



West Wimmera Shire Council

MINUTES UNSCHEDULED COUNCIL MEETING

Saturday 20 December 2025
4:00 pm

Online Meeting
via Microsoft Teams



Councillors and Shire Map



MAYOR
Cr. Tim Meyer



**DEPUTY
MAYOR**
Cr. Helen Hobbs



**Cr. Richard
Hicks**



Cr. Jodie Pretlove



Cr. Tom Houlihan





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.

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
Helen Hobbs, Deputy Mayor
Richard Hicks
Jodie Pretlove
Tom Houlihan

Executive Leadership Team:

David Bezuidenhout - Chief Executive Officer (CEO)
Dalton Burns – Director Corporate and Community Services (DCCS)
Brendan Pearce - Director Infrastructure Development and Works (DIDW)

Officers:

Philippa Hicks - EA to the CEO



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1 Welcome

The Mayor declared the meeting open at 3:58 pm.

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 Notice of Rescission

5.1 Notice of Rescission - Planning Permit Application PA1209

Notice of Rescission Number: 2025/01

That the following resolution from the Council Meeting held 17 December 2025 Item 15.1 Planning Permit Application PA1209 be rescinded:

'That Council resolves to issue a notice of decision to grant a planning permit for PA1209 for the development of a dwelling and associated works at 47-55 Blair Street Harrow, in accordance with the plans and documents submitted with the application'.

Moved: Cr Helen Hobbs

Seconded: Cr Richard Hicks

That the following resolution from the Council Meeting held 17 December 2025 Item 15.1 Planning Permit Application PA1209 be rescinded:

'That Council resolves to issue a notice of decision to grant a planning permit for PA1209 for the development of a dwelling and associated works at 47-55 Blair Street Harrow, in accordance with the plans and documents submitted with the application'.

CARRIED UNANIMOUSLY (5 / 0)



NOTICE OF RESCISSION
WEST WIMMERA SHIRE COUNCIL

NOTICE OF RESCISSION No: 2025/01

PREAMBLE (100 words):

The resolution by Council made at its 17 December 2025 meeting in relation to Item 15.1 Planning Permit Application 1209, namely:

'That Council resolves to issue a notice of decision to grant a planning permit for PA1209 for the development of a dwelling and associated works at 47-55 Blair street Harrow, in accordance with the plans and documents submitted with the application'

should be rescinded given that it fails to attach the requisite conditions that must be attached to any Notice of Decision to Grant a Permit.

RESCISSION MOTION:

That the following resolution from the Council Meeting held 17 December 2025 Item 15.1 Planning Permit Application PA1209 be rescinded:

'That Council resolves to issue a notice of decision to grant a planning permit for PA1209 for the development of a dwelling and associated works at 47-55 Blair street Harrow, in accordance with the plans and documents submitted with the application'.

Councillor's Name:	Helen Hobbs
Councillor's Signature:	
Councillor's Name:	Richard Hicks
Councillor's Signature:	
Date:	18 December 2025
CEO's Signature:	
Chief Executive Officer:	David Bezuidenhout
Date:	18/12/2025

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6 Notice of Motion

6.1 Notice of Motion Planning Permit Application PA1029

Notice of Motion Number: 2025/03

Submitted by Cr Richard Hicks

MOTION:

That Council resolves to issue a Notice of Decision to Grant a Planning Permit for Planning Application PA1209 for the development of a dwelling and associated works in respect of the land known and described as Blair Street Harrow Vic 3317 (Lot 6, Lot 7 and Lot 8 of plan of subdivision 4/PP5368) as amended and endorsed under this permit, and subject to the following conditions:

1. Before the development starts, plans must be approved and endorsed by the responsible authority. The plans must:
 - A) be prepared to the satisfaction of the responsible authority
 - d) be drawn to scale with dimensions
 - d) submitted in electronic form (not scanned)
 - d) be generally in accordance with the plans forming part of the application and identified as *PA1209 plan final Oct 2025*, but amended to show the following details:
 - i. details of the fill pad material.
 - ii. Works to stabilise the fill pad, including applicable batters and landscaping.
 - iii. An all weather internal driveway to be shown on the layout plan from the location of the dwelling to Blair Street, in accordance with condition 5.
 - iv. A landscape plan in accordance with condition 6.
 - v. Setbacks shown on the layout plan of the dwelling from at least two lot boundaries.

