the Future Provision of Sport and Recreation in Clunes Project (Clunes Master planning Implementation) of the work undertaken to date.
2. A recommendation to progress the Clunes Recreation Reserve Masterplan.

Upon considering a draft masterplan for the Clunes Recreation (Bull Milgate) Reserve at Clunes in 2023, Council amended the project scope to include formation of a Project Advisory Group (PAG) and investigation of consolidation of recreation functions (football, netball, cricket, bowls) by relocating to a greenfield site.

Site assessment and concept master planning is complete and indicates a relocation cost of above \$30M.

Options to focus renewal and upgrade works at the existing site have been costed at between \$7M and \$16M.

In considering community outcomes and financial viability, it is recommended that the masterplan is completed focusing only on the existing site and includes schematic planning and design for the pavilion.

BACKGROUND

The Clunes Masterplan project first commenced in August 2020 with the purpose of developing a Masterplan for the long-term future of Clunes Recreation (Bull Milgate) Reserve.

The scope was amended in 2023 to establish a Project Advisory Group, and to assess feasibility of development of a new, consolidated recreation reserve at a greenfield site.

A consultant engaged in 2024 completed most of the required work before being placed into liquidation later that year.

This work included:

- Site assessment analysis

- Future Provision of Sport and Recreation Clunes Preliminary Report
- Draft masterplan concept plans
 1. Masterplan Concept Plan 1 – Redevelopment of Clunes Recreation (Bull Milgate) Reserve
 2. Masterplan Concept Plan 2 – Development of Esmond Park and limited redevelopment of Clunes Recreation (Bull Milgate) Reserve.
 3. Masterplan Concept Plan 3 – Development of Esmond Park and conversion of Clunes Recreation (Bull Milgate) Reserve to public open space
- Draft Pavilion Concept Plans for Esmond Park Development
- Draft probable opinion of probable costs (for all options)
- Geotechnical Investigation Report
- Working Draft Future Provision of Sport and Recreation Clunes Final Report for review and comment.

The Project Advisory Group had considered and supported the working draft masterplan concept and pavilion plans that were being finalised as part of the work components completed.

The Project Advisory Group last met on 14 August 2025 to provide an update of the project's progression and the next steps moving forward following officers reviewing the intellectual property of all work completed to date on the masterplan.

KEY ISSUES

The most significant challenge for Council in determining and moving forward with a Masterplan option is the affordability of the options:

- Renewal and upgrades at the existing site
- Consolidate (relocate) to alternative site and minimal work at existing site
- Consolidate (relocate) to an alternative site and redevelop existing site

The original Master planning process, which only reached initial draft, can be considered a fourth option:

- Renewal and modest upgrades at existing site

The concept plans are attached for each of the four options, and summarised below.

Option	Scope	Cost Estimate
1. Redevelopment of Clunes Recreation (Bull Millgate) Reserve	Includes new/significantly upgraded pavilion, moving cricket nets, redeveloped netball	\$16.12M (2024)

	courts, significant traffic and civil works.	
2. Development of Esmond Park and limited redevelopment of Clunes Recreation (Bull Milgate) Reserve	New oval, pavilions, bowling greens, netball facilities, playspace, civil works at Esmond Park; upgraded oval and reconfigured changerooms at existing site.	\$34.82M (2024)
3. Development of Esmond Park and conversion of Clunes Recreation (Bull Milgate) Reserve to public open space	Two new ovals, pavilions, bowling greens, netball facilities, playspace, cricket nets and civil works at Esmond Park; existing site redeveloped as low grade public open space (including dog park).	\$38.38M (2024)
4. Renewal of Clunes Recreation (Bull Milgate) Reserve	Refurbishment of existing pavilion, new netball pavilion, cricket nets, netball areas.	\$7.15M (2023)

It should be noted that the Clunes Outdoor Pool (outdoor swimming pool and grounds) are not included in the overall master planning of the site and remains within its current location within the reserve.

Current 2025/2026 user group participation numbers should be considered in the investment scenarios moving forward.

Participation numbers for 2025 are shown below.

	Total number of Participants	Team Numbers	Additional Comments	Total Participants
--	-------------------------------------	---------------------	----------------------------	---------------------------

Clunes Football Club 2025 Season	Seniors – 70 Juniors - 55	2 x Senior Teams 3 x Junior Teams U/12 U/15 U/18	28 Auskick Participants ages 4-7	153
Clunes Netball Club 2025 Season	Seniors – 50 Juniors - 40	4 x Senior Teams 4 x Junior Teams U/11 U/13 U/15 U/17	Net Set Go program was not held for the 2025 season due to insufficient numbers	90
Clunes Cricket Club 2025/ 2026 Season	Seniors – 21 Juniors - 19	2 x Senior Teams 1 x Junior Team U/11	Cricket Blast program was not held for the 2025/2026 season due to insufficient numbers	40

Proceeding with any of the masterplan concept options would require significant external funding.

The consolidated masterplan concepts were developed implementing recommended facility guidelines and best practice for the development of a local level sport and recreation precinct.

COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

Council Plan 2025-2029

Hepburn Life

2. A healthy and inclusive community, where all people regardless of background or life stage have the opportunity to participate and thrive.

Future Hepburn

2. Responsible management of infrastructure and environment to support wellbeing now and for future generations.

FINANCIAL IMPLICATIONS

The opinion of probable costs provided are based on current industry costs for qualified contactors to complete the works, including labour and supply of materials. The costs take into consideration the current demand and supply costs. Exclusions include service alterations, design and consultant fees, building or planning permits, removal of rock, removal of any contaminated soil or excavated material offsite and works outside the extent of works. When taking in consideration cost escalation beyond September 2024, costs with other exclusions and escalating costs, there is some risk that costs could be increased significantly.

Council does not have funding allocated in the current budget or set aside in the Long-Term Financial Plan, for delivery of any of the Masterplan Concept Plan options. The likelihood of securing external funding for the options to relocate is considered low. Lifecycle and ongoing operational and management costs also need consideration.

Proceeding to complete the masterplan work is currently unfunded and would be subject to a budget allocation in the 2026/2027 annual Budget.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

In line with the Council's Community Engagement Policy, the Clunes Master planning Project is considered a high level of engagement with a matrix score of 19.

Initial community engagement for the Clunes Master planning Project commenced for a six-week period commencing 30 January 2021, which included a range of consultation methods involving various identified stakeholders. The purpose of the initial community consultation for the Clunes Recreation Reserve was to understand:

- What the community currently use
- What they like
- What they think could be improved at each of the reserves

Additionally, a staff workshop was conducted on 21 July 2022 with internal consultation regularly undertaken with relevant Officers throughout the project's progression.

