



# **West Wimmera Shire Council**

## **MINUTES**

### **COUNCIL MEETING**

Wednesday 24 July 2024  
2:00 pm

Council Chambers  
Edenhope Council Offices  
49 Elizabeth Street, Edenhope Vic  
3318





## Councillors and Shire Map



**MAYOR**  
**Cr. Tim Meyer**



**DEPUTY  
MAYOR**  
**Cr. Tom  
Houlihan**



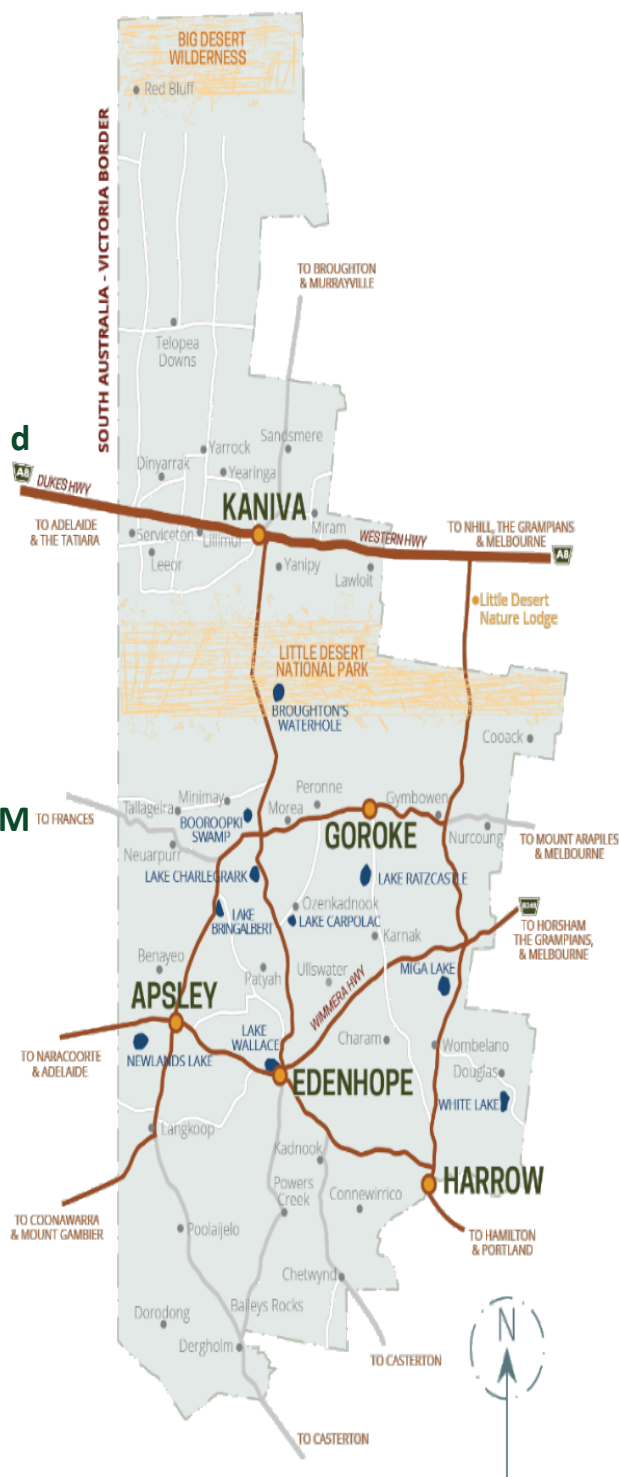
**Cr. Richard  
Hicks**



**Cr. Bruce  
Meyer OAM**



**Cr. Jodie  
Pretlove**





## COUNCIL VISION

**Our West Wimmera community is healthy, thriving, diverse, harmonious, prosperous, and self-sustaining, with regional and global connectivity.**

## OUR VALUES

**INNOVATIVE** – We will proactively respond to change, are optimistic about our future and pursue continuous improvement in everything that we do.

**ACCOUNTABLE** – We will be responsible, take ownership of our actions and are committed to good governance, excellence, transparency, achievement of goals and advocating for our community

**UNITED** – We will do everything within our ability to encourage and form trusting relationships, to work together as one team to achieve our goals and advocate for 'One West Wimmera'.