Compliance with documents approved under this permit

2. At all times the development must be carried out in accordance with the endorsed plans and any other documents approved under this permit to the satisfaction of the responsible authority.

Electrical Supply

3. The dwelling must be connected to a reticulated electricity supply or provided with an alternative energy source to the satisfaction of the responsible authority.



General Drainage

4. The proposed building and works must be drained to the satisfaction of the responsible authority.

Construction of Driveway

5. Prior to commencement of works for the dwelling, the owner must construct and all weather gravelled driveway connecting the dwelling to Blair Street, to the satisfaction of the responsible authority.

Landscape Plan

6. Before the development starts, a landscape plan must be approved and endorsed by the responsible authority. The landscape plan must:
 - A) be prepared to the satisfaction of the responsible authority
 - B) be prepared by a suitably qualified person
 - C) be drawn to scale with dimensions
 - D) be submitted to the responsible authority in electronic form
 - E) include the following:
 - i. layout of landscaping and planting within all open areas of the land
 - ii. a survey (including botanical names) of all existing vegetation to be retained and/or removed
 - iii. details of surface finishes of pathways and driveways
 - iv. a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities
 - v. two canopy trees (minimum two metres tall at planting) within the front setback between the dwelling and Blair Street; and
 - vi. Details demonstrating how the development responds to water sensitive urban design principles, including storm water mitigation, capture, treatment and storage for onsite use, and the location and type of irrigation systems including any rainwater tanks used for irrigation.

The responsible authority may consent in writing to vary any of these requirements.

Country Fire Authority:

7. Before the development starts, the Bushfire Management Plan prepared by Brett Woodward (Version 2.0, dated 27/04/25) must be approved and endorsed by the Responsible Authority. Once endorsed, the plan must not be altered without the written consent of the Country Fire Authority and the Responsible Authority.

Mandatory Bushfire Management Overlay Condition



8. The bushfire protection measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defensible space, water supply and access, must be maintained to the satisfaction of the responsible authority on an ongoing basis. This condition continues to have force and effect after completion of the development.

Environmental Health:

9. Before the dwelling is occupied, a Land Capability Assessment must be submitted demonstrating that the lot is capable of treating and retaining all wastewater in accordance with the Environment Protection Act 2017.
10. Before this dwelling is occupied an 'Application to Install a Septic Tank System' must be submitted to Council's Environmental Health Unit and approved.
11. An approved septic disposal system must be installed concurrently with the erection of the dwelling and all wastewater must be disposed of within the curtilage of the property in accordance with an approved land capability assessment, to the satisfaction of the Responsible Authority.

Engineering

12. Before the dwelling is occupied, a stormwater tank with a minimum capacity of 13,000 litres must be installed to the satisfaction of the Responsible Authority.
13. Any new or upgraded vehicle crossings must obtain Council consent and be constructed to Council standards, to the satisfaction of the Responsible Authority.

Permit expiry

14. This permit will expire if one of the following circumstances applies:
 - A) The development is not started within two years of the date of issue of the permit; or
 - B) The development is not completed within 4 years of the date of issue of the permit.
15. The Responsible Authority may extend these time frames in accordance with section 69 of the *Planning and Environment Act 1987*.



