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# MINUTES

## Special Council Meeting

Held in Council Chambers  
1 Joaquina Street, York WA 6302  
Tuesday 2 December 2025



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## Shire of York Special Council Meeting Tuesday 2 December 2025



### 1. Opening & Acknowledgement

The Shire President declared the Meeting open at 8.00am, welcomed those in attendance and read the Acknowledgement:

*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.*

### 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:** 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 – 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 commenced at 8.01am.

There being no questions asked, Public Question Time concluded at 8.01am.

<b>5.</b>	<b>Confirmation of the Minutes of the Previous Meeting</b>
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5.1 Not applicable

<b>6.</b>	<b>Announcements by the Presiding Person without Discussion</b>
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Nil

<b>7.</b>	<b>Meeting Closed to the Public</b>
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Council resolved to close the Meeting to the public to consider the Officer's Reports.

<b>RESOLUTION</b>
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**Moved:** Cr Gibbs **Seconded:** Cr Smythe

**SY20251201** That Council close the Meeting to the public at 8.02am in accordance with Section 5.23(a) of the *Local Government Act 1995* as it deals with a matter affecting an employee.

**CARRIED 7/0**

## 8. OFFICER'S REPORTS

### 8.1 Process and Timeline of the Recruitment and Selection Process 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 - 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.

#### VOTING REQUIREMENTS

☒

Simple Majority

☐

Absolute Majority

#### RECOMMENDATION

That, with regard to Process and Timeline of the Recruitment and Selection Process for the Chief Executive Officer, Council:

1. Adopts the proposed process and timeline for the recruitment and selection of a Chief Executive Officer for the Shire of York, as presented in confidential Appendix 8.1A.
2. Notes that several of the timeframes can only be established following the appointment of an independent HR consultant engaged to facilitate the recruitment and selection process.

#### RESOLUTION (Items 8.1-8.3 resolved En Bloc)

**Moved:** Cr Gibbs

**Seconded:** Cr Trent

**SY20251202** That, with regard to Process and Timeline of the Recruitment and Selection Process for the Chief Executive Officer, Council:

- 1. Adopts the proposed process and timeline for the recruitment and selection of a Chief Executive Officer for the Shire of York, as presented in confidential Appendix 8.1A.**
- 2. Notes that several of the timeframes can only be established following the appointment of an independent HR consultant engaged to facilitate the recruitment and selection process.**

**CARRIED 7/0**

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

<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 8.2A – Selection Panel Terms of Reference Appendix 8.2B – Expression of Interest

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

☐

Executive Decision

☒

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.

### VOTING REQUIREMENTS

☒

Simple Majority

☐

Absolute Majority

### RECOMMENDATION

That, with regard to Appointment of Elected Members to the CEO Selection Panel, Selection Panel Terms of Reference and Expression of Interest for Independent Member, Council:

1. Establishes a CEO Selection Panel comprising of Elected Members and an Independent Member for the purpose of recruiting and selecting a Chief Executive Officer for the Shire of York.
2. Appoints Cr Chris Gibbs, Shire President; Cr Denese Smythe, Deputy Shire President; Cr Monique Hutchinson and Cr Kevin Trent as members to the CEO Selection Panel, with Cr Melissa Welsh appointed as the Deputy member.
3. Adopts the Terms of Reference for the CEO Selection Panel, as presented in confidential Appendix 8.2A.
4. Approves the Expression of Interest documentation, as presented in confidential Appendix 8.2B.

5. Authorises the Acting Executive Manager Corporate & Community Services to make any minor typographical or formatting changes to the Terms of Reference and Expression of Interest documentation prior to publication.

#### **RESOLUTION (Items 8.1-8.3 resolved En Bloc)**

**Moved:** Cr Gibbs

**Seconded:** Cr Trent

**SY20251202** That, with regard to Appointment of Elected Members to the CEO Selection Panel, Selection Panel Terms of Reference and Expression of Interest for Independent Member, Council:

1. Establishes a CEO Selection Panel comprising of Elected Members and an Independent Member for the purpose of recruiting and selecting a Chief Executive Officer for the Shire of York.
2. Appoints Cr Chris Gibbs, Shire President; Cr Denese Smythe, Deputy Shire President; Cr Monique Hutchinson and Cr Kevin Trent as members to the CEO Selection Panel, with Cr Melissa Welsh appointed as the Deputy member.
3. Adopts the Terms of Reference for the CEO Selection Panel, as presented in confidential Appendix 8.2A.
4. Approves the Expression of Interest documentation, as presented in confidential Appendix 8.2B.
5. Authorises the Acting Executive Manager Corporate & Community Services to make any minor typographical or formatting changes to the Terms of Reference and Expression of Interest documentation prior to publication.
6. Notes Appendix 8.2A and Appendix 8.2B will no longer be confidential once published publicly.

**CARRIED 7/0**



### 8.3 Request for Quote - Consultancy Services to Facilitate the Recruitment and Selection of a 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 8.3A – Request for Quote Appendix 8.3B – 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).

#### VOTING REQUIREMENTS



Simple Majority



Absolute Majority

#### RECOMMENDATION

That, with regard to Request for Quote - Consultancy Services to Facilitate the Recruitment and Selection of a Chief Executive Officer, Council:

1. Notes the Request for Quote for the Provision of Consultancy Services to Facilitate the Recruitment and Selection of a Chief Executive Officer, as presented in confidential Appendix 8.3A.
2. Considers the Chief Executive Officer Recruitment Consultancy List for determining who to invite to quote, as presented in confidential Appendix 8.3B.

#### RESOLUTION (Items 8.1-8.3 resolved En Bloc)

**Moved:** Cr Gibbs

**Seconded:** Cr Trent

**SY20251202** That, with regard to Request for Quote - Consultancy Services to Facilitate the Recruitment and Selection of a Chief Executive Officer, Council:

1. Notes the Request for Quote for the Provision of Consultancy Services to Facilitate the Recruitment and Selection of a Chief Executive Officer, as presented in confidential Appendix 8.3A.

- 2. Considers the Chief Executive Officer Recruitment Consultancy List for determining who to invite to quote, as presented in confidential Appendix 8.3B.**

**CARRIED 7/0**

## RESOLUTION

**Moved:** Cr Gibbs

**Seconded:** Cr Smythe

**SY20251203 That Council open the Meeting to the public at 8.08am.**

**CARRIED 7/0**

### 9. Public Reading of Resolutions Made Behind Closed Doors

The Shire President read aloud the Resolutions made Behind Closed Doors for the purpose of the audio recording.

### 10. Closure

There being no further business, the Shire President thanked those in attendance and closed the Meeting at 8.11am.