



# **Unconfirmed MINUTES**

## **Ordinary Council Meeting**

### **Wednesday 28 January 2026**

**Date: Wednesday 28 January 2026**

**Time: 5:30pm**

**Location: 13 McGregor Street, PORT HEDLAND WA  
6721**

**Distribution Date: 11/02/2026**

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Commissioner

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## **1 Opening of Meeting**

The Presiding Member is to declare the meeting open at 5:30pm.

## **2 Acknowledgement of Traditional Owners and Dignitaries**

The Presiding Member acknowledges the Kariyarra people as the Traditional Custodians of the land that we are meeting on and recognises their strength and resilience and pays respect to elders past, present and emerging.

## **3 Recording of Attendance**

*Important note:*

*This meeting is being live-streamed and audio recorded to facilitate community participation and for minute-taking purposes, which may be released upon request to third parties. In accordance with Section 6.16 of the Town of Port Hedland Local Law on Standing Orders members of the public are not permitted to use any visual or vocal electronic device or instrument to record the proceedings of any meeting unless that person has been given permission by the Presiding Member to do so. Members of the public are also reminded that in accordance with section 6.17(4) of the Town of Port Hedland Standing Orders Local Law mobile telephones must be switched off and not used during the meeting.*

### **3.1 Attendance**

*Scheduled Present:*

Commissioner (Chair) Jessica Shaw

Commissioner (Deputy Chair) Martin Aldridge

Commissioner Ron Yuryevich AM

*Scheduled for Attendance:*

Kenneth Donohoe (Temporary Chief Executive Officer)

Stephen Leeson (Director Corporate Services)

Alison Banks (Director Community Services)

Kylie Davies (Director Regulatory Services)

Lee Furness (Director Infrastructure Services)

Tom Kettle (Manager Governance)

Maree Cutler-Naroba (Senior Governance Advisor)

Rhiannon Smith (A/Governance Officer)

Sophie Marlow (Governance Support Officer)

### **3.2 Attendance by Telephone / Instantaneous Communications**

Nil

### **3.3 Apologies**

Nil

### 3.4 Approved Leave of Absence

Nil

### 3.5 Disclosures of Interest

Name	Item No	Interest	Nature
Kenneth Donohoe	15.1 Chief Executive Officer Recruitment	Financial	Contract tenure as the Temporary Chief Executive Officer impacted by decision.

### 4 Applications for Leave of Absence

Nil

### 5 Response to Previous Questions

#### 5.1 Response to Questions taken on notice from Elected Member at the Council Meeting held on 26 November 2025.

Nil

##### 5.1.1 Response to Questions taken on notice from Public at the Council Meeting held on 26 November 2025.

##### 5.1.2 Jan Gillingham

**Question taken on notice:** *Regarding fresh water for our native birds in town, many seabirds we see today on McGregor St and the many Ibis birds on the soccer field. The water ponds which used to be on Cooke Point Dr, for effluent water, now relocated to South Hedland years ago. The water ponds were home to many seabirds, they have now moved out to the South Hedland Landfill seeking fresh water. What can the Town do in the future to have freshwater ponds for the birds?*

Further response provided by Director Infrastructure Services: The Town does not have the ability to provide a freshwater haven for migratory seabirds. The weather is such that any water body would likely evaporate quickly and is likely to be subject of mosquito infestation. I note that Ibis and other birds are regularly seen on the McGregor Street oval after the irrigation has been on.

##### 5.1.3 Adrian McRae

**Question taken on notice:** *Was Tony Brown mistaken in advising Councilor's Blanco and Deputy Mayor Christensen that the appointment of a supplementary employment contract should have required a new absolute majority resolution of council?*

Further response provided by Manager Governance: The Council appointed the Acting CEO by absolute majority at a Special Council Meeting on 13 November 2024 to be employed as the Acting CEO of the Town of Port Hedland from 27 November 2024

*until the Chief Executive Officer position is filled (SCM202425/113). The substantive role of CEO was not filled at the time a contract extension was executed by the Mayor. The Mayor signed the contract as authorised by the Council resolution acting as an agent under sections 9.49A(1)(b) and 9.49A(4).*

#### **5.1.4 Renae Coles**

**Question taken on notice:** *Is the Gift Register on the ToPH website for the Mayor and Councilors up to date?*

Further response provided by Director Corporate Services: The Gift Register is up to date on the website. It was last uploaded at the end of 2024/2025 financial year as per the compliance calendar. No gift or travel disclosures have been made by a CEO or Elected Member since 13 June 2024.

#### **5.1.5 Renae Coles**

**Question taken on notice:** *Has there been any relocating of a potential contaminated substance in a pit at the ToPH depot tip that may have not been lined?*

Further response provided by Temporary Chief Executive Officer: The Town is not aware of any hazardous waste that has been accepted or shifted for disposal at South Hedland Landfill without following the guidelines established under the Landfill Waste Classification and Waste Definition 1996 for Class II Landfill.

### **5.2 Response to Questions taken on notice from Elected Member at the Council Meeting held on 10 December 2025.**

Nil

#### **5.2.1 Response to Questions taken on notice from Public at the Council Meeting. 10 December 2025.**

##### **5.2.2 Jan Gillingham**

**Question taken on notice:** *Regarding the minutes of the last meeting, as the unconfirmed meeting the minutes of the council meeting should really be published within 14 days of the meeting held in November. My question is why the delay for the minutes of the last meeting?*

Further response provided by Manager Governance: The minutes of the 26 November 2025 Ordinary Council Meeting were published on the Town's public website on 5 December 2025 at 8:44 a.m.—the ninth day within the 14-day statutory timeframe under section 5.22 of the *Local Government Act 1995*. This fully complies with legislative requirements and reflects the Town's *established* practice during the short interval between November and December meetings and to reduce pressure on Elected Members during a period of increased workload, when more than 20 reports are typically presented to Council at year-end. The Town remains committed to transparency and adherence to all legislative obligations.

### 5.2.3 Jillian Fisher

**Question taken on notice:** What steps have been taken by the Town of Port Hedland to prevent theft of postal ballots from letter boxes and falsely completed and submitted ballots. 2.2 Response to Questions taken on notice from Public at the Council Meeting 10 December 2025

Further response provided by Manager Governance: The Town of Port Hedland's local government elections are conducted by the Western Australian Electoral Commission (WAEC), which is responsible for ensuring the integrity and security of the electoral process. The WAEC has established strict protocols and procedures to minimise the risk of postal ballot theft and fraudulent completion or submission of ballots. These include:

- Secure distribution of postal ballots directly to electors registered addresses.
- Clear instructions to electors on how to complete and return their ballots securely.
- Use of unique identifiers and barcodes on ballot papers to prevent duplication and unauthorised voting.
- Requirement for electors to sign a declaration when returning their postal vote, which is then verified by the Returning Officer.
- Regular monitoring and collection of ballots from official return points and Australia Post facilities.
- Investigation of any reported irregularities or concerns in accordance with electoral law.

The Returning Officer, appointed by the WAEC for the Town of Port Hedland, oversees the implementation of these measures locally and is available to address any specific concerns from electors regarding the security of their postal vote.

### 5.3 Response to Questions taken on notice from Elected Member at the Special Council Meeting 22 December 2025.

Nil

#### 5.3.1 Response to Questions taken on notice from Public at the Special Council Meeting 22 December 2025.

#### 5.3.2 Ashleigh Christensen

**Question taken on notice:** *First question, the report in tonight's agenda states that the depreciation for the JD Hardie stage three is estimated to cost around \$128,500 per year. However, the project costs I can see are expected to be \$8.7 million. Can the administration please explain which asset components were included and excluded in the depreciation calculation, and thus reveal the capitalised asset value that was used to determine the depreciation costs?*

Further response provided by Director Corporate Services: The depreciation amount was estimated on the initial identification of the following capital assets:

- Structures \$770,000
- BMX track & Parkour Elements \$2,025,000
- Total Estimated Asset cost: \$2,795,000

With annual depreciation respectively:

- BMX Pump Track: \$75,000
- Parkour: \$15,000
- Structures: \$38,500
- Total estimated average annual depreciation \$128,500

Landscaping elements are not recognised by definition as per standards as assets and are therefore excluded.

### **5.3.3 Ashleigh Christensen**

**Question taken on notice:** *Given that the \$9 million asset depreciation over 20 years would normally become a linear depreciation schedule for the life on a normal procedure, my understanding would be that the depreciation should be upwards of around \$300,000 to \$400,000 instead of the \$150,000 ish. So, having understood that, could the administration confirm whether that life cycle model presented reflects the full whole of life costs for the project components, which include, in my mind shade structures, lighting, CCTV, irrigation, etc, and if not, what the annual depreciation and long-term renewal costs will be to the Town?*

Further response provided by Director Corporate Services:

Following the previous response provided regarding depreciable asset amounts, these along with operational maintenance, renewal, and site remediation costs expected over the projects life-cycle, were included within the costs estimates undertaken by external consultancy.

### **5.3.4 John Ashenden**

**Question taken on notice:** *Can the Commissioners please identify the specific provision of the Local Government Act or subsidiary legislation that authorises an appointed Commissioner to initiate funds and operate a large-scale housing program, noting that housing is a recognised State Government responsibility and that this same proposal was previously rejected by an elected council?*

Further response provided by Temporary Chief Executive Officer:

1. The Commissioners will hold office until the offices of members of the council are filled again at the election scheduled to be held on 28 March 2026 and the new council holds its first meeting.
2. In accordance with section 2.40(2) of the *Local Government Act*, the Commissioners are "to exercise the powers and discharge the duties of the council of the *Local Government* jointly."

## 6 Public Time

*Important note:*

*In accordance with section 6.7(3) of the Town of Port Hedland Local Law on Standing Orders, members of the public are required to complete a question form and place the completed form in the tray provided.*

*If the Presiding Member determines that questions and statements are out of order due to the use of an offensive or objectionable expression or are defamatory, they will not be recorded or responded to.*

### 6.1 Public Question Time

**The Presiding Member declared Public Question Time open at 5:38pm.**

6.1.1	Camilo Blanco
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**Question 1:** *In relation to the Special Council Meeting on the 22nd December 2025, the amended motion (SCM202526/157) states "4. Request that the existing business case dated December 2025 be updated in light of the matters listed in item 3", which I'm sure you're aware of. Can I ask why the business case was not publicised in the attachments?*

Response from Commissioner Chair: It was incomplete. I think you'll observe that in the resolution council passed, there were a whole range of matters that the commissioners asked the administration to go away and take another look at. There had been documentation provided to us that had commercially sensitive information, but we formed the view that there was quite a bit more information that was required in order to constitute a business case and therefore we asked the administration to go away and do that work.

**Question 2:** *On the same night you also adjusted budget, increasing the budget for the land purchase. Can I ask has the Town or is the Town going to be putting an offer on that land before the business case is advertised and updated?*

Response from Commissioner Chair: Mr. Blanco you've been around the traps a very long time. I'm not going to say one way or another what decision a council may make in the future. The council of the day will make a decision at the time. What we've done is we have provisioned for a sum, and it will be subject to the ordinary decision processes of council as to whether a business case is approved and a purchase is authorised.

**Question 3:** *Chair, your responsibility is to make sure the agenda items are correct for presentation. Why allow a proposal like this to be brought to council in a Special Council Meeting at the end of the year without an updated business case?*

Response from Commissioner Chair: I don't know what sort of council processes or what sort of councils that you've had the privilege to serve on, but there is such a thing as deliberative decision making where you are very entitled as a council to go behind closed doors and to consider the information provided to you by the officers. The papers are given to us by the officer, there's usually an officer's recommendation and then it is the duty of councillors to consider the work that's put before us and we will deliberate and in this particular instance we took quite some time to deliberate because these are important decisions. They need to be attended to in a very thorough way and as we've identified or as we've just discussed, we felt as commissioners that the papers that were submitted to us were not sufficient for us to make a decision. We deliberate, it's the democratic process in action Mr. Blanco. it may not be a process that you're altogether that familiar with but that's how council operates. It was well within our right to, as I say, consider the papers that were put before us and recommended that the council to go away and do a little more work.

6.1.2	Ash Christensen
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**Question 1:** Referring to item 12.4.1, what is the intended long use old Bowls Club building and when was that decision formally endorsed by council or yourselves as commissioners?

Chair > Temporary Chief Executive Officer: Through the Chair. Yes, I think the report actually talks about wind shielding and making sure that building is safe. That future determination and will be need to be considered by councils as to how they want to use that building.

**Question 2:** In the report of item 12.4.1, it clearly states that a clear scope of works and project plan have yet to be determined to provide a more accurate cost estimate. Given you as commissioners are making a decision tonight, how confident are you in approving a \$1.135 million budget at this stage, as it represents in relation to sound governance and responsible financial decision making if there's no plan of attack?

Chair > Temporary Chief Executive Officer: Through the Chair. The commissioner need to consider that this evening, those financial commitments in there.