**COLLABORATIVE** – We will actively and openly consult with you and work constructively with community organisations, agencies, the business community and other levels of government to our community's benefit.

## OUR GOALS





### **Purpose of Council meetings**

- (1) Council holds scheduled meetings and, when required, unscheduled meetings to conduct the business of Council.*
- (2) Council is committed to transparency in decision making and, in accordance with the Local Government Act 2020, Council and Delegated Committee meetings are open to the public and the community are able to attend.*
- (3) Meetings will only be closed to members of the public, in accordance with section 66 of the Act, if:*
  - (a) there are clear reasons for particular matters to remain confidential; or*
  - (b) a meeting is required to be closed for security reasons; or*
  - (c) it is necessary to enable the meeting to proceed in an ordinary manner.*
- (4) A meeting closed to the public for the reasons outlined in sub-rule 3(b) or 3(c) will continue to be livestreamed. In the event a livestream is not available:*
  - (a) the meeting may be adjourned; or*
  - (b) a recording of the proceedings may be available on the Council website*

The West Wimmera Shire Council Governance Rules set out the meeting procedure rules for this Council Meeting.

Members of the public are reminded that they are required to remain silent during this meeting, except during Section 5 Questions from the Gallery.

This Council meeting will be recorded for live streaming.

### **Recording of Meeting and Disclaimer**

Please note every Council Meeting (other than items deemed confidential under section 3 (1) of the Local Government Act 2020) is being recorded and streamed live on West Wimmera Shire Council's website in accordance with Council's Governance Rules. Live streaming allows everyone to watch and listen to the meeting in real time, giving you greater access to Council debate and decision making and encouraging openness and transparency. All care is taken to maintain your privacy; however, as a visitor in the public gallery, your presence may be recorded. By remaining in the public gallery, it is understood your consent is given if your image is inadvertently broadcast. Opinions expressed or statements made by individual persons during a meeting are not the opinions or statements of West Wimmera Shire Council. Council therefore accepts no liability for any defamatory remarks that are made during a meeting.



### **Councillors pledge**

*As Councillors of West Wimmera Shire Council, we solemnly and sincerely declare and affirm that we will consider each item on this agenda in the best interests of the whole municipal community.*



**In Attendance:**

**Councillors:**

Tim Meyer, Mayor  
Tom Houlihan, Deputy Mayor  
Richard Hicks  
Bruce Meyer OAM  
Jodie Pretlove

**Executive Leadership Team:**

David Bezuidenhout - Chief Executive Officer (CEO)  
James Bentley - Director Corporate & Community Services (DCCS)  
Brendan Pearce - Director Infrastructure Development & Works (DIDW)

**Officers:**

Kaddie Cother - Governance Coordinator  
Philippa Hicks - Executive Assistant to the CEO  
Abbas Mehr - Chief Financial Officer



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## 1 Welcome

## 2 Acknowledgement of Country

The West Wimmera Shire Council acknowledges the traditional custodians of the land on which we meet, and pays respect to their elders, past, present and emerging.

## 3 Opening Prayer

Almighty God, we humbly ask your blessing upon this Council. Guide and prosper our decisions to the advancement of Your Glory and the true welfare of the people of West Wimmera Shire. Amen.

## 4 Apologies, Leave of Absences, Declaration of Conflict of Interest

### 4.1 Apologies

Nil

### 4.2 Leave of Absence

Nil

### 4.3 Declaration of Conflict of Interest

*None Declared*



## 5 Questions from the Gallery

### 5.1 Written Questions on Notice

No questions on notice were received for inclusion in the agenda.



