

Candidate Briefing Document

Director Corporate Services

May 2022



Cloncurry Shire Council

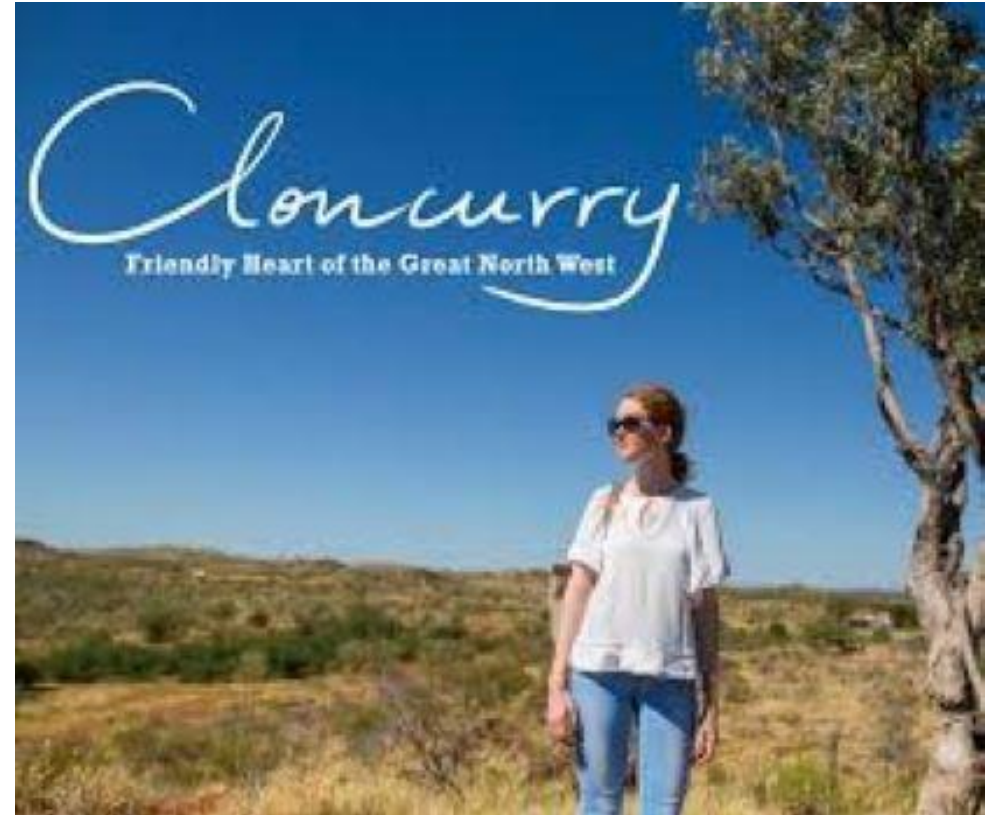


Cloncurry Shire Council is made up of Mayor and five Councilor's. Council is a future-focused, community-responsive organization with a charter to enhance all facets of life in the Shire. They are focused on creating an improved future while remaining responsive to the current needs of the community as broadly defined. This identity shifts their focus from that of a provider or supplier of infrastructure including roads, water, sewerage, waste management and rates to one of articulating that Council has an increased focus on planning for the long-term needs of the community and coordinating the delivery and ongoing management of services, infrastructure and facilities.

The Council is further committed to enhancing the livability of the greater Cloncurry Shire community through coordinating the provision of social facilities to make the Shire a more livable community.