**Question 3:** Can the administration clarify what the Town of Port Hedland's policies or project management framework state as the default contingency percentage for projects and how that contingency applies to the contingency aligned to the report in 12.4.1.

Chair > T/CEO > Director Infrastructure Services: Depending on what the projects is would depend on what sort of contingency there is. What we are dealing with here is there are some unknowns. We're not sure if we are going to have to do a whole lot more electrical work. We've built on a 30% contingency for that and then we will just go through and do that project. We may not need it all, but that was our best

scope. Because of the building and because of lack of maintenance over many years that then, we only know what we know and will be able to then, once we get a contractor on board, understand if there are any latent conditions in that building.

6.1.3	Doris Eaton
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**Question 1:** What the Town is the Town doing for the community? The crime rates are rising, and I believe it is out of the Police's hands. Does the Town of Port Hedland have a ranger program or warden scheme?

Chair > T/CEO > Director Community Services: Thank you, through the Chair, great question. Currently our team is actually working with Railen Button in regards to the Ranger Program. Weve been sharing information from the State Government. She has been away for sorry time, but she has made appointment to come back and we're going to start working on that together. Our role as Local Government, we can advocate and support her organisation to make this happen. As we progress we will be bringing the wider community, and our elders together. I believe one of my staff has already started that process with elders from your community you'll be hear more about this in the next couple of weeks as the CEO has indicated. We have also been working with raileen and a number of other organisations to put in place, a Guardian Program at our swimming pools pre-Christmas. It's been running and we'll probably continue through to February. That's become quite successful and we've been working again with our elders to train our staff to make sure we are dealing with our communities appropriately and culturally.

6.1.4	Linda Drei
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**Question 1:** Seen significant change in terms of Hedland's culture, Aboriginal culture and non-indigenous. My question is, is there someone engaging with non-indigenous people and other nationalities so that we can come together and make better decisions for the growth and future of Port Hedland?

Chair > T/CEO > Director Community Services: Through you the chair, I definitely support everything you just said. It's a apart of a project that the community services team is undergoing. It's not just about reaching out to our current organisations that we do, but we know there's been gaps in regard to ensuring that our Aboriginal Community are well engaged and our aim is to fix that.

**The Presiding Member declared Public Question Time closed at 5:56pm.**

**6.2 Public Statement Time**

**The Presiding Member declared Public Statement Time open at 5:56pm**

6.2.1	Camilo Blanco
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The following topics and concerns were raised by Mr Blanco

Business case:

- Advertisement to the community to be on the agenda and not made confidential

6.2.2	Ash Christensen
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The following topics and concerns were raised by Mr Christensen

Bowls Club:

- Concern over the budget for the South Hedland bowls club not in relation to compliance but to the cost of an agreed delivery plan.
- Concern over the intended use of the building in the long term.

**The Presiding Member declared Public Statement Time closed at 6:09pm**

**6.3 Petitions / Deputations / Presentations / Submissions**

Nil

**7 Questions from Members without Notice**

Nil

## 8 Announcements by Presiding Member without Discussion

### CM202627/100 PROCEDURAL MOTION

**MOVED: CMM Chair Jessica Shaw**

**SECONDED: CMM Deputy Chair Martin Aldridge**

**That council amend the 28 January 2026 ordinary Council Meeting order of Business as set out in the Council Policy 1/017 to deal with item 8 'Announcements by the Presiding Member without Discussion', before item 5 'Response to Previous Questions.'**

***CARRIED BY SIMPLE MAJORITY (3/0)***

*For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge and CMM Ronald Yuryevich*

*Against: Nil*

*The following was heard before item 5 Public Time.*

Happy New year everyone and welcome back. I trust that all of you had a pleasant and restful holiday period and to the staff as well. I hope they've come back with their batteries recharged because we've got quite a year ahead of us this year.

Of course, the first thing that it is very important to note is the Local Government elections are now rapidly coming upon us. Enrolments close on the 30<sup>th</sup> of January. If you take nothing else away, please enrol to vote. If you intend to nominate to run and indeed, we've had some fantastic feedback from people. Nominations to run are open on the 12<sup>th</sup> of February, voting itself is on the 28<sup>th</sup> of March. We've established two places where you can vote in Port and South Hedland and very shortly, we will be releasing details of community information sessions all about running for council is all about and my colleague Commissioner Yurovich has put his hand up. I don't think what he doesn't know about Local Government isn't worth knowing, a great brain to pick if you are thinking about putting your hand up and running for council. We really do encourage people to step forward and be part of the Towns Future.

In line with thinking about the Towns Future, tonight we will be considering the recruitment of the Chief Executive Office. It's been a very lengthy process but it is essential to the stability of the Town of Port Hedland, as I've consistently said over many meetings. Ensuring the organisation has strong competent leadership as it enters a really important new phase. There will be a new council, there a new Local Government Act, there a new inspector. There is a whole new environment into which this new council will operate and it's essential that we have steady experienced and competent leadership in place.

Well also be considering as some of you may have seen the community survey. The results were grave but no unexpected. Reflecting the sentiments disclosed to us as

commissioners, community members, stakeholders, staff and revealing a deep level of community frustration with the council. It highlights the impact that instability and a lack of leadership has on an organisation and on the broader community and it underscores the importance of organisational improvement institutional strengthening and I'll have a bit more to say about that when the items comes up for consideration but it does underscore of the work we've been trying to do here in the very limited time available to us about just steading the ship reinstituting normal practices and trying to assist the administration to gets its ducks in a row in readiness for the new council on the 29<sup>th</sup> of March.

In good news we turned the sod on the JD Hardy stage three project which is very exciting. We open the curly curly witty playground, a really great community day. We welcomed very much the tender for the water that the water corporate expression of interest process that the water corporation has announce in the last week. We met with Minster Punch to raise the very serious concerns that people, had expressed to us about water supply and we're very pleased to see that those concerns have been heard and the water corporation has initiated a process to secure the water supply for the people of Port Hedland. I want to acknowledge the award that the Town of Port Hedland received for the Spoilbank Marina project an incredible event, like there would have been thousands of odd people there I'd say and at the institute for Public Administration awards. It's a big event, I've been a number of times, and the Town of Port Hedland won the best practice in collaboration across government agencies awards, I want to congratulate the staff on that.

Of course, on Australia Day it was on Monday and it was my great privilege to preside over the citizenship ceremony which is special for me because many years ago I was taking that affirmation and it was such a happy event. Congratulations to all our new Australians. I also want to extend a very warm congratulations to all of our citizens of the year awards recipients. Young Community Citizen, Matilda Thompson, our Senior Community citizen, Uncle George Pit, our Active Citizen group the Hearts Hedland Arts Council and our Citizen of the year Shelene Ramahana. I tell you in this job we've met some absolutely incredible people, and it was a true privilege to attend that ceremony and feel the vibe in the room. It's a great community to have been part of Port Hedland.

The Commissioners' meetings for the month of November 2025:

<b>DATE</b>	<b>MEETING DETAIL</b>	<b>ATTENDANCE</b>
04.11.2025	Port Hedland Community Consultation Committee (Committee meeting)	CMM Jessica Shaw Various additional stakeholders
05.11.2025	Minister Hannah Beazley	Minister Hannah Beazley CMM Jessica Shaw CMM Martin Aldridge CMM Ronald Yuryevich AM
07.11.2025	Bushfire Brigade (BFB) (Informal meeting)	CMM Martin Aldridge Carryl Price (ToPH) Hayden Walsh (BFB) Sandhiya Goundar-Lafond (BFB) Casimir Penhiero (BFB) Praveena Bhat (BFB) Gurpreet Bamrah (BFB) Nancy Kiliswa (BFB) Chaaim Phromket (BFB)
07.11.2025	BHP Port Hedland Community Sports Awards 2025	CMM Martin Aldridge Various additional stakeholders
12.11.2025	Hedland Economic Forum	CMM Jessica Shaw CMM Martin Aldridge Various additional stakeholders
12.11.2025	Regional Development Assessment Panel (RDAP) (Committee meeting)	CMM Jessica Shaw CMM Ronald Yuryevich Presiding Member - Clayton Higham D. Presiding Member - Dale Page Specialist DAP Member - Francesca Lefante City of Kalgoorlie Cr Kirsty Dellar
12.11.2025	Hedland Aboriginal Strong Leaders	CMM Jessica Shaw

	(Informal meeting)	CMM Martin Aldridge Various additional stakeholders
13.11.2025	Hedland Housing Steering Committee (Committee meeting)	CMM Martin Aldridge Various additional stakeholders
13.11.2025	Port Hedland RSL (Informal meeting)	CMM Martin Aldridge A/CEO Mark Dacombe Orazio Santalucia (ToPH) RSL President – Tim Clarke RSL Interim Secretary – Tania Siggers-Clarke
13.11.2025	Pilbara Development Commission	CMM Martin Aldridge CEO Simon Taylor
17.11.2025	Minister Punch	CMM Jessica Shaw CMM Martin Aldridge A/CEO Mark Dacombe Manager Public Affairs Denise Mackay
18.11.2025	Commissioners and private citizen	CMM Jessica Shaw CMM Martin Aldridge CMM Ronald Yuryevich AM
19.11.2025	Community Citizen of the Year Judging Panel Meeting	CMM Martin Aldridge Various additional stakeholders
20.11.2025	Pilbara Country Zone (Committee meeting)	CMM Jessica Shaw CMM Martin Aldridge CMM Ronald Yuryevich AM Various additional stakeholders
21.11.2025	LGIRS	CMM Jessica Shaw CMM Martin Aldridge CMM Ronald Yuryevich AM Suleila Felton Erin Gauntlett
21.11.2025	McArthur Recruitment Consulting (Informal meeting)	CMM Jessica Shaw CMM Martin Aldridge

		CMM Ronald Yuryevich Terry Hill Steve Nolis
24.11.2025	Port Hedland Local Emergency Management Committee (Committee meeting)	CMM Martin Aldridge Various additional stakeholders
24.11.2025	WAPOL	CMM Martin Aldridge A/CEO Mark Dacombe Director Infrastructure Services Lee Furness Director Regulatory Services Kylie Banks Director Community Services Alison Banks Senior Funding & Partnerships Officer Orazio Santalucia Senior Sergeant Vance Ballerini
25.11.2025	Regional Capitals Australia (RCA) Annual General Meeting (Committee meeting)	CMM Ronald Yuryevich AM
26.11.2025	PHCCI Commissioner Coffee & Catch-up	CMM Jessica Shaw CMM Martin Aldridge CMM Ronald Yuryevich Manager Public Affairs Denise Mackay Various additional stakeholders
26.11.2025	Youth Advisory Council	CMM Jessica Shaw CMM Martin Aldridge CMM Ronald Yuryevich A/CEO – Mark Dacombe T/CEO – Kenneth Donohoe Denise Mackay (ToPH) Alison Banks (ToPH) Anna Savill (ToPH) Selene Bennett (ToPH)

26.11.2025	Kariyarra Aboriginal Corporation	CMM Jessica Shaw CMM Martin Aldridge CMM Ronald Yuryevich A/CEO Mark Dacombe
26.11.2025	Port Hedland - DFES	CMM Martin Aldridge DFES Pilbara Superintendent - Darryl Ray District Officer – Kieran Mussen Area Officer – Shane Harris
27.11.2025	BHP	CMM Jessica Shaw CMM Martin Aldridge CMM Ronald Yuryevich Courtney to add details.
27.11.2025	BHP Hedland Stakeholder Engagement Group	CMM Ronald Yuryevich AM

The Commissioners' meetings for the month of December 2025:

<b>DATE</b>	<b>MEETING DETAIL</b>	<b>ATTENDANCE</b>
03.12.2025	Well Women's Centre	CMM Jessica Shaw Denise Mackay (ToPH) Various additional stakeholders
03.12.2025	Hedland Community Road Safety Group (Committee Meeting)	CMM Martin Aldridge
04.12.2025	Northern Star	CMM Jessica Shaw CMM Martin Aldridge Kenneth Donohoe (ToPH) Denise Mackay (ToPH)
04.12.2025	Minister Dawson Office (Formal meeting)	CMM Jessica Shaw CMM Martin Aldridge Kenneth Donohoe (ToPH) Denise Mackay (ToPH)
04.12.2025	Pilbara Development Commission	CEO – Simon Taylor CMM Jessica Shaw