## 5.2 Verbal Questions without Notice

**Moved:** Cr Jodie Pretlove

**Seconded:** Cr Tom Houlihan

**That Council suspend Standing Orders for the purpose of receiving questions without notice from the members of the Gallery.**

**CARRIED UNANIMOUSLY (5 / 0)**

### **Geoff Langsworth - Edenhope & District Community Centre**

*It was moved that an honour board be created for the centre, I am just wondering if this is still happening?*

**Director CCS** - *An honour board has been created, but a final payment is yet to be made. Finalisation of board won't be done until Council make a decision at its August Council Meeting.*

**Moved:** Cr Jodie Pretlove

**Seconded:** Cr Richard Hicks

**That Council resume Standing Orders.**

**CARRIED UNANIMOUSLY (5 / 0)**



## 6 Delegates Reports

Delegate Reports are for providing feedback on formal council business and are for information only

### 6.1 Councillor Tim Meyer (Mayor)

Date	Event
28/06/2024	Western Highway Action Committee
28/06/2024	Kaniva A&P Society – Victorian Agriculture Show Society Convention
29/06/2024	Kaniva A&P Society – Victorian Agriculture Show Society Convention
02/07/2024	Cross-Border Commissioners Breakfast
02-04/07/2024	ALGA Conference
05/07/2024	Australian Council of Local Government Forum
09/07/2024	Goroke Lions Club Changeover Dinner
10/07/2024	Councillor Forum
11/07/2024	Kaniva Lions Club Changeover Dinner
23/07/2024	Dorodong Hall – Recreation Reserve Committee Meeting
24/07/2024	WWS Cemeteries Trust Meeting
24/07/2024	Citizenship Ceremony
24/07/2024	Pre-Council Meeting
24/07/2024	Council Meeting

### 6.2 Councillor Tom Houlihan (Deputy Mayor)

Date	Event
10/07/2024	Councillor Forum
24/07/2024	WWS Cemeteries Trust Meeting
24/07/2024	Citizenship Ceremony
24/07/2024	Pre-Council Meeting
24/07/2024	Council Meeting



### 6.3 Councillor Richard Hicks

Date	Event
10/07/2024	Councillor Forum
24/07/2024	WWS Cemeteries Trust Meeting
24/07/2024	Citizenship Ceremony
24/07/2024	Pre-Council Meeting
24/07/2024	Council Meeting

### 6.4 Councillor Bruce Meyer OAM

Date	Event
10/07/2024	Councillor Forum
24/07/2024	WWS Cemeteries Trust Meeting
24/07/2024	Citizenship Ceremony
24/07/2024	Pre-Council Meeting
24/07/2024	Council Meeting

### 6.5 Councillor Jodie Pretlove

Date	Event
10/07/2024	Councillor Forum
24/07/2024	WWS Cemeteries Trust Meeting
24/07/2024	Citizenship Ceremony
24/07/2024	Pre-Council Meeting
24/07/2024	Council Meeting



## 7 Condolences

**Moved:** Cr Bruce Meyer

**Seconded:** Cr Tom Houlihan

**That Council note the passing of Warwick Dubois, Councillor 1970-79 and condolences be passed on to the family.**

**CARRIED UNANIMOUSLY (5 / 0)**



## 8 Confirmation of Previous Minutes

### 8.1 Council Meeting held on Wednesday, 19 June 2024

#### RECOMMENDATION:

That the Minutes of the Council Meeting held on Wednesday, 19 June 2024 be taken as an accurate record and confirmed.

Moved: Cr Richard Hicks

Seconded: Cr Jodie Pretlove

That the Minutes of the Council Meeting held on Wednesday, 19 June 2024 be taken as an accurate record and confirmed.

CARRIED UNANIMOUSLY (5 / 0)

#### Attachments

Nil

## 9 Business Arising From Previous Minutes

Nil

## 10 Notices of Motion

There were no Notices of Motion submitted for the agenda.





## 11 Councillor Forum Record

### 11.1 Councillor Forum Record Wednesday, 10 July 2024

#### RECOMMENDATION:

**That the Record for the Councillor Forum Record Wednesday, 10 July 2024 be received and noted.**

Councillor Forum Record to be determined at the August Council Meeting

## 12 Deputations and Petitions

There were no Petitions or Deputations submitted for the agenda.



## 13 Chief Executive Officer

### 13.1 Quarterly Finance Report Q3 and Annual Plan Quarterly Update

*Directorate: Corporate and Community Services*

*Report Author: Chief Financial Officer*

*Report Purpose: For Decision*

#### **Purpose**

The purpose of this report is to provide Council with the Quarterly Financial Report Q3 2023-24 and the Annual Plan quarterly update.

