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AGENDA

Special Council Meeting

To be held in Council Chambers
1 Joaquina Street, York WA 6302
Tuesday 2 December 2025
Commencing 8.00am





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 2 December 2025 commencing at 8.00am.

The purpose of the Meeting is to determine the:

1. Process and Timeline of the Recruitment and Selection Process for the Chief Executive Officer
2. Appointment of Elected Members to the CEO Selection Panel, Selection Panel Terms of Reference and Expression of Interest for Independent Member
3. Request for Quote - Consultancy Services to Facilitate the Recruitment and Selection of a Chief Executive Officer

The Meeting Agenda is hereby presented.

ANNEKE BIRLESON

ACTING EXECUTIVE MANAGER CORPORATE & COMMUNITY SERVICES

1 December 2025

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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7.	Officer's Reports
7.1	Process and Timeline of the Recruitment and Selection Process for the Chief Executive Officer
7.2	Appointment of Elected Members to the CEO Selection Panel, Selection Panel Terms of Reference and Expression of Interest for Independent Member
7.3	Request for Quote - Consultancy Services to Facilitate the Recruitment and Selection of a Chief Executive Officer
8.	Closure

Shire of York
Special Council Meeting
Tuesday 2 December 2025 8.00am



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:

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. Confirmation of the Minutes of the Previous Meeting

4.1 Not applicable

5. Announcements by the Presiding Person without Discussion

6. Meeting Closed to the Public

Council will resolve to close the Meeting to the public in accordance with Section 5.23(a) of the *Local Government Act 1995* as it deals with a matter affecting an employee.

7. OFFICER'S REPORTS

7.1 Process and Timeline of the Recruitment and Selection Process for the Chief Executive Officer

Author:	Vanessa Green, Council & Executive Support Officer
Authoriser:	Anneke Birleson, Acting Executive Manager Corporate & Community Services
Previously before Council:	Not applicable
Disclosure of Interest:	Impartiality due to the employment relationship with the Chief Executive Officer
Appendices:	Appendix 7.1A - Proposed recruitment and selection process and timeline

NATURE OF COUNCIL'S ROLE IN THE MATTER

☐

Executive Decision

☒

Legislative Requirement

PURPOSE OF REPORT

This Item presents the proposed process for the recruitment and selection of a Chief Executive Officer (CEO) for the Shire of York.

7.2 Appointment of Elected Members to the CEO Selection Panel, Selection Panel Terms of Reference and Expression of Interest for Independent Member

Author:	Vanessa Green, Council & Executive Support Officer
Authoriser:	Anneke Birleson, Acting Executive Manager Corporate & Community Services
Previously before Council:	Not applicable
Disclosure of Interest:	Impartiality due to the employment relationship with the Chief Executive Officer
Appendices:	Appendix 7.2A – Selection Panel Terms of Reference Appendix 7.2B – Expression of Interest

NATURE OF COUNCIL'S ROLE IN THE MATTER

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Executive Decision

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Legislative Requirement

PURPOSE OF REPORT

This Item seeks to appoint Elected Members to the CEO Selection Panel, to adopt Terms of Reference for the CEO Selection Panel and to seek expressions of interest for the Independent Member of the CEO Selection Panel.

7.3 Request for Quote - 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:	Not applicable
Disclosure of Interest:	Impartiality due to the employment relationship with the Chief Executive Officer
Appendices:	Appendix 7.3A – Request for Quote Appendix 7.3B – Recruitment Consultancy List

NATURE OF COUNCIL'S ROLE IN THE MATTER



Executive Decision



Legislative Requirement

PURPOSE OF REPORT

This Item seeks to confirm the request to appoint an external and independent Human Resources (HR) consultant to facilitate the recruitment and selection of a new Chief Executive Officer (CEO).

8.

Closure

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