

UNCONFIRMED MINUTES

Chief Executive Officer Recruitment and Selection Committee

Tuesday 20 January 2026

Date: Tuesday 20 January 2026

Time: 10:00am

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

Distribution Date: Friday 23 January 2026

CMM Chair Jessica Shaw

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1 Opening of Meeting

The Presiding Member is to declare the meeting open at 10:12am.

2 Acknowledgement of Traditional Owners

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 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 Ronald Yuryevich AM
- Terry Hill – Independent Committee Member

Scheduled for Attendance:

- Shawn Law (A/Executive Manager Human Resources)
- Nancy Kiliswa (Principal Strategy and Performance)
- Carryl Price (EA to the CEO & Mayor)
- Catherine Carroll (McArthur Consulting Pty Ptd)

3.2 Attendance by Telephone / Instantaneous Communications

'I, Jessica Shaw, declare that I am able to maintain confidentiality during the closed part of the meeting. If I am no longer able to maintain confidentiality, I will excuse myself from the meeting.'

'I, Martin Aldridge, declare that I am able to maintain confidentiality during the closed part of the meeting. If I am no longer able to maintain confidentiality, I will excuse myself from the meeting.'

‘I, Ronald Yuryevich, declare that I am able to maintain confidentiality during the closed part of the meeting. If I am no longer able to maintain confidentiality, I will excuse myself from the meeting.’

‘I, Terry Hill, declare that I am able to maintain confidentiality during the closed part of the meeting. If I am no longer able to maintain confidentiality, I will excuse myself from the meeting.’

‘I, Cat Carroll, declare that I am able to maintain confidentiality during the closed part of the meeting. If I am no longer able to maintain confidentiality, I will excuse myself from the meeting.’

3.3 Apologies

Nil

3.4 Approved Leave of Absence

Nil

3.5 Disclosure of Interest

Name	Item No.	Interest	Nature
Kenneth Donohoe	11.1 – CEO Recruitment	Financial	The Temporary Chief Executive Officer declares a direct financial interest in the item as this appointment affects his temporary employment contract with the Town of Port Hedland. Noting that the Temporary Chief Executive Officer did not attend the meeting.

4 Applications for Leave of Absence

Nil

5 Questions from Members without Notice

Nil

6 Announcements by Presiding Member without Discussion

Nil

7 Declarations of All Commissioners to have given due consideration to all matters contained in the Business Paper before the Meeting

The Chief Executive Officer Recruitment and Selection Committee Members declare that they have given due consideration to all matters contained in the agenda by a show of hands.

The Presiding Member noted the use of 'Commissioners' and corrected to 'Committee Members' to declare due consideration.

8 Confirmation of Minutes of Previous Meeting

{CEORSC 2526 / 006} COMMITTEE DECISION

MOVED: CMM Chair Jessica Shaw SECONDED: CMM Ronald Yuryevich AM
That Committee Members confirm that the Minutes of the Chief Executive Officer Recruitment and Selection Committee Meeting held on 5 January 2026 are a true and correct record.

CARRIED BY SIMPLE MAJORITY VOTE (4/0)

For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge, CMM Ronald Yuryevich AM and Terry Hill

Against: Nil

Disclaimer

Members of the public are cautioned against taking any action on Committee 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.

9 Reports of Officers

Nil

10 Motions of Which Previous Notice have been given

Nil

11 Matters for Which Meeting May be Closed (Confidential Matters)

{CEORSC 2526 / 007} COMMITTEE DECISION

MOVED: CMM Ronald Yuryevich AM SECONDED: Terry Hill

That Chief Executive Officer Recruitment and Selection Committee close the meeting to members of the public as prescribed in section 5.23(2) of the Local Government Act 1995, to consider item 11.1 CEO Recruitment.

CARRIED SIMPLE MAJORITY VOTE (4/0)

For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge, CMM Ronald Yuryevich AM and Terry Hill

Against: Nil

11.1	CEO Recruitment
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Author:	A/Executive Manager Human Resources
Authorising Officer:	A/Executive Manager Human Resources
Disclosure of Interest:	The Temporary Chief Executive Officer declares a direct financial interest in the item as this appointment affects his temporary employment contract with the Town of Port Hedland.

Reasons for Confidentiality

Under section 5.23(2)(b) of the Local Government Act 1995, the Committee is required to close the meeting to members of the public to the extent necessary to ensure that the matter is dealt with on a confidential basis if it is 'a matter relating to the recruitment or employment of a CEO'

{CEORSC 2526/008} COMMITTEE DECISION

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

That the Committee suspend so much of the Town of Port Hedland Standing Orders Local Law 2014, in accordance with section 18.2 'Suspension of Standing Orders' to consider the Officer Recommendation, including the revocation of a decision already made by the Committee.

CARRIED BY ABSOLUTE MAJORITY VOTE (4/0)

For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge, CMM Ronald Yuryevich AM and Terry Hill

Against: Nil

{CEORSC 2526/009} COMMITTEE DECISION

MOVED: CMM Ronald Yuryevich AM SECONDED: Terry Hill

That the Committee resume the Town of Port Hedland Standing Orders Local Law 2014.

CARRIED BY ABSOLUTE MAJORITY VOTE (4/0)

For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge, CMM Ronald Yuryevich AM and Terry Hill

Against: Nil

{CEORSC 2526/010} COMMITTEE DECISION

MOVED: CMM Ronald Yuryevich AM

SECONDED: Terry Hill

That the Chief Executive Officer Recruitment and Selection Committee;

- 1) REVOKES each of its decisions (being decisions CEORSC 2526/001-004) made at its meeting on 5 January 2026.**

CARRIED BY ABSOLUTE MAJORITY VOTE (4/0)

For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge, CMM Ronald Yuryevich AM and Terry Hill

Against: Nil

{CEORSC 2526/011} COMMITTEE DECISION

MOVED: CMM Deputy Chair Martin Aldridge

SECONDED: Terry Hill

That the Chief Executive Officer Recruitment and Selection Committee;

2) NOTES that –

- a. it has assessed each applicant's knowledge, experience, qualifications and skills against the selection criteria (as summarised in Attachment 1);**
- b. it 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. it 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. it 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. it has reviewed, by reference to legal advice obtained by the Committee, the terms of the proposed CEO Employment**

Contract set out in Attachment 4 (Proposed Employment Contract);

3) NOTES that, in accordance with paragraph 10 of its Terms of Reference, the Committee –

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);

4) RECOMMENDS that 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 4(c)(ii) or 4(c)(iii)(2) above, as the case may be;

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 4(c)(ii) or 4(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

5) RECOMMENDS that Council endorse the report of the review of the Committee's effectiveness (as set out in Attachment 5).

CARRIED BY SIMPLE MAJORITY VOTE (4/0)

For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge, CMM Ronald Yuryevich AM and Terry Hill

Against: Nil

{CEORSC 2526/012} COMMITTEE DECISION

MOVED: CMM Ronald Yuryevich AM

SECONDED: CMM Chair Jessica Shaw

That the Committee reopen the meeting to members of the public.

CARRIED BY ABSOLUTE MAJORITY VOTE (4/0)

For: CMM Chair Jessica Shaw, CMM Deputy Chair Martin Aldridge, CMM Ronald Yuryevich AM and Terry Hill

Against: Nil

12 Closure

Nil

12.1 Closure

There being no further business, the Presiding Member declared the meeting closed at 10:41am.