

Candidate Briefing Document
Chief Executive Officer
Wujal Wujal Aboriginal Shire Council



Wujal Wujal Aboriginal Shire Council



HISTORY

Wujal Wujal is an Aboriginal Shire Council, originally known as Bloomfield, later known as Bloomfield River Mission. It was founded in 1996 by Lutheran Missionaries; however, due to difficulties of isolation, the area was abandoned. It was reopened in 1957 and administered by the Hopevale Mission Board, a branch of the Lutheran Church of Australia. In 1979, it became known as Wujal Wujal, and in the following year the Aboriginal Council was formed. It became a DOGIT Community Council following the passing of the Queensland Community Services (Aborigines) Act 1984. Then in 2004 following the abolition of the Community Services (Aborigines) Act 1984, it became known as the Wujal Wujal Aboriginal Shire Council.

TODAY

The Community is administered by the Wujal Wujal Aboriginal Shire Council (Mayor and 4 Councillor's) and is bounded to the north by the Cook Shire and to the south by Douglas Shire. The Council is responsible for essential services, infrastructure and housing and has a strong commitment to ensuring that all other services such as health, education, law and order, land management, employment and training are available and accessible to all members of the community.

Council has recently adopted a Corporate Plan which sets out its priorities for the next 5 years. Operating budget is \$9.5M.

The key priorities are set out on the next slide.

MISSION STATEMENT

To serve the community through a coordinated, sustainable and equitable delivery of services with focus on local priorities and contribute to the improvement of the quality of life.



Wujal Wujal Aboriginal Shire Council

Corporate plan 2022 to 2027 - Our priorities are:

Our mission as a council is:

Improve quality of life of our residents

To serve our community

Focus on local priorities

Contribute to the ongoing development of our local community to create jobs



Our values as a council are:

Respect for Aboriginal Culture and Tradition

Community Engagement

Economic Development

Accountable Management

Continuous improvement

Customer Focus

Networking

Sustainable Environment

Value for money

Wujal Wujal Overview



Wujal Wujal is located in the beautiful Bloomfield Valley inside the World Heritage Area some 170km to the North of Cairns and 70km South of Cooktown. Wujal Wujal covers an area of 64 Hectares and the Shire has a tropical climate with both dry and wet seasons. The wet season extends from November to May with peaks from February and March. The dry season is from June to October. Average temperature is 30°C with an average minimum of 23°C.

The Shire lies on the banks of the Bloomfield River with high mountain terrain surrounding it. Population of the Wujal Wujal Community is approximately 300 people. The main clan group languages are Kuku Yalanji, Kuku Nyungul and Jalunji. English is widely spoken by all and the older people still speak Kuku Yalanji in the community.

Wujal Wujal is accessible by road via the coastal road across near the Daintree River and by inland road. There is a private airstrip 20km from the Shire. The Shire can also be accessed by sea. The present community of Wujal Wujal has existed on the site for many hundreds of years and is set around the highly sacred waterfalls of Wujal Wujal meaning 'many falls' in the local language.

The Shire's tropical beaches, rainforest and reef have peaceful and relaxing surroundings where you can chill out and get away from it all. The areas are also superb for bird watching, river cruises, watersports and fishing, scenic views and traditional arts and culture.

Wujal Wujal Overview (Cont)



NATIVE WILDLIFE AND PLANTS

The area's rich, green rainforests are home to some of Australia's most exotic plant life – including intricate orchids and strangler figs. The fertile canopies attract rare birds such as the southern cassowary and red-cheeked parrots. You might also be lucky enough to spot the elusive Bennett's tree kangaroo. Less rare are the crocodiles that inhabit the many rivers and waterholes in the rainforest area. And of course, the reef is home to dolphins, several species of colourful fish and varieties of sea turtle.

