



SHIRE OF
COCOS
KEELING
ISLANDS

Chief Executive Officer Application Package

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Advertisement



Chief Executive Officer Shire of Cocos Keeling Islands

The Shire of Cocos (Keeling) Islands is the local government which manages local affairs on the Australian external territory of Cocos (Keeling) Islands. It applies Western Australian laws under the Cocos Keeling Island Act 1995, including the Local Government Act 1995, however is administered by the Department of Infrastructure, Transport Regional Development, Communications, Sport and the Arts and an Administrator who is the representative of the Minister for Territories. The Territory is made up of 27 islands with just two of those islands being inhabited. The climate is tropical, with fishing, snorkelling and diving as popular recreational activities. The Territory boasts excellent swimming and beach walking activities as well as the opportunity to share in the culture of the Cocos Malay community which makes up the majority of the population in the Territory. Educational facilities are excellent with a district high school up to year ten. The Territory is serviced by two weekly flights from Perth and a regular shipping service for supplies from the Port of Fremantle.

Council is in search of an experienced Local Government professional and passionate senior executive who is able to use innovative approaches in working with diverse communities and culture, along with understanding the interplay of social, political and economic imperatives, thrive in complexity and be driven to explore and capitalise on opportunities for improving the Shire's services.

The successful applicant will have demonstrated experience in working with multicultural communities and an understanding of living and working in a remote area.

The position is offered under a three to five year performance based contract. An attractive remuneration package is provided in accordance with the Salaries and Allowances Tribunal Band 4, negotiable up to \$250,012 per annum and potentially access to a Regional/Isolation Allowance (refer Application Package). Salary and benefits are subject to negotiation and could include, but not limited to: base salary, superannuation, FBT, utilities, and annual airfares to Perth. In addition, private use of a motor vehicle and subsidised housing in a Shire residence is available. Reasonable relocation expenses will be negotiated.

An Application Package along with the Position Description can be obtained from <https://shire.cc/en/your-council/employmentopportunities.html> and further information about the position can be obtained by contacting Lydia Highfield on 0400 142 110.

Applications should be sent to: highfieldlydia@gmail.com or mailed to Lydia Highfield, Principal Consultant, PO Box 296, Beechboro WA 6063 by COB Wednesday 16th July 2025.

Please Note: Canvassing of Councillors will disqualify. The successful applicant is required to obtain current police clearance, provide evidence of all claimed qualifications prior to commencing employment.

Position Description



Position Title: Chief Executive Officer

Level: Negotiated - Band 4 Salaries and Allowances Tribunal

Term: 3 to 5 years

Section: Executive

POSITION OBJECTIVES

- To oversee the operational management, governance, legislative compliance and financial controls of the *Shire of Cocos (Keeling) Islands*.
- To provide services to the community in accordance with the Corporate and Operational Plan, organisational vision, mission and values.
- To deliver on the strategic goals and objectives and support the Shire Council in policy development.
- To consistently demonstrate excellence in leadership, professionalism and resilience to Shire staff, Council, the community and other stakeholders.
- To promote engagement and act as the primary communication link with Shire staff, Council, the community and other stakeholders.

PRIMARY RESPONSIBILITIES

Leadership

- Demonstrate a commitment to and advancement of the Shire's Purpose and 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

- Promote a culture which encourages initiative and emphasizes the value of continuous improvement.
- Lead the organisation in providing a high level of service to the community and elected members.
- Encourage and mentor staff to foster an environment of new ideas that have the potential to expand economic, social and cultural opportunities for the community.
- Assist the Council to develop a strategic vision and direction for the Shire's future.
- Implement "learning organization" characteristics and lead change through ongoing continuous improvement in the provision of services to the community
- Develop initiatives to ensure that the Shire is a responsive organisation serving the needs of the community and stakeholders.
- Deliver timely and professional communication, and engage with, the community and relevant stakeholders as per the existing engagement framework.

Finance & Governance

- Lead the promotion and delivery of proficient financial management and control so that public money is always safeguarded and used appropriately, economically, efficiently and effectively.
- Ensure the effective and efficient application of relevant accounting standards and legislative requirements regarding the Shire's accounting activities and reporting.
- Meet corporate objectives, business plans, growth plans and comply with all governance and compliance matters.
- Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives.
- Administer the legal and statutory requirements process of the Local Government's operation and be the chief adviser to Council on these matters.
- Develop a Corporate approach within the Leadership Team towards Strategic Financial Management.
- Manage the preparation, review and enforcement of Council's statutes, policies and local laws including review of delegations of authority.
- Foster a Corporate approach to ensure effective financial controls operate within and across each functional area.

Risk Management & OH&S

- Foster and maintain a culture of safety culture throughout the organisation to ensure safety and health is understood to be and accepted as a high priority, including and beyond compliance with relevant safety and health legislation.
- Monitor and assess risks to the Shire to ensure they are understood, communicated and managed in accordance with Council's risk appetite and tolerance.

SELECTION CRITERIA:

Note: all requirements are essential unless otherwise stated

Leadership

- Proven leadership at the Chief Executive Officer/Senior Executive level, with the demonstrated intellectual capacity to develop an understanding of all legislation impacting on Local Government.
- Significant experience in the delivery of Integrated Planning and Reporting framework.
- Delegation skills to ensure the achievement of outcomes, accountability of the Leadership team and the development of employees' abilities.
- Extensive corporate management experience in contemporary human resource management principles.

