

Shire of Cocos (Keeling) Islands

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Minutes

CEO Recruitment and Selection Committee

Meeting held Wednesday, 4 May 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 12.01pm. 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 Cr Young
Recruitment Consultant	Mr J Phillips (via video conference)
Officers:	K Small, Chief Executive Officer
Apologies:	Ms A Selvey, Independent Member

3. DECLARATION OF INTERESTS

Nil

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Minutes of the Meeting of the CEO Recruitment and Selection Committee held on 28 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 28 APRIL 2022.

Cr Minkom arrived at the meeting venue at 12:02pm.

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 28 APRIL 2022.

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

FOR: LACY, LIU, MINKOM, YOUNG

AGAINST: NIL

5. REPORTS

Nil

6. ITEMS BEHIND CLOSED DOORS

6.1 FURTHER NEGOTIATION OF EMPLOYMENT CONTRACT

Report Information

Date:	4 May 2022
Disclosure of Interest:	Nil
Report Prepared by:	John Phillips - Consultant
Attachments:	Nil

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 YOUNG

SECONDED CR LACY

THAT THE COMMITTEE SUSPEND STANDING ORDERS, THE TIME BEING 12.03PM.

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

FOR: LACY, LIU, MINKOM, YOUNG

AGAINST: NIL

COMMITTEE RESOLUTION

MOVED CR MINKOM

SECONDED CR YOUNG

THAT THE COMMITTEE RESUME STANDING ORDERS, THE TIME BEING 12.42PM.

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 DIRECTS MR. JOHN PHILLIPS, JOHN PHILLIPS CONSULTING, TO:

- 1. PROVIDE THE DRAFT CONTRACT OF EMPLOYMENT TO CANDIDATE G, REFLECTING ALL PREVIOUS TERMS RESOLVED WITH NEW TERMS OF:**
 - i. TOTAL REWARD PACKAGE OF \$187,950 PA, IN ACCORDANCE WITH THE SAT DETERMINATION OF 7 APRIL 2022, TO BE REVIEWED AT THE COMPLETION OF PROBATION;**
- 2. 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. 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.**

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

FOR: LACY, LIU, MINKOM, YOUNG

AGAINST: NIL

7. CLOSURE OF BUSINESS

The Presiding member declared the meeting closed at 12.44pm.

These minutes were confirmed at a meeting on

SIGNED this day of 2022

as a true record of proceedings.

PRESIDING MEMBER