Following the 11 July 2023 Councillor Briefing, in September 2023, a Project Advisory Group was established to work with Council to:

1. Provide further advice on further developing the working draft Clunes Recreation (Bull Milgate) Reserve Masterplan; and
2. Possible consolidation of sports and active recreation provision to an alternative (greenfield) site within Clunes.

The membership of the Project Advisory Group includes representation from:

- Clunes Football Netball Club
- Clunes Cricket Club
- Clunes Bowls Club
- Clunes Community
- Clunes Neighbourhood House
- Clunes Primary School
- Wesley College at Clunes

Draft concepts inclusive of consolidated site location to accommodate all existing sport and active recreation activities were developed following extensive consultation with the Clunes Recreation Provision Feasibility Project Advisory Group.

RISK AND GOVERNANCE IMPLICATIONS

Project governance is based on Council's Project Management Framework and seeks to ensure that the project adheres to the relevant legislative and regulatory requirements.

ENVIRONMENTAL SUSTAINABILITY

Economic, social and environmental sustainability of Hepburn Shire were key considerations in the development of the draft Master planning options for the Future Provision of Sport and Recreation in Clunes.

GENDER IMPACT ASSESSMENT

As per Council's Gender Impact Assessment Matrix the Clunes Master planning project required a gender impact assessment to be undertaken as the project has a direct and significant impact on the public.

The draft Master planning options align with and draws on actions from the Municipal Public Health and Wellbeing Plan, Reconciliation Action Plan, Disability Access and Inclusion Plan, Youth Strategy, and Gender Equality Action Plan to ensure the actions acknowledge and reflect these priority groups' needs.

The draft Master planning option actions, once finalised, are to be delivered in line the above-mentioned strategies and will meet universal design requirements to remove barriers that traditionally prevent female and gender-diverse people from participating in community sport and active recreation, and in public places and spaces.

8.3 COOLING SPACES: CONSIDERATION OF SPACES ACCESSIBLE TO THE COMMUNITY FOR RESPITE ON EXTREME WEATHER DAYS

Go to 01:54:28 in the meeting recording to view this item.

DIRECTOR DEVELOPMENT AND COMMUNITY

In providing this advice to Council as the Manager Customer, Community and Economy, I Jacqui Horwood have no interests to disclose in this report.

ATTACHMENTS

- Nil

OFFICER'S RECOMMENDATION

That Council:

- 1. Notes this report;*
- 2. Works with community partners and organisations to provide community members with information and options during hot days;*
- 3. Maps existing cooling spaces within the shire (both Council and non-Council owned properties) and make this available on the website;*
- 4. Continues to encourage community members to become library members and be inducted into Open Access to enable them to take advantage of libraries on hot days; and,*
- 5. Explores ways of supporting and educating Hepburn Shire's community to ensure their houses are safe spaces during heat waves.*

MOTION

That Council:

- 1. Notes this report;*
- 2. Works with community partners and organisations to provide community members with information and options during hot days;*
- 3. Maps existing cooling spaces within the shire (both Council and non-Council owned properties) and make this available on the website;*
- 4. Continues to encourage community members to become library members and be inducted into Open Access to enable them to take advantage of libraries on hot days; and,*

5. *Explores ways of supporting and educating Hepburn Shire's community to ensure their houses are safe spaces during heat waves.*

Moved: Cr Pat Hockey

Seconded: Cr Shirley Cornish

Carried

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

Voted against: Nil

Abstained: Cr Brian Hood

Cr Brian Hood called for a division:

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

Voted against: Nil

Abstained: Cr Brian Hood

Carried

EXECUTIVE SUMMARY

The February 2025 Council meeting resulted in the preparation of a report exploring how appropriate Council-owned facilities or other community venues would be accessible to community members for the purpose of respite on extreme weather days.

Cooling spaces are air-conditioned indoor spaces that community members can access to seek respite during periods of extreme heat. These spaces can be Council-owned, community-owned or private businesses.

Hepburn Shire does not have bespoke, designated cooling spaces. This report investigates the possibility of establishing spaces at Council-owned facilities or other community venues, as places of respite on extreme weather days.

To ensure community members are able to manage the impacts of high heat days, it is recommended that Hepburn Shire:

- Considers mapping existing cooling spaces within the shire and make this available on the website. These spaces can be Council owned and non-Council-owned locations;
- Encourages community members to become library members and be inducted into Open Access to enable them to take advantage of libraries on hot days;
- Works with community partners and organisations to provide community members with information and options during hot days; and

- Explores ways of supporting community members to ensure their houses are safe spaces during heat waves.

The proposed officer recommendation to this report, provides a reasonable balance between responding to anticipated community needs during a heatwave, and the risks and financial implications of certain measures. It is considered that the implementation of Hepburn Shire's Open Libraries will provide an excellent heatwave respite option for our community.

It is important to note that Council libraries (including the Open Libraries service) and other facilities are likely to be closed when the fire danger rating is Extreme, or Catastrophic. Any decision to close a Council facility will override any 'cooling space' designation of the facility. That is, the facility will not be open to the community.

BACKGROUND

At the 25 February 2025 Ordinary Council Meeting, Council resolved:

"That Council directs the CEO to prepare a report to explore how appropriate Council-owned facilities or other community venues, would be accessible to community members for the purpose of respite on extreme weather days. The report is to be tabled for consideration no later than the October 2025 Council Meeting."

KEY ISSUES

Current heat policies – state and local

State Level – Department of Health

The Department of Health through their Public Health area provides advice and resources about heat and heatwaves for general community, health and community service providers and local government.

The Department of Health define days of extreme heat and heatwaves as 'a period of unusually hot weather that can worsen medical conditions or cause potentially fatal health problems, like heatstroke.

Their [Heatwave Planning Guide - Development of heatwave plans in local councils in Victoria](#) provides local councils with guidance on the development of a heatwave plan, and assistance to incorporate heatwave plans into existing municipal plans.