Policy Implementation

- Comprehensive knowledge of public policy issues as they impact on Local Government.
- Effective communication and engagement strategies including marketing and implementing policy and procedures with all stakeholders.

Governance and Compliance

- Proven aptitude to administer the *Local Government Act (1995)* and associated Legislation involved in the field of Local Government.
- Proven delivery of professional and timely advice to support Council in making informed decisions.
- Knowledge of statutory, legal and contractual obligations.

Financial Results

- Experience of and evidence in successfully developing and executing financial strategy.
- Proven ability to manage operational and capital budgets.

Community Relations

- Proven history in dealing with the public and community.
- Proven history in encouraging, promoting and facilitating sustainable business development and fostering investment opportunities.
- A proven history of building and maintaining positive strategic relationships.
- Experience in working within a culturally diverse and remote communities.

Qualifications:

- Tertiary Qualification / Degree in relevant Management, Business and/or Public Sector Administration discipline.

PERFORMANCE CRITERIA

Key result areas, associated strategies and actions will be varied by agreement between the employee and employer annually, during the term of the contract.

These performance criteria may be varied, and any other criteria may be included by agreement between the parties at any time during the term of this contract.

ORGANISATIONAL RELATIONSHIPS

Responsible to:

The President and the Council of the Shire of Cocos (Keeling) Islands.

Supervision of:

All staff by delegation to relevant senior officers.

Internal and External Liaison:

Internal:

- President and Councillors
- All Committees and working groups
- All Staff

External:

- Community, Ratepayers, Public, Business Groups, Retailers
- Business community
- Community based volunteer groups and sporting groups
- Federal & State Government Departments and Agencies
- Local Governments
- Media
- Primary contractors and suppliers

EXTENT OF AUTHORITY

- All authority vested in a Chief Executive Officer under the Local Government Act (1995) and associated Regulations and Local-Laws and all other relevant Acts State and Federal Parliament.
- Authority to sign all legal documents and cheques as delegated and properly directed by Council.

I have read and understood the contents of this position description and accept the following:

- This position description is aimed at describing the core output and not intended as a complete list of responsibilities, with the focus being on key outputs and flexibility.
- I may be required to perform other duties that are consistent with my classification including temporary activities or projects.
- My position is dynamic and that continuing change and improvement of processes, practices, knowledge, skills and behaviours is expected by the Shire and this position description facilitates this development that I will actively invest in.

Employee Name:

Employee Signature:

Date:

Total Reward package and Benefits

The position is offered under a three to five year performance based contract. An attractive remuneration package is offered in accordance with the Salaries and Allowances Tribunal Band 4, negotiable up to \$250,012 per annum.

1. Salary and benefits are subject to negotiation and could include, but not limited to: base salary, superannuation, FBT, utilities, and Association/Subscription fees.
2. Air fares (economy class) non-business family related two (2) x per year.

In addition:

1. A fully maintained motor vehicle.
2. Subsidised house (rental subsidy available for residing within the Cocos (Keeling) Islands Shire) – subsidy based on Gross Rental Valuation of property.
3. A regional/isolation allowance of \$50,000 per annum.

Relocation expenses

Council will negotiate reasonable relocation expenses with the successful applicant which will include:

- Removal expenses for furniture and personal effects to a total of 20 cubic meters (container freight) to Cocos and return
- Family travel, Air fares (economy class)
- Additional 45 kg of excess baggage.

The reimbursement required from the Chief Executive Officer is as follows:

- 0-6 months 75%
- 7-12 months 50%
- 13-18 months 25%
- Over 19 months 0%

Applicant Notes

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel assess your application.

Application:

Your application should include a covering letter explaining your interest in the position and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. Applicants who best demonstrate that they meet the competency requirements will be shortlisted.

Referees:

Applicants should provide the names and contact details of at least two current referees in their application. This will include two current supervisors who can comment on work outcomes that are relevant to this position. Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

Other Documents:

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. The Council may ask to sight the originals at a later time.

Interviews

Interviews will be conducted by the Council either face to face or by video link if required. The final decision on this position will be taken by Council.

Police Clearance:

The preferred applicant after the interview process will be required to provide a current police clearance.

Contact Number:

Please ensure that you provide a convenient telephone number so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

Late Applications:

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

Equal Opportunity:

Council maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

Website:

The Shire maintains a website <https://shire.cc/en/your-council.html> which contains substantial information.

Declaration

It is a requirement of applicants applying for the Shire of Cocos Keeling Islands' Chief Executive Officer position to complete the following declaration:

To the best of my knowledge, all information contained in this application and the supporting documentation is true and accurate in every material respect. I acknowledge that it is my responsibility to inform the Shire of Cocos Keeling Islands, or its appointed agent, should there be any change in the truth, accuracy or materiality of this information after it has been provided for the purpose of this application.

I understand that the Shire of Cocos Keeling Islands reserves the right to verify all information in my application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, being in breach of Regulation 18E of the *Local Government (Administration) Regulations 1996*.

I understand any information obtained by the Shire of Cocos Keeling Islands during any background checks will only be used for the purpose of verifying information contained in the application and determining my suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time, and for the purpose, of selecting the successful applicant.

I authorise the Shire of Cocos Keeling Islands, or its appointed agent, to make whatever background checks are considered necessary or appropriate in order to satisfy itself of my suitability for the position, and to check the accuracy of any information contained in my application or supporting information.

Full Name _____

Signature _____

Dated _____