



# Chief Executive Officer

Mapoon Aboriginal Shire Council

peak  
services





# OUR SHIRE

## SUMMARY

Mapoon is located in First Contact country – Dutch explorers first mapped this area in 1604.

Mapoon is located 85 km north of Weipa and approximately 860km north of Cairns.

The first Aboriginal Mission in Queensland (1891) it was the only Trade School developed under the mission program. Aboriginal children, removed from the Northwest and Gulf Region of Queensland were settled here.

In 1963 Mapoon was closed and residents dispersed throughout Queensland. Mapoon was reoccupied in 1974 and gained Local Government status in 2000

Nestled within Port Musgrave, Mapoon enjoys the bounty produced by the Wenlock and Ducie River systems and the abundance from the Gulf of Carpentaria.

Mapoon is situated in the bauxite mining area for Western Cape York and access is through the Rio Tinto Weipa northern section of their mining tenement.

The ecology is diverse and an abundance of birdlife, there is plenty to see and do. Mapoon is one of the gem places where you can finish work and hook a barramundi before tea-time.

Land tenure in the Shire is Deed of Grant in Trust (DOGIT) held by both MASC and the Old Mapoon Aboriginal Corporation. Native Title determination was achieved in 2014 and a number of Indigenous Land Use Agreement are active with the Mokwirri PBC.

**AREA:** 110,000 hectares.

**POPULATION:** 380

## DOING BUSINESS IN MAPOON

Mapoon has a range of facilities available to residents and visitors. These include:

