

Candidate Briefing Document
Operations Manager
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 400 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 Department of Sport and Recreation the Indigenous Community Sport and Recreation Program 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 Corporate Plan 2022-2027](#)

[Operational Plan 2022-2023](#)

[Budget 2022-2023](#)

[Annual Report and Financial Statements 2021-2022](#)

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



Operations Manager

Location:	Hartwig Street, Wujal Wujal,
Reports to:	Kiley Hanslow - CEO
Employment Status:	3 year contract

POSITION SUMMARY AND KEY OBJECTIVES

The purpose of this role is to lead, manage and control the operation of Council's Project Management, Essential Services Parks and Gardens, Civil Services and Building Maintenance teams. This role provides strategic business planning for the development of Council's Water and Sewer infrastructure, focusing on ensuring legislative and regulatory compliance, and long-term financial sustainability for those assets, including planning of maintenance, renewal, and upgrade works.

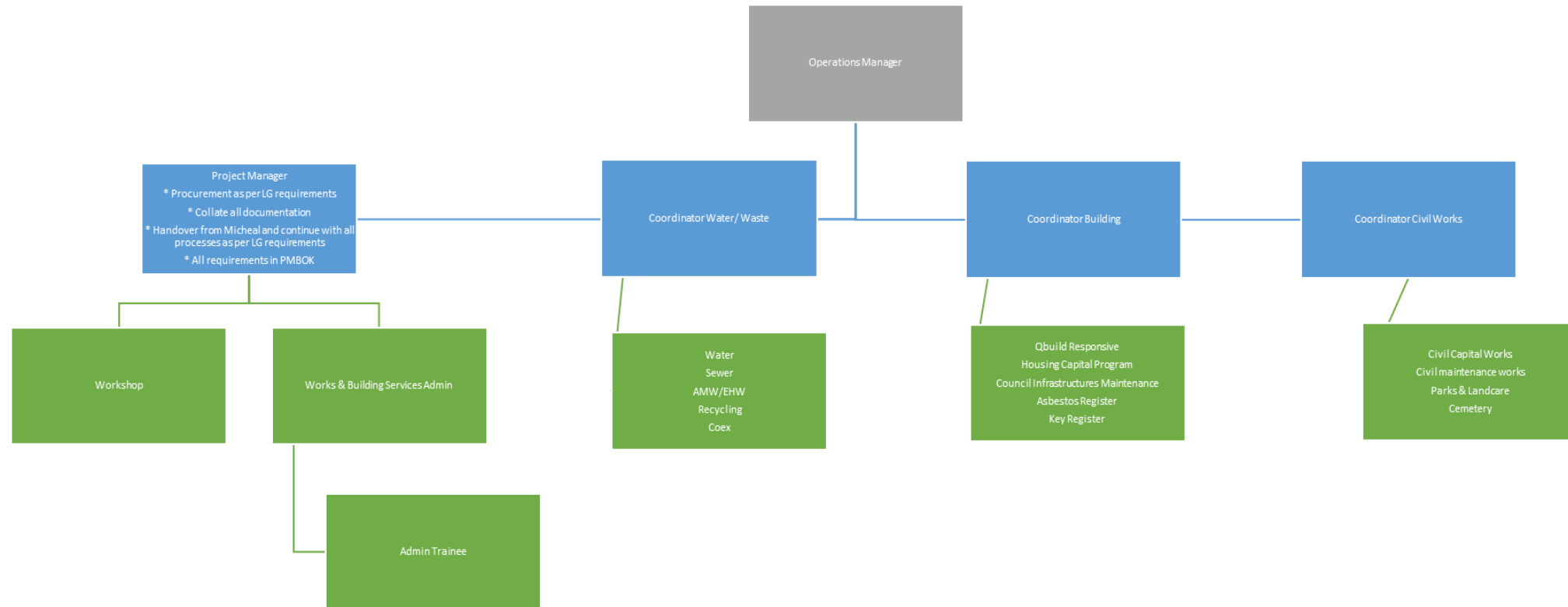
The role contributes to the overall performance of Council.

There is a total staff of 45.7 EFT in the Council. Direct reports of this role include staff from the following functions:

- Project Manager, Works and Building Services Division
- Essential Services Coordinator (Water Treatment Plants, Sewerage Treatment Plants)
- Civil Services Coordinator (Roads and Drainage, Parks and Gardens)
- Building Services Coordinator (Building Maintenance)



Organisation Chart



General Duties and Responsibilities



- Responsible for managing delivery of water and sewerage operations across Council's footprint, including the management and operation of all water treatment plants and sewage treatment plants/pump stations, together with water quality control in compliance with statutory regulations and best practice principles to the required levels of service.
- Overall management to ensure quality drinking water and wastewater services are provided to the community in accordance with customer service standards and legislative requirements.
- Responsible for managing Council buildings, facilities, and public spaces including parks, gardens, play spaces and recreation areas.
- Responsible for managing Council roads and drainage.
- Other related duties as directed by the Chief Executive Officer within the scope of the position.