		CMM Martin Aldridge Kenneth Donohoe (ToPH)
04.12.2025	Pilbara Ports Authority (PPA)	CEO – Samuel McSkimming (PPA) Claire Lugar (PPA) CMM Jessica Shaw CMM Martin Aldridge Kenneth Donohoe (ToPH) Denise Mackay (ToPH)
07.12.2025	Port Hedland Christmas Carols	CMM Martin Aldridge
08.12.2025	WaterCorp	Regional Manager Ryan Lind Manager Zahid Gaba CMM Martin Aldridge Kenneth Donohoe (ToPH)
09.12.2025	BHP (Informal meeting)	Patrik Melberg CMM Martin Aldridge
09.12.2025	Pilbara Kimberley University Centres	Susan Grylls Relma Bule-Turner CMM Jessica Shaw CMM Martin Aldridge Kenneth Donohoe (ToPH)
09.12.2025	ToPH Audit Exit Meeting (Internal meeting)	CMM Jessica Shaw CMM Martin Aldridge CMM Ronald Yuryevich AM Baptiste Isambert Stephen Brown Kenneth Donohoe (ToPH) Stephen Leeson (ToPH) Kaleena Cruickshank (ToPH) Stephanie Sikaloski (ToPH) Tim Sanya (Audit WA) Amit Kabra Domenic Zappa

09.12.2025	ToPH Sundowner	CMM Jessica Shaw CMM Martin Aldridge CMM Ronald Yuryevich AM Kenneth Donohoe (ToPH) Various additional stakeholders
10.12.2025	Port Hedland Industry Council – Community Industry Forum	CEO - Krista Dunstan Ambika Rebello CMM Jessica Shaw CMM Ronald Yuryevich AM Kenneth Donohoe (ToPH) Denise Mackay (TBC)
11.12.2025	Commissioner “Coffee & Catch- up” (Community open invitation)	CMM Jessica Shaw CMM Martin Aldridge CMM Ronald Yuryevich AM Denise Mackay (ToPH) Various additional stakeholders
11.12.2025	Gary Silcock (Informal meeting)	CMM Martin Aldridge CMM Ronald Yuryevich AM Gary Silcock
11.12.2025	Port Hedland Netball Association (Formal meeting)	President – Catherine Widdup CMM Jessica Shaw CMM Martin Aldridge CMM Ronald Yuryevich AM
12.12.2025	Regional Capitals Alliance WA (Committee meeting)	CMM Ronald Yuryevich AM Various additional stakeholders
12.12.2025	IPPA WA Awards	CMM Jessica Shaw Lee Furness (ToPH) Grant Voss (ToPH) Chaz Roberts (ToPH) Various additional stakeholders
17.12.2025	Catalyse (Informal meeting)	Lisa Lough CMM Jessica Shaw CMM Martin Aldridge

		<p>CMM Ronald Yuryevich AM                  Kenneth Donohoe (ToPH)                  Kylie Davies (ToPH)                  Denise Mackay (ToPH)                  Nancy Kiliswa (ToPH)</p>
19.12.2025	<p>CEO Recruitment Committee Meeting                  (Informal meeting)</p>	<p>Steve Nolis (McArthur)                  CMM Jessica Shaw                  CMM Martin Aldridge                  CMM Ronald Yuryevich AM                  Terry Hill                  Shawn Law (ToPH)                  Susan Lawrence (ToPH)</p>

**9 Declarations of All Members to have given due consideration to all matters contained in the Business Paper before the Meeting**

The Commissioners declared that they had given due consideration to all matters contained in the agenda:

**10 Confirmation of Minutes of Previous Meeting**

**CM202627/101 COUNCIL DECISION**

**MOVED: CMM Deputy Chair Martin Aldridge**

**SECONDED: CMM Ronald Yuryevich**

**That Council confirm that the Minutes of the Ordinary Council Meeting held on 26 November 2025 are a true and correct record.**

***CARRIED BY SIMPLE MAJORITY (3/0)***

*For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge and CMM Ronald Yuryevich*

*Against: Nil*

**CM202627/102 COUNCIL DECISION**

**MOVED: CMM Ronald Yuryevich**

**SECONDED: CMM Deputy Chair Martin Aldridge**

**That Council confirm that the Minutes of the Ordinary Council Meeting held on 10 December 2025 are a true and correct record.**

***CARRIED BY SIMPLE MAJORITY (3/0)***

*For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge and CMM Ronald Yuryevich*

*Against: Nil*

**CM202627/103 COUNCIL DECISION**

**MOVED: CMM Deputy Chair Martin Aldridge**

**SECONDED: CMM Ronald Yuryevich**

**That Council confirm that the Minutes of the Special Council Meeting held on 22 December 2025 are a true and correct record.**

***CARRIED BY SIMPLE MAJORITY (3/0)***

*For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge and CMM Ronald Yuryevich*

*Against: Nil*

*Disclaimer*

*Members of the public are cautioned against taking any action on Council decisions, on items on this evening's Agenda in which they may have an interest, until formal notification in writing by the Town has been received. Decisions made at this meeting can be revoked, pursuant to the Local Government Act 1995.*

**11 Reports of Committees**

**11.1 Audit, Risk and Compliance Committee**

Nil

**12 Reports of Officers****12.1 Corporate Services****12.1.1 Statement of Financial Activity - December 2025****Author: Senior Financial Accountant****Authorising Officer: Director Corporate Services**

**Disclosure of Interest:** The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item. At times, they receive payments made in accordance with employment contracts and related Town of Port Hedland policies, which are disclosed in the attachments to this report.

**CM202627/104 COUNCIL DECISION**

**MOVED: CMM Ronald Yuryevich      SECONDED: CMM Deputy Chair Martin Aldridge**

**That Council:**

- 1. Receive the Monthly Financial Report for the period ended 31 December 2025 as shown in attachment 1;**
- 2. Receive the Accounts paid under delegated authority for the period ended 31 December 2025 as shown in attachment 2;**
- 3. Receive the Purchasing Card statements for the period ended 31 December 2025, as shown in attachment;**
- 4. Receive the Investment Summary Report for the period ended 31 December 2025, as shown in attachment 4;**
- 5. Receive the YTD Budget v Actual Report by Directorate for the period ended 31 December 2025, as shown in attachment 5; and**
- 6. Receive the Capital Listing report for the period ending 31 December 2025, as shown in attachment 6;**
- 7. Receive the Investment Summary Report for the period ended 30 November 2025, as shown in attachment 7;**
- 8. Receive the Purchasing Card statements for the period ended 30 November 2025, as shown in attachment 8.**

***CARRIED BY SIMPLE MAJORITY (3/0)***

*For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge and CMM Ronald Yuryevich*

*Against: Nil*

## **PURPOSE**

The purpose of this report is for Council to receive the Statement of Financial Activity for the periods ending 31 December 2025.

## **DETAIL**

The information provided in this report is for the period ended 31 October 2025, with financial results included in Attachment 1. The preparation of the reports has been made in compliance with the *Local Government Act 1995 and Financial Management Regulations*.

The Town's financial activity reports use a materiality threshold to measure, monitor and report on financial performance and position of the Town.

As part of the 2025-2026 Budget, Council adopted the following thresholds as levels of material variances for financial reporting:

- A variance of 10% or \$50,000, whichever is greater, of the Year-to-Date budget of operational and capital expenditure requires explanation.

## **LEVEL OF SIGNIFICANCE**

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because:

- Exception - The proposal or decision is not of a nature or significance that requires engagement.

## **CONSULTATION**

### *Internal*

- *Nil*

### *External Agencies*

- *Nil*

- 

### *Community*

- *Nil*

## **LEGISLATION AND POLICY CONSIDERATIONS**

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* detail the form and manner in which a local government is to prepare its statement of financial activity.

## **FINANCIAL AND RESOURCE IMPLICATIONS**

The statement of financial activity is to be supported by such information, as is considered relevant by the local government, containing:

- An explanation of the composition of the net current assets for the month, to which the statement relates, less committed assets and restricted assets.

- An explanation of each of the material variances referred to in sub-regulation (1)(d); and
- Supporting information, as is considered relevant by the local government.

Reserves:

Ensure compliance with section 6.11 of the Local Government Act 1995 when reserve accounts are utilised.

**STRATEGIC SUSTAINABILITY IMPLICATIONS**

**Council Plan: Part A**

The following sections of the Town’s *Council Plan (Strategic Community Plan) 2025-2035* are applicable in consideration of this item:

Our Leadership:

4.2.2 Transparent and regular financial reporting and communication to the community is undertaken

**Access and Inclusion**

The following outcome of the Town’s *Access and Inclusion Plan 2023-2026* apply in relation to this item:

Nil

**Council Plan Part B**

The following service of the Town’s *Council Plan (Corporate Business Plan) 2025-2035* apply in relation to this item:

Our Leadership:

Financial Management and Rates: Annual Budget; financial reporting; Long Term Financial Plan; rates; fees and charges; debtors and creditors; payroll.

**RISK MANAGEMENT CONSIDERATIONS**

<b>Risk Type</b>	Operational
<b>Risk Category</b>	Financial
<b>Cause</b>	There is an operational risk associated with this item due to a reduction in income or increase in expense throughout the 2025/26 financial year.
<b>Effect (Consequence)</b>	Could impact on the Town’s ability to meet service levels or asset renewal funding requirements.
<b>Risk Treatment</b>	The Town’s financial activity reports use a materiality threshold to measure, monitor and report on financial performance and position of the Town.
The risk rating is considered to be Medium (6) which is determined by a likelihood of Possible (3) and a consequence of Minor (2).	

**OPTIONS**

- Option 1 – Adopt officer’s recommendation
- Option 2 – Amend officer’s recommendation
- Option 3 – Do not adopt officer’s recommendation

**CONCLUSION**

The opening funding surplus of \$5.95M presented in the YTD Actual on the Statement of Financial Activity, is as per the closing deficit presented in the audited financial statements from June 2025. The net current funding position is \$70.54M due to raising \$88M in General Rates in Quarter 1 of 2025/2026.

**ATTACHMENTS**

1. Monthly Financial Report for the period ended 31 December 2025 [**12.1.1.1** - 8 pages]
2. Accounts paid under delegated authority for the period ended 31 December 2025 [**12.1.1.2** - 75 pages]
3. Purchasing Card statements for the period ended 31 December 2025 [**12.1.1.3** - 12 pages]
4. Investment Summary Report for the period ended 31 December 2025 [**12.1.1.4** - 10 pages]
5. YTD Budget v Actual Report by Directorate for the period ended 31 December 2025 [**12.1.1.5** - 1 page]
6. Capital Listing report for the period ending 31 December 2025 [**12.1.1.6** - 7 pages]
7. Investment Summary Report for the period ended 30 November 2025 [**12.1.1.7** - 10 pages]
8. Purchasing Card statements for the period ended 30 November 2025 [**12.1.1.8** - 12 pages]

**12.2 Community Services**

Nil

**12.3 Regulatory Services**

Nil

## 12.4 Infrastructure Services

<b>12.4.1</b>	<b>South Hedland Bowls Club Renewal - Budget Increase Justification and Scope Expansion</b>
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**Author:** Coordinator Spoilbank Marina Operations

**Authorising Officer:** Director Infrastructure Services

**Disclosure of Interest:** The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

### CM202627/105 COUNCIL DECISION

**MOVED:** CMM Deputy Chair Martin Aldridge      **SECONDED:** CMM Ronald Yuryevich

#### That Council:

- Pursuant to section 6.8 of the Local Government Act 1995, amend the 2025/2026 Annual Budget as follows:**

Account	Description	Current Budget	Amendment	Amended budget
30112	Transfer from Asset Management Reserve	\$9,374,418	\$885,000	\$10,259,418
10242	South Hedland Bowls Club	(\$250,000)	(\$885,000)	(\$1,135,000)

***CARRIED BY ABSOLUTE MAJORITY (3/0)***

*For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge and CMM Ronald Yuryevich*

*Against: Nil*

## PURPOSE

The purpose of this report is for Council to consider increasing the budget allocation for the South Hedland Bowls Club renewal project to \$1,135,000 (excluding GST). Under the previous lease, all maintenance activities were the responsibility of the club.

Structural and compliance reports have been received including cost estimates for rectification works, including 30% contingency. However, a clear scope of works and project plan have yet to be determined to provide a more accurate cost estimation. A budget line of \$885,000 will be requested at Q2 review to ensure sufficient funds are available to start works on the facility. We anticipate the works will be started in 25/26 and completed in the 26/27 financial year.

This recommendation is based on:

- Findings from an independent building audit, which identified critical and high-priority defects across building, electrical, plumbing, and HVAC systems.
- The outcome of the first procurement round in May 2025, where the sole tender response was significantly over the initial budget and did not address all necessary defects and compliance issues.
- The requirement of a revised project scope to ensure all safety, compliance, and operational requirements are met, as well as lessons learned from the initial market engagement.
- Clarification that the recent emergency removal of deteriorated lighting poles was not included in the original audit or project budget, and those costs are separate from the recommended renewal budget. Costs for these urgent works have been covered from the original budget allocation of \$250,000.

This report aims to ensure the Council is fully informed of the expanded project requirements, the rationale for the revised budget, and the implications of proceeding with or without the recommended funding increase. The brief supports transparent decision-making and seeks the Council's endorsement to proceed with the updated project scope and budget.

## DETAIL

### Background and Independent Audit Findings

The South Hedland Bowls Club was audited in October–November 2025. The facility is currently in disrepair, and non-compliant in several areas. Its location in Wind Region D (Severe Cyclonic), with no shielding, means it must meet heightened design and compliance standards.