**Community:** Sport and Recreation Hall, Community Justice Group, Community Care Program (HACC), PCYC

**Education:** Primary School (P-6)

**Facilities:** Conference/Meeting Rooms, Multi Purpose Centre, Football Field, Camping grounds, boat ramp and Airstrip

**Health:** Health Centre

**Retail:** Rugapayn Store (inc. ATM, fuel, camping permits, ice and tackle.

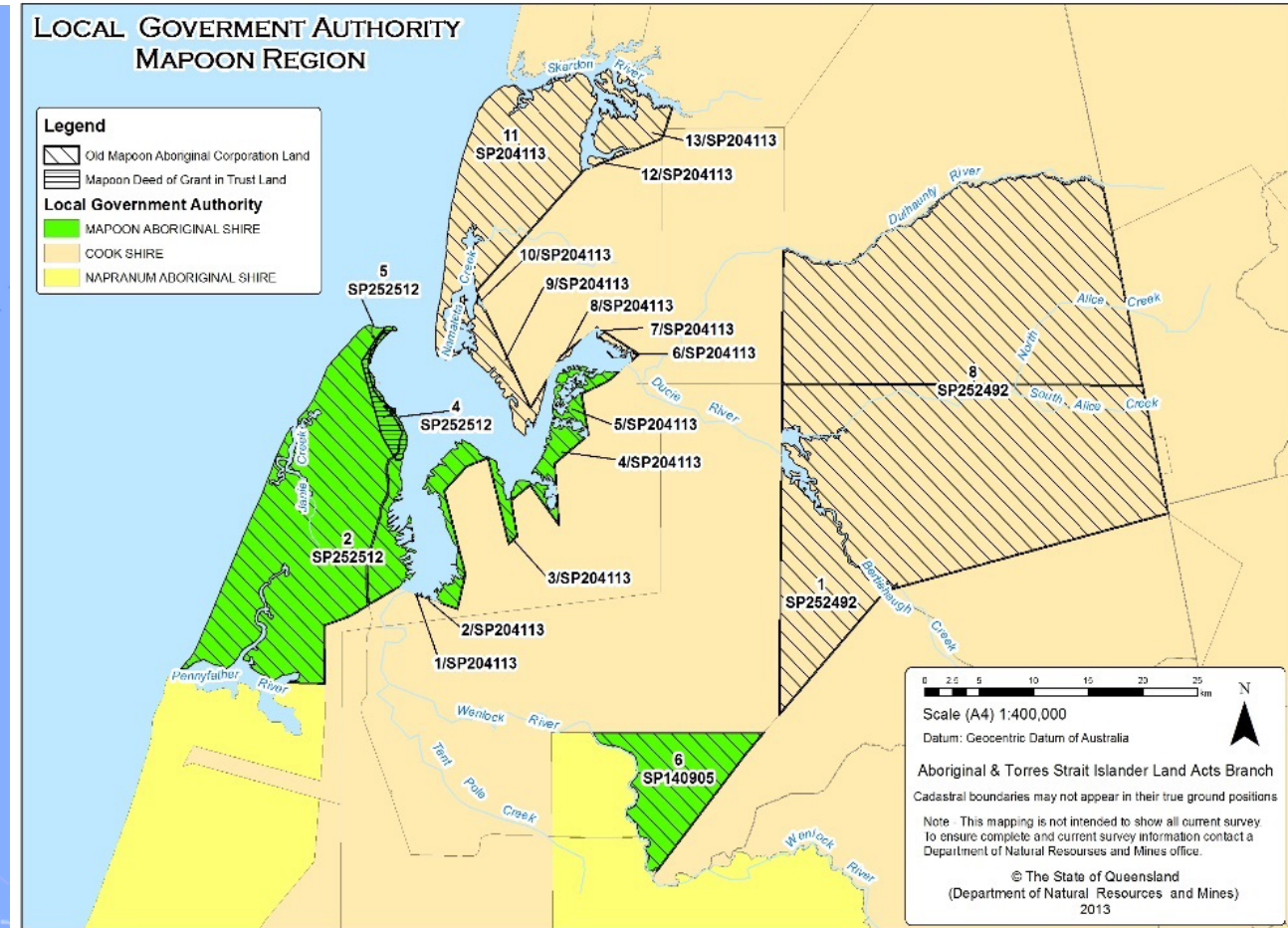
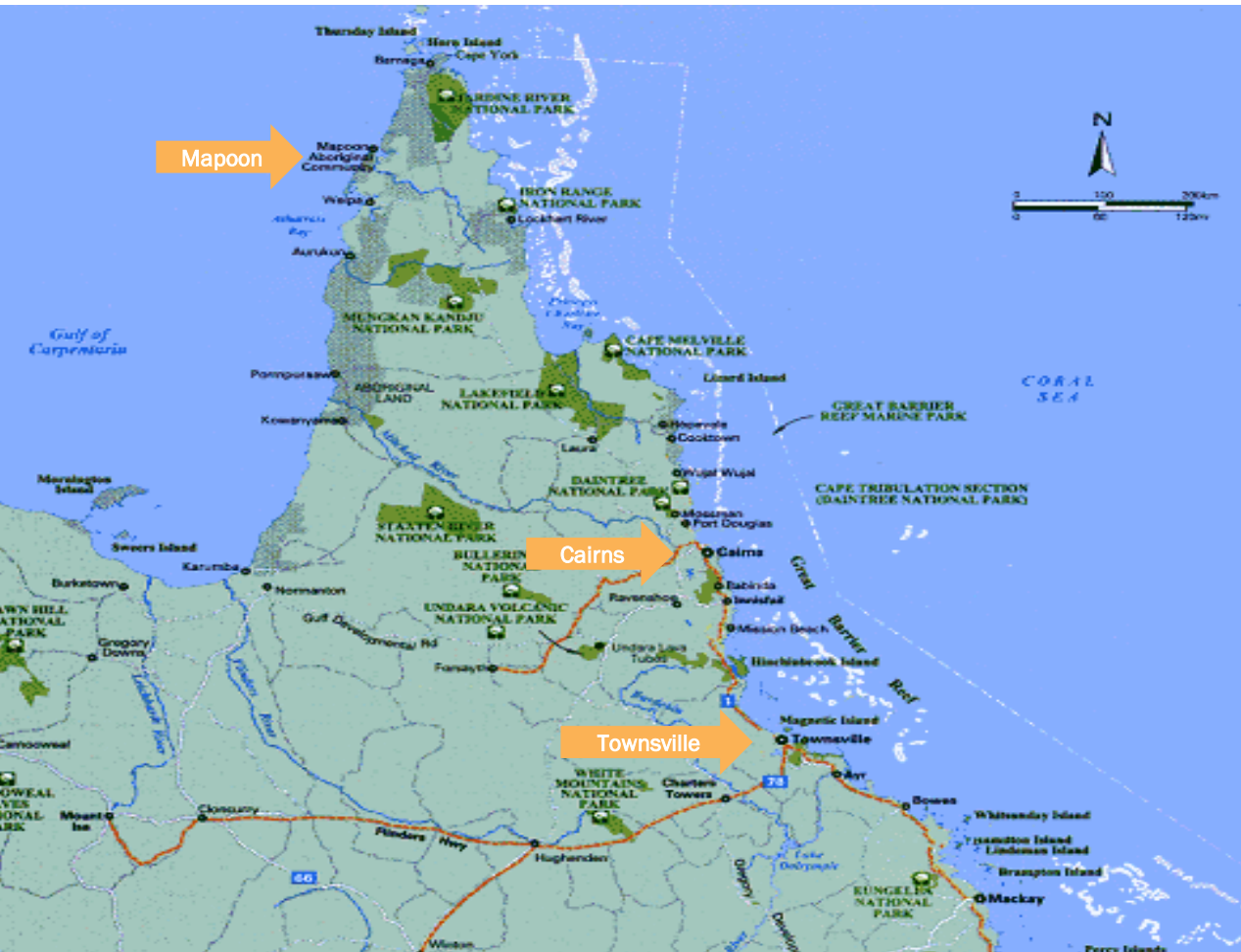
**Tourism:** Cullen Point , Janie Creek and Back Beach Camping areas (follow signs).