Moved: Cr Richard Hicks

Seconded: Cr Helen Hobbs

That Council resolves to issue a Notice of Decision to Grant a Planning Permit for Planning Application PA1209 for the development of a dwelling and associated works in respect of the land known and described as Blair Street Harrow Vic 3317 (Lot 6, Lot 7 and Lot 8 of plan of subdivision 4/PP5368) as amended and endorsed under this permit, and subject to the following conditions:

- 1. Before the development starts, amended plans must be approved and endorsed by the responsible authority. The plans must:**
 - a) be prepared to the satisfaction of the responsible authority**
 - b) be drawn to scale with dimensions**
 - c) be submitted in electronic form (not scanned);and**
 - d) be generally in accordance with the plans forming part of the application and identified as *PA1209 plan final Oct 2025*, but amended to show the following details:**
 - i. details of the fill pad material.**
 - ii. Works to stabilise the fill pad, including applicable batters and landscaping.**
 - iii. An all weather internal driveway to be shown on the layout plan from the location of the dwelling to Blair Street, in accordance with condition 5.**
 - iv. A landscape plan in accordance with condition 6; and**
 - v. Setbacks shown on the layout plan of the dwelling from at least two lot boundaries.**

Compliance with approved documents

- 2. At all times the development must be carried out in accordance with the endorsed plans and any other documents approved under this permit to the satisfaction of the responsible authority.**

Electrical Supply

- 3. The dwelling must be connected to a reticulated electricity supply or provided with an alternative energy source to the satisfaction of the responsible authority.**

General Drainage

- 4. The proposed building and works must be drained to the satisfaction of the responsible authority.**

Construction of Driveway

- 5. Prior to commencement of works for the dwelling, the owner must construct and all weather gravelled driveway connecting the dwelling to Blair Street, to the satisfaction of the responsible authority.**



Landscape Plan

- 6. Before the development starts, a landscape plan must be approved and endorsed by the responsible authority. The landscape plan must:**
- a) be prepared to the satisfaction of the responsible authority**
 - b) be prepared by a suitably qualified person**
 - c) be drawn to scale with dimensions**
 - d) be submitted to the responsible authority in electronic form**
 - e) include the following:**
 - i. layout of landscaping and planting within all open areas of the land**
 - ii. a survey (including botanical names) of all existing vegetation to be retained and/or removed**
 - iii. details of surface finishes of pathways and driveways**
 - iv. a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity, and quantities**
 - v. two canopy trees (minimum two metres tall at planting) within the front setback between the dwelling and Blair Street; and**
 - vi. Details demonstrating how the development responds to water sensitive urban design principles, including storm water mitigation, capture, treatment and storage for onsite use, and the location and type of irrigation systems including any rainwater tanks used for irrigation.**

The responsible authority may consent in writing to vary any of these requirements.

Country Fire Authority:

- 7. Before the development starts, the Bushfire Management Plan prepared by Brett Woodward (Version 2.0, dated 27/04/25) must be approved and endorsed by the Responsible Authority. Once endorsed, the plan must not be altered without the written consent of the Country Fire Authority and the Responsible Authority.**
- 8. The bushfire protection measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defensible space, water supply and access, must be maintained to the satisfaction of the responsible authority on an ongoing basis. This condition continues to have force and effect after completion of the development.**

Environmental Health:

- 9. Before the dwelling is occupied, a Land Capability Assessment must be submitted demonstrating that the lot is capable of treating and retaining all wastewater in accordance with the Environment Protection Act 2017.**



10. Before this dwelling is occupied an 'Application to Install a Septic Tank System' must be submitted to Council's Environmental Health Unit and approved.

11. An approved septic disposal system must be installed concurrently with the erection of the dwelling and all wastewater must be disposed of within the curtilage of the property in accordance with an approved land capability assessment, to the satisfaction of the Responsible Authority.

Engineering

12. Before the dwelling is occupied, a stormwater tank with a minimum capacity of 13,000 litres must be installed to the satisfaction of the Responsible Authority.

13. Any new or upgraded vehicle crossings must obtain Council consent and be constructed to Council standards, to the satisfaction of the Responsible Authority.

Permit expiry

14. This permit will expire if one of the following circumstances applies:

- A. The development is not started within two (2) years of the date of issue of the permit; or**
- B. The development is not completed within four (4) years of the date of issue of the permit.**

15. The Responsible Authority may extend these time frames in accordance with section 69 of the *Planning and Environment Act 1987*.

