



SHIRE OF CARNARVON

MINUTES

SPECIAL COUNCIL MEETING

TUESDAY 14TH APRIL 2020

CONFIRMATION OF MINUTES

These minutes were confirmed by the Council on

.....
as a true and accurate record

.....
Chairman

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Carnarvon for any act, omission or statement or intimation occurring during Council/Committee Meetings or during formal/informal conversations with Staff or Councillors. The Shire of Carnarvon disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee Meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Carnarvon during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Carnarvon. The Shire of Carnarvon warns that anyone who has an application lodged with the Shire of Carnarvon must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Carnarvon in respect of the application.

To be noted that, in accordance with Regulation 11 of the Local Government (Administration) Regulations 1996, the minutes of the Council Meeting are a record of the decisions of the Council, any additional officers' advice, and explanatory notes as required. The minutes contain a summary of questions asked by members of the public and the answers given. The minutes are not a transcript of the proceedings of the meetings.

INFORMATION ON PUBLIC QUESTION TIME

The following information is provided should you wish to ask a question of Council at the Ordinary Meetings held on a monthly basis.

Please note that questions that have not been filled out on the Submission Form will not be accepted.

- The Local Government Act 1995 allows members of the public to ask questions in regard to any issue relating to the Shire.
- A maximum of 15 minutes will be allowed for public question time and the Presiding Member will allow a maximum of three (3) verbal/written questions per person.
- Prior to asking a question, the speaker must state his/her name and address.
- Members of the public are discouraged from asking questions which contain defamatory remarks, offensive language or questioning the competency of staff or Council members.
- The Presiding Member may nominate a member or officer to answer the question and may also determine that any complex questions requiring research be taken on notice and answered in writing.
- No debate or discussion is allowed to take place on any question or answer.
- A summary of each question asked and the response given will be included in the minutes of the meeting –

Local Government (Administration) Regulations 1996 – Pt 2, r.11 – (in part reads -)

11. Minutes, content of (Act s.5.25(1)(f))

The content of minutes of a meeting of a council or a committee is to include –

(e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question.

Responses to questions that are taken on notice will be responded to as soon as possible.

- If you wish to ask a question, please complete the Public Question Time Submission Form at the back of this information sheet. Alternatively, questions can be submitted in writing to the Shire of Carnarvon 3 days prior to the meeting.

SPECIAL MEETINGS OF COUNCIL

Members of the public are welcome to attend a Special Meeting of Council if open, and ask questions of the Council within the allotted public question time ***subject to the questions being asked only relating to the purpose of the Special Meeting*** (s5.23 of the Act and regulation 12 (4) of the Local Government (Administration) Regulations 1996, the Department of Local Government and Communities Guide to Meetings and Governance Bulletin April 2014 and Guideline No. 3 Managing Public Question Time.)

INDEX

1.0 ATTENDANCES, APOLOGIES & APPLICATIONS FOR LEAVE OF ABSENCE

(The Local Government Act 1995 Section 2.25 provides that a Council may, by resolution, grant leave of absence to a member for Ordinary Council Meetings. The leave cannot be granted retrospectively and an apology for non-attendance at a meeting is not an application for leave of absence.)

2.0 PUBLIC AND ELECTED MEMBER QUESTION TIME

(In accordance with Section 5.24 of the Local Government Act 1995, a 15 minute public question time is made available to allow members of the public the opportunity of questioning Council on matters concerning them. All questions are to be provided on the Public Question Time Submission Form.)

2.1 QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING

2.2 PUBLIC QUESTION TIME

3.0 DECLARATIONS OF INTEREST

(Councillors and Staff are reminded of the requirements of Section 5.65 of the Local Government Act 1995, to disclose any interest during the meeting or when the matter is to be discussed.)