**Government Services:** Centrelink Agency, Department of Housing & Public Works, My Pathway (Jobs Centre)





# OUR LOCATION



# ORGANISATION

The Mapoon Aboriginal Shire Council consists of the Mayor and four (4) councillors who are elected by the residents of Mapoon for a four (4) year term.

The Executive Management Team is made up of the Chief Executive Officer and Executive Managers in the following areas.

- Community Services
- Financial Services
- Works
- Land and Sea Rangers

The annual budget for the Council is approx. \$90 million with a staff establishment of around 50 people.

Council operates on a sound platform which is underpinned by clear processes, quality IT and sound accounting principles. Our financial position has been buoyed in recent times with the advent of Native Title Determination. Registration of Indigenous Land Use Agreements and resolving Trustee tenure arrangements.

Council has a typical small remote features, and is the key service delivery agent in the shire. We rely on established business practices to achieve regular results. Our service is reflective of our ability to manage public funding and maintains Principal Contractor status for all building construction works and civil construction works are managed by Council.

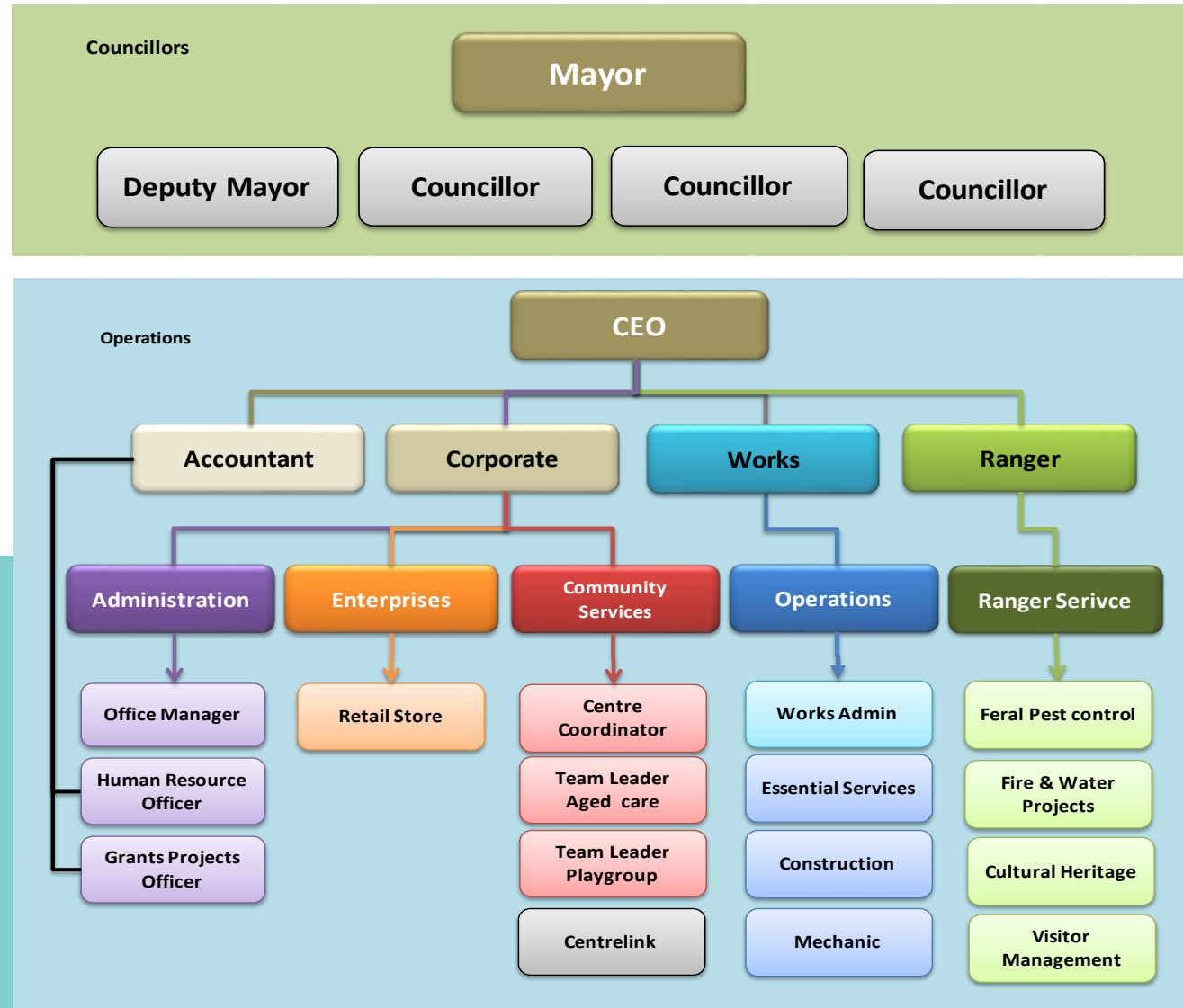
Other services provided by Council from a social perspective include an Aged Care/HACC program, Playgroup Services Program, short stay accommodation and Retail store.

