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# AGENDA

## Special Council Meeting

To be held in Council Chambers

1 Joaquina Street, York WA 6302

Tuesday 24 February 2026

Commencing 4.30pm





## NOTICE OF MEETING

Dear Councillors

In accordance with Regulation 12(4) of the *Local Government (Administration) Regulations 1996* notice is hereby given that a Special Council Meeting will be held at 4.30pm on Tuesday 24 February 2026 in the Council Chambers, First Floor York Town Hall, Joaquina Street, York.

The purpose of the meeting is for Council to consider:

1. Confidential Report - Job Description for the Chief Executive Officer

The meeting will be closed to the public during consideration of the report in accordance with Section 5.23(2)(b) of the *Local Government Act 1995* as it deals with a matter relating to the recruitment or employment of the Chief Executive Officer.

**Anneke Birleson**

**ACTING EXECUTIVE MANAGER CORPORATE & COMMUNITY SERVICES**

***(on behalf of the Temporary Chief Executive Officer)***

### 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 24 February 2026 4.30pm



**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

**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
	VOTING REQUIREMENTS



Simple Majority



Absolute Majority

#### RECOMMENDATION

**That the Minutes of the Special Council Meeting held on Tuesday 13 January 2026 be confirmed as a true and correct record of proceedings.**

6.	Announcements by the Presiding Person without Discussion
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7.	Meeting Closed to the Public
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Council will resolve to close the Meeting to the public in accordance with Section 5.23(2)(b) of the *Local Government Act 1995* as it deals with a matter relating to the recruitment or employment of the Chief Executive Officer.

## 8. OFFICER'S REPORTS

### 8.1 Job Description for the Chief Executive Officer

<b>Author:</b>	Vanessa Green, Council & Executive Support Officer
<b>Authoriser:</b>	Anneke Birleson, Acting Executive Manager Corporate & Community Services
<b>Previously before Council:</b>	Not applicable
<b>Disclosure of Interest:</b>	Impartiality due to the employment relationship with the Chief Executive Officer
<b>Appendices:</b>	Appendix 8.1A – Job Description (Confidential)

#### NATURE OF COUNCIL'S ROLE IN THE MATTER

☐

Executive Decision

☒

Legislative Requirement

#### PURPOSE OF REPORT

This Item seeks Council's approval of the Chief Executive Officer's (CEO) Job Description and Selection Criteria for advertising.

<b>9.</b>	<b>Public Reading of Resolutions Made Behind Closed Doors</b>
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The Shire President will read aloud the Resolution made Behind Closed Doors for the purpose of the audio recording and for any people who return to the Gallery.

<b>10.</b>	<b>Closure</b>
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There being no further business the Shire President will close the Meeting.