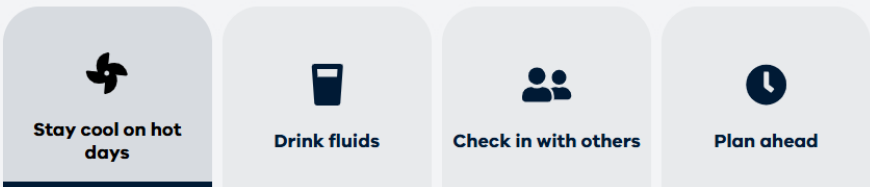
The guide outlines a range of key features that can be included in heatwave plans:

- reduction in indoor/outdoor heat exposure
- care of vulnerable population groups
- preparedness of service providers
- long-term planning.

The guide suggests that a reduction in heat exposure can be achieved through:

- air-conditioned public areas
- residential air conditioning
- building design and fixtures (passive cooling, external blinds)
- shaded green spaces
- healthy personal behaviours (hydration, minimising effort, wet towels, etc.)
- rescheduling mass gathering events

Government's Department of Health provides useful information on safety during heatwaves through its [Extreme heat | Better Health Channel](#). The following is an excerpt from its website, outlining four key actions of stay cool on hot days, drink fluids, check in with others, and plan ahead. It appears that the advice is based on the notion that people remain in their homes, and take the necessary steps to remain safe.



The infographic consists of four light blue rounded rectangular boxes arranged horizontally. Each box contains a dark blue icon and a text label below it. The first box has a fan icon and the text 'Stay cool on hot days'. The second box has a glass of water icon and the text 'Drink fluids'. The third box has an icon of two people and the text 'Check in with others'. The fourth box has a clock icon and the text 'Plan ahead'.

Take these steps to stay cool during hot weather:

- Use air conditioning or a fan.
- Wear light and loose-fitting clothing.
- Keep skin wet, using a spray bottle or damp sponge.
- Take cool showers or foot baths in cool tap water.
- Wrap ice cubes in a damp towel and drape around your neck.
- Block heat from entering your home with blinds or curtains. Open windows and doors if you think it is hotter indoors than outdoors.
- Consider spending some time in a cool place such as an air-conditioned shopping centre or public library.
- Avoid vigorous physical activity.

Local level - Hepburn Shire

Within Hepburn Shire, responses to extreme heat are guided by Community Safety which includes emergency management and environmental health.

Environmental health looks at extreme heat through a public health lens, and Emergency Management provides assistance and advice about bushfires, and information via the Department of Health to communities about heatwave conditions. Hepburn Shire has a heat wave plan which is currently under review.

Hepburn Shire does not provide information or advice about the provision of cooling spaces.

Approaches in neighbouring LGAs and shires

An environmental scan of neighbouring LGA and Shire websites shows that all provide information on how to stay cool and healthy on extreme heat days, including links to resources such as the Department of Health heat information and the Better Health Channel.

A number of Councils provide information about places to go on extreme days. The City of Ballarat has a map of cool places and spaces. Pyrenees Shire has a heat plan which identifies places to go to stay cool.

LGA / Shire	Advice / resources	Links
City of Ballarat	Cool Places and Spaces map – <ul style="list-style-type: none">• Swimming pools• Outdoor water play areas• Air-conditioned public places• Parks and recreation areas	Cool Places and Spaces - Google My Maps
Central Goldfields	Advice and planning for extreme fire danger days Advice on heatwave days with a link to the Better Health Channel	
Macedon Ranges	Advice for managing extreme heat days including links to Better Health Channel and the DHS Extreme heat and heatwaves page.	
Moorabool	Advice and planning for extreme fire danger days Link to DHS Extreme heat and heatwaves page	
Mt Alexander	Advice on managing extreme heat days, including a heatwave action plan and link to a Heatwave Help website and the Better Health Channel	heatwave-action-plan.pdf https://heathealth.cvga.org.au/
Northern Grampians	Heat Plan Links to Department of Health advice and the Better Health Channel	NGSC-Extreme-Heat-Plan-V2.0-January-2024(2).pdf
Pyrenees Shire	Heatwave Plan which includes the identification of cooling centres – <ul style="list-style-type: none">• Beaufort Community Resource Centre• Beaufort swimming pool	Pyrenees-Heatwave-plan-V2-2024-updates.pdf

	<ul style="list-style-type: none"> • Avoca Information & Community Centre • Avoca swimming pool 	
Southern Grampians	Advice on how to prepare for hot days and on staying cool and healthy. Links to the Better Health Channel.	

Local non-government organisation approaches

Central Highlands Rural Health

During periods of extreme heat, Central Highlands Rural Health (CHRH) focuses on at-risk clients and those on the Vulnerable Persons register, although they will support anyone seeking assistance.

On hot weekends, when their sites are not staffed, CHRH will open reception areas to community members and ensure there is water available. There are, however, concerns about personal safety aspects of this arrangement.

The CHRH's Community Advisory Committee has raised extreme heat and cold days as a topic of interest, and is working on approaches.

Other projects

Clunes Pop Up Cool Room

The Clunes Neighbourhood House trialled a pop-up Cool Room at the all-abilities access Attitude building (former Senior Citizens Centre) over the 2024/25 summer period. This has been a community-led initiative supported by a team of volunteers. The trial was part of the Living and Ageing Well in Hepburn project funded by the Western Victorian Primary Health Network.

This trial provided people with a cool space to retreat to on days 35 degrees and over, but importantly, an opportunity to educate people about the risks of heat/heatwaves and the measures they could take themselves, and in their community, to keep safe.

For the 2025/2026 summer, the volunteers involved with the 'Cool Room' are keen to build on this insight, exploring how they can be ambassadors for heat safety more broadly across community. They also identified an opportunity with the launch of Open Access libraries to collaborate with Hepburn Shire Council to encourage use of libraries as additional safe cool spaces.

As part of the project, cool space options were mapped across Clunes and Creswick – see attachments. They have also developed a volunteers guide for managing cool spaces.

Libraries and Open Access

All Hepburn libraries are progressively being converted into Open Access libraries. This means inducted library members will be able to access libraries from 8.00am to 8.00pm during staffed and unstaffed hours throughout the week.

Libraries have always been places that community members can come and use when days are extremely hot. Public Libraries Victoria promotes public libraries as sanctuaries during heatwaves. Many bigger metropolitan public libraries will open their branches for longer hours on days of extreme heat or will open on days when the branches are normally closed. These bigger library services are generally supported by larger budgets, and their staff often live in urban areas that don't always need to consider the prospect of bushfires.

Open Access will mean library members can come and use the spaces in unstaffed hours. This will reduce the need to consider the financial implications of staffing previously unstaffed hours.