CARRIED (3 / 2)

Cr Tim Meyer called a division

For: Cr Richard Hicks, Cr Helen Hobbs, Cr Tom Houlihan

Against: Cr Tim Meyer, Cr Jodie Pretlove

Attachments



NOTICE OF MOTION
WEST WIMMERA SHIRE COUNCIL

NOTICE OF MOTION No: 2025/03

MOTION:

That Council resolves to issue a Notice of Decision to Grant a Planning Permit for Planning Application PA1209 for the development of a dwelling and associated works in respect of the land known and described as Blair Street Harrow Vic 3317 (Lot 6, Lot 7 & Lot 8 of Plan of Subdivision 4/PP5368) as amended and endorsed under this permit, and subject to the following conditions:

1. Before the development starts, amended plans must be approved and endorsed by the Responsible Authority. The plans must:
 - a) be prepared to the satisfaction of the Responsible Authority
 - b) be drawn to scale with dimensions
 - c) be submitted in electronic form (not scanned); and
 - d) be generally in accordance with the plans forming part of the application and identified as *PA1209 Plan Final October 2025*, but amended to show the following details:
 - (i) details of the fill pad material
 - (ii) works to stabilise the fill pad, including applicable batters and landscaping
 - (iii) an all-weather internal driveway shown on the layout plan from the location of the dwelling to Blair Street, in accordance with Condition 5
 - (iv) a landscape plan in accordance with Condition 6; and
 - (v) setbacks shown on the layout plan of the dwelling from at least two lot boundaries.

COMPLIANCE WITH APPROVED DOCUMENTS

2. At all times the development must be carried out in accordance with the endorsed plans and any other documents approved under this permit, to the satisfaction of the Responsible Authority.

ELECTRICAL SUPPLY

3. The dwelling must be connected to a reticulated electricity supply or provided with an alternative energy source, to the satisfaction of the Responsible Authority.



**NOTICE OF MOTION
WEST WIMMERA SHIRE COUNCIL**

GENERAL DRAINAGE

4. The proposed building and works must be drained to the satisfaction of the Responsible Authority.

CONSTRUCTION OF DRIVEWAY

5. Prior to commencement of works for the dwelling, the owner must construct an all-weather gravelled driveway connecting the dwelling to Blair Street, to the satisfaction of the Responsible Authority.

LANDSCAPE PLAN

6. Before the development starts, a landscape plan must be approved and endorsed by the Responsible Authority. The landscape plan must:
 - a. be prepared to the satisfaction of the Responsible Authority
 - b. be prepared by a suitably qualified person
 - c. be drawn to scale with dimensions
 - d. be submitted to the Responsible Authority in electronic form; and
 - e. include the following:
 - i. layout of landscaping and planting within all open areas of the land
 - ii. a survey (including botanical names) of all existing vegetation to be retained and/or removed
 - iii. details of surface finishes of pathways and driveways
 - iv. a planting schedule of all proposed trees, shrubs and ground covers, including botanical names, common names, pot sizes, sizes at maturity and quantities
 - v. two canopy trees (minimum two metres tall at planting) within the front setback between the dwelling and Blair Street; and
 - vi. details demonstrating how the development responds to water sensitive urban design principles, including stormwater mitigation, capture, treatment and storage for onsite use, and the location and type of irrigation systems, including any rainwater tanks used for irrigation.

The Responsible Authority may consent in writing to vary any of these requirements.

Country Fire Authority



**NOTICE OF MOTION
WEST WIMMERA SHIRE COUNCIL**

- 7. Before the development starts, the Bushfire Management Plan prepared by Brett Woodward (Version 2.0, dated 27 April 2025) must be approved and endorsed by the Responsible Authority. Once endorsed, the plan must not be altered without the written consent of the Country Fire Authority and the Responsible Authority.**

- 8. The bushfire protection measures forming part of this permit or shown on the endorsed plans, including those relating to construction standards, defensible space, water supply and access, must be maintained to the satisfaction of the Responsible Authority on an ongoing basis. This condition continues to have force and effect after completion of the development.**

ENVIRONMENTAL HEALTH

- 9. Before the dwelling is occupied, a Land Capability Assessment must be submitted demonstrating that the lot is capable of treating and retaining all wastewater in accordance with the Environment Protection Act 2017.**

