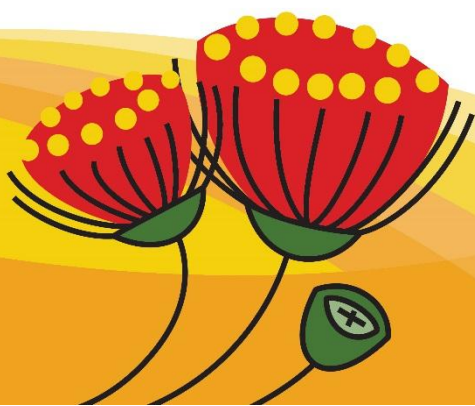




# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Thursday 25 September 2025  
Commencing 2:00pm



## NOTICE OF MEETING



Dear Elected Members,

The next Special Meeting of Council of the Shire of Dowerin will be held on Thursday, 25 September 2025 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The purpose of this meeting is to amend motion CMRef:1178 – CEO Annual Performance Review.

The format of the day will be:

2:00pm	Special Council Meeting
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Cr Robert Trepp  
Shire President  
24 September 2025

### DISCLAIMER

Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the Shire. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The Shire of Dowerin expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the Shire.

The advice and information contained herein is given by and to Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

It should be noted that the Attachment hyperlinks may not be functional from this document when sourced from the Shire of Dowerin's website. Attachment copies can be obtained by contacting the Shire Office on 08 9631 1202 or [dowshire@dowerin.wa.gov.au](mailto:dowshire@dowerin.wa.gov.au)

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**Shire of Dowerin**  
**Special Council Meeting**  
**2:00pm Thursday 25 September 2025**



**1. Official Opening / Obituaries**

The President welcomes those in attendance and declares the Meeting open at 2:00pm.

**2. Record of Attendance / Apologies / Leave of Absence**

**Councillors:**

Cr RI Trepp	President
Cr NP McMorran	Deputy President
Cr WG Allsopp	
Cr DP Hudson	
Cr AJ Metcalf	Via Teams
Cr JC Sewell	
Cr BA Ward	

**Staff:**

Ms M Barthakur	Chief Executive Officer
Ms K Rose	Manager of Governance and Community Services

**Members of the Public:**

**Apologies:**

**Approved Leave of Absence:**

**3. Public Question Time**

**4. Disclosure of Interest**

Councillors are to complete a Disclosure of Interest Form for each item they are required to disclose an interest in. The Form should be given to the Presiding Member before the meeting commences. After the meeting, the Form is to be provided to the Manager of Governance and Community Services for inclusion in the Disclosures Register.

Item 5.1 Mansiha Barthakur – Financial Interest

## 5. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

### 5.1 Amended Motion – Chief Executive Officer Annual Performance Review

## Governance & Compliance



<b>Date:</b>	24 September 2025
<b>Location:</b>	Nil
<b>Responsible Officer:</b>	Cr Robert Trepp, Shire President
<b>Author:</b>	Kahli Rose, Manager of Governance and Community Services
<b>Legislation:</b>	Local Government Act 1995
<b>SharePoint Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Manisha Barthakur – Financial Interest
<b>Attachments:</b>	

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

An error has been identified in the calculation of the Chief Executive Officer's overall performance rating, as adopted by Council at its Ordinary Meeting held on 23 September 2025 (CMRef:1178). The error arose from treating all three performance sections as being scored out of five, when one section was in fact scored out of four.

This resulted in an incorrect overall rating of **3.5**. The corrected calculation produces an overall performance rating of **3.93 out of 5 (~78.5%)**.

### Background

The CEO Performance Review Panel assessed the CEO across three performance categories:

- Section 1: Maximum = 5, Average = 3.7
- Section 2: Maximum = 5, Average = 3.7
- Section 3: Maximum = 4, Average = 3.5

For consistency, each section was converted into a percentage:

- Section 1:  $3.7 \div 5 = 74\%$
- Section 2:  $3.7 \div 5 = 74\%$
- Section 3:  $3.5 \div 4 = 87.5\%$

The mean percentage is  $(74 + 74 + 87.5) \div 3 = \mathbf{78.5\%}$ .

Converted back to a 5-point scale, this equates to **3.93**.

The amendment is required to ensure the Council resolution reflects the correct outcome of the review panel's assessment.

**Comment**

The Special Council Meeting has been convened solely to amend the resolution of Item 14.2 – CEO Performance Review from the September 2025 Ordinary Council Meeting. The purpose is limited to correcting the overall performance rating, with no other changes to the adopted Key Performance Indicators, remuneration package, or review schedule.

**Consultation**

Cr Robert Trepp, Shire President

CEO Performance Review Panel

Kahli Rose, Manager of Governance and Community Services

**Policy Implications**

Nil

**Statutory Implications**

Local Government Act 1995, Sections 5.38 and 5.39(3)(b)

Local Government (Administration) Regulations 1996, Regulation 18D

Council Policy 1.20 – CEO Performance and Salary Review

**Strategic Implications****Strategic Community Plan**

Good governance and statutory compliance are core functions of local government and support the delivery of the Shire's objectives.

Community Priority: Our Organisation

Objective: Deliver a high standard of governance and administration

Outcome: 4.1

Reference: 4.1c

**Asset Management Plan**

Nil current

**Long Term Financial Plan**

Nil current

### Risk Implications

Risk Profiling Theme	Employment Practices
Risk Category	People
Risk Description	Some temporary non compliances
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Adoption of rectified resolution.
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

### Financial Implications

Nil.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation – 5.1

That, by Absolute Majority, in accordance with Sections 5.38 and 5.39(3)(b) of the *Local Government Act 1995*, Regulation 18D of the *Local Government (Administration) Regulations 1996*, and Policy 1.20 – CEO Performance and Salary Review, Council:

1. Notes the error in the calculation of the Chief Executive Officer's overall performance rating, as adopted at the Ordinary Council Meeting of 23 September 2025 (CMRef:1178); and
2. Amends the resolution of *Item 14.2 – CEO Performance Review* to reflect an overall performance rating of 3.93 out of 5 (~78.5%), in accordance with the corrected calculation.

6.

## Closure

The President thanked those in attendance, and closed the meeting at X:XXpm