INDIGENOUS LAND AND SEA MANAGEMENT PROGRAM

Wujal Wujal unique environments and flora and fauna are studied and protected by the Jabalbina indigenous ranger program. Eastern Kuku Yalanji elders and traditional owners help to guide the program. Around 10 full-time rangers work at three bases throughout the native title area.

Find out more about their Jabalbina rangers here www.jabalbina.com.au/projects/our-rangers



The area is rich with Aboriginal culture and heritage. The local indigenous heritage trails and arts and culture make Wujal Wujal a tourist destination for traveller's who want to experience authentic indigenous Aboriginal and Torres Strait Islander traditions. They are also close to Australia's early European history: nearby Weary Bay is where Captain Cook's Endeavour struck the Great Barrier Reef in June 1770.

You can visit the [Bana Yirriji Arts and Cultural Centre](#) to see the latest exhibitions and meet local indigenous artists. The community [Indigenous Knowledge Centre](#), Binal Mangka Bayan or 'house of knowing things' is a hub for local history and information about our area.

Making Wujal Wujal Home



Visitors are warned not to bring any alcohol into the community as part of the Queensland Government's aims at tackling alcohol abuse. Traffickers of such contraband substances may be subject to fines. The government also help the community by giving small one day a week jobs involving community service to deter locals away from boredom and alcohol abuse.

EDUCATION

There is no school in Wujal Wujal. The nearest primary school is in neighbouring Bloomfield, about 5 kilometers away. There is no secondary school serving the area so boarding school or distance education must be used.

MEDICAL

The community has a helicopter landing pad just beside the hospital. Emergency medical services are provided by the Primary Health Care Centre (Remote Area Nurses, Health Workers, and two or three visits per week from doctors based at the Cooktown Hospital)

SPORT AND RECREATION

Supported by the PCYC the Indigenous Community Sport and Recreation Program ICSRP aims to achieve:

- Increased participation (playing and volunteering) of Aboriginal and/or Torres Strait Islander people in sport and active recreation activities in each community.
- A quality, sustainable sport and recreation program is delivered in each community (with opportunities for youth and whole-of-community).
- Increased capacity of communities to plan, deliver and manage quality sport and recreation programs
- appropriate to local needs.



Council Information



Bana Yirriji
ART CENTRE



[Wujal Wujal Draft Corporate Plan 2022-2027](#)

[Operational Plan 2021-2022](#)

[Annual Report and Financial Statements 2020-2021](#)

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



Chief Executive Officer



Location:	Hartwig Street, Wujal Wujal,
Reports to:	Mayor and Councillor's
Employment Status:	3 year contract

POSITION OBJECTIVES

The Chief Executive Officer is Council's principal executive officer, exercising overall management responsibility for Council's operations.

The Chief Executive Officer:

- Acts as the primary link between councillor's and the organisation and is responsible for assisting councillor's in developing policy;
- Provides leadership to staff in achieving Council objectives;
- Oversees the financial management of the Council; and
- Communicates and promotes Council's policies to the community they serve; and
- Ensures the provision of accurate and timely information to assist Council's decision-making processes as well assisting with the promotion of Council's role and function in the growth of the community.

There is a staff of 30.7 EFT



About the Role



RESPONSIBILITIES

- The CEO is the primary link between the Councillor's and the employees and is accountable for:
- Ensuring the development and implementation of the Council's strategic plan;
- Providing appropriate direction and leadership to staff;
- Ensuring accurate and timely information is available to assist Council's decision making processes, and assisting with the promotion of the Council's role and function in the growth of the Wujal Wujal Community.

ORGANISATIONAL RELATIONSHIPS - INTERNAL

- Mayor and Councillor's
- Department heads and other staff

ORGANISATIONAL RELATIONSHIPS - EXTERNAL

- Community groups and Traditional Owners
- Elected representatives (Federal, State and Local) of other governments
- Government officers, business associates and suppliers
- Clients, families of clients and customers



Position Responsibilities



MANAGING CUSTOMER RELATIONSHIPS

- Provide advice, policy development and decision-making support to Council.
- Ensure implementation of Council resolutions, policies and decisions.
- Liaise with community groups and Traditional Owners.
- Provide professional development opportunities for Councillor's
- Liaise with elected representatives (Federal, State and Local) of other government bodies and assist the Mayor in advocating for the interests of the community.