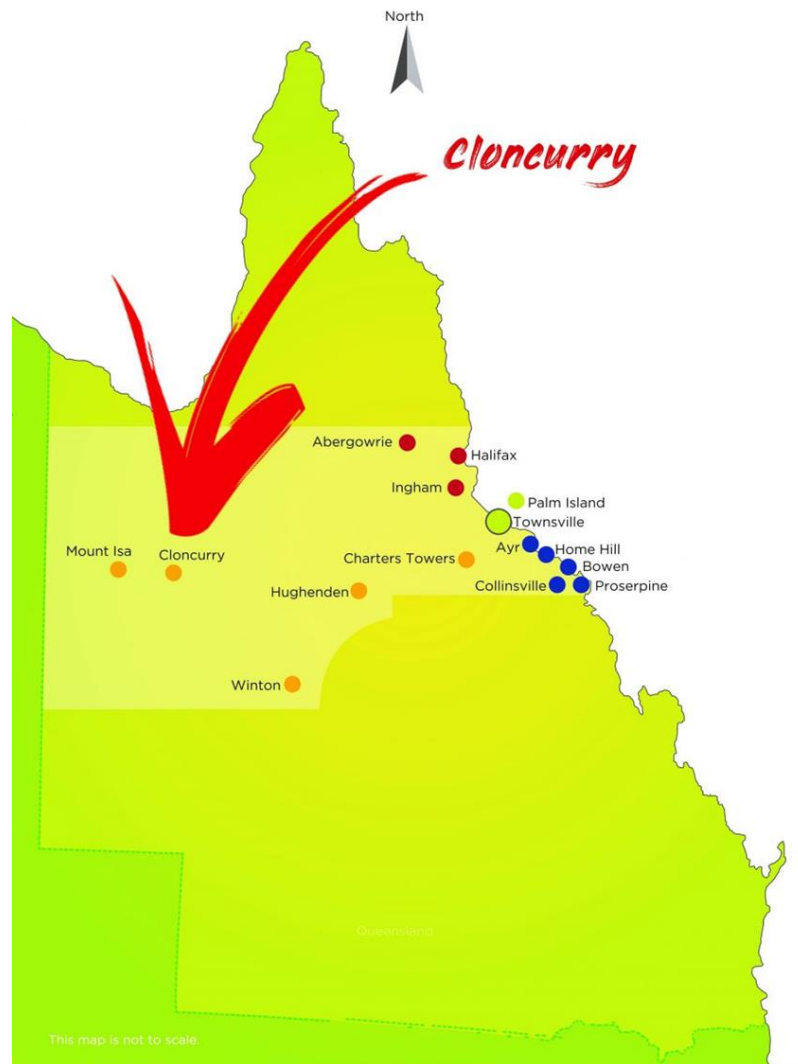
Cloncurry has experienced unprecedented growth as a result of the resources boom in recent years which has seen Council invest in a range of infrastructure projects, services and facilities that promote and enhance their community to make it an attractive place to live.

Council manages its own Water treatment and Sewerage Plants, Airport, Childcare Centre, Sale Yards (.5M head of cattle pass through every year) to name a few.





Cloncurry Overview



Popularly known as the “Friendly Heart of the Great North West”, Cloncurry has the feel of a western town with the progressiveness of a modern community. The ‘Curry’, as it is affectionately known by locals, is 120km east of Mount Isa and 400km south of the Gulf of Carpentaria. Few places can claim to be as influential in shaping Australia, as Cloncurry. Cloncurry is a community that celebrates outback life, the true Australian way.

The Shire encompasses an area of 48,000 square kms with a population of approximately 3,000 people. Cloncurry has a rich history. In 1861 Burke and Wills, were the first known Europeans to come into the area on their ill-fated expedition to the Gulf of Carpentaria. In May 1867, Ernest Henry came this way searching for grazing land and instead discovered the vast mineral wealth of the district; he named this area ‘The Great Australia’ and to this day the mining sector continues to boom.

Cloncurry was involved with the beginnings of Qantas, and the original Qantas Hanger is still in use at the aerodrome. The Royal Flying Doctor Service was founded here in 1928 and is now recognised worldwide. The airport was also enroute for early planes coming from overseas and during the Second World War Cloncurry was the site of a major United States of America Air Base.