4.0 ITEMS FOR DISCUSSION

5.0 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC

5.1 CEO Performance Review

6.0 CLOSURE



**MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD IN THE COUNCIL CHAMBERS, STUART STREET,
CARNARVON ON TUESDAY 14TH APRIL 2020**

The meeting was declared open by the Presiding Member at 10.37am

1.0 ATTENDANCES, APOLOGIES AND APPROVED LEAVE OF ABSENCE

Cr E Smith.....	Presiding Member/Shire President
Cr B Maslen.....	Councillor, Gascoyne/Minilya Ward
Cr J Nelson.....	Councillor, Town Ward
Cr K Pinner.....	Councillor, Town Ward
Cr A Fullarton.....	Councillor, Town Ward
Cr L Vandeleur.....	Councillor, Town Ward
Cr L Skender.....	Councillor, Plantation Ward
Mr D Burton.....	Chief Executive Officer
Mrs D Hill.....	Senior Executive Officer
Observers.....	Nil
Leave of Absence.....	Nil
Apologies.....	Cr K Simpson, Councillor, Coral Bay Ward

2.0 PUBLIC AND ELECTED MEMBER QUESTION TIME

(In accordance with Section 5.24 of the Local Government Act 1995, a 15 minute public question time is made available to allow members of the public the opportunity of questioning Council on matters concerning them. All questions are to be provided on the Public Question Time Submission Form.)

Public Question Time commenced at 10.40am

Public Question Time was closed at 10.40am

3.0 DECLARATIONS OF INTEREST

(Councillors and Staff are reminded of the requirements of Section 5.65 of the Local Government Act 1995, to disclose any interest during the meeting or when the matter is to be discussed.)

Mr D Burton (Impartiality Interest) – Item 5.1 – CEO Performance Review

4.0 ITEMS FOR DISCUSSION

Nil

5.0 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC

SCM 1/4/20

COUNCIL RESOLUTION

Cr Fullarton/Cr Nelson

That the meeting be closed to the public in accordance with Section 5.23 (2) (e) as this item relates to a matter affecting employees.

CARRIED
F7/AO

5.1 ANNUAL PERFORMANCE REVIEW OF THE CEO

10.39am – Mr David Burton declared an Impartiality Interest in this item as he is the author of this item and is also an incumbent employee.

File No:	2H0503
Date of Meeting:	14 th April 2020
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author/s:	David Burton – Chief Executive Officer
Declaration of Interest:	The author is has an interest in this item as the incumbent employee
Voting Requirements:	Simple Majority

OFFICER RECOMMENDATION

That Council pursuant to Section 5.38 of the Local Government Act 1995 endorse the performance appraisal of the Chief Executive Officer as provided in Schedule 12.1 (i) of this report.

SCM 2/4/20

COUNCIL RESOLUTION

Cr Maslen/Cr Fullarton

That Standing Orders Section 13 be suspended at 10.43am in order that Council can discuss the report in more detail.

CARRIED
F7/AO

SCM 3/4/20

COUNCIL RESOLUTION

Cr Maslen/Cr Pinner

That Standing Orders Section 13 be resumed at 11.00am.

CARRIED
F7/AO

SCM 4/4/20

COUNCIL RESOLUTION & OFFICER RECOMMENDATION

Cr Smith/Cr Maslen

That Council pursuant to Section 5.38 of the Local Government Act 1995 endorse the performance appraisal of the Chief Executive Officer and the recommendations contained therein, as provided in Schedule 12.1 (i) of this report.

CARRIED
F7/AO

SCM 5/4/20

COUNCIL RESOLUTION

Cr Maslen/Cr Nelson

That Standing Orders Section 13 be suspended at 11.02am to discuss the draft CEO KPI's.

CARRIED
F7/AO

SCM 6/4/20

COUNCIL RESOLUTION

Cr Vandeleur/Cr Maslen

That Standing Orders Section 13 be resumed at 1.14pm.

CARRIED
F7/AO

SCM 4/4/20 was put.

CARRIED
F7/AO

(Note to Minute – Cr Fullarton advised that he will be putting a Notice of Motion to the April 2020 Council Meeting to investigate the Shire of Carnarvon moving from a Banding Level 2 to a Banding Level 3).

SCM 7/4/20

COUNCIL RESOLUTION

Cr Vandeleur/Cr Maslen

That the meeting be reopened to the public.

CARRIED
F7/AO

6.0 CLOSURE:

The Presiding Member declared the meeting closed at 1.15pm