- 10. Before the dwelling is occupied, an Application to Install a Septic Tank System must be submitted to Council's Environmental Health Unit and approved.**

- 11. An approved septic disposal system must be installed concurrently with the erection of the dwelling, and all wastewater must be disposed of within the curtilage of the property in accordance with the approved Land Capability Assessment, to the satisfaction of the Responsible Authority.**

ENGINEERING

- 12. Before the dwelling is occupied, a stormwater tank with a minimum capacity of 13,000 litres must be installed to the satisfaction of the Responsible Authority.**

- 13. Any new or upgraded vehicle crossings must obtain Council consent and be constructed to Council standards, to the satisfaction of the Responsible Authority.**

PERMIT EXPIRY

- 14. This permit will expire if one of the following circumstances applies:
 - a. the development is not started within two (2) years of the date of issue of the permit; or**
 - b. the development is not completed within four (4) years of the date of issue of the permit.****


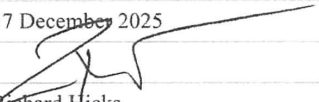
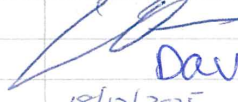


NOTICE OF MOTION
WEST WIMMERA SHIRE COUNCIL

15. The Responsible Authority may extend these timeframes in accordance with Section 69 of the Planning and Environment Act 1987.

Explanation (*word limit of up to 100 words*):

This Motion has been drafted to replace the Council Resolution of 17 December 2025, Item 15.1 Planning Permit Application PA1209 which has been Rescinded, as per Item 1 of the Unscheduled Council Meeting of Saturday 20 December 2025, at 4.00pm via Teams

Councillor's Signature:	
Councillor's Name:	Helen Hobbs
Date:	17 December 2025
Councillor's Signature:	
Councillor's Name:	Richard Hicks
Date:	17 December 2025
<hr/>	
CEO's Signature:	
Chief Executive Officer:	David Bezuidenhout
Date:	18/12/2025



NOTICE OF MOTION WEST WIMMERA SHIRE COUNCIL

West Wimmera Shire Council: Governance Rules

24. Notice of Motion

- 24.1 A *notice of motion* must be in *writing* on a form provided by the CEO, signed by the Councillor and be lodged with or sent to the CEO by the agenda cut-off time, to allow sufficient time for the CEO to include the *notice of motion* in the agenda papers for the meeting. The *notice of motion* must include the proposed motion followed by an explanation of up to 100 words.
- 24.2 The CEO may reject any *notice of motion* which:
- 24.2.1 is vague or unclear in intention;
 - 24.2.2 is beyond Council's power to consider;
 - 24.2.3 if passed, would result in Council otherwise acting invalidly; or
 - 24.2.4 is potentially libellous, indecent, abusive, offensive, trivial or objectionable in language or substance.
- but must:
- 24.2.5 give the Councillor who lodged it an opportunity to amend it prior to rejection, if it is practicable to do so; and
 - 24.2.6 notify in *writing* the Councillor who lodged it of the rejection and reasons for the rejection.
- 24.3 The CEO must cause all notices of motion to be numbered, dated and entered in the *notice of motion* register in the order in which they were received.
- 24.4 Except by leave of Council, each *notice of motion* before any Council meeting must be considered in the order in which they were entered in the *notice of motion* register.
- 24.5 If a Councillor who has given a *notice of motion* is absent from the Council meeting or fails to move the motion when called upon by the Chair, any other Councillor may move the motion.
- 24.6 If a *notice of motion* is not moved at the Council meeting at which it is listed, it lapses.
- 24.7 If a *notice of motion* is lost, a similar motion cannot be put before a Council meeting for at least three months from the date it was last lost, unless Council resolves that the notice be relisted at a future Council meeting. (Note – See Rule 46).



7 Close of Meeting

Meeting closed:

The Unscheduled Council Meeting - 20 December 2025 was declared closed at 4:17 pm

Next Meeting:

18 February 2025

Edenhope

Mayor's Signature