Key Responsibilities



The following outlines key responsibilities of the position, but is not all encompassing and subject to change at Council's discretion:

OPERATIONS

- Overall management and oversight of the operations of Water and Wastewater, including Water Treatment Plants, Sewage Treatment Plants, and reticulation systems in accordance with Council's policies and procedures and QLD statutory regulations.
- Lead the Water/Wastewater function to meet its obligation of providing quality drinking water and wastewater services to both external and internal stakeholders.
- Overall management and oversight of Building Maintenance in accordance with Council's policies and procedures.
- Overall management and oversight of Parks and Gardens in accordance with Council's policies and procedures.
- Manage the programmed and reactive maintenance for Council buildings, facilities, and public spaces including parks, gardens, play spaces and recreation areas.
- Manage the programmed and reactive maintenance for Council roads and drainage.
- Ensure all maintenance works and minor construction projects within managed areas are completed within approved budget, on time and to a high standard.
- Ensure the development and implementation of works schedules across the managed area.
- Maximise the utilisation of available resources across the managed area.
- Liaise with all appropriate internal and external stakeholder groups before, during and after maintenance and minor construction works are completed.
- Liaise with Project Manager and other Council stakeholders on the programming of works to ensure appropriate allocation and utilisation of resources required from the managed area and completion of projects on time and within budget.
- Ensure all relevant legislative requirements are followed.
- Ensure accurate records are kept in accordance with Council policy and best management practice.
- Manage and investigate complaints relating to Council's external workforce and defective infrastructure.

FINANCE

- Prepare and review annual operational budgets.
- Prepare and review capital expenditure budgets.
- Monitor budget income and expenditure and complete quarterly budget reviews.
- Identify opportunities for cost savings and external funding sources including grants

Key Responsibilities (cont)



STRATEGY

- Identify risks, issues and opportunities related to the performance of existing infrastructure.
- Ensure Operational Plans are in place and regularly reviewed to ensure alignment with the Annual Operational Plan and levels of service.
- Support and collaborate with the Chief Executive Officer and ELT to achieve a shared purpose.

STAFF/STAKEHOLDER MANAGEMENT

- Ensure training plans are in place to comply with legislative requirements to maintain required skills.
- Ensure Council has a well-trained and competent workforce.
- Ensure that all workplace health and safety standards are communicated to and followed by the workforce and contractors.
- Provide leadership and advice to direct reports and all employees and contractors within the managed area to ensure individual accountabilities and team performance objectives are achieved.
- Provide informal and formal performance management and performance reviews to Works and Building Services Division staff, to align employees, resources, and systems to meet Council's operational and strategic objectives and abide by Council's Code of Conduct.
- Ensure all Council policies and procedures are understood and followed.
- Develop a workforce resource plan that recognises current and future skill requirements in your area.
- Proactively manage resourcing on teams including gaining approval for recruitment and being involved in staff selection as required.
- This role is part of the Executive Leadership Team and must demonstrate behaviours that are in alignment with Council values and transparency in the way work is performed and delivered.
- Develop and maintain strong working relationships with key external and internal stakeholders to enable delivery of Council's objectives.
- Provide effective advice and recommendations to internal and external stakeholders.
- Respond to needs of internal and external stakeholders in a timely manner.

Abilities, Skills and Knowledge



- Action and task-orientated with demonstrated experience delivering project to scope, on budget and on time.
- High level leadership skills to ensure the effective delivery of maintenance and minor capital projects.
- Demonstrated technical skills in engineering design and construction for water and sewer infrastructure and the ability to impart such knowledge.
- A high level of interpersonal, writing, and verbal communication skills to the extent required to communicate with those with varying levels of education and understanding.
- Well developed literacy and numeracy skills.
- Good computer skills relevant to the position.
- The ability to maintain confidentiality in relation to Council business.
- Demonstrated knowledge and understanding of civil construction, roads, and maintenance works.
- Demonstrated knowledge and understanding of legislative requirements relevant to this position.
- Monthly reports on the activities within the area of responsibility
- Demonstrated knowledge of operational and organisational planning in accordance with relevant legislative requirements.
- Demonstrated knowledge for forward planning and implementation.
- Demonstrated knowledge of developing and implementing strategic and operational plans.
- An understanding of financial management of maintenance and minor capital projects.
- Demonstrated knowledge of Workplace Health & Safety obligations, risk management and public liability.

Key Selection Criteria

- Degree in Engineering, tertiary qualifications in Project Management or equivalent qualifications relevant to the Operations Manager position.
- Demonstrated experience in the management of building and civil construction.
- Demonstrated technical knowledge in the fields of water and wastewater treatment systems and related distribution and collection networks.
- Demonstrated experience in successfully leading and managing multi-disciplinary teams, including managing performance, performance improvement and performance reviews.
- Demonstrated ability to lead change with high levels of motivation, dedication, tenacity, and resilience when faced with challenges.
- Excellent writing and verbal communication skills and the ability to represent Council formally at meetings, events, and functions.
- Financial literacy and demonstrated skills in developing and effectively managing a budget.