#### **OFFICER RECOMMENDATION:**

**That Council receives and notes the Quarterly Financial Report Q3 2023-24 and the Annual Plan quarterly update.**

**Moved: Cr Jodie Pretlove**

**Seconded: Cr Bruce Meyer**

**That Council receives and notes the Quarterly Financial Report Q3 2023-24 and the Annual Plan quarterly update.**

**CARRIED UNANIMOUSLY (5 / 0)**

#### **Declaration of Interest**

No officer declared an interest under the Local Government Act 2020 (LGA 2020) in the preparation of this report.

#### **Background**

As part of the good governance practices, the Council is presented with the quarterly financial reports including Balance Sheet and Income & Expenditure Statement. The report also presents Budgets and Actual compared to ensure that our operations are aligned with the budgets and variances monitored. A report on progress on our capital works is also included as part of the report.

This report was presented to the Audit & Risk Committee in its meeting held on 11 June 2024 and was adopted by the ARC after discussion on various elements of the report.



### **Risk Management Implications**

Risk identified:

Financial risk

Information risk

Regulatory risk

### **Legislative Implications**

The report complies with the requirements of the:  
Local Government Act 2020

### **Environmental Implications**

Nil

### **Financial and Budgetary Implications**

The financial risk rating has been assessed as: Low

### **Policy Implications**

This report is supported by the following West Wimmera Shire Council Policy/s:

Business Continuity Policy

### **Council Plan Implications**

This report supports the following sections of the West Wimmera Shire Council Plan 2021 – 2025:

#### ***Goal 4 – Good Governance***

4.1 Ensure long term financial sustainability.

4.4 Develop a high performing accountable organisation.

### **Communication Implications**

No Communication Implications

### **Equal Impact Assessment**

No Equal Impact Assessment is required

### **Conclusion**



The quarterly financial report for Q3 FY 2023-24 demonstrates that income and expenditure remain on track for delivery in accordance with the 2023-24 adopted annual budget. The overall budgeted deficit forecast for Q3 was \$5.445 million. This amount does not include Commonwealth Financial Assistance Grants totalling \$7.500 million which were due to be received in the subsequent quarter. Accordingly, this deficit is an accounting measure caused by the Commonwealth's delay in remitting these grant funds to Council. In real terms, the budgeted deficit mentioned above has actually been reduced by \$296K to \$5.271 million due to improved expenditure control and significantly increased interest income.

### Attachments

1. WWSC Q 3 Financial Report [**13.1.1** - 1 page]
2. WWSC Q 3 Balance Sheet [**13.1.2** - 1 page]
3. WWSC Q 3 Capital Works Report [**13.1.3** - 4 pages]
4. Quarterly Update Q 3 2024 [**13.1.4** - 8 pages]



## 14 Corporate and Community Services

### 14.1 Information Privacy Policy

*Directorate: Corporate and Community Services*

*Report Author: Governance Manager*

*Report Purpose: For Decision*

#### **Purpose**

Council's Information Privacy Policy was adopted in March 2021 and is now due for review. The attached policy was endorsed by the Audit and Risk Committee on the 11 June 2024 and is now presented to Council for consideration.

#### **OFFICER RECOMMENDATION:**

**That Council adopts the attached Information Privacy Policy.**

**Moved: Cr Richard Hicks**

**Seconded: Cr Jodie Pretlove**

**That Council adopts the attached Information Privacy Policy.**

**CARRIED UNANIMOUSLY (5 / 0)**

#### **Declaration of Interest**

No officer declared an interest under the Local Government Act 2020 (LGA 2020) in the preparation of this report.

#### **Background**

In order to comply with the *Privacy & Data Collection Act 2014* and the *Health Records Act 2001*, Council is required to have a policy which outlines the responsible collection, storage, use, handling and disclosure of personal information to ensure records are maintained according to the Information Privacy Principles set out by the *Privacy & Data Collection Act 2014* and the Health Information Principles set out by the *Health Records Act 2001*. The attached policy has been reviewed and endorsed by the Audit and Risk Committee on 11 June 2024 with no further recommendations for changes.

