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# MINUTES

## Special Council Meeting

Held in Council Chambers  
1 Joaquina Street, York WA 6302  
Tuesday 24 February 2026



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Shire of York  
Special Council Meeting  
Tuesday 24 February 2026



**1. Opening & Acknowledgement**

The Shire President declared the Meeting open at 4.31pm, welcomed those in attendance and read the following acknowledgment:

*The York Shire Council acknowledges the Ballardong people of the Noongar Nation who are the Traditional Owners of the country where this meeting is being held and recognise their continuing connection to land, water, sky and culture. We pay our respects to all these people and their Elders past, present and emerging.*

*In accordance with Regulations 14I and 14J of the Local Government (Administration) Regulations 1996, notice is given that this meeting is being video and audio recorded to facilitate community participation and for minute-taking purposes. By being present at a meeting, members of the public consent to the possibility that their image and voice may be recorded. Audio recordings are published on the Shire's website following the meeting and may be released upon request to third parties.*

*Members of the public are reminded that, in accordance with Section 6.16 of the Shire of York Local Government (Council Meetings) Local Law 2016, nobody shall use any visual or vocal recording device or instrument to record the proceedings of Council without the written permission of the Presiding Member.*

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

**Councillors:**

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

Cr Elaine Ashford (from 4.35pm); 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; Emma Hannington, Council Support Officer

**Apologies/Leave of Absence:** Nil

**Gallery:** There were zero (0) people in the Gallery at the commencement of the Meeting.

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

Vanessa Green & Anneke Birleson – Impartiality Interest 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.

Public Question Time opened at 4.33pm.

There being no questions asked, Public Question Time closed at 4.33pm.

### 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.

#### RESOLUTION

**Moved:** Cr Trent

**Seconded:** Cr Smythe

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

**CARRIED 6/0**

**In Favour:** Crs Chris Gibbs, Denese Smythe, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh

**Against:** Nil

**6. Announcements by the Presiding Person without Discussion**

Nil

**7. Meeting Closed to the Public**

Council resolved 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.

**RESOLUTION**

**Moved:** Cr Gibbs

**Seconded:** Cr Trent

**That Council resolves 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.**

**CARRIED 6/0**

**In Favour:** Crs Chris Gibbs, Denese Smythe, Monique Hutchinson, Kevin Pyke, Kevin Trent and Melissa Welsh

**Against:** Nil

The doors were closed at 4.35pm.

Cr Ashford entered the meeting at 4.35pm.

## 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.

#### VOTING REQUIREMENTS

Simple Majority  Absolute Majority

#### RECOMMENDATION

That, with regard to Job Description for the Chief Executive Officer, Council:

1. Approves the Chief Executive Officer Job Description and Selection Criteria as presented in confidential Appendix 8.1A, noting it will be formatted to the Shire of York's style guide prior to release.
2. Approves a contract term of between three (3) to five (5) years being advertised.
3. Approves a Total Reward Package of between \$182,109 to \$300,370 being advertised.
4. Approves Statewide Public Notice being given advertising the role of the Chief Executive Officer and inviting applications.