#### Key audit observations:

- **Electrical:** Non-compliant fittings, missing sockets, exposed conductors, failed fixings, defective emergency and exit lighting, RCD non-compliance, damaged conduits and junction boxes, and unsafe ad-hoc power feeds. Items were prioritised as P1 (address within 3 months) and P2 (address within 6 months).
- **Structural/Building Fabric:** Torn roof sarking, damaged roof sheeting and flashing, cracking to walls and ceilings, deteriorated and missing skirting, impact damage to steel columns and slab edges, fencing posts with corrosion and displacement, spectator stands missing fasteners or anchors, and lighting towers with coating breakdown and deterioration.
- **HVAC/Ventilation:** Non-compliances with ventilation and exhaust discharge, amenities exhausting to roof space, undersized or non-compliant kitchen rangehood flowrates and make-up air, ageing or non-functional condensers, and a faulty 14 kW kitchen cassette.
- **Plumbing & Gas:** Immediate items including gas and water leak location and repair, gas hose replacements, proper isolation and commissioning.

- **Grease Trap:** Additional investigation is required to determine a cost estimate for the grease trap. The findings and associated costs will be presented to the council at a later date.

**AIE compliance cost estimate summary (ex GST):**

- Building/Structural works: \$25,000
- Electrical works (including bowls lighting towers & footings allowances for four poles): \$269,539.
- Plumbing works: \$2,568
- HVAC works: \$135,040
- Additional bowls green lighting (two poles not accounted for in consultants quote): \$75,000

Item	Amount (\$)
Subtotal for compliance	\$507,148
Contingency (30%)	\$152,851
Grease Trap	\$ TBA
Total compliance allowance	\$660,000

*Note: The above restores compliance only and does not include repainting, presentation upgrades, or other aesthetic enhancements.*

**Aesthetic Renewal**

To restore the public-facing condition of the venue beyond compliance, such as internal and selective external painting and landscaping, and presentation finishes, historic pricing from the initial tender round has been used.

Item	Amount (\$)
Aesthetic works estimate	\$300,000
Contingency (5%)	\$15,000
Total aesthetic allowance	\$315,000

*Note: These works are not required for compliance, but address asset appearance, user experience, and community perception, and reduce near-term reactive maintenance arising from degraded finishes.*

**Total Budget Requirement (ex GST)**

Item	Amount (\$)
Compliance Renewal Subtotal	\$660,000.00
Aesthetic Renewal Subtotal	\$315,000.00
Grease Trap	\$ TBA
Professional Fees & Construction Support	\$80,000.00
Preliminaries	\$80,000.00
Total recommended budget	\$1,135,000.00

For transparency, the current recommended budget of \$1,135,000 is comprised of a compliance subtotal of \$660,000 which includes a 30% contingency, and an aesthetic subtotal of \$315,000 which includes a 5% contingency. In addition, professional fees and construction support of \$80,000 and preliminaries of \$80,000 have been included. The costs associated with the grease trap will be additional to this. GST is additional as applicable.

### **Procurement History and Market Response**

In May 2025, the Town of Port Hedland issued a Request for Tender (RFT) for the Bowls Club renewal project, with an initial budget of \$250,000 (excluding GST). The process resulted in a single tender submission, which exceeded the allocated budget and did not adequately address all required defects and compliance matters identified in the subsequent independent audit. As the response did not meet the Town's requirements or budget constraints, the offer was rejected. The Town subsequently revised the project scope and budget to ensure all compliance and operational needs would be met prior to re-approaching the market.

### **Scope Definition and Delivery Strategy**

#### **Separable portions:**

- Electrical compliance: Internal distribution, RCDs, emergency/exit lighting, fittings replacement, damaged conduits/junction boxes, removal of obsolete wiring, compliant feeds to outbuildings, bowls green lighting per design (now six compliant poles with engineered footings).
- HVAC & ventilation: Replacement of three condensers, kitchen cassette replacement, amenities exhaust re-ducted to atmosphere, make-up air provision to kitchen, ventilation shortfalls per NCC/AS 1668.2 rectified.
- Plumbing & gas: Gas flex hose replacements, legal isolation, leak investigation and repair, commissioning, minor drainage/leak rectification.
- Building/structural & external works: Roof sheeting/flashing repairs, sarking remediation, wall/ceiling crack rectification following cause assessment, skirting and impact repairs, fencing post reinstatement/coating, spectator stand fixings.
- Aesthetic renewal: Internal and nominated external painting, landscaping, reinstatement of presentation items. - scheduled after compliance work.

#### **Assumptions:**

- Existing drawings are indicative; allow for site verification.
- Allowances assume like-for-like remediation where practicable; latent conditions to be managed within contingencies.
- Bowls green lighting replacement originally assumed four compliant poles with engineered footings per current design guidance; this has been increased by two additional poles at an estimated cost of \$75,000.00.

### **Exclusions & Clarifications**

- Emergency lighting pole removal completed under emergency provisions (cyclone risk) is separate to this budget. Prior ELT direction approved an

unplanned amount (~\$64,058 ex GST) for removal. These works were not included in the AIE audit base and do not offset the recommended budget.

- No scope for new furniture or equipment, kitchen re-layout, or works beyond compliance modifications and renewing aesthetics.
- Aesthetic renewal does not include new fixtures, furnishings, equipment, or shade sails.
- Supply of FF&E will be carried out by any lessee of the building
- No work is allowed for the renewal to the second bowling green to the east of the first green.

### **LEVEL OF SIGNIFICANCE**

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance.

### **CONSULTATION**

#### *Internal*

- Director of Infrastructure
- Director Community Services
- Project Manager
- Coordinator Property Management

#### *External Agencies*

- AIE Engineers

#### *Community*

- Nil

### **LEGISLATION AND POLICY CONSIDERATIONS**

The following internal policies have been considered in relation to the preparation of this item:

- 1/014 Execution of Documents
- 1/022 Risk Management
- 2/007 Procurement
- 2/019 Financial Reserves
- 4/009 Significant Decision Making

The following legislative considerations have been made in relation to the preparation of this item:

#### *Liquor Control Act 1988 (WA):*

- Section 41: Club Licence requirements and conditions for the sale and supply of alcohol

#### *Building Act 2011 (WA) and National Construction Code (NCC):*

- National Construction Code (NCC) Volumes 1 & 2:

- Structural adequacy
- Fire safety (including egress, alarms, and emergency lighting)
- Access and facilities for people with disabilities
- Health and amenity (including ventilation, lighting, and sanitary facilities)
- Energy efficiency

*Work Health and Safety Act 2020 (WA):*

- Section 19: Primary duty of care to ensure the health and safety of workers and patrons
- Section 20: Duty of care of workers and others at the workplace

*Local Government Act 1995 (WA):*

- Section 3.57: Tenders for providing goods or services (relevant to procurement of works)
- Section 6.8: Expenditure from municipal fund not included in annual budget (relevant for budget increases)
- Section 9.49A: Execution of documents (for contracts and agreements)
- Section 9.49B: Contract formalities

*Public Health Act 2016 (WA):*

- Section 112: General public health duty to prevent or minimise public health risks
- Section 213: Powers of local government to enforce public health standards

The following regulations and codes have been considered in relation to the preparation of this item:

- Food Standards Australia New Zealand (FSANZ) Food Standards Code
- Australian Standard AS 1668.2: The use of ventilation and air conditioning in buildings

## **FINANCIAL AND RESOURCE IMPLICATIONS**

The project will be funded through the Asset Management Reserve, which is specifically established for the renewal of the Town's assets. The South Hedland Bowls Club has received little to no renewal investment over the past decade, and the proposed works are intended to bring the facility back to an acceptable standard for community use. The increase in budget to \$1,135,000 (excluding GST) is required to address compliance-related defects, aesthetic renewal, professional fees, and preliminaries. Future additional costs may arise once the grease trap investigation is completed.

The allocation ensures the Town can rectify extensive building, electrical, plumbing, and HVAC issues identified in the independent audit and reduce risk exposure associated with ongoing non-compliance. Once completed, these works will restore the building to a fit-for-purpose condition, reducing the need for reactive maintenance

and enabling its activation for community and recreational purposes. No additional internal staffing resources are identified beyond standard project management and procurement processes already accounted for within existing operational capacity.

## **STRATEGIC SUSTAINABILITY IMPLICATIONS**

### **Council Plan: Part A**

The following sections of the Town's *Council Plan (Strategic Community Plan) 2025-2035* apply in consideration of this item:

#### Our Community:

1.4.1 The present and future facilities and requirements of the town are planned for and developed in-line with relevant facility standards and community needs.

1.4.2 Facilities and community infrastructure are revitalised across the town.

1.4.3 Facilities and community infrastructure are well maintained, managed and fit-for-purpose to provide a range of lifestyle opportunities.

1.4.4 Community services and facilities are well promoted.

#### Our Economy:

2.5.3 Invest and develop key community and recreation infrastructure.

#### Our Leadership:

4.3.4 Efficiency strategies across the town's infrastructure and amenity assets are implemented.

There are no significant identifiable environmental, social or economic impacts relating to this item.

### **Access and Inclusion**

The following outcomes of the Town's *Access and Inclusion Plan 2023-2026* apply in relation to this item:

- Outcome 2 – Buildings and Facilities

### **Council Plan: Part B**

The following services of the Town's *Council Plan (Corporate Business Plan) 2025-2035* apply in relation to this item:

#### Our Community:

Community Development: Lead inclusive community engagement, support social development, and strengthen partnerships with Aboriginal and Torres Strait Islander communities.

#### Our Built and Natural Environment:

Property Management and Maintenance: Manage portfolio of community and other buildings.

**RISK MANAGEMENT CONSIDERATIONS**

**Risk Assessment**

#	Risk Description	Risk Category	Consequence	Likelihood	Rating
1	Failure to address critical building, electrical, plumbing, or HVAC defects leads to ongoing non-compliance and operational disruption	Compliance, Operational, Reputational	4 (Major)	3 (Possible)	12 (High)
2	Procurement delays or market response issues result in project timeline overruns and increased costs	Financial, Service Interruption, Reputational	4 (Major)	3 (Possible)	12 (High)
3	Inadequate communication with stakeholders or community leads to concern or reputational risk	Reputational	3 (Moderate)	3 (Possible)	9 (Medium)
4	Latent site conditions or unforeseen defects increase scope and budget requirements	Financial, Project	3 (Moderate)	3 (Possible)	9 (Medium)
5	Non-compliance with legislative or policy requirements results in regulatory action or penalties	Compliance, Legal	4 (Major)	2 (Unlikely)	8 (Medium)

**Risk Treatment and Revised Ratings**

#	Risk Treatment	Revised Impact	Revised Likelihood	Revised Consequence	Revised Risk Rating
1	Comprehensive audit completed; scope	Reduced	2 (Unlikely)	4 (Major)	8 (Medium)

	revised to address all compliance and operational requirements; staged delivery and ongoing monitoring.				
2	Early market engagement; clear tender documentation; contingency planning; regular project reviews and reporting.	Reduced	2 (Unlikely)	3 (Moderate)	6 (Low)
3	Proactive stakeholder and community engagement; transparent updates; prompt response to concerns.	Reduced	2 (Unlikely)	2 (Minor)	4 (Low)
4	Allowances for contingencies in budget; site verification prior to works; flexible scope management.	Reduced	2 (Unlikely)	2 (Minor)	4 (Low)
5	Adherence to all relevant legislation and policies; legal review of procurement and project documentation; staff training.	Reduced	1 (Rare)	4 (Major)	4 (Low)

**Risk Assessment Notes**

**Comprehensive Approach:**

The risk assessment covers key operational, financial, compliance, and reputational risks associated with the South Hedland Bowls Club renewal works, reflecting the current phase of the project.

**Audit and Scope:**

Risks of ongoing non-compliance and operational disruption have been mitigated through a thorough independent audit and a revised project scope that addresses all critical defects.

**Procurement and Market Response:**

Potential delays and cost overruns are managed by early market engagement, clear tender documentation, and contingency planning, reducing the likelihood and impact of procurement-related risks.

**Stakeholder Engagement:**

Proactive communication with stakeholders and the community is prioritized to minimize reputational risks and address concerns promptly.

**Site and Budget Contingencies:**

Allowances for latent site conditions and unforeseen defects are included in the budget, with site verification and flexible scope management to further reduce risk.

**Legislative Compliance:**

Adherence to all relevant legislation and internal policies is ensured through legal review, staff training, and robust project documentation, minimizing the risk of regulatory action.

**Overall Risk Reduction:**

The application of targeted risk treatments has reduced all identified risks to acceptable levels, supporting safe, compliant, and efficient delivery of the renewal works.