#### **Risk Management Implications**

Risk identified:



Regulatory risk

### **Legislative Implications**

The report complies with the requirements of the:

Local Government Act 2020

Health Records Act 2001

Privacy and Data Protection Act 2014

### **Environmental Implications**

Not applicable

### **Financial and Budgetary Implications**

Not applicable

### **Policy Implications**

This report is supported by the following West Wimmera Shire Council Policy/s:

Not applicable

### **Council Plan Implications**

This report supports the following sections of the West Wimmera Shire Council Plan 2021 – 2025:

#### ***Goal 4 – Good Governance***

4.4 Develop a high performing accountable organisation.

### **Communication Implications**

No Communication Implications

### **Equal Impact Assessment**

No Equal Impact Assessment is required

### **Conclusion**

Council's Information Privacy Policy illustrates the ways in which we comply with principles and legislative requirements under the *Privacy and Data Protection Act 2014* and *Health Records Act 2001*. A clear and accurate privacy policy supports and highlights Council's commitment to good governance.



## Attachments

1. Draft Information Privacy Policy June 24 [**14.1.1** - 11 pages]





## 14.2 Rate Recovery Policy - Revocation

*Directorate: Corporate and Community Services*

*Report Author: Chief Financial Officer*

*Report Purpose: For Decision*

### Purpose

The Rate Recovery Policy is an adopted policy of Council and is due for review. This report recommends revocation of this Policy as its subject matter relates to operational matters addressed by internal administrative policies.

### OFFICER RECOMMENDATION:

**That Council revokes the Rate Recovery Policy.**

**Moved: Cr Richard Hicks**

**Seconded: Cr Jodie Pretlove**

**That Council revokes the Rate Recovery Policy.**

**CARRIED UNANIMOUSLY (5 / 0)**

### Declaration of Interest

No officer declared an interest under the Local Government Act 2020 (LGA 2020) in the preparation of this report.

### Background

The Rate Recovery Policy is administrative and outlines the methodology for recovery of rates arrears including debt collection and legal action processes.

The operational processes delineated in the Policy include:

- Payment options for rates accounts
- Charging of interest on overdue rates
- Issue of first and final notices
- Referral of debts to Council's collection agent
- Procedure for legal action
- Arrears thresholds triggering collection action

The Policy was adopted by Council on 15 June 2022 and is now due for review.



Since this Policy relates only to internal operational matters and following advice from the Chair of Council's Audit and Risk Committee, it is proposed that this Policy be revoked as an adopted policy of Council, and replaced by an internal operational policy that does not require formal adoption by Council.

#### **Risk Management Implications**

Not applicable

#### **Legislative Implications**

Not applicable

#### **Environmental Implications**

Not applicable

#### **Financial and Budgetary Implications**

Not applicable

#### **Policy Implications**

Not applicable

#### **Council Plan Implications**

This report supports the following sections of the West Wimmera Shire Council Plan 2021 – 2025:

##### ***Goal 4 – Good Governance***

4.4 Develop a high performing accountable organisation.

#### **Communication Implications**

No Communication Implications

#### **Equal Impact Assessment**

No Equal Impact Assessment is required

#### **Conclusion**

The subject matter of the Rates Recovery Policy relates to internal operational matters and accordingly does not require adoption by Council. Revocation of this Policy by Council is recommended to ensure that the subject matter is dealt with by operational means.



## Attachments

1. WWSC Council- Policy Rate- Recovery- Policy adopted-15- June-2022- Version-2  
[14.2.1 - 6 pages]



### 14.3 Financial Hardship Policy - Review

*Directorate: Corporate and Community Services*

*Report Author: Finance and Rating Coordinator*

*Report Purpose: For Decision*

#### **Purpose**

The Financial Hardship Policy was adopted on 15 June 2022 and is due for review. The purpose of this report is to present an updated Policy which now includes the overarching governance principles to Council for adoption. The Audit and Risk Committee endorsed the proposed updated Policy at its meeting on 11 June 2024.