For the 2025/2026 summer period, Daylesford Library will be ready as an Open Access space by November. Creswick Hub should be ready towards the end of summer. Mechanics Trentham and Clunes Warehouse won't be available as Open Access spaces this summer.

To open Mechanics Trentham and Clunes Warehouse in unstaffed hours, prior to the implementation of Open Libraries at these locations, will require additional resources, council staff or volunteers.

Potential approaches

There are a number of approaches that can be taken when considering the management of high heat days for community members:

1. Provision of information: Map all existing Council owned and community led facilities, their locations, hours of operation and offerings. Provide this information to the community for their use during high heat days. No additional services would be provided.
2. Dedicated cooling spaces: Establish dedicated cooling spaces on both sides of the Shire which would be used on high heat days. This could be based on the work undertaken at the Clunes Pop Up Cool Room. It would require policy and processes, and a consideration of resources.
3. Additional hours and days: Develop a policy that would enable Council-owned faculties to open for additional hours or days during high heat days. This

policy would outline the triggers for the use of sites and guidelines for the management of the sites that would mitigate risks.

The proposed officer recommendation to this report, provides a reasonable balance between responding to anticipated community needs during a heatwave, and the risks and financial implications of certain measures. It is considered that the implementation of Hepburn Shire's Open Libraries will provide an excellent heatwave respite option for our community.

It is important to note that Council libraries (including the Open Libraries service) and other facilities are likely to be closed when the fire danger rating is Extreme, or Catastrophic. Any decision to close a Council facility will override any 'cooling space' designation of the facility. That is, the facility will not be open to the community.

COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

Council Plan 2025-2029

Hepburn Life

1. Connected Communities that are resilient, adaptable, and empowered - able to respond to and recover from climate-related impacts, emergencies, and other community challenges.

FINANCIAL IMPLICATIONS

Approaches 2 and 3 listed in this report will have financial implications.

If Council-owned facilities opened as cooling spaces or opened for additional hours during normally unstaffed hours, there will be staff hours to be costed.

As an example, the below table outlines staff costs associated opening with a library site with one or two casual staff on additional weekdays or weekends.

	Weekday	Saturday	Sunday
Library and community hub site	6 hours 1 staff - \$243.9 2 staff - \$487.80	3 hours @ \$60.97 per hour 1 staff – \$182.92 2 staff - \$365.84 Additional hours would be @ \$81.30 per hour	3 hours @ \$81.30 per hour 1 staff - \$243.90 2 staff - \$487.80

Additionally, costs associated with power and water usage would need to be factored.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

If Council was to consider establishing cooling spaces beyond Open Libraries, it will be important to consult with the community to establish whether a sizeable number of people would use community cooling spaces or would rather stay at home.

If community members are interested in the use of cooling spaces, consultation would explore their requirements for the management and use of cooling spaces.

RISK AND GOVERNANCE IMPLICATIONS

The establishment of cooling spaces that relies on staffing unstaffed hours and sites has a number of risks to consider.

Staff

In regional and rural areas, heatwaves are also associated with increased bushfire risks. Opening Council facilities during heatwaves and high fire danger days means staff are travelling through dangerous conditions to open and manage cooling spaces.

During days declared high to catastrophic, the community and staff should be making the appropriate personal preparations.

Community

Community members would need to consider the risks associated with leaving their homes during a heatwave. It may be better for them to stay in their homes. During days declared high to catastrophic, community members will need to make their own preparations, including evacuation.

Personal safety

In unstaffed spaces that are open as cooling spaces, such as Open Access libraries, there are the risks to personal safety to be considered. All Open Access libraries will have duress alarms to help mitigate this risk.

Child Safety

Parents seeking cooler spaces will be accompanied by young children. Child Safety Standards will need to be considered.

Insurance

Dedicated cooling spaces may require additional insurance, resulting in greater financial impact to Council or other organisations.

ENVIRONMENTAL SUSTAINABILITY

Having additional sites open or sites opened for longer hours may have an impact on the environment due to additional use of power and water as well as additional stress on infrastructure.

GENDER IMPACT ASSESSMENT

The use of cooling spaces will require a gender impact assessment.

Given the risks to personal safety and child safety as outlined in the Risk and Governance section, a Gender Impact Assessment will provide a clearer picture on the impacts, and suggestions on how we can better support our community members when using cooling spaces.

8.4 QUARTERLY FINANCE REPORT - QUARTER 1 2025/2026

Go to 02:12:11 in the meeting recording to view this item.

DIRECTOR PERFORMANCE AND TRANSFORMATION

In providing this advice to Council as the Director Performance and Transformation, I Brooke Holmes have no interests to disclose in this report.

ATTACHMENTS

1. Financial Report for the Period Ending 30 September 2025 [8.4.1 - 27 pages]

OFFICER'S RECOMMENDATION

That Council:

1. *Notes the financial position and performance for the three months ending 30 September 2025, including the special and capital projects; and*
2. *Notes the financial position is materially on track to the budget for the financial year.*

MOTION

That Council:

1. *Notes the financial position and performance for the three months ending 30 September 2025, including the special and capital projects; and,*
2. *Notes the financial position is materially on track to the budget for the financial year.*

Moved: Cr Don Henderson

Seconded: Cr Lesley Hewitt

Carried

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

Voted against: Nil

Abstained: Nil

EXECUTIVE SUMMARY

The September 2025 Quarterly Finance Report outlines the financial results for the three months ending 30 September 2025, along with a comparison to the amended budget adopted by Council (inclusive of carry forwards from 2024/2025 to complete projects).

It includes a summary of Council's financial performance and position for the 2025/2026 financial year up until 30 September 2025.

The financial position overall is materially on track to the amended budget with no major items for concern in the current financial year.

The current financial position needs to be read in the context of Council's Financial Plan contained within the 2025/2026 Budget, and the adopted Financial Vision (10 September 2024).

BACKGROUND

This report provides information on Council's financial performance for the period 1 July 2025 to 30 September 2025 and compares the Income Statement to the amended budget, the Balance Sheet and Statement of Cash Flows to the prior year.

The results in the three months of the financial year are impacted by current cost inflations on operational costs that will be monitored throughout the 2025/2026 financial year with deviations from budget (if applicable) reflected in future reports.

The September 2025 Quarterly Finance Report has been prepared in comparison to the amended budget being the original adopted budget and carry-forward budget that was adopted at the Ordinary Meeting of Council on 23 September 2025.

KEY ISSUES

The financial report and attachments provide a comprehensive overview of Council's financial performance and current financial state, for the three-month period of the 2025/2026 financial year up until 30 September 2025. The financial position overall is materially on track to the amended budget with no major items for concern in the current financial year.