ORGANISATION AND OPERATIONAL MANAGEMENT

- Provide leadership and co-ordinate Council operations and performance including ensuring that there is good internal communication across the Council.
- Ensure Council's performance is measured and reported to Council on a regular basis and that Council services are provided in an efficient cost-effective manner.
- Develop, maintain and review Council's corporate plan and report to Council on an annual basis regarding progress.
- Develop and maintain an organisation structure to achieve Council's objectives.
- Provide organisational leadership and support for managers and staff to create a positive work culture.
- Ensure development and maintenance of appropriate systems, procedures and processes so that services are efficiently delivered.

Position Responsibilities (cont)



FINANCIAL MANAGEMENT

- Advise Council of the financial implications of any of its proposed policy determinations.
- Exercise management oversight of Council financial operations and ensuring that all statutory financial reporting requirements are met.
- Oversight of forward financial planning and annual budget processes
- Maintain financial systems and controls that meet audit and good management standards.
- Achieve financial targets including building up Council's cash reserves and reducing its debt over time.

HUMAN RESOURCES MANAGEMENT

- Ensure human resources management plans, systems, procedures and programs are developed and implemented.
- Promote teamwork and develop and maintain positive work relations and a good organisation culture.
- Ensure that there are good Workplace Health and Safety systems and policies in place to promote a safe workplace. As the principal officer responsible for WH&S, the CEO will be expected to ensure that WH&S requirements are adhered to.
- Establish a training plan for staff to encourage staff development

PUBLIC RELATIONS MANAGEMENT

- Communicate and promote Council's policies to the community it serves including managing Council's social media presence.
- Ensure services, communications and dealings of staff with the public and external bodies is of a high standard.

Position Responsibilities (cont)



CUSTOMER SERVICE

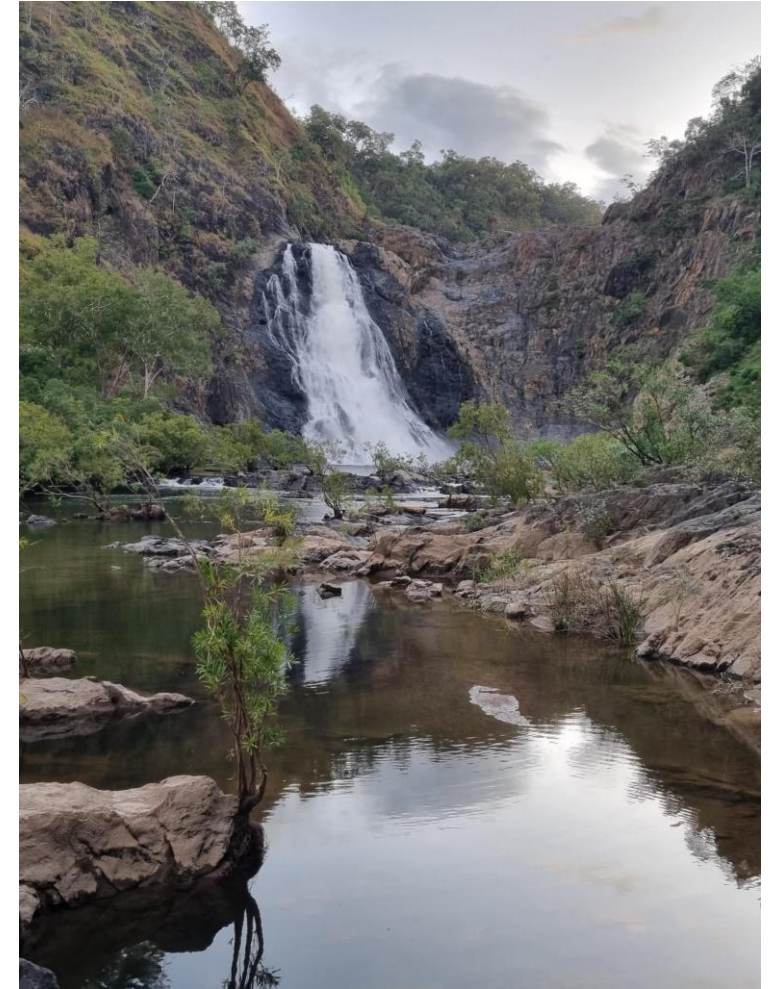
- Ensuring that the organisation delivers good customer service to the community
- Ensure that staff receive training and support on customer service.