#### **OFFICER RECOMMENDATION:**

**That Council adopts the attached Financial Hardship Policy.**

**Moved: Cr Jodie Pretlove**

**Seconded: Cr Richard Hicks**

**That Council adopts the attached Financial Hardship Policy.**

**CARRIED UNANIMOUSLY (5 / 0)**

#### **Declaration of Interest**

No officer declared an interest under the Local Government Act 2020 (LGA 2020) in the preparation of this report.

#### **Background**

The West Wimmera Shire Council levies rates and charges on properties in accordance with the *Local Government Act 1989*, the *Local Government Act 2020* and the *Local Government Legislative Amendment (Rating and Other Matters) Act 2022* (the Acts).

The Policy ensures a fair, transparent, and consistent approach to recover overdue rates and charges where the ratepayer is experiencing genuine financial hardship in accordance with sections 170, 171, and 171A of the Acts.

Council is responsible for ensuring the payment of rates and charges are adequate to facilitate the delivery of ongoing services and capital work projects, and to comply with its legislative responsibilities.



Council may provide alternative payment arrangements for property-based debts to assist ratepayers experiencing hardship. Additional financial hardship assistance options outlined within the Policy are available to ratepayers experiencing genuine financial hardship due to factors including (but not limited to) loss of income, unemployment, serious illness or injury, and economic abuse associated with family violence.

The Financial Hardship Policy outlines the eligibility requirements for Special Payment Arrangements relating to rates arrears. The Policy provides clear criteria to the ratepayer and Council officers, thereby ensuring consistent, transparent and fair application of financial hardship relief for those in genuine need. To be eligible for financial hardship relief, the Policy requires a ratepayer to contact a free financial counselling service and to authorise the financial counsellor to communicate with Council regarding a payment plan which is subject to Council's approval.

Mandatory referral to a financial counselling service ensures that a ratepayer experiencing genuine financial hardship is provided with professional assistance to take the best possible steps to overcome their current situation and regain control of their finances.

### **Risk Management Implications**

Risk identified:

Financial risk

Regulatory risk

### **Legislative Implications**

The report complies with the requirements of the:  
Local Government Act 2020

### **Environmental Implications**

Not applicable

### **Financial and Budgetary Implications**

The financial risk rating has been assessed as: Low

### **Policy Implications**

This report is supported by the following West Wimmera Shire Council Policy/s:

Not applicable

### **Council Plan Implications**



This report supports the following sections of the West Wimmera Shire Council Plan 2021 – 2025:

**Goal 4 – Good Governance**

4.4 Develop a high performing accountable organisation.

**Communication Implications**

No Communication Implications

**Equal Impact Assessment**

No Equal Impact Assessment is required

**Conclusion**

The Financial Hardship Policy was adopted on 15 June 2022 and is due for review. The purpose of this report is to present an updated Policy to Council for adoption. The Audit and Risk Committee endorsed the proposed updated Policy at its meeting on 11 June 2024.

**Attachments**

1. WWSC Council Policy Financial Hardship Policy adopted 15 June 2022 - Track changes 10.04.2024 [**14.3.1** - 8 pages]



## 15 Infrastructure Development and Works

### 15.1 Dept. Transport and Planning support for Flood Study

*Directorate: Infrastructure Development and Works*

*Report Author: Senior Planning Officer*

*Report Purpose: For Decision*

#### **Purpose**

The purpose of this report is to recommend to Council to formally adopt previously completed flood studies for Harrow and Chetwynd as the first stage of a process to commence amendments to the WWSC Planning Scheme. There is a current window of opportunity to progress this, using external resources and funding, at no cost to Council.

#### **OFFICER RECOMMENDATION:**

**That Council resolve to adopt the Harrow Flood Investigation 2017, and the Chetwynd Flood Intelligence and Flood Mapping 2018.**

**Moved: Cr Richard Hicks**

**Seconded: Cr Bruce Meyer**

**That Council resolve to adopt the Harrow Flood Investigation 2017, and the Chetwynd Flood Intelligence and Flood Mapping 2018.**

**CARRIED (4 / 1)**

#### **Declaration of Interest**

No officer declared an interest under the Local Government Act 2020 (LGA 2020) in the preparation of this report.

