

# Shire of Cocos (Keeling) Islands

## Shire of Cocos (Keeling) Islands

### Minutes

**CEO Recruitment and Selection Committee  
Meeting to be held Tuesday 1 March 2022,  
4.00pm (CKI time) 5.30pm (Perth time) via  
Teams Video Conferencing**

**Platform Shire Office, West 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

As this was the first meeting of the CEO Recruitment and Selection Committee the Acting CEO declare the meeting open at 4.00pm and chair the meeting until the election of the presiding member has been undertaken.

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

<b>Committee Member</b>	Cr Minkom Cr Liu Cr Lacy
<b>Independent Member</b>	Ms A Selvey (via Zoom)
<b>Recruitment Consultant</b>	Mr J Phillips (via Zoom)
<b>Officers:</b>	V Lauritsen, Acting CEO I Macrae, Governance and Risk Coordinator
<b>Visitors</b>	Nil
<b>APOLOGIES</b>	Cr Young
<b>APPROVED LEAVE OF ABSENCE:</b>	Nil

## 3. DECLARATION OF INTERESTS

Nil

## 4. ELECTION OF PRESIDING AND DEPUTY PRESIDING MEMBER

In accordance with *s5.12 of the Local Government Act 1995*, members of the CEO Recruitment and Selection Committee are required to elect their Presiding Member and Deputy presiding member from amongst themselves.

The presiding member elected by the committee is to preside at meetings of the committee.

If, in relation to the presiding member of a committee:

- a) the office of presiding member is vacant, or

- b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member, then the deputy presiding member, if any, may perform the functions of presiding member.

Election of Presiding Member

**COMMITTEE RECOMMENDATION**

THAT IN ACCORDANCE WITH S5.12 OF THE *LOCAL GOVERNMENT ACT 1995*, THE RECRUITMENT AND SELECTION COMMITTEE APPOINTS CR \_\_\_\_\_ AS THE PRESIDING MEMBER.

**COMMITTEE RESOLUTION**

**MOVED CR LACY                      SECONDED CR MINKOM**

**THAT IN ACCORDANCE WITH S5.12 OF THE *LOCAL GOVERNMENT ACT 1995*, THE RECRUITMENT AND SELECTION COMMITTEE APPOINTS CR LACY AS THE PRESIDING MEMBER.**

**THE MOTION WAS PUT AND DECLARED CARRIED (4/0)**

**FOR: LACY, LIU, MINKOM, SELVEY**

**AGAINST: NIL**

Election of Deputy Presiding

**COMMITTEE RECOMMENDATION**

THAT IN ACCORDANCE WITH S5.12 OF THE *LOCAL GOVERNMENT ACT 1995*, THE RECRUITMENT AND SELECTION COMMITTEE APPOINTS CR \_\_\_\_\_ AS THE DEPUTY PRESIDING MEMBER.

**COMMITTEE RESOLUTION**

**MOVED CR LACY                      SECONDED MS SELVEY**

**THAT IN ACCORDANCE WITH S5.12 OF THE *LOCAL GOVERNMENT ACT 1995*, THE RECRUITMENT AND SELECTION COMMITTEE APPOINTS CR LIU AS THE DEPUTY PRESIDING MEMBER.**

**THE MOTION WAS PUT AND DECLARED CARRIED (4/0)**

**FOR:** LACY, LIU, MINKOM, SELVEY

**AGAINST:** NIL

*The Acting CEO and Governance and Risk Coordinator left the meeting venue at 4.03pm following the election of the Presiding Member and Deputy Presiding Member.*

**5. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

Nil - this being the first meeting of this Committee.

**6. REPORTS**

**6.1 CEO RECRUITMENT – SHIRE OF COCOS KEELING ISLANDS**

1. Actions and indicative timeline
2. Confidentiality agreement (Councillors/panel members)
3. Confidentiality agreement (Employees)
4. Advertisement
5. Amended Job Description
6. Application/Information package