Cloncurry is a progressive community with a diverse economy across the mining, agricultural, transport and tourism industries. Cloncurry is at the heart of Queensland’s transport hub with key rail, air and road links from the eastern seaboard through to the Northern Territory and its well establish cattle industry includes some of the largest pastoral leases in the country. Situated in the heart of the North West Mineral Province, the town has one of the richest and most established mining investments in Australia.

Cloncurry has a new, state of the art airport which provides regular services to Brisbane, Townsville and Mount Isa. Residents have access to a wide range of general and specialist health; education (to Grade 12) and a kindergarten and childcare centre. There is an abundance of sporting clubs and activities to partake in along with a wide range of events and activities to entertain locals, visitors and tourists throughout the year.

Cloncurry is truly a region of opportunity and a great place to live, work and play.



Making Cloncurry Home



Cloncurry has a wide range of services provided to the community.

Cloncurry Airport

Cloncurry is well-connected to the east coast by regular passenger transport flights. QantasLink has daily flights to Townsville and Mount Isa, while there are also opportunities to access Alliance charter flights direct to Cairns and Brisbane.

Education

Cloncurry State School is a well-established co-educational school providing education from Prep to year 12.

St Joseph's Catholic School is a private co-educational school providing education from Prep to year 9.

C&K kindergarten provides kindergarten care for ages between 3.5 and 4.5 years.

Curry Kids Early Learning Centre is a 55-place long day care service for children from 3 months to 12 years.

Health

Cloncurry Public Hospital is a multipurpose health service that provides primary level of acute care, including emergency services, telehealth, aged care and other visiting specialist health services.

Ramsay Street Medical Centre is a well-established private practice providing general medical and visiting specialist health services to Cloncurry. Cloncurry also has a full time Dentist in residence.

Blue Care Community Care provides services and support for frail, aged and disabled people wishing to maintain independent living.

Mitakoodi Aboriginal Corporation Home and Community Care provides basic support for people over 65 years, including Aboriginal and Torres Strait Islander people over 55 years, and people with a disability.





Making Cloncurry Home



Recreation & Tourism

Chinaman Creek Dam is both a sustainable water source to the town of Cloncurry but also provides for fishing and boating or just relaxing in the great outdoors. There are a range of beautiful hikes around the Dam and Council has major upgrades to this facility that will be delivered in 2022: all abilities pathway from town to the Dam, upgrade to the Recreation Area at the Dam.

The Cloncurry Swimming Pool incorporates a 25m pool, toddler pool and water feature and is the home of the Cloncurry (Crocs) Amateur Swim Club. The facility is open for 10 months of the year (closed in June-July).

Bob McDonald Library is a vibrant and modern facility that is about more than books. The library has a large range of books, audiobooks, DVD's and periodicals but also hosts a wide range of activities from Story Time to Computer Skills Assistance. The Dr David Harvey Sutton Art Gallery is also situated within the library complex which can be accessed during library business hours. The gallery hosts many workshops, exhibitions and events.

The Cloncurry Racecourse and Equestrian Centre is home to local racing events (six per annum), camp drafting and signature events, "Merry Muster" and "The Stockman's Challenge." The facility is also available for hire for special events, private functions and camping.

Cloncurry Recreation Grounds is home to the annual Cloncurry and District Show and encompasses a skate park, netball and tennis courts, PCYC gym, cricket and rugby league fields. The recreation ground is also available for booking for special events, private functions and camping.

