

MINUTES


Special Council Meeting

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

ABN: 35 939 977 194

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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 2:06pm.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

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

Members of the Public:

Apologies:

Cr JC Sewell

Approved Leave of Absence:

3. Public Question Time

Nil

4. Disclosure of Interest

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



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

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 17 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 17 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/Resolution – 5.1

Moved: Cr Ward

Seconded: Cr Allsopp

1181

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 17 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.

CARRIED 6/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Ward

8.

Closure

The President thanked those in attendance and declared the meeting closed at 2:11pm.

UNCONFIRMED