**OPTIONS**

Option 1 – Adopt officer’s recommendation

Option 2 – Amend officer’s recommendation

Option 3 – Do not adopt officer’s recommendation

**CONCLUSION**

The South Hedland Bowls Club renewal project represents a critical investment in the safety, functionality, and long-term sustainability of a well-used community asset. The independent audit has clearly demonstrated that the facility is currently non-compliant in multiple areas, with defects that pose operational, health, and safety risks if left unaddressed. The revised budget of \$1,135,000 provides the necessary funding to bring the building up to modern standards, rectify structural, electrical, mechanical, and plumbing issues, and deliver essential aesthetic improvements that enhance user experience and reduce future reactive maintenance. This funding will also allow the Town to establish a clear project scope, progress to market with confidence, and ensure delivery of works aligned with legislative requirements, community expectations, and the Town’s asset renewal responsibilities.

Approving the recommended budget increase will enable the Town to proceed with a staged, well-governed delivery approach that reduces risk, supports compliance, and prepares the facility for future activation and leasing opportunities. Without this funding, the Town would be unable to address critical compliance issues, exposing the organisation to potential safety, legal, and reputational consequences while prolonging the building’s deterioration. The proposed budget ensures the South Hedland Bowls Club can be renewed to a safe, fit-for-purpose standard that aligns with Council’s

strategic objectives, supports community wellbeing, and upholds responsible asset management practices. The project is therefore recommended for Council endorsement.

**ATTACHMENTS**

Nil

<b>12.4.2</b>	<b>Request to Call Tenders - Caretaker Period</b>
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**Author:** Project Officer Business

**Authorising Officer:** Manager Waste & Services

**Disclosure of Interest:** The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

**CM202627/106 COUNCIL DECISION**

**MOVED:** CMM Ronald Yuryevich

**SECONDED:** CMM Deputy Chair Martin Aldridge

**OFFICER RECOMMENDATION**

**That Council:**

**1. Agree to the calling of public tenders during the caretaker period for the following projects which have approved budgets in the current financial year and are consistent with previously endorsed scope and timelines:**

**1a) Stadium Roof Repairs**

**1b) Ablutions Renewal – South Hedland Town Centre – Design & Construction**

**1c) Civic Centre Staircase Remediation – Construction**

**1d) South Hedland Cemetery Masterplan X2**

**1e) South Hedland Bowls Club**

**1f) Kingsford Smith Business Park Subdivision**

**1g) Network Redesign & Refresh**

***Provided that any projects which are not tender-ready will not proceed.***

***CARRIED BY SIMPLE MAJORITY (3/0)***

*For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge and CMM Ronald Yuryevich*

*Against: Nil*

**PURPOSE**

To seek Council approval to call public tenders during the caretaker period for budgeted capital and operational projects, ensuring continuity of service delivery, contractor market engagement, and adherence to approved programs while maintaining compliance with the Town's Caretaker Period Policy and relevant legislation.

## **DETAIL**

The Town of Port Hedland enters a caretaker period from 12<sup>th</sup> February 2026 – 2<sup>nd</sup> April 2026 ahead of local government elections to ensure decision-making is impartial and not perceived as influencing electors. During this time, the Town generally refrains from significant decisions or actions that may bind the incoming Council to substantial commitments.

A number of capital and operational projects planned for delivery in the current financial year require market engagement within specific windows to secure competitive pricing and maintain approved program timelines. Delaying tender release may result in cost escalation, contractor availability constraints, program slippage, and potential carry-over into future budgets.

The Town proposes a two-step approach which balances compliance and delivery:

### **Release Tenders (during caretaker period)**

- Only for projects already endorsed through budget adoption and prior Council decisions (scope and intent unchanged).
- Evaluation panels and processes will be established, but no awards will be made by Council during caretaker unless an emergency exception applies.

### **Award Tenders (post caretaker period)**

- Tender evaluation reports will be finalised during the caretaker period where possible.
- Council awards will occur at the first Ordinary Council Meeting after caretaker ends, ensuring the incoming Council retains full oversight.
- This approach safeguards probity, ensures market continuity, and avoids creating new policy commitments while enabling the Town to meet approved program milestones

## **Project Background**

### ***Stadium Roof Repairs***

The project initially aimed to renovate the stadium staff kitchen/staff room to improve the workspace for the staff. However, before any renovations could commence, we needed to address a significant issue: water ingress on the west side of the building, particularly affecting the staff kitchen and club room. After conducting a thorough investigation to the area to determine the cause of the water ingress, we received the report outlining the necessary repairs. The primary goal of these works is to repair the existing damage, prevent further deterioration, and eliminate safety hazards.

The stadium roof has endured wear and tear over the years due to harsh weather conditions, structural aging, and potential material degradation. The contractor will be

responsible for providing all necessary labor, supervision, materials, and equipment to carry out the repairs. They will address two main defects: defect #6 (missing or loose fasteners on a specific area of the roof) and defect #7 (drip edge flashing/gutter apron on the west side of the building), as identified in the technical report from the Stage 1 – Water Damage Investigation. The contractor will review and interpret the findings and recommendations of the investigation report and perform all required repairs to resolve the water ingress issues. The renovation works will be assessed and designed in stage 3 of the works.

### ***Ablutions Renewal – South Hedland Town Centre – Design & Construction***

As part of the Town’s Ablution Renewal Program, the Town will be seeking to engage a suitably qualified contractor to design and renew the public ablution facilities located in the South Hedland Town Square (Centennial Park) which have been prioritised for replacement due to their condition. This Tender will include both design and construction services and will be required to be fully installed and complete prior to July 2026. This project is being delivered as part of the annual building and facility asset management plan (project code 10283).

### ***Civic Centre Staircase Remediation – Construction***

The Town will be seeking to engage a suitably qualified contractor to remediate the external staircase to the eastern side of the Civic Centre, which have sustained significant corrosion due to the age of the asset, and subsequently presenting hazards and risks to users. The objective of the remediation work is to minimise or eliminate any safety risks and increase the life of the asset. A consultant is currently engaged to develop the scope of the remediation work required and will provide engineering oversight during construction. Remediation works will be required to be completed prior to July 2026. This project is being delivered as part of the annual building and facility asset management plan.

### ***South Hedland Cemetery Masterplan***

Columbarium wall:

The Town endorsed the South Hedland Cemetery Master Plan concept during the March 2018 Council meeting. A key highlight of the plan is the revitalisation of the cemetery, including the construction of a new columbarium wall. Design work for the columbarium wall has progressed in collaboration with a landscape designer, and the Town intends to release a tender for its construction.

Cemetery Access footpath:

The existing compacted road base (white cracker dust) on all internal cemetery access ways will be upgraded to a continuous, ring-type, disability-compliant footpath. This upgrade will allow individuals with physical challenges to access individual lots. Survey work must be completed, followed by the preparation of a detailed design with a 20-tonne load-bearing capacity (suitable for cement trucks and cranes). Once the design is finalised, the project will be released for tender for construction.

***South Hedland Bowls Club***

The South Hedland Bowls Club is an important community facility in South Hedland. Over recent years, the club's infrastructure including electrical systems, plumbing, and HVAC has deteriorated, leading to non-compliance with current safety and operational standards. In May 2025, the Town of Port Hedland invited tenders for renewal works with a budget allocation of \$250,000. The single submission received exceeded the allocated budget and did not fully meet the required standards for defect rectification and compliance. As a result, the tender was not accepted. Following this, an independent building audit was commissioned to provide a comprehensive assessment of the facility's condition. The audit revealed a range of critical and high-priority issues that were not included in the original scope. A subsequent Request for Tender will be issued to cover all identified areas and ensure full compliance and renewal of the facility.

***Kingsford Smith Business Park Subdivision***

There has been interest from small and medium-sized businesses looking to operate out of Kingsford Smith Business Park to service industries related to resource sector, bulk freight, transport and associated operations. There is a significant pipeline of industrial works in Hedland and surrounds, thus enabling opportunities for active businesses to relocate or expand their offering in the coming years.

The scope of this project will be to construct 7 small and medium-sized serviced lots which would cater for small and medium-sized businesses that may not require the larger lots that are currently available from Development WA, which has recently expanded and released land in the Hedland Junction Estate in Wedgefield. The civil road construction of the business estate has previously been completed which includes roads, footpaths, kerbing, drainage, and asphalt works. The Town has received conditional subdivision approval (App No.162726) from WAPC for Stage 2.

***Network Redesign & Refresh***

The Network Redesign and Refresh project aims to modernise the Towns network infrastructure. This initiative will deliver a robust, secure, and efficient network capable of supporting the Town's current and future operational requirements. The project will address existing network deficiencies, including aging hardware, complexity, and single points of failure, to enhance service delivery, operational stability, and digital accessibility for the community. A Requests for Tender will be issued to cover identified requirements.

**LEVEL OF SIGNIFICANCE**

In accordance with Policy 4/009 'Significant Decision Making', this matter is considered to be of low significance, because: N/A

**CONSULTATION**

- Infrastructure Projects & Assets Team
- Infrastructure Operations Team

- Infrastructure Waste & Services Team
- Procurement Team

**LEGISLATION AND POLICY CONSIDERATIONS**

This action is being undertaken in accordance with Section 3.73(4)(a) of the *Local Government Act 1995*, as the decision to proceed was made prior to the caretaker period, and all prescribed requirements under Regulation 3 of the Local Government (Functions and General) Regulations 1996 have been met.

**FINANCIAL AND RESOURCE IMPLICATIONS**

Nil

**STRATEGIC SUSTAINABILITY IMPLICATIONS**

**Council Plan: Part A**

The following sections of the Town’s *Council Plan 2025-2035* apply in consideration of this item:

Nil

There are no significant identifiable environmental, social or economic impacts relating to this item.

**Access and Inclusion**

The following outcomes of the Town’s *Access and Inclusion Plan 2023-2026* apply in relation to this item:

- Outcome 4 – Quality of Service

**Council Plan: Part B**

The following services of the Town’s *Council Plan 2025-2035* apply in relation to this item:

Our Built and Natural Environment:

Project Management and Support: Asset management plans; major projects; annual capital works plan; service worker housing project; Town renewal program.

**RISK MANAGEMENT CONSIDERATIONS**

<b>Risk Type</b>	Operational
<b>Risk Category</b>	Service Interruption
<b>Cause</b>	Delay in releasing tenders during the caretaker period, resulting in contractors being unable to mobilize within the required timeframe.
<b>Effect (Consequence)</b>	Project delivery timelines are extended, leading to potential service disruptions, cost escalation, and reduced community confidence in infrastructure delivery.

<b>Risk Treatment</b>	Approve the release of tenders during the caretaker period for projects already endorsed and budgeted, ensuring compliance with caretaker policy and probity requirements.
<p>There is an Operational risk associated with this item caused by delays in tender release during the caretaker period, leading to extended project timelines, cost escalation, and potential service interruptions.</p> <p>The risk rating is considered to be Low (2), which is determined by a likelihood of Possible (3) and a consequence of Minor (2).</p> <p>This risk will be avoided by approving the release of tenders during the caretaker period for pre-approved projects under strict governance and compliance controls</p>	

**OPTIONS**

Option 1 – Adopt officer’s recommendation

Option 2 – Do not adopt officer’s recommendation

**CONCLUSION**

Approving the release of tenders during the caretaker period for already budgeted, previously endorsed projects provide a balanced approach that preserves probity and compliance while safeguarding the Town’s delivery schedule and value-for-money outcomes. No contract awards will be made during caretaker period, Tender awards will be brought to Council immediately post caretaker.

**ATTACHMENTS**

Nil

<b>12.4.3</b>	<b>RFT2526-12 Pre &amp; Post Cyclone Green Waste Collection Program</b>
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**Author:** **Coordinator - Works & Services**

**Authorising Officer:** **Manager Waste & Services Operations  
Director Infrastructure Services**

**Disclosure of Interest:** The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

**CM202627/107 COUNCIL DECISION**

**MOVED: CMM Deputy Chair Martin Aldridge**

**SECONDED: CMM Ronald Yuryevich**

**That Council:**

- 1. Authorise the Chief Executive Officer to enter into a contract for the award of RFT-2526-12 to Norcape Tree and Contracting Services PTY LTD for the total amount of \$660,000. (excluding GST) for the period of Five (5) years (3+1+1) being \$132,000 per annum (excluding GST).**

***CARRIED BY SIMPLE MAJORITY (3/0)***

*For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge and CMM Ronald Yuryevich*

*Against: Nil*

**PURPOSE**

The purpose of this report is for the Council to consider the assessment of submissions received for RFT 2526-12 and consider the evaluation panel’s recommendation to award the tender to the preferred tenderer.

**DETAIL**

*Background*

The Town sought a suitable and qualified contractor to deliver the ongoing complimentary green waste collection service annually, prior to the cyclone season and post cyclone if required, as a preventive measure to reduce potential hazards. As part of the Town’s Tropical Cyclone and Storm Surge Emergency Plan, this service allows residents to dispose of green waste from their properties free of charge.

A public notice will be issued approximately three weeks prior to the commencement of the clean-up to assist the community in preparing for the collection period.