Further information about Council and Mapoon can be found on Council's website [www.mapoon.qld.gov.au](http://www.mapoon.qld.gov.au)





# Organisation Structure



# CEO POSITION DESCRIPTION

**POSITION TITLE:** *Chief Executive Officer (CEO)*

**AWARD:** *Contract Position*

**REPORTS TO:** *Mayor and Council*

## 1.0 Purpose of the position

Accountable to Council, the Chief Executive Officer (CEO) is Council's principal staff officer, exercising overall management responsibility for Council's operations.

### *a) Position Objectives*

The CEO:

1. acts as the primary link between councillors and the organisation and is responsible for providing assistance to Councillors in developing policy;
2. provides leadership to staff in achieving Council objectives;
3. oversees the financial management of the Council;
4. communicates and promotes Council's policies to the community.

## 2.0 Responsibilities & Duties

### Managing Council Relationships

- Provide advice, policy development and decision making support to Council.
- Ensure implementation of Council resolutions, policies and decisions.
- Provide development opportunities for councillors

### Organisation and Operations Management

- Provide leadership and co-ordinate departmental operations and performance.
- Ensure output is monitored and services provided in an efficient cost –effective manner
- Development, review and maintain Council's corporate plan
- Develop and maintain organisational structures to achieve Council's objectives
- Provide organisation change leadership and support.
- Ensure development and maintenance of appropriate systems, procedures and performance standards.

### Financial Management

- Advise Council of financial implications of policy determinations.
- Exercise management oversight of Council financial operations
- Ensure appropriate financial planning
- Ensure financial systems and controls are maintained and financial targets are achieved.

### Human Resource Management

- Ensure human resource management plans, systems, procedures and programs are developed and implemented.
- Promote team work and development and maintain positive work relations and appropriate organisation culture.



# CEO POSITION DESCRIPTION

## 2.0 Responsibilities & Duties Continued

### Public Relations

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

### Other

Such other duties as a reasonably allocated to the Chief Executive Officer

## 3.0 Required Skills and Knowledge ( Key Selection Criteria)

The successful applicant will have:

### Skills

1. High level of interpersonal and communication skills
2. High level of research and reporting skills
3. High level of time management skills
4. High level of supervision skills
5. High level of strategic planning skills, including service delivery planning, human resource planning, asset management planning and long term financial planning
6. Good computing Skills

### Knowledge

1. Sound knowledge of Quality Assurance Principles
2. Extensive knowledge of State and Commonwealth legislation affecting local government, local laws and commercial law and practices
3. Comprehensive knowledge of industrial law, and good human resources management practice (including Workplace Health and Safety)
4. Comprehensive knowledge of meeting procedures and minute preparation

### Essential Experience

Sound judgement and demonstrated ability to operate effectively in a political environment

Demonstrated leadership, motivational, complaints and supervisory skills

Current drivers licence (minimum Class C)

### Preferred / Desirable Experience / Qualification

Tertiary qualifications in a relevant discipline and/or significant local government experience at an executive or senior level

Previous experience in working in remote communities with a good understanding of issues relating to Indigenous communities and indigenous Local Government.



