

Shire of Cocos (Keeling) Islands

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Minutes

CEO Recruitment and Selection Committee

Meeting held Thursday, 28 April 2022

12.00pm (CKI time) 1.30pm (Perth time)

Via Video Conferencing Platform

Shire Administration 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

The Chair declared the meeting open at 12.02pm. 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 Cr Liu– Deputy Chair Cr Minkom (Arrived at 12.15pm) Cr Young
Independent Member	Ms A Selvey (via video conference)
Recruitment Consultant	Mr J Phillips (via video conference)
Officers:	V Lauritsen, Manager Finance and Corporate Services
Apologies:	Nil

3. DECLARATION OF INTERESTS

Members of the Committee are bound by the provisions of the *Local Government Act 1995 (WA)(CKI)*, Section 5.65 with respect to disclosure of financial, impartiality or proximity interests.

Nil

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Minutes of the Meeting of the CEO Recruitment and Selection Committee held on 11 April 2022 as attached.

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 11 APRIL 2022.

COMMITTEE RESOLUTION

MOVED CR YOUNG

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 11 APRIL 2022.

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

FOR: LACY, LIU, SELVEY, YOUNG

AGAINST: NIL

5. REPORTS

Nil

6. ITEMS BEHIND CLOSED DOORS

6.1 DETERMINATION OF PREFERRED APPLICANT(S) AND PROGRESSION OF NEGOTIATING EMPLOYMENT CONTRACT

Report Information

Date:	27 April 2022
Disclosure of Interest:	Nil
Report Prepared by:	John Phillips - Consultant
Attachments:	6.1 - Confidential – Draft Contract - CEO

This matter will be considered behind closed doors in accordance with Section 5.23(2) (b) and (e) of the Local Government Act as it related to the personal affair of a person and a contract that may be entered into.

The report item is circulated with the Agenda under a Separate Cover.

Voting Requirement

Simple Majority

COMMITTEE RESOLUTION

MOVED CR LACY

SECONDED MS SELVEY

THAT THE COMMITTEE SUSPEND STANDING ORDERS, THE TIME BEING 12.08PM.

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

FOR: LACY, LIU, SELVEY, YOUNG

AGAINST: NIL

Cr Minkom arrived at the meeting venue at 12.15pm during suspended standing orders.

Ms Selvey left the video conference meeting at 12.35pm during suspended standing order.

COMMITTEE RESOLUTION

MOVED CR LACY

SECONDED CR MINKOM

THAT THE COMMITTEE RESUME STANDING ORDERS, THE TIME BEING 12.52PM.

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

FOR: LACY, LIU, MINKOM, YOUNG

AGAINST: NIL

COMMITTEE RESOLUTION – ITEM NO 6.1

MOVED CR MINKOM

SECONDED CR YOUNG

THAT THE CEO RECRUITMENT AND SELECTION COMMITTEE:

- 1. RESOLVES THAT CANDIDATE G IS ITS FIRST (1ST) PREFERRED APPLICANT FOR THE ROLE OF CHIEF EXECUTIVE OFFICER, SHIRE OF COCOS (KEELING) ISLANDS;**
- 2. DIRECTS MR. JOHN PHILLIPS, JOHN PHILLIPS CONSULTING, TO:**
 - a. CONTACT CANDIDATE G AND ADVISE THAT THEY ARE THE PREFERRED APPLICANT FOR THE ROLE OF CHIEF EXECUTIVE OFFICER, SHIRE OF COCOS (KEELING) ISLANDS;**
 - b. PROVIDE THE DRAFT CONTRACT OF EMPLOYMENT TO CANDIDATE G, REFLECTING:**
 - i. A TERM OF 3 YEARS;**

- ii. TOTAL REWARD PACKAGE OF \$176,900 PA, IN ACCORDANCE WITH THE SAT DETERMINATION OF 24 JUNE 2021;
 - iii. A REGIONAL/ISOLATION ALLOWANCE UP TO A MAXIMUM OF \$40,000 PER ANNUM, IN ACCORDANCE WITH THE SAT DETERMINATION OF 24 JUNE 2021;
 - iv. SIX (6) MONTHS QUALIFYING PERIOD;
 - v. THREE (3) MONTHS TERMINATION PAYMENT; AND
 - c. LIAISE WITH CHAIR OF THE CEO RECRUITMENT AND SELECTION COMMITTEE AND CANDIDATE G REGARDING ALL THE TERMS OF THE CONTRACT INCLUDING, BUT NOT LIMITED TO THE COMMENCEMENT DATE, TERM AND TOTAL REWARD PACKAGE;
- 3. IN THE EVENT THAT CANDIDATE G DECLINES OR IS OTHERWISE UNABLE TO PROGRESS WITH THEIR CANDIDATURE INSTRUCTS MR. JOHN PHILLIPS, JOHN PHILLIPS CONSULTING, TO:
 - a. SUBJECT TO UNDERTAKING REFERENCE CHECK(S), CONTACT CANDIDATE W AND ADVISE THAT THEY ARE THE SECOND (2ND) PREFERRED APPLICANT FOR THE ROLE OF CHIEF EXECUTIVE OFFICER, SHIRE OF COCOS (KEELING) ISLANDS;
 - b. PROVIDE THE DRAFT CONTRACT OF EMPLOYMENT TO CANDIDATE W, REFLECTING:
 - i. A TERM OF 3 YEARS;
 - ii. TOTAL REWARD PACKAGE OF \$176,900 PA, IN ACCORDANCE WITH THE SAT DETERMINATION OF 24 JUNE 2021;
 - iii. A REGIONAL/ISOLATION ALLOWANCE UP TO A MAXIMUM OF \$40,000 PER ANNUM, IN ACCORDANCE WITH THE SAT DETERMINATION OF 24 JUNE 2021;
 - iv. SIX (6) MONTHS QUALIFYING PERIOD;
 - v. THREE (3) MONTHS TERMINATION PAYMENT; AND
 - c. LIAISE WITH CHAIR OF THE CEO RECRUITMENT AND SELECTION COMMITTEE AND CANDIDATE W REGARDING ALL THE TERMS OF THE CONTRACT INCLUDING, BUT NOT LIMITED TO THE COMMENCEMENT DATE, TERM AND TOTAL REWARD PACKAGE; AND
- 4. RECOMMEND COUNCIL TO DETERMINE THE TIMING OF A SPECIAL MEETING TO ARRANGE CONSIDERATION AND EXECUTION OF THE FINALISED CONTRACT, AND THE APPOINTMENT OF THE PREFERRED CANDIDATE.