DISASTER MANAGEMENT

- Lead Council's Disaster Management response and ensure that Council is well prepared for natural disasters.
- Lead Council's communications during and post natural disasters including managing Council's social media and liaising with other agencies.

OTHER

- Such other duties as are reasonably allocated to the Chief Executive Officer by the Council.



Key Requirements



SKILLS

- Strong interpersonal skills and the ability to apply these skills to create the environment necessary to motivate and promote effective performance from staff.
- Personal energy, drive and commitment to make a difference for the Council and the community it serves.
- The maturity and sensitivity to work effectively with people of all ages and at all levels of Council, the Government and external agencies and members of the community to produce positive outcomes.
- The ability to lead and positively influence work groups and individuals in a positive, honest, open and fair way including mentoring of inexperienced staff.
- Effective organisational skills
- Highly developed writing and verbal communication skills
- Highly developed conceptual skills and abilities.
- Highly developed analytical skills.
- A highly developed level of self-awareness.
- Effective negotiation skills.

QUALIFICATIONS

- The successful candidate must hold an appropriate tertiary qualification in management or have equivalent experience. A current motor vehicle drivers' licence is essential.

Key Requirements



KNOWLEDGE AND EXPERIENCE

- Demonstrated experience in a Local Government, involving the high-level management of people, resources and finances. Demonstrated experience at an appropriate level in a performance-based organisational environment.
- Demonstrated experience in the management of organisational change.
- Demonstrated knowledge and understanding of contemporary trends in local government management systems and processes.
- Demonstrated experience in the management of and accountability for significant corporate budgets.
- Proven ability in the management of staff, including the effective management of an executive team and individual staff performance and development issues.
- Demonstrated knowledge of legislative requirements and other agency processes relating to local government.
- Demonstrated knowledge and understanding of contemporary issues and trends in local government, with a particular focus on indigenous local governments and indigenous communities.

PHYSICAL REQUIREMENTS

- Work is primarily within the Council Administration office with visits and inspections of Council infrastructure. Therefore, reasonable physical health is required.

EQUAL EMPLOYMENT OPPORTUNITY

The Council strives to provide Equal Employment Opportunities through its Policies to:

- Ensure all Council work environment is free from harassment, discrimination and bullying.
- Ensure that staff adhere to Council's policies, procedures and legislation in regard to EEO.

EMPLOYMENT RELATED POLICE CHECKS

Council has a Duty of Care to its clients, employees and general public for their personal safety and wellbeing. Therefore, any person in a position with direct client contact or with statutory responsibilities will be required to undertake a pre-employment Police Check. These checks will be conducted for positions across areas of Council including:

- Aged Care, Family Day Care and Children's Services, Centre-based care services. Youth services

Selection Criteria



DEVELOPMENT, MOTIVATION AND SUPPORT FOR EMPLOYEES:

- Demonstrated ability to motivate, encourage and direct the efforts of others towards the completion of plans and achievement of determined objectives, in an environment which provides ongoing personal development opportunities for individuals.