# CEO POSITION DESCRIPTION

## 5.0 Workplace Health and Safety

- All appropriate actions are taken to implement and attend to all WH & S policy, procedures and legislative requirements
- Participate in WH & S training as required

In conjunction with Council Management Team and Supervisors

- Ensure all work injuries and incidents including near-misses are investigated and recorded and that preventative strategies are developed and actioned.
- Ensure consultation with employees and employee WH& S representatives on all or workplace changes which affect health and safety of staff.

## 5.0 Organisational Relationships

**Internal Liaison:** This position will liaise with Councillors, Executive Management Team members and a wide range of Council personnel

**External Liaison:** The position may liaise with any or all of the following – Local, State and Federal government agencies, Local Government representative bodies, Community organisations, business professionals and general public

## 6.0 Physical Requirements

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

## 7.0 Equal Employment Opportunity

Mapoon Aboriginal Shire 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 staffs adhere to Council's Policies, Procedures and legislation in regards to EEO.

## 8.0 Employment Related Police Checks

Mapoon Aboriginal Shire Council has a Duty of Care to its clients, employee and general public for their Personal Safety and Wellbeing. Therefore, any person in a position with direct contact client contact will be required to undertake a pre-employment Police Check. These Checks will be conducted for positions across areas of Council including:

- Aged Care
- Playgroup services
- Junior Ranger programs





# TIMELINE FOR RECRUITMENT

## Schedule

24/04/2022 – Candidate Briefing Document and Advertising Confirmed.

WC 18/07/2022 – Closing Date for applications

WC 18/07/2022 – Shortlisting of candidates for Interview and arrange Panel Interviews for first round.

TBA – First round interviews

TBA– Final Interviews if required and offer. Reference checks will be completed prior to final interview

Estimated completion date will be by mid August. Allow four - six weeks' notice and relocation.

## Enquiries

We encourage you to contact Celia Jones, before applying for an informal discussion on the role. Celia's best contacted on 0409119 561.

Enquiries will be dealt with in the strictest confidence.





# CEO HOUSE

The house is a newly constructed 3 bedroom house : a Master Bedroom and two separate bedrooms with built in robes, toilet and laundry, shower/bath room.

House has Wi-Fi installed and is fully air conditioned and furnished.

Gardens are currently being established.





# CEO REMUNERATION

## The total remuneration package comprises:-

- An annual cash salary is \$160,00 – 170,000. ( neg)
- Annual leave loading of 17.5%
- Superannuation contributions by Council of 12.5% will be paid to LG Super Scheme
- Council will provide accommodation by way of a fully furnished, air conditioned house of an executive standard to include internet and electricity charges ( details attached).
- Provision of a fully maintained vehicle in accordance with Council vehicle policy
- A mobile phone with reasonable personal use and a lap top computer in accordance with Council policy



1	<b>Salary (Superable Salary)</b>	<b>\$ 160,000 – 170,000 (neg)</b>	<b>36 hour week (8am-4.30pm Mon-Thurs, 8am-12noon Fri)</b>
2	<b>Annual Leave Loading</b>		Based on 5 weeks annual leave at 17.5%  Isolation Leave is additional to Annual Leave and must be taken as a block of leave.
3	<b>Employer Superannuation Contributions</b>		12.5% of base salary
4	<b>Full usage of fully maintained vehicle</b>	-	Council allows limited private use of this vehicle, restricting travel to Weipa and its surrounds no further than Weipa airport.  Travel beyond this limit deemed as Council business will be at the discretion and approval of Mayor and Council.





5	<b>Accommodation - CEO</b>	-	<p><i>Tenancy agreement for residence will be entered into. Employee to maintain yard and premises under normal tenancy conditions.</i></p> <p><i>Rent is \$100. per week for 3 bedroom house</i></p>
6	<b>Annual Airfare Allowance</b>	\$ 1,500.00	<i>Two airfares to and from Weipa to Cairns annually (or divided equally to reflect road travel).</i>
7	<b>Electricity to Council house</b>	\$1,200.00	<p><i>Actual Cost up to \$1,200 per year.</i></p> <p><i>Unused portion expires annually.</i></p> <p><i>Ergon Powercards to the value of \$100/month</i></p> <p><i>Additional Cards provided when accommodation downstairs is utilized by Guests.</i></p>



# CEO REMUNERATION

**\* In addition:**

*Relocation expenses (to the value of \$5000, with \$2500 each way and 50% reimbursement on arrival, balance paid after 6 months.)*

*A mobile phone and laptop (with mobile broadband connection) will be provided for business use at Council's cost.*