#### **Background**

The Harrow Flood Investigation 2017, and the Chetwynd Flood Intelligence and Flood Mapping 2018 were finalised in 2017 and 2018 respectively. At that time. Neither of the two reports were adopted by Council via resolution. In order to proceed with implementation of the recommendations contained within these two reports, they need to be adopted by Council.

Implementing the Planning scheme recommendations in these two reports was identified as a priority in the most recent planning scheme review. Undertaking an amendment to the





West Wimmera Planning Scheme to implement the recommendations from these two studies forms part of the Strategic Planning work plan.

An opportunity has arisen for the Department of Transport and Planning to assist Council in undertaking this work by funding the preparation of the amendment and the associated amendment process. It is estimated that this funding is valued at \$60,000 to \$80,000, depending on the need for any hearings.

The absence of a resolution of Council adopting these two studies is an impediment to this work progressing.

Once council can demonstrate to the Minister for Planning that the two studies are adopted by resolution, the department can commence preparation of the planning scheme amendment documents. Without a resolution adopting the two studies the amendment cannot proceed.

Once these documents have been drafted, Council officers will undertake engagement with the Harrow and Chetwynd communities regarding the content of the draft controls. These controls will include planning scheme maps, as well as planning scheme ordinance.

The outcome of this engagement will be reported back to Council.

### **Risk Management Implications**

Risk identified:

There are no obvious risks for Council to mitigate or eliminate in regard to the proposal considered for funding support in this report.

### **Legislative Implications**

Not Applicable

### **Environmental Implications**

Nil

### **Financial and Budgetary Implications**

The financial risk rating has been assessed as: Low

### **Policy Implications**

This report is supported by the following West Wimmera Shire Council Policy/s:

Not applicable



### **Council Plan Implications**

This report supports the following sections of the West Wimmera Shire Council Plan 2021 – 2025:

#### ***Goal 1 – Liveable & Healthy Community***

1.6 Support a prepared and resilient community.

#### ***Goal 3 – Sustainable Environment***

3.2 Promote sustainable environmental management practices.

### **Communication Implications**

No Communication Implications

### **Equal Impact Assessment**

No Equal Impact Assessment is required

### **Conclusion**

By incorporating flood studies such as this into the planning scheme, Council can create safer, more resilient, and sustainable communities, ensuring long-term protection and prosperity for residents.

### **Attachments**

1. Final Harrow Flood Study [15.1.1 - 146 pages]
2. Chetwynd Flood Intelligence Mapping Report 2018 [15.1.2 - 37 pages]



## 15.2 C-JAN2024-S001 Tree Lopping Services

*Directorate: Infrastructure Development and Works*

*Report Author: Contracts and Procurement Manager*

*Report Purpose: For Decision*

### Purpose

The purpose of this report is to recommend the engagement of four tenderers to provide a range of tree lopping services required by the Council under a panel arrangement contract (contract number C-JAN2024-S001 Tree Lopping Services).

### OFFICER RECOMMENDATION:

**That Council engage:**

- A1 Tree Solutions PTY Ltd
- Carter Group National PTY Ltd
- Nelson's Tree Services PTY Ltd
- Jock Thring Upper and Lower Tree Care,

**to provide Tree Lopping services under a panel contract arrangement for a term of three years (with the option of 1 (one) three-year extension)**

2. **That Council authorise the CEO to execute the contract documents.**

**Moved: Cr Jodie Pretlove**

**Seconded: Cr Bruce Meyer**

1. **That Council engage:**

- A1 Tree Solutions PTY Ltd
- Carter Group National PTY Ltd
- Nelson's Tree Services PTY Ltd
- Jock Thring Upper and Lower Tree Care,

**to provide Tree Lopping services under a panel contract arrangement for a term of three years (with the option of 1 (one) three-year extension)**

2. **That Council authorise the CEO to execute the contract documents.**

**CARRIED UNANIMOUSLY (5 / 0)**



## Declaration of Interest

No officer declared an interest under the Local Government Act 2020 (LGA 2020) in the preparation of this report.