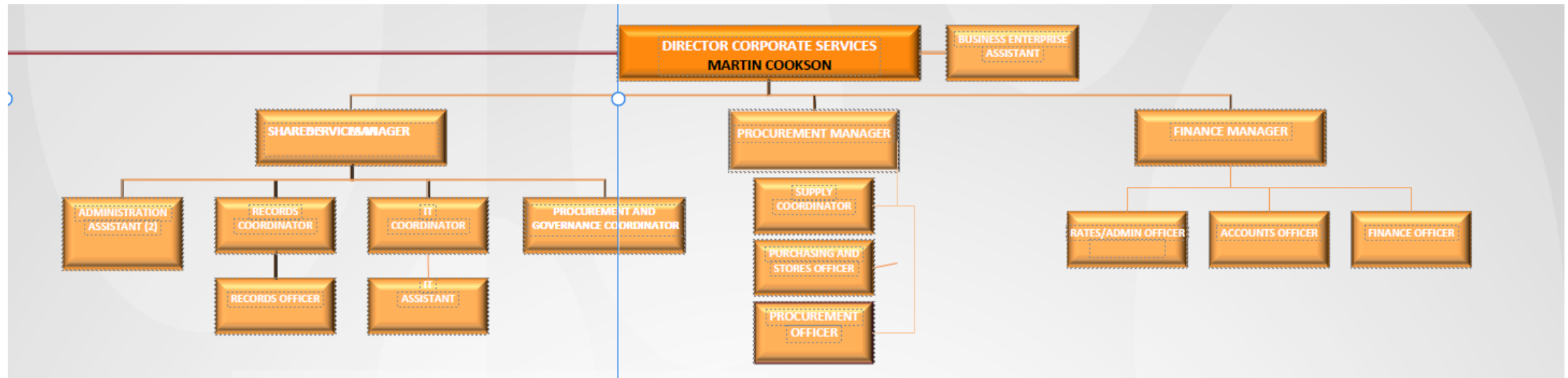
Cloncurry Unearthed Visitor Information Centre situated in the Mary Kathleen Memorial Park is home to memorabilia from the Mary Kathleen Uranium Mine as well as minerals and gems from the region. The adjacent

John Flynn Place Museum and Art Gallery showcases the rich history of the birthplace of the Royal Flying Doctor Service and collection of valuable artwork on display.





Organisation Structure



Council Information



[Cloncurry Shire Council Corporate Plan 2021-2026](#)

[Operational Plan 2021-2022](#)

[Economic Development Strategy 2019-2024](#)

For further information please visit www.cloncurry.qld.gov.au





Director Corporate Services

Location:	38-46 Daintree Street, Cloncurry
Reports to:	Philip Keirle - CEO
Employment Status:	3-4 year Contract

As a member of the Executive Leadership Team, the Director Corporate Services provides high-quality leadership to the Corporate Services directorate. This includes responsibility for developing and monitoring budgets, managing Council's internal and external audit function, management reporting and internal controls reporting, management of Council's procurement, rates, ICT and records management functions, responsibility for Council's Customer Service offering, and coordination of a range of Council's governance functions.

The Director Corporate Services will help to lead and develop a professional team to ensure the provision of high-quality corporate support to all Council directorates (Infrastructure, Projects, Community Services & Economic Development) and business units (saleyards, childcare, airport). The Director will ensure Council services are provided within budget and comply with relevant statutory obligations, regulations, codes, guidelines and Council policies and procedures.

Direct Reports

Finance Manager: budget, rates, audits, financial statements, internal controls, accounts

Shared Services Manager: Customer Service, ICT, records management, legal and governance

Procurement Manager: strategic procurement, project procurement, stores and operational procurement

Supporting

Council business units: Cloncurry Saleyards, Cloncurry Airport, Curry Kids Early Learning Centre

All directorates and departments: monthly reporting (internal controls, management reports)

Key Responsibilities



FUNCTIONAL RESPONSIBILITIES

Organisational Culture

- Provide leadership (coaching, training, managing, challenging, mentoring) to the staff of the Corporate Services directorate in a way that ensures the team delivers value to Council and to the Community (efficiency of services, effectiveness of services, continual improvement of services).
- Develop and promote both a strong customer and high-quality service orientation within the team.
- Contribute positively to the culture of the organisation.

Corporate

- Work with Council, the CEO and ELT to develop Corporate and Operational Plans, Asset Management Plans and other Council plans/strategies as required.
- Management of Council's external (see Finance, below) and internal audit function.
- Management of Council's enterprise risk management framework.
- Generate reporting for Council's Audit and Risk Committee.
- Facilitate the development and continued integration of Council's business systems to support more efficient and effective Council operations.