The main items to note at the end of Quarter 1, with further details and explanation provided in the attached report, are:

- The operating surplus for the three months ended 30 September 2025 was \$22.38 million, which is \$1.85 million (or 9%) favourable to the amended budgeted surplus of \$20.53 million. This is primarily driven by two areas:
 - Materials and Services expenditure budget being favourable by \$0.85 million, mainly due to delayed spending on special operating projects carried forward from 2024/25 (\$300K), general materials and consumables (\$400k), and waste services contractor payments (\$150k).
 - Operating grants are favourable by \$0.47 million primarily due to the provision of two grants received in advance with the timing of the grants to be realigned in the next quarter reporting.
- Year-to-date Capital works expenditure for the three months ended 30 September 2025 was \$0.71 million which is 4% of the \$18.89 million

amended budget. Spending is lower than previous years and aligns with historical trends for Q1 at 2021/2022 levels. We are reviewing the format of how we present detail on capital and special projects. A new report with a detailed view of projects will form part of the mid-year review.

- Cash holdings as at 30 September 2025 are \$0.63 million higher than the same time last year, this is due to increased expenditure on capital works and special operating projects in the previous year. Total cash and investments for the quarter is \$12.14 million.
- Trade and other receivables as at 30 September 2025 are \$2.91 million higher than the same time last year. This growth is attributed to a higher Emergency Services Volunteers Fund, the annual rate cap adjustment, and the increased offerings of support packages relating to payment extensions on rates instalments.

Council officers will remain flexible and agile in the management of their forecasts while responding in the best interests of the community and will fully update Councillors with any material items.

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

This report and associated attachments provide the opportunity for review of Council's financial position and forecasts.

COMMUNITY AND STAKEHOLDER ENGAGEMENT

There are no community or stakeholder engagement implications associated with this report.

RISK AND GOVERNANCE IMPLICATIONS

There are no risk implications associated with this report, and it has been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

ENVIRONMENTAL SUSTAINABILITY

There are no sustainability implications associated with this report.

GENDER IMPACT ASSESSMENT

There are no gender equity implications associated with this report.

8.5 RECORDS OF COUNCILLOR ATTENDANCE

Go to 02:29:40 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

1. Record of Councillor Attendance - Councillor Briefing - 5 August 2025 [**8.5.1** - 2 pages]
2. Record of Councillor Attendance - Reconciliation Advisory Committee - 6 August 2025 [**8.5.2** - 2 pages]
3. Record of Councillor Attendance - Pre-Council Meeting Briefing - 26 August 2025 [**8.5.3** - 1 page]
4. Record of Councillor Attendance - Councillor Briefing - 2 September 2025 [**8.5.4** - 2 pages]
5. Record of Councillor Attendance - Councillor Briefing - 9 September 2025 [**8.5.5** - 2 pages]
6. Record of Councillor Attendance - Pre-Council Meeting Briefing - 23 September 2025 [**8.5.6** - 1 page]
7. Record of Councillor Attendance Councillor Briefing - 7 October 2025 [**8.5.7** - 2 pages]
8. Record of Councillor Attendance - Planning Objectors Meeting - PLN24/0004 – 49 Mulcahys Road, Trentham - 13 October 2025 [**8.5.8** - 1 page]
9. Record of Councillor Attendance - Councillor Briefing - 14 October 2025 [**8.5.9** - 2 pages]
10. Record of Councillor Attendance - Councillor Briefing - 21 October 2025 [**8.5.10** - 1 page]
11. Record of Councillor Attendance - Pre Council Meeting Briefing - 28 October 2025 [**8.5.11** - 1 page]

OFFICER'S RECOMMENDATION

That Council receives and notes the Records of Councillor Attendance as detailed in the report.

MOTION

That Council receives and notes the Records of Councillor Attendance as detailed in the report.

Moved: Cr Shirley Cornish

Seconded: Cr Don Henderson

Carried

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

Voted against: Nil

Abstained: Nil

2:30:00

MOTION

That Council approves an extension of the Ordinary Council Meeting for 25 November 2025 until the remaining items on the agenda have been considered.

Moved: Cr Brian Hood

Seconded: Cr Don Henderson

Carried

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

Voted against: Nil

Abstained: Nil

EXECUTIVE SUMMARY

The purpose of this report is for Council to receive and note Records of Councillor Attendance.

BACKGROUND

Council's Governance Rules, chapter 6 section 102.1, require that:

If there is a meeting of Councillors that:

- 1. is scheduled or planned for the purpose of discussing the business of Council or briefing Councillors;*
- 2. is attended by at least one member of Council staff; and*
- 3. is not a Council meeting, Delegated Committee meeting or Community Asset Committee meeting*

The Chief Executive Officer must ensure that a summary of the matters discussed at the meeting are:

- a. tabled at the next convenient Council meeting; and*
- b. recorded in the minutes of that Council meeting.*

To fulfill this requirement and promote transparency, Records of Councillor Attendance are kept where the above definition is met and brought to Council for noting, as attached.

KEY ISSUES

The following Records of Councillor Attendance are reported:

Date	Meeting/Committee Name	Location
5 August 2025	Councillor Briefing	Council Chamber
6 August 2025	Reconciliation Advisory Committee	Council Chamber
26 August 2025	Pre-Council Meeting Briefing	Council Chamber
2 September 2025	Councillor Briefing	Council Chamber
9 September 2025	Councillor Briefing	Council Chamber
23 September 2025	Pre-Council Meeting Briefing	Council Chamber
7 October 2025	Councillor Briefing	The Warehouse, Clunes
13 October 2025	Planning Objector's Meeting – PLN24/0004	Mechanics at Trentham
14 October 2025	Councillor Briefing	Council Chamber
21 October 2025	Councillor Briefing	Council Chamber
28 October 2025	Pre-Council Meeting Briefing	Council Chamber

COUNCIL POLICY AND LEGISLATIVE IMPLICATIONS

The report fulfills Council's requirements under the Governance Rules.

Council Plan 2025-2029

Hepburn Working Together

Outcome 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

Using Council's adopted Community Engagement Framework, International Public Participation Consultation, this report presents information via the Council Agenda.

RISK AND GOVERNANCE IMPLICATIONS

If Records of Councillor Attendance are not included in the Public Agenda at a Council Meeting, Council would be in breach of its Governance Rules as adopted on 16 August 2022.