ALLOCATION AND USE OF RESOURCES:

- Proven management skills and a demonstrated record of achievement, related to the management of human, financial and strategic resources in an executive position.

FINANCIAL MANAGEMENT:

- Proven track record in good financial management including a history of successful audit compliance.

SOUND PERSONAL RELATIONSHIPS:

- Ability to develop and maintain sound and effective personal relationships, both within and external to the organisation through good communication, teamwork, trust and respect for individuals. Cultural awareness and understanding of aboriginal issues will be assessed.

EFFECTIVE AND EFFICIENT CUSTOMER SERVICE:

- Demonstrate capacity to establish and develop effective relationships with customers: through the determination of needs, management of processes and delivery standards, instigation of continuous review, and the development of staff competencies.

LEGISLATIVE AND COUNCIL REQUIREMENTS:

Sound knowledge and understanding of the Legislative framework within which Council operates and the capacity to quickly identify and respond to those requirements.

CONTRIBUTION TO POLICY:

Proficiency in the analysis, development and implementation of strategic policies.

Selection Criteria (Cont)



MANAGEMENT OF ORGANISATIONAL CHANGE INITIATIVES:

- Sound knowledge of, and the demonstrated ability to apply the principles underlying organisational change, with an emphasis on equity, effectiveness, participation, responsiveness and accountability.

REPRESENTING AND COMMUNICATING ON BEHALF OF COUNCIL:

- Superior communication, consultative, interpersonal and negotiating skills applicable to an environment of change, particularly in dealing with Government Departments, Main Roads and Natural Disaster contracts.

EXERCISING EFFECTIVE SELF-MANAGEMENT, SELF-DEVELOPMENT AND INTEGRITY:

- Demonstrated high levels of personal integrity and ethics of management practice.
- Demonstrated commitment to the maintenance of ongoing knowledge of contemporary management issues practices, particularly as they relate to individual executive effectiveness

Additional Information



- The Council has faced some significant challenges in recent years and the new CEO will help navigate the Council through those challenges. You will have had experience in local government in senior positions and have the ability to create a team environment involving elected representatives ensuring their roles are respected together with staff and other stakeholders. It is essential that you have knowledge of corporate governance and financial reporting in a local government environment and have previously worked with Indigenous organisations.
- Financial Controllers were appointed in 2021 due to Council's financial challenges but they are working their way out of that situation and need a CEO with financial acumen.
- Council have had difficulty attracting and retaining staff but has an enthusiastic council and staff team for you to work with and lead the organisation into a new era. With strong leadership skills, the new CEO will need to nurture and grow those staff and ensure a strong culture is embedded so staff have pride in and 'want' to come to work and are engaged.
- Someone with a high level of energy and enthusiasm to get things done and who is willing to prove themselves and help to build up the town and make a difference to this small community will require taking the reins from day one, understand what Council wants to achieve and 'get it done'. Renowned for your honesty and integrity you will enjoy the prospect of living and working in this small community and work in harmony with neighboring Councils when and where required.
- Having a strong presence in the community, getting out and talking to the staff and ensuring communication is clear is vital. This will be underpinned by a level of empathy that staff recognize and understand and feel they are supported.
- The community have faced several natural disasters in recent times and the CEO needs to lead the response to floods, cyclones etc.



Why this role?



- This is an opportunity for a CEO to bring their energy and focus to support this beautiful community and make a long-term difference.
- Given the fresh energy and motivation Council are looking to bring into the role, they are open to someone ready to 'step up' providing a strong background in LG is evident together with experience working with or in Indigenous communities.
- You will enjoy living and working in one the most geographical beautiful areas of Australia yet have all the benefits of several regional centres close by including Cairns, Cooktown, Port Douglas, Palm Cove etc.
- The housing provided is located in a setting that is unique compared to other communities and is in good condition. Wujal Wujal has an undulating topography which gives it character and with the river running along the bottom of the community it truly is a place of peace and tranquility. The magnificent Bloomfield Falls are walking distance from the CEO house.