The successful contractor will be required to collect and remove green waste from roadside verges and transport it to the South Hedland Landfill Facility. Green waste may include materials such as tree lopping and palm fronds, which must not exceed 1.5 metres in length and must be placed in accordance with the guidelines

Request for Tender

The Town released a Request for Tender (RFT) on 5<sup>th</sup> November 2025 on Vendorpanel with a closing date of 19<sup>th</sup> November 2025. The RFT number for this project is RFT2526-12. No addendums were released during the tender period.

Tender Assessment

An evaluation meeting was held on 12/12/2025, facilitated by the Town’s procurement representative. The compliant submission was evaluated by a panel of 5 Town employees whose main objectives were to:

- A) Make a recommendation to the Council
- B) Ensure the tender submissions are assessed fairly in accordance with a predetermined weighting schedule;
- C) Ensure adherence to Local Government Policies and legislation; and
- D) Ensure that the requirements specified in the Request are evaluated in a way that can be measured and documented.

The compliant submissions were assessed against the following qualitative criteria:

<b>Qualitative Criteria</b>	<b>(%)</b>
<i>Relevant Experience</i>	30 %
<i>Demonstrated Understanding &amp; Resources</i>	30 %
<i>Capacity to Deliver &amp; Resources</i>	40 %
<b>Total</b>	<b>100%</b>

A summary of the assessment results of each submission received is included in the confidential evaluation report attached.

**LEVEL OF SIGNIFICANCE**

In accordance with Policy 4/009 ‘Significant Decision Making’, this matter is of high significance, because:

- Significant - The matter will have implications for the present and future social, economic, environmental, and cultural well-being of Port Hedland.

**CONSULTATION**

*Internal*

- Procurement

*External Agencies*

- Nil

*Community*

- Nil

**LEGISLATION AND POLICY CONSIDERATIONS**

The following Town of Port Hedland policies have been considered in relation to the preparation of this item:

1/014 Execution of Documents

1/022 Risk Management

2/007 Procurement

2/019 Financial Reserves

4/009 Significant Decision Making

The following sections of the *Local Government Act 1995* have been considered in relation to this item:

s3.57 Tenderer for providing goods or services

s9.49A Execution of documents

s9.49B Contract formalities

Further to the above, "Part 4, Division 2 – Tender for providing goods or services" of the *Local Government (Functions and General) Regulations 1996* also applies in relation to this item.

Successful contractors must abide by the Town's Code of Conduct while carrying out work for the Town.

**FINANCIAL AND RESOURCE IMPLICATIONS**

There is sufficient budget to fund the works within the Town's operational budget to fund this project.

The Town sought responses from suitably qualified and experienced Contractor/s to perform pre & post cyclone green waste collection located on street verges within the Town of Port Hedland.

The scope of services includes the provision of suitably qualified labour, and the supply of all necessary plant, equipment, and resources to undertake the Pre & Post Cyclone Green Waste Collection across various locations within the Town of Port Hedland, as directed by the Town's Representative.

The contractor will be responsible for preparing and submitting any traffic management plans (AS1742.2 Traffic Control Devices for General Use and Main Roads code of practice) for approval prior to commencement of works.

Green waste collection services should be conducted in a method that should minimise any adverse impact on residents and the environment.

Works must be scheduled and carried out in a manner that minimises disruption to residents, protects nearby property and infrastructure and avoids environmental damage.

## **STRATEGIC SUSTAINABILITY IMPLICATIONS**

### **Council Plan: Part A**

The following sections of the Town's *Council Plan 2025-2035* apply in consideration of this item:

#### Our Community:

1.3.1 The community, industry, arts, and cultural organisations are engaged in identifying, planning, and coordinating events and activities.

1.4.1 The present and future facilities and requirements of the town are planned for and developed in-line with relevant facility standards and community needs.

1.4.2 Facilities and community infrastructure are revitalised across the town

1.4.3 Facilities and community infrastructure are well maintained, managed and fit-for-purpose to provide a range of lifestyle opportunities

#### Our Economy:

2.1.1 Lobby State and Federal Governments and private sector for improved infrastructure investment.

2.5.1 Pursue investment in key infrastructure development such as the port, airport, service industry and logistics.

2.5.3 Invest and develop key community and recreation infrastructure.

2.5.5 Support tourism infrastructure development.

#### Our Built and Natural Environment:

3.1.1 Inform and engage Traditional Owners, key stakeholders, and the community in the protection and enhancement of the natural environment.

3.3.5 The greening and vegetation of streetscape verges are systematically implemented.

#### Our Leadership:

4.2.1 Sound long-term financial planning is implemented.

4.2.4 Constructive forums are facilitated for discussion and the representation of the diversity of community views and needs that impact on the town's developments, programs and policies.

4.3.2 Community members, businesses and tourists are engaged to provide feedback about local facilities and services.

4.3.4 Efficiency strategies across the town's infrastructure and amenity assets are implemented.

#### *Environmental*

- **Reducing invasive species:** Removal of declared weed trees and shrubs helps protect native flora and reduce ecological degradation.

- **Improving urban biodiversity:** Clearing and maintaining verges, laneways, and footpaths creates healthier green corridors for local wildlife.
- **Minimising pollution:** Daily litter collection, including hazardous waste like needles and broken glass, reduces environmental contamination and improves public safety.
- **Sustainable practices:** The inclusion of weed spray treatment and proper disposal of waste at the ToPH landfill aligns with responsible land management and waste reduction strategies.

#### *Economic*

- **Efficient use of budget:** The 132,000.00 has already been allocated within the operational budget during each financial year of the contract ensuring financial responsibility.
- **Cost-effective service delivery:** The comprehensive scope and clear performance expectations ensure high-quality outcomes with minimal risk of rework or delays.
- **Asset protection:** Regular maintenance of verges and public infrastructure (e.g., signage, bollards, footpaths) helps extend asset life and reduce long-term repair costs.

#### *Social*

- **Creating safer public spaces:** Removal of litter, glass, and hazardous materials improves safety for pedestrians and cyclists.
- **Supporting accessibility:** Compliance with the Town's Disability Access and Inclusion Plan (DAIP) ensures inclusive access to maintained areas.
- **Improving visual amenity:** Clean, well-maintained verges and footpaths contribute to civic pride and a more attractive urban environment.

### **Access and Inclusion**

The following outcome of the Town's *Access and Inclusion Plan 2023-2026* apply in relation to this item:

- Outcome 4 – Quality of Service

### **Council Plan: Part B**

The following service of the Town's *Council Plan 2025-2035* apply in relation to this item:

#### Our community:

Community Safety: Implement the Community Safety Plan, expand CCTV coverage, and foster collaborative partnerships to enhance safety.

Parks and Gardens, Irrigation, Verges and Street Trees: Maintain ovals, parks and gardens; manage casual hire of parks and gardens; maintain the Town's street and public open space lighting in Port Hedland and South Hedland; tree planting (1200 trees per year) and maintenance.

#### Our Leadership:

Customer Service: Customer Service Strategy and Charter; general enquiries; cat/dog registration and payments.

**RISK MANAGEMENT CONSIDERATIONS**

<b>Risk Type</b>	Project
<b>Risk Category</b>	Failure to complete annual renewal program
<b>Cause</b>	That council do not support the endorsement of RFT2526-12 to proceed with the appointment of a contractor for Pre & Post Cyclone Green Waste Collection Program.
<b>Effect (Consequence)</b>	The Town will fail to complete required safety and operational maintenance; this will result in community dissatisfaction and protentional safety risk to the community
<b>Risk Treatment</b>	Adopt the officer’s recommendation
<p>There is a reputational and service interruption risk associated with this item as failure to proceed with the contract will result in incompletion of works in annual program which may lead to negative public perception and complaints.</p> <p>The risk rating is considered to be Medium (9) which is determined by a likelihood of Possible (3) and a consequence of Moderate (3).</p> <p>This risk will be eliminated by the adoption of the Officer’s recommendations.</p>	

**OPTIONS**

Option 1 – Adopt officer’s recommendation

**CONCLUSION**

It is recommended that the Council support the officer's recommendation to award RFT 2526-12 to the preferred tenderer indicated in the tender evaluation. This will ensure the timely and professional delivery of the required works for the Town’s Pre & Post Cyclone Green Waste Program. The work is required to maintain a level of safety regarding green waste from residential verges, to strengthen and align with the Town’s environmental and operational objectives. The contract will also support responsible asset management, reduce reputational risk, and contribute to community wellbeing through cleaner, greener, and safer public open spaces. The contractor is required to be available for emergency mobilization, pre and post weather events.

**ATTACHMENTS**

1. CONFIDENTIAL - V P 486299 - Multi party evaluation report [**12.4.3.1** - 10 pages]
2. CONFIDENTIAL - Request Summary Report [**12.4.3.2** - 5 pages]
3. CONFIDENTIAL - 2.1 - 20250106 CEO Signing Request - RF T 2526-12 [**12.4.3.3** - 4 pages]
4. CONFIDENTIAL - 2.2 - 20260106 Request Summary Report - RF T 2526-12 [**12.4.3.4** - 5 pages]

<b>12.4.4</b>	<b>Contract 1819-46 Undercharged Invoices December 2024 - June 2025</b>
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**Authors:** Senior Waste & Resource Recovery Officer,  
Waste and Services Officer

**Authorising Officer:** Director Infrastructure Services

**Disclosure of Interest:** The Authors and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

**CM202627/108 COUNCIL DECISION**

**MOVED:** CMM Deputy Chair Martin Aldridge      **SECONDED:** CMM Ronald Yuryevich

**That Council:**

- 1. Pursuant to section 6.8 of the Local Government Act 1995, amend the 2025/2026 Annual Budget as follows:**

Account	Description	Current Budget	Amendment	Amended Budget
30122	Transfer from Waste Reserves	\$0	(\$360,728)	(\$360,728)
100030-1275	Contractor Services – Cleanaway Municipal Bin Service	\$1,920,000	\$360,728	\$2,280,728

***CARRIED BY ABSOLUTE MAJORITY (3/0)***

*For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge and CMM Ronald Yuryevich*

*Against: Nil*

**PURPOSE**

The purpose of this report is for Council to consider paying Cleanaway undercharged invoices amount of \$360,728 for services rendered in FY2024-2025 by including the amount in 2025-2026 budget under Contractor Services – Cleanaway - Municipal Bin Services as the service was budgeted for in FY2024-2025 but not claimed due to Cleanaway’s invoicing errors.

**DETAIL**

The Town of Port Hedland identified irregularities in the number of Classic Recycle MGB Collection Unit reported by Cleanaway in June 2025 and informed Cleanaway.

The Town received follow up correspondence from Cleanaway on Friday 10 October 2025 claiming that the recycling MGB Service has been incorrectly invoiced for period December 2024 to June 2025 and the discrepancy amounting to \$360,728.53 was attributed to multiple formula issues in Cleanaway’s proforma spreadsheet resulting in the invoice undervalues.

<b>Invoice</b>	<b>Classic Recycle MGB Collection Units Invoiced</b>	<b>Classic Recycle MGB Collection Units Correct figures</b>
Dec 24	6844	13688
Jan 25	7158	14311
Feb 25	3112	12444
Mar 25	1792	13066
Apr 25	862	13693
May 25	860	13695
Jun 25	431	13695

Following the correspondence, the Town engaged McLeod’s Lawyers to seek legal advice on the matter. The Town directed Cleanaway to precisely clarify how the errors happened in their invoicing to ensure transparency and accuracy of the claim.

A formal letter was issued to Cleanaway on 4 December 2025 requesting the below information for the Town to assess the claim.

- How recycling numbers are actioned: the processes, checks, and systems used to calculate service volumes and charges.
- How recycling numbers are recorded: the data collection methods, reporting mechanisms, and verification procedures applied to ensure accuracy.

Cleanaway provided a response on the 12 December 2025 together with supporting documentation.

**Outcome of review**

Based on the evidence supplied, the Town is satisfied that the error resulted from incorrect Previous Month Final Recycling Bin Numbers (Nov 2024) being applied during December 2024, along with formula issues within Cleanaway’s proforma spreadsheets.

Cleanaway has also outlined the process for how recycling numbers are to be actioned and recorded, including:

- The procedures, checks and systems used to calculate service volumes and charges, as detailed in the TOPH municipal invoicing instructions.
- Their management of bin deployments (new, additional, removals and replacements) and the monthly reconciliation process used to determine the net effect on rated bin numbers for invoicing.
- The process and application of updating starting bin numbers as steps as part of their standard workflow.

Cleanaway has confirmed that the cost for providing kerbside waste (garbage) services was invoiced correctly and that the issue was isolated to the recycling component. In addition, Cleanaway is introducing a Peer Review step prior to proforma issuance to prevent similar errors moving forward.

The snapshot below of the Contract cost for providing kerbside co-mingled recycling services also indicates the undercharge as compared to the last two financial years.

