



AGENDA

Behaviour Complaints Committee Meeting

1 September 2023

Shire of Victoria Plains
Council Chambers, Calingiri

AND

via E-Meeting Protocol

Commencing – 2.00PM

DISCLAIMER:

The recommendations contained in this document are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered. Resolutions are not considered final until the minutes of the meeting are confirmed or advised in writing by the CEO or authorised person.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

Recording of Meeting

Members of the public are advised that meetings of Council are audio recorded to assist with ensuring an accurate record of the meeting is provided for the formal minutes of the meeting. In terms of the Privacy Act 1998 this may involve the recording of personal information provided at the meeting. The provision of any information that is recorded is voluntary, however if any person does not wish to be recorded they should not address or request to address the meeting. By remaining in this meeting, you consent to the recording of the meeting.

You are not permitted to record this meeting with any recording device, unless you have the express authorisation of the Council of the Shire of Victoria Plains.

E – Disclaimer

It is the Presiding Member's responsibility to preserve order in the meeting and this can be more difficult in an eMeeting. Therefore, each Council Member must consistently and respectfully follow the Local Government's Meeting Procedures Local Law, any additional eMeeting guidance provided by the Local Government and support the Presiding Member in their conduct of the eMeeting.

The pace of an eMeeting should be slow and orderly. The following practices will help avoid confusion and support effective eMeetings:

Speak clearly and slowly, as connections may be distorted or delayed;

Always state your name to indicate to the Presiding Member that you wish to speak. Restate your name if the Presiding Member has not heard you at first;

In debate, only speak after the Presiding Member has acknowledged you. Then state your name, so that others know who is speaking;

Follow the Presiding Member's directions and rulings;

If you are unclear about what is happening in an eMeeting, immediately state your name to draw the Presiding Member's attention and enable you to then seek clarification from the Presiding Member;

Avoid looking for opportunities to call Points of Order; instead, politely and respectfully gain the Presiding Member's attention and explain any deviation from your Meeting Procedures, the Local Government Act or any other relevant matter.

Commonly-used abbreviations	
AAS / AASB	Australian Accounting Standard / Australian Accounting Standards Board
BF Act	Bush Fire Act 1954
BFB	Bush fire brigade
CEO	Chief Executive Officer
CDO	Community Development Officer
DBCA	Dept of Biodiversity, Conservation and Attractions
DFES	Dept of Fire and Emergency Services
DPLH	Dept of Planning, Lands and Heritage
DWER	Dept of Water and Environmental Regulation
EHO	Environmental Health Officer
EFT	Electronic Funds Transfer
FAM	Finance and Administration Manager
JSCDL	Parliamentary Joint Standing Committee on Delegated Legislation
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG Act	Local Government Act 1995
LGGC	WA Local Government Grant Commission
LPP	Local Planning Policy
LPS	Local Planning Scheme
MOU	Memorandum of Understanding
MRWA	Main Roads WA
NNTT	National Native Title Tribunal
OAG	Office of Auditor General
OCM	Ordinary Council Meeting
PTA	Public Transport Authority
RRG	Regional Roads Group
RTR	Roads to Recovery
SAT	State Administrative Tribunal
SEMC	State Emergency Management Committee
SGC	Superannuation Guarantee Contribution
SJAA	St John Ambulance Association
SWALSC	South West Aboriginal Land and Sea Council
WAEC	WA Electoral Commission
WALGA	WA Local Government Association
WSM	Works and Services Manager

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PUBLIC AGENDA



AGENDA

Behaviour Complaints Committee Meeting of the Victoria Plains Shire Council

To be Held in the Calingiri Shire Chambers and via E-meeting
Protocol on 1 September 2023 commencing at 2.00PM

1. DECLARATION OF OPENING

1.1 Opening

1.2 Announcements by Presiding Member

2. REMOTE ATTENDANCE BY ELECTED MEMBERS

THAT:

- Under regulation 14C (2)(b) of the Admin Regulations, the Shire President can approve Elected Member attendance by electronic means;
- In doing so, under r.14C (5) the Shire President must have regard as to whether the location that the Elected Member intends to attend the meeting, and the equipment intended to be used to attend the meeting, are suitable;
- Electronic means includes, as per r.14CA(2) by telephone or video conference;
- Suitable equipment would include an electronic device that can hold a Teams meeting, and perhaps, the use of headphones;
- In accordance with r.14CA (5) the Elected Member must declare that they are able to maintain confidentiality during the meeting. Under r.14CA(7), the declaration by the Elected Member is recorded in the minutes of the meeting;
- Summarily, according to Departmental guidance, a suitable location is one that is quiet and private e.g. a private room in your house. If there are other people at the location at the time of the meeting, an Elected Member may be required to close a door and wear headphones.

Approval to Attend and Declaration of Confidentiality

3. RECORD OF ATTENDANCE

Members present

Staff attending

Apologies

Approved leave of absence N/A

Visitors

Members of the public

4. DISCLOSURES OF INTEREST

Refer – Local Government Act, Regulations, Code of Conduct, and Declaration Forms in Councillor folders.

Type	Item	Person / Details
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3.1 Financial

3.2 Proximity

3.3 Impartiality

5. PUBLIC QUESTION TIME

Refer – Local Government Act, Regulations, Local Law and Submission Form & Guidelines circulated.

5.1 Public Questions With Notice

Nil

5.2 Public Questions Without Notice

6. CONFIRMATION OF MINUTES

6.1 Confirmation of Committee Meeting Minutes

2309-01 Officer Recommendation

Moved:

Seconded:

That the Minutes of the following meetings:

- *Behaviour Complaints Committee Meeting held 19 April 2023*

as circulated, be **CONFIRMED** as a true and correct record,

PUBLIC AGENDA

7. REPORTS REQUIRING DECISION**7.1 Matters Behind Closed Doors**

File reference			
Report date	30 August 2023		
Applicant/proponent	CEO (Complaints Officer)		
Officer disclosure of interest	Nil		
Previous meeting references	BCC		
Prepared by	Sean Fletcher, CEO		
Authorised by	CEO		
Attachments			
Attachment 1	Page		Nil

PURPOSE

The purpose of this report is to close the meeting to the public so that the Behaviour Complaints Committee can consider the status of the Plan regarding matter BC 002/22.

BACKGROUND

In accordance with section 5.23(2)(b) and (f)(i) the meeting is required to be dealt with behind closed doors.

Both of these sections refer to the personal affairs of a person and that if a matter disclosed, will impair the effectiveness of any lawful process regarding the contravention, or possible contravention, of a law.

COMMENT

As per the purpose and background to this report.

CONSULTATION

Council Support Officer

STATUTORY CONTEXT**Local Government Act 1995**

As per the background section in this report.

CORPORATE CONTEXT

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute majority required: No

Officer Recommendation

Moved Cr _____

Seconded Cr _____

That the Behaviour Complaints Committee **CLOSES** the meeting to the public in accordance with sections 5.23(2)(b) and (f)(i) of the *Local Government Act 1995* at ____ pm.

For _____ / Against _____

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7.1.1 Status of the Plan Regarding Matter BC 002/22 - Confidential

File reference	
Report date	30 August 2023
Applicant/proponent	CEO (Complaints Officer)
Officer disclosure of interest	Nil
Previous meeting references	BCC
Prepared by	Sean Fletcher, CEO
Authorised by	CEO
Attachments	

VOTING REQUIREMENTS

Absolute majority required: No

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Moved:

Seconded:

That the Committee **RE-OPEN** the meeting to the public at PM.

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8. CLOSURE OF MEETING

There being no further business, the Presiding Member declared the meeting closed at pm.

CERTIFICATION

These minutes were confirmed at the Behaviour Complaints Committee Meeting held on _____ 2023.

Signed _____ Date _____
(Presiding member at the meeting which confirmed the minutes)

Committee Minutes are unconfirmed until they have been adopted at the following meeting of Committee.

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