Finance

- Coordinate budget development, adoption and amendment (aligning Operational Plans and Budgets). Provide guidance to other directorates to ensure quality of budget processes.
- Review and adoption of relevant budget policies and Revenue Statement.
- Manage, develop and implement strategies to ensure equitable rates and charges are implemented.
- Management reporting and monitoring of Council's performance against budget – ensuring adherence to budget
- Development and continued improvement of internal controls and reporting of same
- Manage preparation of Council's financial statements
- Manage Council's external audit program

Key Responsibilities (cont.)



- Oversee Council's Consolidated Data Review submission
- Coordinate development of Council's Annual Report
- Manage and regularly review the QTC 10-year Long Term Financial Plan
- Ensure all asset management strategy and plans are aligned with Council's Long Term Financial Plan
- Develop and review financial sustainability and growth initiatives (airport, childcare, saleyards etc.)
- Management and review of asset valuations and asset register
- Management and review of Council's investments
- Management and review of Council's insurance
- Oversee Council responses to annual insurance declarations
- Maintenance of Council's grants, contracts, tenders and project registers

Information & Communication Technology

- Drive implementation of Council's ICT Strategy across the following areas:
- Governance, Emerging Trends and Technology, Business Systems and Applications, Infrastructure and Technology, IT Business Continuity, Security, Project Management, Information Management).
- Manage and improve Council's record keeping function over time.





Key Responsibilities (cont.)

Governance

Management of complaints processes: administrative action complaints, complaints to the ombudsman etc.

Management of Declarations of Interest and Related Parties disclosures

Local Laws reviews and amendments

Maintenance of the Council to CEO and CEO to Employee Delegations Registers and periodic review of delegations.

Policy development and review

Review and renewal of leases

Procurement

Provide leadership, direction and support in delivering efficient and compliant procurement and contract management arrangements.

Lead the development and implementation of the procurement and contract management framework, policies, processes and reporting: strategic, project-based, operations and stores.

Customer Service, Administration & Records Management

Ensure efficient and effective customer service processes are implemented

Ensure efficient and effective record keeping practices are adopted and maintained.

Management of cemetery administration and operations

Management of land sales and acquisitions

Key Responsibilities (cont.)



Human Resources

- Provide leadership, influence and motivate a diverse team, resolving problems and organising priorities.
- Lead the staff of the Corporate Services Directorate so that their performance is professional; their work is accurate and in accordance with accepted accounting practice.
- Develop, implement, monitor and review performance indicators and quality assurances processes.
- Establish a performance culture and leading by example ensuring that there is a culture of teamwork and cooperation between members of the team and the broader organisation.
- Develop and promote both a strong customer and high-quality service orientation within the team.
- Works to create a great team environment through effective team communication and relationship building skills.

Key Selection Criteria



Role specific elements

- Proven capability and experience in the key financial responsibilities associated with this role: budget development and monitoring, long-term financial planning, financial reporting, external audit, internal audit, management reporting, development and implementation of internal controls reporting, asset management, procurement, investments and insurance.
- Proven capability and experience in managing the non-financial functions associated with this role OR proven capability in effectively managing unfamiliar business functions/units
- Highly developed conceptual and analytical skills, including the ability to identify emerging issues, trends and risks, and impacts and the expertise to resolve complex operational program and service delivery issues.

Local Government experience

- A comprehensive knowledge of legislation, regulations, standards, guidelines, codes and frameworks as applicable to local government.
- Working knowledge of the Work, Health and Safety obligations under the Act and EEO principles.

Leadership, Management, Communication

- Excellent people management and team building skills;
- Strong strategic, leadership and planning skills;
- A consistent and effective problem solving and decision making style;
- Understanding of effective performance management and organisational change;
- Excellent oral and written communication skills, with the ability to communicate effectively with employees at all levels of the organisation.



Key Selection Criteria (cont.)

