

Shire of Cocos (Keeling) Islands

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Minutes

**CEO Recruitment and Selection Committee
Meeting held Monday, 11 April 2022 4.00pm
(CKI time) 5.30pm (Perth time)**

Via Telephone Conferencing Platform

Council Chambers Home Island

OUR VALUES

Service

Provide the best service we can.

We serve the community and each other.

Accountability

We take responsibility for our own actions.

We do what we say we will do.

Mistakes are an opportunity to learn.

Support

We support our team and our community.

Look for opportunities to help each other.

Respect

We respect and value others.

Our interactions are always respectful towards others.

Integrity

We will be honest and transparent with all our dealings.

Maintain confidentiality.

Trust each other.

Achievement

Being proactive and enabling the outcomes.

Be creative and think outside the square.

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1. OPENING/ANNOUNCEMENTS OF VISITORS

The Chair declared the meeting open at 4:00pm. As this is not a public meeting, there are not members of the public in attendance.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Committee Member Cr Lacy – Chair (via telephone conference)
Cr Liu– Deputy Chair (via telephone conference)
Cr Minkom
Cr Young

Independent Member Ms A Selvey (via telephone conference)

Recruitment Consultant Mr J Phillips (via telephone conference)

Officers: K Small, CEO

Apologies: Nil

3. DECLARATION OF INTERESTS

Ms A Selvey declared an impartiality interest for Candidate K as she has been listed as a referee for that candidate.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Minutes of the Meeting of the CEO Recruitment and Selection Committee held on 1 March 2022 as attached.

MOVED MS SELVEY **SECONDED CR LIU**

THAT THE COMMITTEE BY SIMPLE MAJORITY PURSUANT TO SECTION 3.18 OF *THE LOCAL GOVERNMENT ACT 1995 (WA) (CKI)* RESOLVES TO RECEIVE THE MINUTES OF THE CEO RECRUITMENT AND SELECTION COMMITTEE HELD ON THE 1 MARCH 2022.

THE MOTION WAS PUT AND DECLARED CARRIED (5/0)

FOR: LACY, LIU, MINKOM, SELVEY, YOUNG

AGAINST: NIL

5. REPORTS

5.1 SHORTLISTING OF APPLICANTS FOR INTERVIEW

Report Information

Date: 7 April 2022
Disclosure of Interest: Nil
Report Prepared by: John Phillips - Consultant
Attachments: Confidential - Applications received for position of CEO

Report Purpose

To consider all applications received for the position of CEO for the Shire of Cocos (Keeling) Islands and to develop a shortlist for interviews.

Relevant Documents

Available for viewing at the meeting

Nil

Background

Advertising for the position of CEO for the Shire concluded on Monday 4 April 2022. The position was advertised statewide in compliance with R18.A of the *Local Government (Administration) Regulations 1996*.

All applications have been provided to all members of this Committee for review.

COMMITTEE RESOLUTION – ITEM NO 5.1

MOVED CR LACY SECONDED MS SELVEY

THAT APPLICANTS M, W, Y, G, AND K BE INVITED TO INTERVIEW FOR THE SHIRE OF COCOS (KEELING) ISLANDS POSITION OF CHIEF EXECUTIVE OFFICER.

THE MOTION WAS PUT AND DECLARED CARRIED (5/0)

**FOR: LACY, LIU, MINKOM, SELVEY, YOUNG
AGAINST: NIL**

5.2 FINALISE INTERVIEW QUESTIONS

Report Information

Date: 7 April 2022
Disclosure of Interest: Nil
Report Prepared by: John Phillips - Consultant
Attachments: Confidential – Draft Interview Questions – CEO Recruitment

Report Purpose

To consider draft interview questions for the position of CEO for the Shire of Cocos (Keeling) Islands and to adopt a final version.

Relevant Documents

Available for viewing at the meeting

Nil

Background

Draft interview questions have been provided to all Committee Members for discussion and final adoption.

COMMITTEE RESOLUTION – ITEM NO 5.2

MOVED CR MINKOM SECONDED CR YOUNG

THAT THE COMMITTEE APPROVES THE INTERVIEW QUESTIONS AS PROVIDED BY THE RECRUITMENT CONSULTANT WITH THE ADDITION OF A QUESTION RELATING TO LOCAL GOVERNMENT COMPLIANCE TO BE EMAILED TO THE COMMITTEE FOR REVIEW AND ENDORSEMENT.

THE MOTION WAS PUT AND DECLARED CARRIED (5/0)

**FOR: LACY, LIU, MINKOM, SELVEY, YOUNG
AGAINST: NIL**

5.3 FINALISE INTERVIEW DETAILS

Report Information

Date: 7 April 2022
Disclosure of Interest: Nil
Report Prepared by: John Phillips - Consultant
Attachments: Nil

Report Purpose

For the Committee to confirm the interview details such as location and dates, and to determine the medium to interview applicants. (ie. In person, via Teams/Zoom capability).

Relevant Documents

Available for viewing at the meeting

Nil

Background

Interview dates have been tentatively scheduled for 20 and 21 April 2022 to be held in Perth. Travel arrangements need to be confirmed to determine location, dates and interview medium.

COMMITTEE RESOLUTION – ITEM NO 5.3

MOVED CR MINKOM SECONDED CR LIU

THAT THE INTERVIEW BE CONDUCTED ON THE 20 AND/OR 21 APRIL 2022, TO BE HELD IN PERTH, AND WHERE REQUIRED BY TEAMS/ZOOM TECHNOLOGY, LOCATION TO BE BOOKED BY THE CEO IN CONSULTATION WITH THE RECRUITMENT CONSULTANT

THE MOTION WAS PUT AND DECLARED CARRIED (5/0)

**FOR: LACY, LIU, MINKOM, SELVEY, YOUNG
AGAINST: NIL**

