

Shire of Cocos (Keeling) Islands

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Minutes

**CEO Recruitment and Selection Committee
Meeting held 10 February 2021, 10:30am**

Via Video 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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In accordance with Section 5.27 of the *Local Government Act 1995* and the Local Government (Administration) Regulations 1996, the Order of Business will be as follows:

1. OPENING/ANNOUNCEMENTS BY THE SHIRE PRESIDENT

As this is the first meeting of the CEO Recruitment and Selection Committee the CEO will declare the meeting open and chair the meeting until the election of the presiding member has been undertaken.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Members:	Cr A Minkom Cr S Iku Cr S Charlston Cr M Hamiril
Independent Member:	Jadranka Matijas
Officers:	A Selvey, Chief Executive Officer
Recruitment Consultant:	Lydia Highfield
Public:	Nil
Visitors:	Nil
Apologies:	Nil

3. DECLARATION OF INTERESTS

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

Name	Item No.	Interest	Nature
NIL			

The motion was put and declared CARRIED (4/0)

For: Charlston, Hamiril, Minkom, Seriwati

Against: Nil

The CEO left the meeting following the election of the Presiding Member and Deputy Presiding Member.

5. CONFIRMATION OF MINUTES

Nil - this being the first meeting of this Committee.

6. REPORTS

6.1 PRESENTATION OF THE DRAFT APPLICATION PACKAGE

Report Information

Date:	09 February 2021
Disclosure of Interest:	Nil
Report Prepared by:	Lydia Highfield
Attachments:	Draft Application Package

Report Purpose

To consider the draft application package as prepared by the consultant engaged by the Shire to assist the Committee with the recruitment process. The draft package is attached.

Relevant Documents

Available for viewing at the meeting

Nil

Background

The package has been based on the current the Salaries and Allowances Tribunal (SAT) determination. The remuneration listed in the SAT determination comprises all remuneration as defined under the Salaries and Allowances Act 1975 as including salary, allowances, fees, emoluments and benefits.

Comment

The draft application package is listed for discussion with the Committee prior to commencing advertising as the final package will be provided to prospective applicants.

Policy and Legislative Implications

Section 7A and 7B *Western Australia Salaries and Allowances Act 1975*

Financial Implications

The CEO Salary expenditure included for in the 2020/21 budget is at a mid-point of the SAT determination. The salary negotiated with the successful candidate will need to be considered during the 2021/22 budget.

Strategic Implications

Strategic Community Plan: Civic Leadership

COMMITTEE DECISION

To approve the application package with a salary range in accordance with the SAT Band 4 Local Government and proceed with the state-wide advertising of the CEO position.

Position to be advertised on Shire Web site and West Australian on/by Saturday 13th February

Applications close Monday 1st March

Confidentiality Agreements to be distributed and signed by all members