ENVIRONMENTAL SUSTAINABILITY

The inclusion of the attached Records of Councillor Attendance in the Council Agenda and their availability to the public will increase awareness of the activities of Council and promote community involvement in decision making at a Council level.

GENDER IMPACT ASSESSMENT

There are no gender equity implications associated with this report.

9 NOTICES OF MOTION

9.1 NOTICE OF MOTION - DAYLESFORD CINEMA

Go to 02:30:52 in the meeting recording to view this item.

The Notice of Motion was put forward by Cr Tony Clark on 5 November 2025.

MOTION AS PROPOSED

That Council:

1. *Support the Daylesford Cinema Group through the provision of a \$50,000 (excluding GST) grant to purchase specific equipment i.e. projector, sound equipment;*
2. *Funds the grant from the staff accommodation and Birch Ward facilities financial reserve;*
3. *Authorises the Chief Executive Officer to enter into a written funding agreement between Council and the Cinema Group, ensuring:*
 - a. *The CEO is satisfied that all key legal and building arrangements are in place at which time the funding can be provided;*
 - b. *That in the event the Cinema ceases trading within 5 years of the grant being made, the equipment purchased from the grant becomes the ownership of Council; and,*
4. *An appropriate Council and Cinema Group communication strategy be developed to support the commencement of the new Cinema in Hepburn Shire.*

MOTION

That Council appoints Cr Tim Drylie to act as Chair for Item 9.1 of the Ordinary Council Meeting for 25 November 2025.

Moved: Cr Pat Hockey

Seconded: Cr Brian Hood

Carried

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

Voted against: Nil

Abstained: Nil

Cr Drylie assumed the Chair.

MOTION

That Council:

- 1. Support the Daylesford Cinema Group through the provision of a \$50,000 (excluding GST) grant to purchase specific equipment i.e. projector, sound equipment;*
- 2. Funds the grant from the staff accommodation and Birch Ward facilities financial reserve;*
- 3. Authorises the Chief Executive Officer to enter into a written funding agreement between Council and the Cinema Group, ensuring:*
 - a. The CEO is satisfied that all key legal and building arrangements are in place at which time the funding can be provided;*
 - b. That in the event the Cinema ceases trading within 5 years of the grant being made, the equipment purchased from the grant becomes the ownership of Council; and,*
- 4. An appropriate Council and Cinema Group communication strategy be developed to support the commencement of the new Cinema in Hepburn Shire.*

Moved: Cr Tony Clark

Seconded: Cr Brian Hood

Lost

Voted for: Cr Tony Clark, Cr Tim Drylie and Cr Brian Hood

Voted against: Cr Shirley Cornish, Cr Lesley Hewitt, Cr Don Henderson and Cr Pat Hockey

Abstained: Nil

MOTION

That Council:

- 1. Approves a Council contribution of \$50,000 (exclusive of GST) towards the purchase and installation of digital projector and sound equipment for the*

Daylesford Cinema Group at The Rex, Daylesford, or the actual cost of that equipment if lower, noting the project's alignment with the Council Plan and relevant adopted Council strategies.

- 2. Allocates this contribution from the Staff Accommodation and Birch Ward Facilities Reserve.*
- 3. Resolves that the contribution in clause 1 must not be released until the Chief Executive Officer is satisfied that:*
- 4. a) a risk, compliance and procurement assessment (including key legal and building arrangements) has been completed and no unacceptable legal, procurement, governance or financial risks have been identified*
- 5. b) the Daylesford Cinema Group is an appropriate legal entity with authority to enter into a funding agreement and any required venue arrangements*
- 6. c) the projector and sound equipment are procured in accordance with Council's Procurement Policy and are appropriately insured, and*
- 7. d) a funding agreement is in place setting out asset ownership and basic maintenance responsibilities, and providing that, if the Daylesford Cinema Group ceases operating within five (5) years of the grant being paid, ownership of the funded equipment will revert to Council.*
- 8. Requires that the funding agreement include an Inclusion and Access statement for the cinema that:*
- 9. a) is consistent with Council's adopted strategies and policies on inclusion, access and community wellbeing, and*
- 10. b) outlines how the service will be welcoming and accessible to all members of the community, including children and young people, older people, people with disability, First Nations people and LGBTIQ+ communities.*
- 11. Authorises the Chief Executive Officer to finalise and execute the funding agreement and to administer the funding in accordance with clause 1, including withholding or withdrawing the contribution only where the conditions of this resolution or the agreement are not met, and not reducing the approved contribution other than where:*
- 12. a) the actual cost of the projector and sound equipment is less than \$50,000, or*
- 13. b) the Daylesford Cinema Group requests in writing that a lower amount be provided; and*

14. *Further authorises the Chief Executive Officer to work with the Daylesford Cinema Group on:*

15. *a) a communications plan to support the launch and promotion of the cinema, and*

16. *b) appropriate financial and governance capacity building support for the group, consistent with Council's role in supporting a viable and sustainable local creative sector.*

Moved: Cr Brian Hood

Seconded: Cr Tony Clark

Lost

Voted for: Cr Tony Clark, Cr Tim Drylie and Cr Brian Hood

Voted against: Cr Shirley Cornish, Cr Don Henderson and Cr Pat Hockey

Abstained: Cr Lesley Hewitt

Cr Brian Hood called for a division:

Voted for: Cr Tony Clark, Cr Tim Drylie and Cr Brian Hood

Voted against: Cr Shirley Cornish, Cr Don Henderson, Cr Lesley Hewitt and Cr Pat Hockey

Abstained: Nil

Lost

3:24:09

MOTION

That Cr Tony Clark resumes the Chair for the Ordinary Council Meeting for 25 November 2025.

Moved: Cr Don Henderson

Seconded: Cr Shirley Cornish

Carried

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

Voted against: Nil

Abstained: Nil

Cr Clark resumed the Chair.

MOTION

That standing orders be suspended at 9:26pm.

Moved: Cr Don Henderson

Seconded: Cr Pat Hockey

Carried

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

Voted against: Nil

Abstained: Nil

Standing orders were suspended at 9:26pm.

MOTION

That standing orders be resumed at 9:31pm.

Moved: Cr Shirley Cornish

Seconded: Cr Tim Drylie

Carried

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

Voted against: Nil

Abstained: Nil

Standing orders were resumed at 9:31pm.

3:31:08

MOTION

That Council approves a further extension of the Ordinary Council Meeting for 25 November 2025 until the remaining items on the agenda have been considered.

