

Shire of Cocos (Keeling) Islands

MINUTES

**Special Council Meeting
4 September 2025**

Disclaimer

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any member or officer of the Shire during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received. Any plans or documents contained in this document may be subject to copyright law provisions (Copyright Act 1968, as amended) and the express permission of the copyright owner(s) should be sought prior to the reproduction.

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 PRESIDING MEMBER DECLARED THE MEETING OPEN AT 3:01PM AND WELCOMED COUNCILLORS AND OFFICERS.

2 ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

President: Cr A Minkom

Deputy President: Cr I Minkom

Councillors: Cr A Badlu
Cr S Knight
Cr Young

Officers: Ibrahim Macrae, Acting Chief Executive Officer
Amallia Alim, Governance Administration Officer

Guests: Nil

Public: Nil

Apologies: Cr T Lacy

Approved Leave of Absence: Cr O Sloan

3 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTIONS TIME

In accordance with section 5.24(1) (a) of the *Local Government Act 1995*, time is allocated for questions to be raised by members of the public, as follows:

(1) The minimum time to be allocated for the asking of and responding to questions raised by members of the public at ordinary meetings of councils and meetings referred to in regulation 5 is 15 minutes.

(2) Once all the questions raised by members of the public have been asked and responded to at a meeting referred to in sub regulation (1), nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

Pursuant to regulation 7(4) (a) of the *Local Government (Administration) Regulations 1996*, questions from the public must relate to a matter affecting the local government.

In accordance with section 5.25 (1)(f) of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* regulation 11(e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question will be included in the minutes of the meeting.

Where a question is taken on notice at the meeting, a summary of the response to the question will be included in the agenda for the following Council meeting.

5 LEAVE OF ABSENCE

THE *LOCAL GOVERNMENT ACT 1995* (SECTION 2.25) PROVIDES THAT A COUNCIL MAY, BY RESOLUTION, GRANT LEAVE OF ABSENCE TO A MEMBER FOR ORDINARY COUNCIL MEETINGS. A MEMBER WHO IS ABSENT, WITHOUT FIRST OBTAINING LEAVE OF THE COUNCIL, THROUGHOUT THREE CONSECUTIVE ORDINARY MEETINGS OF THE COUNCIL IS DISQUALIFIED FROM CONTINUING HIS OR HER MEMBERSHIP OF THE COUNCIL. DISQUALIFICATION FROM MEMBERSHIP OF THE COUNCIL FOR FAILURE TO ATTEND ORDINARY MEETINGS OF THE COUNCIL WILL BE AVOIDED SO LONG AS THE COUNCIL GRANTS LEAVE PRIOR TO THE MEMBER BEING ABSENT. THE LEAVE CANNOT BE GRANTED RETROSPECTIVELY. AN APOLOGY FOR NON-ATTENDANCE AT A MEETING IS NOT AN APPLICATION FOR LEAVE OF ABSENCE.

5.1 APPROVED LEAVE OF ABSENCE

Councillor	Date of Leave	Approved by Council
Cr O Sloan	22 August 2025 to 5 September 2025	27 August 2025

5.2 APPLICATION FOR LEAVE OF ABSENCE

Nil

6 DECLARATION OF INTEREST

Councillors are to complete a Disclosure of Interest Form for each item they are required to disclose an interest in. The Form should be given to the Presiding Member before the meeting commences. After the meeting, the Form is to be provided to the Governance and Risk Coordinator for inclusion in the Disclosures Register.

7 MOTIONS WITHOUT NOTICE WITH LEAVE OF COUNCIL

Nil

8 MATTERS BEHIND CLOSED DOORS

RESOLUTION OCM/25/025

MOVED: CR I MINKOM

SECONDED: CR A YOUNG

THAT COUNCIL CONSIDERS THE CONFIDENTIAL REPORT(S) LISTED BELOW IN A MEETING CLOSED TO THE PUBLIC IN ACCORDANCE WITH SECTION 275 OF THE *LOCAL GOVERNMENT ACT 1995*:

8.1 APPOINTMENT OF NEW CHIEF EXECUTIVE OFFICER

THIS MATTER IS CONSIDERED TO BE CONFIDENTIAL UNDER SECTION 5.23(2) - (A), (B) AND (C) OF THE *LOCAL GOVERNMENT ACT*, AND THE COUNCIL IS SATISFIED THAT DISCUSSION OF THIS MATTER IN AN OPEN MEETING WOULD, ON BALANCE, BE CONTRARY TO THE PUBLIC INTEREST AS IT DEALS WITH (A MATTER AFFECTING AN EMPLOYEE OR EMPLOYEES), (THE PERSONAL AFFAIRS OF ANY PERSON) AND (A CONTRACT ENTERED INTO, OR WHICH MAY BE ENTERED INTO, BY THE LOCAL GOVERNMENT AND WHICH RELATES TO A MATTER TO BE DISCUSSED AT THE MEETING).