## Background

The previous contract for tree lopping services was set up as a panel arrangement contract with three contractors. Those contractors were:

- Carter Group National PTY Ltd
- Nelson's Tree Services PTY Ltd
- Asplundh Tree Experts Australia PTY Ltd

A panel arrangement contract is a procurement strategy where a group of pre-approved suppliers or contractors is established to provide goods or services over a specified period. This arrangement allows Council to streamline the procurement process, ensuring that the required services can be quickly and efficiently accessed without going through a full tender process for each individual purchase.

The Council advertised a new tender for these Services under the contract number C-JAN2024-S001 Tree Lopping Services, for the Contract term of three years plus the option of (one) three-year extension.

The Council launched the tender via the eProcure Portal on 30 April 2024 closing on the 21 May 2023 at the time the tender closed four tenders were received from:

- A1 Tree Solutions PTY Ltd
- Carter Group National PTY Ltd
- Nelson's Tree Services PTY Ltd
- Jock Thring Upper and Lower Tree Care

An Evaluation panel comprising of the Plant Control and Compliance Coordinator, Works Coordinator (Sealed Roads) and the Superintendent Capital Works and Arterial Roads

The Panel Evaluated the tender on the following criteria:

- Capacity 25%
- Capability 25%
- Price 35%
- Local Procurement 15%

## Risk Management Implications

Risk identified:

Asset risk

Environmental risk



Safety risk

### **Legislative Implications**

The report complies with the requirements of the:  
Local Government Act 2020

### **Environmental Implications**

Environmental Risk rating has been assessed as: Medium

### **Financial and Budgetary Implications**

The financial risk rating has been assessed as: Low  
During the 2024/25 Financial year council spent \$175,282.25 to provide a variety of tree lopping services throughout the West Wimmera Shire Council.

Tree Lopping Services are accounted for in the 2024/25 budget under the works maintenance budget.

The Tenderers have all submitted a Schedule of Rates (SOR) with varying prices depending on the services offered by each company.

### **Policy Implications**

This report is supported by the following West Wimmera Shire Council Policy/s:

Asset Management Policy  
Asset Management Strategy  
Procurement Policy

### **Council Plan Implications**

This report supports the following sections of the West Wimmera Shire Council Plan 2021 – 2025:

#### ***Goal 1 – Liveable & Healthy Community***

1.1 Create a healthy, active, and vibrant community.

#### ***Goal 2 – Diverse and Prosperous Economy***

2.5 Enhance the local road network and explore transport options.

### **Communication Implications**

No Communication Implications

### **Equal Impact Assessment**



No Equal Impact Assessment is required

### **Conclusion**

After reaching consensus the Evaluation Panel recommended that A1 Tree Solutions PTY Ltd, Nelson Tree Services PTY Ltd, Carter Group National PTY Ltd and Jock Thring Upper and Lower Tree Care be approved suppliers to provide Council with Tree Lopping Services.

### **Attachments**

Nil



## 16 Sealing Schedule

Nil.

## 17 Late Items of Business

**Pursuant to West Wimmera Shire Council Governance Rules – Division 3 Section 20:**

### 20. Urgent Business

*If the agenda for a Council meeting makes provision for urgent business, business cannot be admitted as urgent business other than by resolution of Council, and only then if it:*

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



## 18 Confidential Reports

### RECOMMENDATION:

That Council pursuant to Section 66 (2)(a) of the Local Government Act 2020 close the meeting at {time} to members of the public to resolve on matters pertaining to the following items:

18.1 C - January 2024 - S003 - Collaborative Sealing Contract

*Reasons for confidentiality:*

*Local Government Act 2020, Section 3 - Council business Information*

**Moved:** Cr Jodie Pretlove

**Seconded:** Cr Richard Hicks

That Council pursuant to Section 66 (2)(a) of the Local Government Act 2020 close the meeting to members of the public at 2:41 pm to resolve on matters pertaining to the following items:

18.1 - C-JAN2024-S003 Collaborative Sealing Contract

**CARRIED UNANIMOUSLY (5 / 0)**

## 19 Close of Meeting

### Meeting closed:

The Council Meeting - 24 July 2024 was declared closed at 2:54 pm

### Next Meeting:

Wednesday, 21 August 2024

Telopea Downs

Mayor's Signature

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