Council Benefits



- The cash component will be circa \$180K dependent upon skills and experience
- The Council will make compulsory superannuation contributions on the employee's behalf. Where the employee contributes 6% of the ordinary earnings, Council will contribute 12%. Salary sacrifice is available for member contributions.
- Full private usage of an executive 6-cylinder vehicle (Landcruiser or equivalent). Vehicle to be cleaned by employee but otherwise maintained by Council.
- Telephone rental and calls for house. Actual Cost up to the maximum annual value. Unused portion expires annually. Amount \$1,000
- Subsidised rental of fully furnished Council house in Wujal Wujal (subsidised to \$60/week). Tenancy agreement for residence will be entered into. Employee to maintain yard and premises under normal tenancy conditions. Based on nominal value of \$140 per week.
- Provision of a laptop and mobile phone for work purposes.
- 5 weeks annual leave per annum + 17.5% leave loading of total salary.
- Uniforms and protective clothing will be provided annually in accordance with Council policy
- Professional development, conference attendance & professional membership up to \$5,000 inclusive of travel, registration, accommodation costs and expenses.
- Relocation expenses – (i) relocation of employee and family (airfares, travel etc) 100% reimbursement at time of relocation (ii) relocation of personal effects etc - 50% reimbursement at time of relocation and 50% reimbursement after 6 months of employment.



Recruitment Process



Application Period:	Wednesday 22nd June 2022 – 13 th July 2022
Closing date for Applications:	10pm 13 th July 2022
Initial Assessment:	14 th – 18 th July 2022
Council Interviews (first)	w/c 25 th July 2022

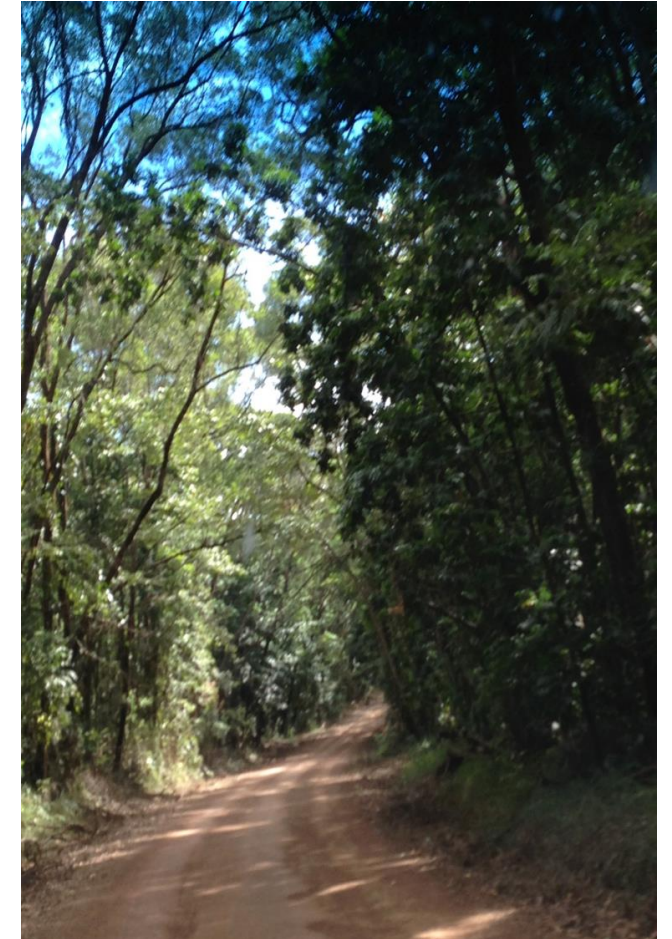
Assessing Applications

Peak Services will review all applications and provide an initial recommendation of 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 organization. There will be a requirement to provide appropriate referees and to undergo a Criminal History Check.

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.





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