<b>Cleanaway Domestic Municipal Bin Service Charges</b>			
<b>Type of Service</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>
Cost of providing domestic kerbside Waste (Garbage) services	\$593,433	\$681,640	\$683,457
Cost of providing domestic kerbside co-mingled recycling services	\$779,640	\$829,718	\$455,097
Public Place Waste (Garbage)	\$138,724	\$161,593	\$151,366
Public Place Waste (Recycling)		\$1,617	\$1,614

**LEVEL OF SIGNIFICANCE**

In accordance with Policy 4/009 ‘Significant Decision Making’, this matter is considered to be of medium significance, because:

- Exception - The Council already has a sound understanding of the views and preferences of the people likely to be affected by, or interested in, the proposal or decision.

**CONSULTATION**

*Internal*

- Waste Services

*External Agencies*

- McLeod’s Lawyers
- Cleanaway

*Community*

- Nil

**LEGISLATION AND POLICY CONSIDERATION**

Nil

**FINANCIAL AND RESOURCE IMPLICATIONS**

Contract 1819-46 - Municipal Bin Services Budget Implications in FY2025/26

Additional \$360,728 is required to cover undercharged invoices in FY2024/25.

Budget for FY2024/25 was not fully utilized due to the undercharge.

As a result, the transfer of FY2024/25 Waste net income to the Waste Reserve at the end of FY2024/25 was overstated, and the required budget adjustment for FY2025/2026 will be funded from the Waste Reserve.

<b>Financial Year</b>	<b>Approved Budget</b>	<b>Invoiced Amount</b>	<b>Additional Budget Required</b>
<b>2023/24</b>	<b>1,920,000</b>	<b>1,826,868</b>	<b>NIL</b>
<b>2024/25</b>	<b>1,920,000</b>	<b>1,438,885</b>	<b>Undercharged</b>
<b>2025/26</b>	<b>1,920,000</b>	<b>Not finalized</b>	<b>\$360,728</b>

**STRATEGIC SUSTAINABILITY IMPLICATIONS**

**Council Plan: Part A**

The following sections of the Town’s *Council Plan (Strategic Community Plan) 2025-2035* apply in consideration of this item:

Nil

Our Economy:

2.1.3 Strengthen the levels of collaboration, partnership and active networking between industry and business operators and stakeholders.

Our Built and Natural Environment:

3.2.3 Provide and promote sustainable energy, waste and water management practices.

Our Leadership:

4.2.1 Sound long-term financial planning is implemented.

***Environmental***

*Nil*

***Economic***

*Nil*

***Social***

*Nil*

OR Default Statement:

There are no significant identifiable environmental, social or economic impacts relating to this item.

**Access and Inclusion**

The following outcomes of the Town’s *Access and Inclusion Plan 2023-2026* apply in relation to this item:

- Outcome 1 – Events and Services

**Council Plan: Part B**

The following services of the Town’s *Council Plan (Corporate Business Plan) 2025-2035* apply in relation to this item:

Our Built and Natural Environment:

Waste Services: Waste Management Strategy implementation; kerbside collection; landfill management; green waste collection; community recycling centre.

Our Leadership:

Financial Management and Rates: Annual Budget; financial reporting; Long Term Financial Plan; rates; fees and charges; debtors and creditors; payroll.

**RISK MANAGEMENT CONSIDERATIONS**

<b>Risk Type</b>	Operational
<b>Risk Category</b>	Financial Service Interruption
<b>Cause</b>	Nonpayment
<b>Effect (Consequence)</b>	Legal action, service disruption, Late payment fees, interest charges
<b>Risk Treatment</b>	Approve payment of undercharged invoice amount
<p>There is a/an Operational risk associated with this item caused by non-payment leading to service disruption/legal action.</p> <p>The risk rating is considered to be Low (4) which is determined by a likelihood of Unlikely (2) and a consequence of Moderate (3).</p> <p>This risk will be avoided by paying the undercharge.</p>	

**OPTIONS**

- Option 1 – Adopt officer’s recommendation
- Option 2 – Amend officer’s recommendation
- Option 3 – Do not adopt officer’s recommendation

**CONCLUSION**

The Town has reviewed Cleanaway's claim for undercharged invoices Contract 1819-46 - Dec 2024 – June 2025 and confirms the discrepancies amounting to \$360,728.53 was due to invoicing errors along with formula issues within their proforma spreadsheets resulting in the undercharged invoices.

The cost for providing kerbside co-mingled recycling services in FY2024-25 under the Contract 1819-46 Cleanaway - Municipal Bin Service also indicates the undercharge as compared to the last two financial years FY2022-23, FY2023-24.

Given the service was rendered under the contract by Cleanaway in FY2024-25, the presumptive position as advised by Mcleods Lawyers is that the Town will need to pay for the services to honor the contract.

The services were also budgeted for FY2024-25 but not used due to the undercharge by Cleanaway.

**ATTACHMENTS**

- Correspondence from Cleanaway
- Formal Response Letter from the Town
- Letter of advice from McLeod's Lawyer Ref: PLWJH: PORT:56098

<b>12.4.5</b>	<b>Award of Tender - RFT2526-15 Hamilton Road Upgrade (1C)</b>
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**Author:**

**Project Manager**

**Authorising Officer:**

**Director Infrastructure Services**

**Disclosure of Interest:**

The Author and Authorising Officer declare that they do not have any conflicts of interest in relation to this item.

**CM202627/109 COUNCIL DECISION**

**MOVED: CMM Deputy Chair Martin Aldridge**

**SECONDED: CMM Ronald Yuryevich**

**OFFICER’S RECOMMENDATION**

**That Council:**

- 1. Authorise the Chief Executive Officer to enter into a Contract for the awarding of RFT2526-15 Hamilton Road Upgrade (1C) to Fulton Hogan for the amount of \$ 5,788,651 on condition that commercial terms can be concluded.**

***CARRIED BY SIMPLE MAJORITY (3/0)***

*For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge and CMM Ronald Yuryevich*

*Against: Nil*

**PURPOSE**

The purpose of this report is for Council to consider the assessment of the tender submission received for RFT2526-15 Hamilton Road Upgrade (1C) and consider the evaluation panel’s recommendation to award the tender to the preferred tenderer.

**DETAIL**

*Background:*

The South Hedland Integrated Sports Hub (SHISH) Masterplan was endorsed by the Town of Port Hedland Council in 2023. The masterplan is a multi-faceted development designed to create a dynamic hub for recreation and future developments.

Hamilton Road is a critical route within the Town of Port Hedland. The first phase, Stage 1C, will focus on the alteration of the road layout for the optimisation of traffic flow and enhanced road safety. The change in road layout will also accommodate the anticipated increase in traffic volumes due to the Hedland Sports and Arts Precinct Developments.

As part of the road layout alteration, roundabouts that are to be constructed will serve as traffic control measures to facilitate the seamless movement of vehicles, enhance safety at key intersections and reduce congestion.

Request for Tender:

The Town release a Request for Tender (RFT) on 21 November 2025 on Vendor panel with a closing date of 14 January 2026. Seven (7) addendums were released during the tender period relating to clarifications.

Tender Assessment:

The Town received one (1) compliant response. The respondent was as follows:

1. Fulton Hogan

An evaluation meeting was held on 16 January 2026, facilitated by the Town’s procurement representative. The Submission was evaluated by a panel of five (5) Town employees whose main objectives were to:

1. Make a recommendation to the Council
2. Ensure that the tender submission was assessed fairly in accordance with a predetermined weighted schedule.
3. Ensure adherence to Local Government Policies and Legislation; and
4. Ensure that the required specifications in the request are evaluated in a way that can be measured and documented.

The compliant submission was assessed against the following qualitative criteria:

<b>Criteria</b>	<b>(%)</b>
Relevant Experience, Key Personnel & Skills	40%
Capacity to Deliver & Resources	30%
Demonstrated Understanding & Methodology	30%
<b>TOTAL</b>	<b>100%</b>

A summary of the submission assessment results is included in the confidential evaluation report attached.

**LEVEL OF SIGNIFICANCE**

In accordance with Policy 4/009 ‘Significant Decision Making’, this matter is considered to be of low, because:

- Exception - The Council already has a sound understanding of the views and preferences of the people likely to be affected by, or interested in, the proposal or decision.

**CONSULTATION***Internal*

- Elected Members;
- Executive Leadership Team;
- Management Team;
- Town Planning and development Team;
- Community Development Team;
- Infrastructure Operations and Projects Team;

*External Agencies*

- WAPOL – Police;
- St John’s Ambulance;
- Wirrika Maya Health Services;
- Horizon Power;
- Water Corporation;

*Community*

- Hedland Senior High School;
- DFES;
- Gateway Village;
- AMPOL;
- FMG Club Hamilton;
- Spinifex Hill Studio;

**LEGISLATION AND POLICY CONSIDERATIONS**

The following Town of Port Hedland policies have been considered in relation to the preparation of this item:

- 1/014 Execution of Documents
- 1/022 Risk Management
- 2/007 Procurement
- 2/019 Financial Reserves
- 4/009 Significant Decision Making
- 8/003 Access and Inclusion Policy
- 9/010 Asset Management Policy

**FINANCE AND RESOURCE IMPLICATIONS***Project Budget*

This contract will be allocated against the SHISH Stage 1C – Hamilton Road & Entrance (project code 10130), which has a current available budget of \$9,186,750.

Future landscaping works at the South Hedland entrance and Commons (Hamilton Road), as well as a streetlighting upgrade, is still to be funded from this available budget. For the landscaping works, external funding to the amount of \$860,000.00 is available but has a sunset clause on the funding agreement. These funds need to be expended before 12 January 2027.

## **STRATEGIC SUSTAINABILITY IMPLICATIONS**

### **Council Plan: Part A**

The following sections of the Town's *Council Plan 2025-2035* apply in consideration of this item:

#### Our community:

1.4.1 The present and future facilities and requirements of the town are planned for and developed in-line with relevant facility standards and community needs.

1.4.2 Facilities and community infrastructure are revitalised across the town.

1.4.3 Facilities and community infrastructure are well maintained, managed and fit-for-purpose to provide a range of lifestyle opportunities.

#### Our Economy:

2.1.3 Strengthen the levels of collaboration, partnership and active networking between industry and business operators and stakeholders.

2.5.3 Invest and develop key community and recreation infrastructure.

#### Our Built and Natural Environment:

3.2.1 1 Identify, plan and develop the present and future needs for serviced land and infrastructure provision.

#### Our Leadership:

4.3.1 High-quality and responsive customer service is provided.

4.3.4 Efficiency strategies across the town's infrastructure and amenity assets are implemented.

### **Access and Inclusion**

The following outcomes of the Town's *Access and Inclusion Plan 2023-2026* apply in relation to this item:

- Outcome 2 – Buildings and Facilities

### **Council Plan Part B**

The following service of the Town's *Council Plan 2025-2035* applies in relation to this item:

#### Our community:

Community Safety: Implement the Community Safety Plan, expand CCTV coverage, and foster collaborative partnerships to enhance safety.

#### Our Built and Natural Environment:

Roads, Footpaths and Drainage Management: Construction and maintenance of sealed and unsealed roads; construction and maintenance of footpaths; stormwater drainage maintenance, renewals and upgrades.

Our Leadership:

Enterprise Resource Planning: Integrated platform for the Town’s core business functions.

**RISK MANAGEMENT CONSIDERATIONS**

<b>Risk Type</b>	Project
<b>Risk Category</b>	Service Interruption Reputational
<b>Cause</b>	If Council does not support the award of the RFT2526-15 Hamilton Road Upgrade (1C) (10130) tender.
<b>Effect (Consequence)</b>	The delivery of the project will be delayed, thus creating a likelihood of disruptions to the entrance of the existing facilities and access to future facilities on the SHISH site.
<b>Risk Treatment</b>	Adopt the officer’s recommendation.
<p>There is a reputational risk associated with this item if construction is delayed and traffic delays in the area are exacerbated due to a later construction window.</p> <p>The risk rating is considered to be Medium (5) which is determined by a likelihood of Unlikely (2) and a consequence of Moderate (3).</p> <p>This risk will be eliminated by the adoption of the Officers' recommendations.</p>	

**OPTIONS**

- Option 1 – Adopt officer’s recommendation
- Option 2 – Amend officer’s recommendation
- Option 3 – Do not adopt officer’s recommendation

**CONCLUSION**

It is recommended that the Council support the officer's recommendation to award RFT 2526-15 Hamilton Road Upgrade (1C) (10130) to the preferred tenderer indicated in the tender evaluation on condition that commercial terms can be concluded. The Town is to work with the preferred tenderer post endorsement to achieve potential further savings for the Town.