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Formal tertiary qualification relevant to the position: business administration, public administration, financial management, accounting etc.
- A current Police Clearance
- Hold and maintain an unrestricted driver's licence.

Desirable:

- Eligibility for membership of a professional body is desirable though not essential.
- Post graduate qualifications such as a Masters of Business Administration or Local Government Administration would be favourable.

Additional Information



- A new financial system has provided improved reporting capabilities for managers and supervisors. Synergysoft financials went live 18 months ago with Rates, and other modules implemented, and final modules loaded 12 months ago. There will be a continued focus around embedding this system to improve processes and governance.
- This is a department of 12-13 staff many of whom are long term providing significant stability to this area of the business.
- Strong technical expertise is essential. Like many smaller Councils the ability to 'do everything' and be 'hands on' if required is essential vs a pure lead/delegate model.
- Bringing fresh energy and eyes to the role you will maintain momentum moving forward and Council are open to a Finance Manager who is ready to 'step up' and take on extra responsibility.
- This is a Council who are genuinely embracing asset management and building longer term maintenance plans to ensure infrastructure is looked after properly. There is an opportunity to continue to bring Financial and Engineering Asset Management closer together and this will be included as part of the KPI's of the position.
- IT will also transition into the Cloud in the foreseeable future so this role will be heavily involved in this transition.



Why this role?



- **DIVERSITY:** on top of all the usual services (water, sewer, roads, libraries, galleries, swimming pools etc.), Council also operates a commercial airport, one of Queensland's busiest Saleyards and a child care facility with 55 places.
- **STRONG FINANCIAL POSITION:** Council is in a strong financial position with plenty of opportunities to drive efficiencies and improvements in Council operations.
- **EXPERIENCED STAFF:** while there are a few new starters, this directorate has some very experienced long-term staff in manager and officer roles, so plenty of corporate and community knowledge to draw upon.
- **PACKAGE:** solid cash and non-cash remuneration package, including exec housing and private vehicle use.
- **STRONG COMMUNITY:** voted friendliest town in QLD twice and Qld's Tidiest Town in 2022! There a strong community feel, and Cloncurry represents a great place for families to feel safe and to enjoy every advantage of living in outback QLD.
- **NEVER A DULL MOMENT:** Cloncurry run and support significantly a large number of events and offers access to a wide-range of activities – walking, hiking, twitching, camping, swimming, kayaking, gym, organized sports etc. There is literally not a month where there isn't something or something exciting to do.



Recruitment Process



Application Period:	Tuesday 3 rd May 2022 – Monday 23 rd May 2022
Closing date for Applications:	10pm Monday 23 rd May 2022
Initial Assessment:	23 rd May – 25 th May
Council Interviews (first round):	Week commencing 30 th May 2022



Assessing Applications

Peak Services will review all applications and provide an initial recommendation of suitable candidates to Council.

In consultation with Peak Services, Council will determine a shortlist of suitable candidates, and interviews will be arranged with the Council panel. The Council may require the candidate to undergo psychometric testing to assist in understanding the candidate's working preferences and attributes as well as fit for the organisation. There will be a requirement to provide referees and possibly the need of a criminal history check based on Council's discretion.

Privacy Information: Peak Services is collecting your personal information in accordance with the *Information Privacy Act* for the purpose of assessing your skills and experience against the position requirements. The information that you provide in your application will only be used by employees of Peak Services. Your information will be provided to authorised Council Officers, including Human Resources, interview panels and hiring managers.

Council Benefits



- The cash component is between \$140,000 - \$170,000K dependent upon experience + Super
- Provision of an unfurnished house rent free
- FMV for Council use (including class 2 private use)
- Provision of a laptop and mobile phone for work purposes.
- Five (5) weeks annual leave per annum + 17.5% leave loading.
- Uniforms and protective clothing will be provided annually in accordance with Council policy
- Professional development, conference attendance & professional membership
- Relocation Assistance will be provided to the successful candidate.





Principal Consultant Recruitment – Rona Horsfall

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CAIRNS | BRISBANE

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