Moved: Cr Cornish

Seconded: Cr Hewitt

CARRIED

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

Voted against: Nil

Abstained: Nil

10 ITEMS OF URGENT BUSINESS

Go to 03:31:40 in the meeting recording to view this item.

MOTION:

That Council resolve to admit the item relating to an incident of occupational violence into urgent business in accordance with Council's Governance Rules Division 3, item 20 as the item:

- *relates to or arises out of a matter which has arisen since distribution of the agenda; and*
- *cannot safely or conveniently be deferred until the next Council meeting.*

Moved: Cr Don Henderson

Seconded: Cr Lesley Hewitt

Carried

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

Voted against: Nil

Abstained: Nil

10.1 ITEM OF URGENT BUSINESS

MOTION

That Council:

1. *Formally condemns the physical attack by a member of our community on the Chief Executive Officer last week;*
2. *Notes that Council has a zero tolerance to any form of abuse both online or in-person;*
3. *Reaffirms its support for all Councillors and officers in the work they undertake and asserts that they are entitled to a safe working environment at all times;*
4. *Calls on local community online forums to value open debate but ensure that it stays grounded in facts and respect;*
5. *Request an urgent meeting for the Mayor and CEO with the Minister for Police and Minister for Local Government to discuss what improvements State Governments will consider to legislation to support staff in all industries, but in*

particular Local Government, to be able to undertake their roles free from occupational violence; and,

- 6. Request an urgent update from the MAV on their progress to address occupation violence, as passed at the October State Council.*

Moved: Cr Shirley Cornish

Seconded: Cr Brian Hood

Carried

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

Voted against: Nil

Abstained: Nil

11 COUNCILLOR AND CEO REPORTS

11.1 MAYOR'S REPORT

Go to 03:41:30 in the meeting recording to view this item.

Councillor Tony Clark

Presented a verbal report.

11.2 COUNCILLOR REPORTS

Councillor Pat Hockey

Towards the end of last month I left the safe confines of our home shire and attended the launch of the Lerderderg Track Walk or Ride Guide (Blackwood) followed by Lunch at Blackwood in the Moorabool Shire. Following the completion of this publication, there is now a complete map and track note guide of the entirety of the 300km-long Great Dividing Trail Network. The Great Dividing Trail association is a slick and well-run organisation and I commend their efforts and recommend residents sign up for their monthly program of walks along the trail. I have completed a good number with the crew and there is nothing like these walks for getting into the heart of our piece of country and meeting interesting folk. At the launch it was interesting to talk with the three Councillors from the Moorabool Shire in attendance and the many challenges they face accommodating many, many new residents over the next decades.

On the same day I also attended the launch of the Swiss Italian Festa along with Mayor Don Henderson at the Mineral Spring Hotel in Hepburn Springs. The Council's contribution to the event was generously acknowledged while we also copped some gentle ribbing which was all in the spirit of good fun and well appreciated. A great night that heralded another very successful event. A huge thank you to the volunteers who have reinvigorated this event which taps deep into the history of working folk from that part of Central Southern Europe sometimes referred to as the Southern Alps.

The month coincided with Remembrance Day on 11 November and along with a good representation of the community I attended the wreath laying ceremony and the minutes silence to commemorate the awful waste and loss of war that impacted this remote location in such a dire way. Arguably, the two wars in the first half of the 20th century defined everything that followed.

I attended the Clunes Museum monthly meeting and noted the community focus on visitors to the town, particularly travelling car clubs. Ideally the town would like to have more notice of these events so stores can make sure they are open and can

fully benefit. The museum in particular would love the opportunity to be open on the occasion so folk can enjoy their amazing collection of artefacts.

Mid-month the Clunes Show took place and I attended with my CFA volunteer hat on rather than as a councillor, so it was a great perspective to be a part of this significant and well-run community event. We sold around 300 bacon and egg rolls, so a good fundraiser for the local brigade. As each year's event wraps the committee goes from strength to strength and adds another layer of polish. Huge congratulations to the crew for a popular and very successful Show.

Councillor Brian Hood

Presented a verbal report.

Councillor Shirley Cornish

Presented a verbal report.

Councillor Tim Drylie

Presented a verbal report.

Councillor Don Henderson

Cr Hewitt and attended the funeral of the late Bob Kennedy appropriately held at the Glenlyon Recreation Reserve. Bob was involved at the reserve and on the council committee for nearly 30 years. The numbers attending was a testament to the hard work Bob had contributed over so many years. In fact people from other parts of Australia were there as Bob was involved over a lifetime in many places. When I was elected back in 2008 he was introduced and put his hand out and said Bob Bloody Kennedy to you. Bob was an easy person to have an argument with but one did not have to agree to be a friend. We did become friends and he will be fondly remembered and missed by so many.

Crs Cornish and Hewitt also joined me in the commissioning of a mounting ramp at the Glenlyon Reserve to allow people with lesser abilities to easily mount their horses . Cr Hewitt was kept busy in her role with Riding for the Disabled helping those who needed some assistance. The ramp was provided by the Victorian Government with Ministers Jaclyn Symes and Mary-Anne Thomas there for the official launch

We also had meetings and discussions with Planning Ministers Kilkenny and Minister Hutchins regarding the Greater Ballarat Group of Councils views on things relating to their portfolios.

Like other colleagues I attended the Remembrance Day events and Cr Clark and I attended at Creswick. Of note was that several veterans and their families appreciated the recent installation of the Call Your Mates blue tree to remind us to look out and be aware of those suffering from depression and mental illness.

I attended many other events and functions but alas time does not allow me to mention them all.

Councillor Lesley Hewitt

I will commence my report by acknowledging the passing of John Cable and Bob Kennedy, two very different men, but who both had the well-being and interests of their Glenlyon community at heart. Both men moved to Glenlyon in their retirement and worked for their community. They will be sorely missed.

I also want to acknowledge the Daylesford Agricultural Society Committee for their work in putting on the 151st Daylesford Show on Saturday. It was an excellent day, well attended with plenty to see and do, including free activities for children which allow families to attend and enjoy the Show without necessarily spending lots of money. As a volunteer at Riding for Disabled Daylesford, I want to also thank the Show Committee for the extensive efforts that they went to, to make sure that RDA riders were able to fully participate. They are an exemplar of a local community organization that doesn't just do the minimum that is legally required to ensure inclusion but actively work to make sure it happens.