**ATTACHMENTS**

1. CONFIDENTIAL - Request Summary Report RF T 2526-15 Hamilton Road upgrade (1 C) [**12.4.4.1** - 6 pages]
2. CONFIDENTIAL - V P 489212 - Multi party evaluation report RF T 2562-15 Hamilton Road Upgrade (1 C) [**12.4.4.2** - 9 pages]
3. CONFIDENTIAL - RF T 2526-15 AWARD OF RFT MEMO TO CEO 1 [**12.4.4.3** - 3 pages]

**12.5 Executive Services**

<b>12.5.1</b>	<b>Community Sentiment Survey 2025</b>
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**Author:** **Manager Public Affairs**  
**Authorising Officer:** **Temporary Chief Executive Officer**  
**Disclosure of Interest:** The author and authorising officer declare they do not have any conflict of interest in relation to this item.

**CM202627/110 COUNCIL DECISION**

**MOVED: CMM Deputy Chair Martin Aldridge**      **SECONDED: CMM Ronald Yuryevich**

**OFFICER’S RECOMMENDATION**

**That Council:**

- 1. Receive the MARKYT Community Scorecard 2025 report**
- 2. Request the Temporary Chief Executive Officer to include the MARKYT Community Scorecard 2025 report as an input into the major strategic review of the Council Plan**

***CARRIED BY SIMPLE MAJORITY (3/0)***

*For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge and CMM Ronald Yuryevich*  
*Against: Nil*

**PURPOSE**

The purpose of this report is for Council to note the MARKYT Community Scorecard report, prepared by Catalyse, that provides the results of the 2025 community sentiment survey.

**DETAIL**

The Town of Port Hedland conducted the third biennial community sentiment survey in August 2025, following previous surveys in 2021 and 2023. Delivered by independent consultancy Catalyse, the survey benchmarks community sentiment against other WA local governments and provides valuable insights into local priorities and perceptions.

The 2025 survey aimed to identify and benchmark how residents view the Town’s services, operating approach, facilities and assets, and compliance. The survey helps identify emerging needs; and evaluate performance across key areas.

The results provide historical trend data, demographic insights, and benchmarking against industry standards. Importantly, they could help inform the Council's major strategic review, updated Council Plan and help guide the Town's strategic direction, ensuring our actions remain closely aligned with community needs and expectations.

The 2025 survey was open for community feedback for three weeks, from Monday 25 August through until Friday 12 September. A total of 695 residents provided their feedback. During the time the survey was open the then Mayor resigned from Council, the remaining council positions were declared to be vacant, and three Commissioners were appointed to govern the Town of Port Hedland until an election could be held in 2026. This may have impacted participation in the survey.

### Previous results

The 2021 survey, completed by 1,055 participants, rated the Town at 54/100 with a 77% positive rating. Key strengths included waste services, aquatic centres, libraries, disaster management, and respect for First Nations culture. Priorities for improvement included community safety, childcare, housing, youth services, and healthcare.

In 2023, participation increased to 1,379 responses. The Town's score declined to 48/100 with a 65% positive rating. While some areas showed improvement, including family services and respect for First Nations culture, key concerns remained around community safety, housing, and leadership.

### 2025 results

Participation in the 2025 survey decreased significantly from previous years, albeit the results remain statistically valid.

The results indicate the community has noticed improvements with:

- The area overall as a place to work
- Marine facilities
- Lighting of streets and public places
- Universal access and inclusion
- Waste management
- Environmental management

The results indicate the community would like the Town to prioritise advocacy and support for infrastructure and services to improve overall liveability, especially:

- Access to affordable housing
- Reducing crime and antisocial behaviours
- Growing and diversifying the economy – with more small businesses, shops, restaurants, bars etc
- Developing, activating and improving the appearance and cleanliness of town centres

Survey results show the town's overall liveability score is 44/100, 30 points below the industry average, with the overall positivity rating at 58%.

### *What's next?*

The survey results, now tracking six years of community sentiment and perception, will be a valuable tool for future Town of Port Hedland Local Government leaders to identify service gaps and make informed choices to better meet community needs and enhance overall quality of life.

It is anticipated that the survey results will be utilised by the incoming Council, supported by the CEO, as useful insight into the major strategic review and update of the Council Plan this year.

To ensure the Hedland community can access the 2025 community sentiment survey results, a copy will be published in the Town's website, alongside previous reports.

### **LEVEL OF SIGNIFICANCE**

In accordance with Policy 4/009 'Significant Decision Making', this matter is of high significance, because the matter will have implications for the present and future social, economic, environmental and cultural well-being of Port Hedland.

### **CONSULTATION**

#### *Internal*

- Executive Leadership Team

### **LEGISLATION AND POLICY CONSIDERATIONS**

#### *Local Government Act 1995*

### **FINANCIAL AND RESOURCE IMPLICATIONS**

The 2025 community sentiment survey cost approximately \$40,000.

### **STRATEGIC SUSTAINABILITY IMPLICATIONS**

#### **Council Plan: Part A**

This item applies to all sections.

#### ***Environmental***

The receipt of the report and its subsequent use as insight into future strategic planning may support a reduced level of environment risk as Council decisions will be underpinned by community feedback.

#### ***Economic***

The receipt of the report and its subsequent use as insight into future strategic planning may support a reduced level of economic risk as Council decisions will be underpinned by community feedback.

**Social**

The receipt of the report and its subsequent use as insight into future strategic planning may support a reduced level of social risk as decisions will be underpinned by community feedback.

**Access and Inclusion**

The following outcomes of the Town’s *Access and Inclusion Plan 2023-2026* apply in relation to this item:

Nil

**Council Plan: Part B**

This item applies to all sections.

**RISK MANAGEMENT CONSIDERATIONS**

<b>Risk Type</b>	Strategic
<b>Risk Category</b>	Reputational
<b>Cause</b>	Not receiving the MARKYT Community Scorecard 2025 report
<b>Effect (Consequence)</b>	The Town does not utilise or recognise valuable community feedback and insight, impacting the ability to plan and develop both strategies and plans that reflect community aspirations.
<b>Risk Treatment</b>	Note the MARKYT Community Scorecard 2025 report, and ensure the results are further considered for Council strategic planning, including the contents of the report being included in the major strategic review of the Council Plan.

There is a strategic risk associated with this item should it not be received. The community have provided their feedback into the survey, with the understanding their insight will be acknowledged and utilised by the Town. Should it not be further considered, trust and confidence in the Town may be eroded, leading to reputational risk implications.

The risk rating is considered to be Medium (9) which is determined by a likelihood of Likely (4) and a consequence of Moderate (3).

This risk will be mitigated by receipt of the MARKYT Community Scorecard 2025 report, and a clear expectation that the insight provided in the report will be taken into consideration for future strategic planning.

**OPTIONS**

Option 1 – Adopt officer’s recommendation

Option 2 – Amend officer’s recommendation

Option 3 – Do not adopt officer’s recommendation

**CONCLUSION**

The MARKYT Community Scorecard 2025 aimed to identify and benchmark how residents view the Town's services, operating approach, facilities and assets, and compliance. The survey helps identify emerging needs; and evaluate performance across key areas.

Results indicate the community has seen some improvements, however overall results are low, and are significantly below the industry average.

Importantly, the results provide a clear indication of community expectations and aspirations. The report will provide useful insight for the incoming Council and can be utilised as input into the major strategic review of the Council Plan later this year.

The report will be published on the Town's website, alongside previous reports, to enable the community to view the results.

**ATTACHMENTS**

1. MARKYT Community Scorecard 2025 report

**13 New Business of an Urgent Nature (Late Items)**

Nil

**14 Motions of Which Previous Notice has been given**

Nil

**15 Matters for Which Meeting May be Closed (Confidential Matters)**

**CM202627/111 COUNCIL DECISION**

**MOVED: CMM Ronald Yuryevich**

**SECONDED: CMM Deputy Chair Martin Aldridge**

**That Council close the meeting to members of the public as prescribed in section 5.23(2)(b) of the Local Government Act 1995, to consider item 15.1 Chief Executive Officer Recruitment**

***CARRIED BY SIMPLE MAJORITY (3/0)***

*For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge and CMM Ronald Yuryevich*

*Against: Nil*

Presiding Member declared the meeting closed to the public.

**15.1 Chief Executive Officer Recruitment****CM202627/112 COUNCIL DECISION****MOVED: CMM Deputy Chair Martin Aldridge****SECONDED: CMM Ronald Yuryevich****That Council;**

- 1. Receives the unconfirmed minutes (attachment 10) of the Chief Executive Officer Recruitment and Selection Committee held on 20 January 2026.**

***CARRIED BY SIMPLE MAJORITY (3/0)****For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge and CMM Ronald Yuryevich**Against: Nil***CM202627/113 COUNCIL DECISION****MOVED: CMM Ronald Yuryevich****SECONDED: CMM Deputy Chair Martin Aldridge****That Council;**

- 1) NOTES that the Chief Executive Officer Recruitment and Selection Committee (Committee) –**

- a. Has assessed each applicant's knowledge, experience, qualifications and skills against the selection criteria (as summarised in Attachment 1);**
- b. Selected 2 of the applicants (as identified in Attachment 1 as 'Applicant A' and 'Applicant B') to progress to the final stage of the selection process;**
- c. Has, in relation to each of Applicant A and Applicant B –**
  - i. Assessed each as having demonstrated that their knowledge, experience, qualifications and skills meet the selection criteria;**
  - ii. Verified the academic, or other tertiary level, qualifications each claimed to hold; and**
  - iii. By contacting referees (see Attachment 2) and arranging psychometric testing (see Attachment 3), verified the**

**character, work history, skills, performance and other claims made by each;**

**d. Considers that Applicant A and Applicant B are each suitably qualified for employment in the position of Chief Executive Officer and that Applicant A is the preferred applicant; and**

**e. Has reviewed, by reference to legal advice obtained by the Committee, the terms of the proposed Chief Executive Officer Employment Contract set out in Attachment 4 (Proposed Employment Contract).**

**2) NOTES that the Chief Executive Officer Recruitment and Selection Committee, in accordance with paragraph 10 of its Terms of Reference –**

**a. Has undertaken, with the assistance of a consultant, a review of its effectiveness; and**

**b. Endorses the report of that review (as set out in Attachment 5).**

***CARRIED BY SIMPLE MAJORITY (3/0)***

*For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge and CMM Ronald Yuryevich*

*Against: Nil*

#### **CM202627/114 COUNCIL DECISION**

**MOVED: CMM Deputy Chair Martin Aldridge**

**SECONDED: CMM Chair Jessica Shaw**

**That Council;**

**1) ADOPTS the recommendations of the Chief Executive Officer Recruitment & Selection Committee, being that the Council –**

**a. Approves the making of an offer to employ Applicant A in the position of Chief Executive Officer and, if the offer to employ Applicant A is not accepted or does not otherwise result in the employment of Applicant A, approves the making of an offer to employ Applicant B in the position of Chief Executive Officer; (absolute majority of Council required)**

**b. Approves the terms of the Proposed Employment Contract; (absolute majority of Council required)**

**c. Authorises the Chairperson of Commissioners, Commissioner Jessica Shaw –**

**i. To conduct any negotiations with Applicant A in relation to the Proposed Employment Contract;**

**ii. To accept any minor amendments to the Proposed Employment Contract that are consistent with the advertised remuneration and benefits; and**

**iii. If the offer to employ Applicant A is not accepted or does not otherwise result in the employment of Applicant A –**

**1. To conduct any negotiations with Applicant B in relation to the Proposed Employment Contract; and**

**2. To accept any minor amendments to the Proposed Employment Contract that are consistent with the advertised remuneration and benefits;**

**d. Authorises the affixing of the common seal to the Proposed Employment Contract, as varied with any minor amendments accepted under 1(c)(ii) or 1(c)(iii)(2), as the case may be, above;**

**e. Authorises the Chairperson of Commissioners, Commissioner Jessica Shaw, to disclose the name and commencement date of the Chief Executive Officer after the execution of the Proposed Employment Contract; and**

**f. Notes that if Applicant A or Applicant B, as the case may be, proposes amendments to the Proposed Employment Contract that are not minor amendments accepted under 1(c)(ii) or 1(c)(iii)(2) above, as the case may be, the amendments must be approved, by an absolute majority of the Council, before the contract is executed; and 2) endorses the report of the review of the Committee's effectiveness (as set out in Attachment 5).**

***CARRIED BY ABSOLUTE MAJORITY (3/0)***

*For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge and CMM Ronald Yuryevich*  
*Against: Nil*

**CM202627/115 COUNCIL DECISION**

**MOVED: CMM Ronald Yuryevich**

**SECONDED: CMM Deputy Chair Martin Aldridge**

**Council reopens the meeting to members of the public.**

***CARRIED BY SIMPLE MAJORITY (3/0)***

*For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge and CMM Ronald Yuryevich*

*Against: Nil*

The Presiding Member opened the meeting to the public at 6:51pm.

The decision made behind closed doors was read aloud and the presiding member thanked the CEO, Directors, staff and public members for their attendance.

## **16 Closure**

### **16.1 Date of Next Meeting**

The next Ordinary Meeting of Council will be held on Wednesday 25 February 2026 commencing at 5:30pm.

### **16.2 Closure**

There being no further business, the Presiding Member declared the meeting closed at 6:54pm.