THE MOTION WAS PUT AND DECLARED CARRIED 5/0

For: Minkom, Minkom, Badlu, Knight, Young

Against: Nil

SUSPENSION OF STANDING ORDERS

RESOLUTION OCM/25/001

MOVED: CR I MINKOM

SECONDED: CR A YOUNG

THAT COUNCIL SUSPEND STANDING ORDERS THE TIME BEING 3:30PM.

THE MOTION WAS PUT AND DECLARED CARRIED 5/0

For: Minkom, Minkom, Badlu, Knight, Young

Against: Nil

RESOLUTION OCM/25/028

MOVED: CR I MINKOM

SECONDED: CR A BADLU

THAT COUNCIL RESUME STANDING ORDERS THE TIME BEING 4:00PM.

THE MOTION WAS PUT AND DECLARED CARRIED 5/0

For: Minkom, Minkom, Badlu, Knight, Young

Against: Nil

**9 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY
DECISION OF MEETING**

Nil

**10 DECISIONS MADE WHILE MEETING WAS CLOSED TO THE
PUBLIC**

8.1 APPOINTMENT OF NEW CHIEF EXECUTIVE OFFICER

FILE NUMBER:

AUTHOR: Ibrahim Macrae, Acting Chief Executive Officer

AUTHORISER: Ibrahim Macrae, Acting Chief Executive Officer

DISCLOSURE(S) OF INTEREST: Author - Nil

Authoriser - Nil

ISLAND: Shire Wide

The Council is satisfied that, pursuant to Section 5.23(2) of the *Local Government Act 1995*, the information to be received, discussed or considered in relation to this agenda item is:

- (a) a matter affecting an employee or employees
- (b) the personal affairs of any person
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

AUTHORITY/DISCRETION

Definition

<input type="checkbox"/>	Advocacy	<i>When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input checked="" type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. E.g., adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>

<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes and policies. Review when Council reviews decisions made by officers.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses.</i>
<input type="checkbox"/>	Information	<i>Includes items provides to Council for information purposes only that do not require a decision of Council (i.e. – for noting).</i>

REPORT PURPOSE

The purpose of this report is to present the outcomes of the CEO recruitment and selection process, including the Panel's recommendation, and to seek Council's endorsement to offer the position to the preferred candidate and approve the proposed CEO employment contract.

RESOLUTION OCM/25/002

MOVED: CR I MINKOM

SECONDED: CR A BADLU

THAT COUNCIL, BY ABSOLUTE MAJORITY:

- A. APPROVES THE MAKING OF AN OFFER TO THE CANDIDATE NAMED IN CONFIDENTIAL ATTACHMENT 8.1.1 FOR THE POSITION OF CEO AT THE SHIRE OF COCOS (KEELING) ISLAND AS THE PERSON THE COUNCIL BELIEVES TO BE MOST SUITABLY QUALIFIED FOR THE POSITION;**
- B. APPROVES AND IS SATISFIED WITH THE PROPOSED TERMS OF THE CEO EMPLOYMENT CONTRACT DETAILED IN CONFIDENTIAL ATTACHMENT 8.1.4, BEING FOR A PERIOD OF 5 YEARS INCLUSIVE OF A TOTAL REWARD PACKAGE CALCULATED IN ACCORDANCE WITH THE 2025 SALARIES AND ALLOWANCES TRIBUNAL LOCAL GOVERNMENT DETERMINATION BAND 4 RANGE;**
- C.) AUTHORISES THE SHIRE PRESIDENT TO EXECUTE THE CEO EMPLOYMENT CONTRACT AND APPLY THE COMMON SEAL IN ACCORDANCE WITH SECTION 9.49A(1)(A) OF THE LOCAL GOVERNMENT ACT 1995, SUBJECT TO THE CANDIDATE AGREEING TO ENTER INTO THE PROPOSED TERMS OF THE CEO EMPLOYMENT CONTRACT WITHOUT AMENDMENT**
- D. NOTES THAT SUBJECT TO THE CANDIDATE NAMED IN CONFIDENTIAL ATTACHMENT 8.1.4 ACCEPTING THE PROPOSED TERMS OF THE CEO EMPLOYMENT CONTRACT, THE CANDIDATE IS APPOINTED TO THE POSITION OF CEO AT THE SHIRE OF COCOS (KEELING) ISLAND; AND**
- E. (E) NOTES THAT, IF THE CANDIDATE NEGOTIATES UNDER CLAUSE 12 OF SCHEDULE 2 OF THE LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996 TERMS DIFFERENT TO THE PROPOSED TERMS, THE SHIRE PRESIDENT WILL PRESENT THE AMENDED PROPOSED CONTRACT TO COUNCIL FOR APPROVAL BEFORE THE CONTRACT IS EXECUTED.**

THE MOTION WAS PUT AND DECLARED CARRIED BY ABSOLUTE MAJORITY 5/0

For: Minkom, Minkom, Badlu, Knight, Young

Against: Nil

11 CLOSE OF MEETING

The Presiding member declared the meeting closed at 4:00pm.

These minutes were confirmed at a meeting on

SIGNED this day of2025

as a true record of proceedings.

PRESIDING MEMBER