I also acknowledge another community group, Call Your Mates, who have worked to ensure the installation of Blue Trees around the Shire. We know that mental health is an important health issue that Council includes in its Municipal Health and Well Being Plan and the Call Your Mates efforts with the Blue Trees in prominent places, is a sensitive reminder of the importance of acknowledging that people need support rather than denial or stigma. I was pleased to assist the group where I could. And I have been so impressed with their commitment and energy to address this in our community.

Finally, I attended the opening of the Day Basin at Wombat Hill Gardens. This has been a long and at times difficult project. Thank you to the state government for significant funding, to the Friends of Wombat Hill for their extensive fund-raising efforts (\$200,000 for this project) and of course HSC commitment. The Friends have also shown what community groups can do when they have a fundraising goal and have a dedicated group who, with community support, work to achieve their goals. Thank you also to HSC staff who have worked on this project, and particularly Bruce Lucas, who has ensured that the difficulties have been able to be worked through and we now have a much-enhanced entrance to the Gardens.

A list of my diary activities is below.

Councillor Diary Activities

Councillor Briefing 14/11/25, 11/11/25, 25/11/25

Council Meeting 28/10/25, 18/11/25

Glenlyon Recreation Reserve Tiny Towns Launch and opening of Accessible Mounting Ramp – 5/11/25

Live for Life Celebration - Daylesford Secondary College – 7/11/25

A Migrants Experience – Bonegilla at Ballarat - 9/11/25

Remembrance Day – Daylesford 11/11/25

Trentham New Residents Welcome - 15/11/25

WRL Working Group – 17/11/25

Daylesford Show – 22/11/25

Daylesford Historical Society AGM – 23/11/25

Wombat Hill Day Basin opening - 25/11/25

RECOMMENDATION

That Council receives and notes the Mayor's and Councillors' reports.

MOTION

That Council receives and notes the Mayor's and Councillors' Reports.

Moved: Cr Lesley Hewitt

Seconded: Cr Don Henderson

Carried

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

Voted against: Nil

Abstained: Cr Brian Hood

11.3 CHIEF EXECUTIVE OFFICER'S REPORT

Go to 03:52:00 in the meeting recording to view this item.

The Chief Executive Officer Report informs Council and the community of current issues, initiatives and projects undertaken across Council.

CHIEF EXECUTIVE OFFICER UPDATE

- For those living in Hepburn Shire, you will be able to drop off your green waste for free at the transfer stations in Daylesford, Creswick, and Trentham all through November. It's the perfect chance to tidy up your property before fire season arrives. Thanks to the team at the Transfer Stations who will be extra busy helping our community this month.
- You may start to see some blue trees (metal and some painted) popping up in townships and rural areas as you travel around the Shire. As part of the 'Call Your Mates Hepburn' campaign, the trees stand as a visual reminder to check in on your friends, your family, and yourself. They are meant to spark honest conversations about mental health, to honour those lost, and to remind us that it's always okay to speak up and reach out for help.
- 'Call Your Mates Hepburn' is delivering the Blue Tree project in partnership with Council. Thank you to staff involved in the project, particularly from our outdoor crew. What might seem like a simple request (place a metal tree in some open space) has many complications. We need to consider ownership of the land and safety, among other things.
- At the October Meeting of Council, the Road Management Plan 2025–2029 (the Plan) was adopted. This Plan defines Council's role in maintaining the Shire's roads, footpaths, kerb and channel, drainage, bridges and major culverts. The Plan provides an overview of Council's practices in managing its road network in accordance with the Road Management Act 2004.
- Council, in partnership with Gaia EnviroTech, were finalists in the 2025 'Waste Innovation and Recycling Awards' announced recently. While we were not crowned winners, it was a privilege to be recognised as finalists for the work we are doing to turn food and garden organics into high quality compost being put back into our parks and open spaces and provided to our community. Great work Resource and Recovery team for working with Gaia and the community to create quality compost.
- Victoria has made history as the first state or territory in Australia to negotiate a Treaty with First Peoples, following the passage of the Statewide Treaty Bill through Parliament today. Treaty is a pathway to acknowledging the past and making real, practical changes to achieve better outcomes for First Peoples in Victoria and close the gap, and Council will be looking to see how it can support the implementation over the coming months.

- We have been busy getting ready for the upcoming pool season and a Lifeguard Recruitment Open Day was held at Victoria Park on Wednesday 12 November. Our swimming pool season will kick off on Monday 8 December.
- Our Fire Inspection Program kicked off across the Shire this week. Residents and landowners are being encouraged to take early action: mow grass, clear debris, trim those overhanging branches, and make sure emergency vehicles can access their property.
- On Friday last week, we hosted a crowd of 30 or so Year 9 students from Daylesford College to talk about what a council is and does. We know that we achieve a lot for the community and provide a wide range of services (from bin collections to event support) and explaining this to some of the Shire's young people was challenging, but fun. We also took them through the way that we budget money to provide services, facilities and of course, what's in it for young people - and let them ask us lots of questions.
- Officers attended the DJAARA's 'Showcase' at Larnangurra Bendigo in October. The day provided a valuable opportunity for sharing, learning, and strengthening relationships. The day explored ways DJAARA seek to develop collaborations with local government, to build mutual understanding, foster enduring partnerships, and develop projects that deliver meaningful and shared outcomes for our communities.
- Council has written to the Minister Planning, raising our concerns about changes to the planning framework and the lack of consultation with the local government sector with the introduction of the Planning Amendment (Better Decisions Made Faster) Bill 2025.
- The 16 Days of Activism against Gender-Based Violence is a global campaign led annually by UN Women. It runs every year from 25 November (the International Day for the Elimination of Violence Against Women) to 10 December (Human Rights Day). It kicks off on Tuesday 25 November for the Walk Against Violence around Lake Daylesford. Meet at Walters_3460 café at 10 am. Everyone welcome!
- Cr Tony Clark (Mayor) and Cr Shirley Cornish (Deputy Mayor) were elected at this month's Statutory Meeting. Congratulations, and a big thank you to outgoing past Mayor and Deputy – Cr Henderson and Hewitt. [Cr Tony Clark and Cr Shirley Cornish elected Mayor and Deputy Mayor Hepburn Shire Council](#)

RECOMMENDATION

That Council receives and notes the Chief Executive Officer's Report for November 2025.

MOTION

That Council receives and notes the Chief Executive Officer's Report for November 2025.

Moved: Cr Don Henderson

Seconded: Cr Pat Hockey

Carried

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

Voted against: Nil

Abstained: Nil

12 CLOSE OF MEETING