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AGENDA

Special Council Meeting

To be held in Council Chambers

1 Joaquina Street, York WA 6302

Tuesday 13 January 2026

Commencing 3.30pm





NOTICE OF MEETING

Dear Councillors

I respectfully advise that a Special Council Meeting will be held in the Council Chambers, 1 Joaquina Street, York on Tuesday 13 January 2026 commencing at 3.30pm.

The purpose of the Meeting is to:

1. Appoint the Independent Member to the CEO Selection Panel
2. Appoint the HR Facilitator

The Meeting Agenda is hereby presented.

ANNEKE BIRLESON

ACTING EXECUTIVE MANAGER CORPORATE & COMMUNITY SERVICES

12 January 2026

DISCLAIMER

Councillors are reminded of the confidentiality requirements contained in Division 4 of [Policy E1 – Code of Conduct: Councillors, Committee Members and Candidates](#).

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Shire of York
Special Council Meeting
Tuesday 13 January 2026 3.30pm



1. Opening & Acknowledgement

The Shire President will declare the Meeting open, welcome those in attendance and acknowledge the traditional owners of the land on which the meeting is held.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr Chris Gibbs, Shire President; Cr Denese Smythe, Deputy Shire President

Cr Elaine Ashford; Cr Monique Hutchinson; Cr Kevin Pyke; Cr Kevin Trent; Cr Melissa Welsh (via electronic means)

In accordance with Regulation 14C of the *Local Government (Administration) Regulations 1996*, the Shire President has authorised Cr Melissa Welsh to attend this meeting via electronic means, having given consideration to the location from which Cr Welsh is attending the meeting and the equipment used to attend the meeting, confirming they are suitable to enable effective engagement in deliberations and communications, and ensuring confidentiality.

Staff:

Anneke Birleson, Acting Executive Manager Corporate & Community Services; Vanessa Green, Council & Executive Support Officer

Apologies/Leave of Absence:

Gallery:

3. Declarations of Interest (Financial, Proximity & Impartiality)

Vanessa Green & Anneke Birleson – due to the nature of our employment relationship with the CEO. Noting that neither Officers have any decision-making authority in this process.

4. Public Question Time

1. "Public Question Time" will be limited to 15 minutes*. However, Council may exercise its discretion to extend the time by resolution if required. If there are questions remaining unasked at the expiration of the time allotted, members of the public are to submit their questions to the Shire President in writing.
2. Questions submitted to Special Meetings are restricted to the subject matter of that meeting (noting any confidentiality requirements).

3. During Public Question Time each questioner is limited to two (2) questions. Statements or long preamble are not permitted. Where multiple questions are formed into one sentence or paragraph these will be separated into the individual questions.
4. Every person who wishes to ask a question are to identify themselves and register with an Officer immediately prior to the meeting.
5. Questions containing offensive remarks, reference to the personal affairs or actions of Elected Members or staff, or which relate to confidential matters or legal action will not be accepted. Questions that the Presiding Member considers have been answered by earlier questions at the meeting or earlier meetings may not be accepted.
6. There is no debate on the answers provided to questions.
7. A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.

5. Confirmation of the Minutes of the Previous Meeting

The minutes of the Special Council Meeting held on 2 December 2025 were confirmed as a true and correct record of proceedings at Council's December 2025 Ordinary Meeting (Resolution 021225).

6. Announcements by the Presiding Person without Discussion

7. Meeting Closed to the Public

Council will resolve to close the Meeting to the public in accordance with Sections 5.23(a) and (c) of the *Local Government Act 1995* as it deals with the personal affairs of any person (Item 8.1) and a contract which may be entered into by the local government (Item 8.2).

8. OFFICER'S REPORTS

8.1 Appointment of the Independent Member to the CEO Selection Panel

Author:	Vanessa Green, Council & Executive Support Officer
Authoriser:	Anneke Birleson, Acting Executive Manager Corporate & Community Services
Previously before Council:	2 December 2025 (SY20251202)
Disclosure of Interest:	Impartiality due to the employment relationship with the Chief Executive Officer
Appendices:	Appendix 8.1A – Submissions received & Referee Reports (Confidential) Appendix 8.1B – Summary Table (Confidential)

NATURE OF COUNCIL'S ROLE IN THE MATTER

Executive Decision Legislative Requirement

PURPOSE OF REPORT

This Item seeks to appoint the Independent Member of the CEO Selection Panel.

8.2 Appointment of HR Facilitator – RFQ10-2526 – Provision of Consultancy Services to Facilitate the Recruitment and Selection of a Chief Executive Officer

Author:	Vanessa Green, Council & Executive Support Officer
Authoriser:	Anneke Birleson, Acting Executive Manager Corporate & Community Services
Previously before Council:	2 December 2025 (SY20251202)
Disclosure of Interest:	Impartiality due to the employment relationship with the Chief Executive Officer
Appendices:	Appendix 8.2A – Recommendation Report (Confidential)

NATURE OF COUNCIL'S ROLE IN THE MATTER



Executive Decision



Legislative Requirement

PURPOSE OF REPORT

This Item determines the outcome of RFQ10-2526 and seeks to appoint the HR Facilitator to assist Council and the CEO Selection Panel in the CEO recruitment and selection process.

9. Public Reading of Resolutions Made Behind Closed Doors

The Shire President will read aloud the Resolutions made Behind Closed Doors for the purpose of the audio recording and for the people who return to the Gallery.

10. Closure

There being no further business the Shire President will close the Meeting.