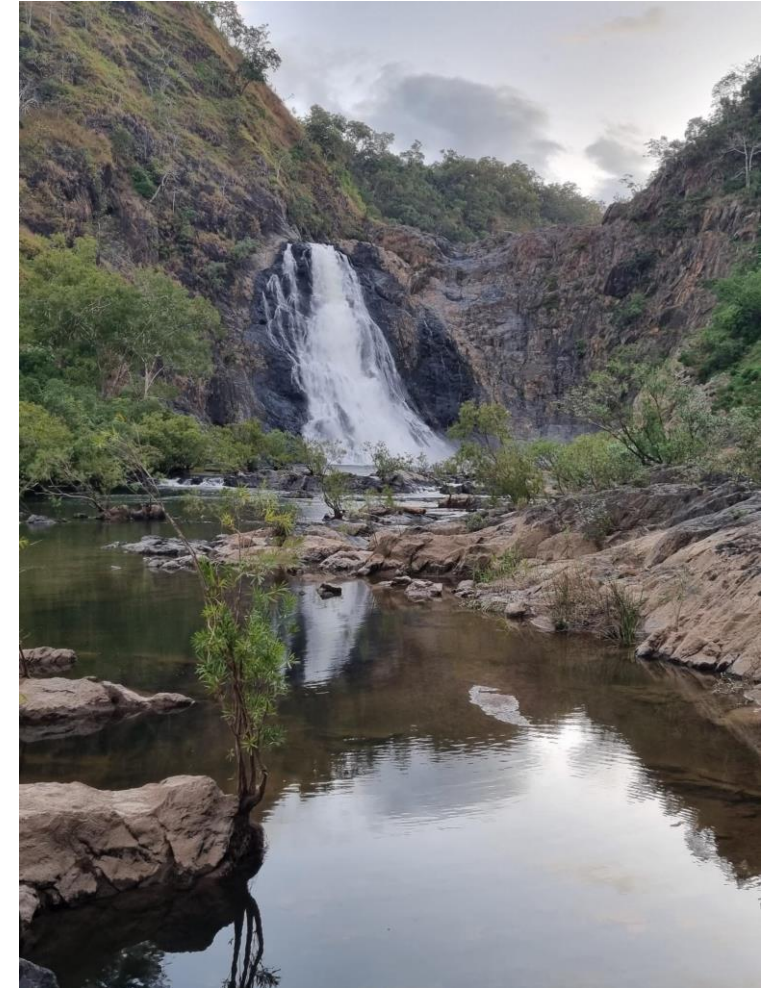
QUALIFICATIONS, EDUCATION AND LICENCES

Mandatory:

- A current Police Clearance
- Hold and maintain an unrestricted C class driver's licence.
- Construction White Card or 30215 Blue Card

Desirable:

- Post Graduate qualification in Engineering with RPEQ registration or Management, Business, Project Management or Environment.



Additional Information



- The Council has faced some significant challenges in recent years and the recent appointment of a new CEO has ensured Council can continue navigating through those challenges.
- Provided you have a level of maturity combined with the technical and ideally have your project management certification, Council are open to whether this has been gained in local government or the public sector. Demonstrating an ability to come up to speed quickly and a background of where you have obtained best value for money when outsourcing works you will bring a confident and consistent style of leadership to the role. You will be given strong support around any aspect of the role you may not previously have been involved in.
- The initiative to make changes when you see a 'better way' will underpin everything you do. There are some good foundations in place for you to build on but understandably there are still improvements to be made.
- Someone with a high level of energy and enthusiasm to get things done and who is willing to prove themselves and help to nurture and continue building the team (25-30 staff) and make a difference to this small community will require taking the reigns from day one, understand what Operations 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 and Government Departments when and where required.
- Having a strong presence in the community, 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.



Why this role?



- This is an opportunity for an Operations Manager to bring their energy and focus to support this beautiful community and contribute to the long-term financial sustainability of the Council particularly around budget management.
- Given the fresh energy and motivation Council are looking to bring into the role, they are open to someone ready to 'step up' providing strong leadership is evident across previous roles in one or more of the following: project management, parks and gardens, civil services and building maintenance.
- The variety of work you will be involved in and the opportunity to work with different entities in State, Federal and other Councils will build your skills and experience to an extent not possible in larger organisations. You will also make great contacts within the Grants area as you work with Finance to ensure Council is across every feasible opportunity available to continue building the community.
- 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.
- You will enjoy continuing to lift the capability of your staff who have already shown their willingness to respond to the time being invested in them.
- 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 Operation Manager's house.



Council Benefits



- The cash component will be between \$120-140K dependent upon skills and experience
- Provision of a motor vehicle for official Council use (including class 3 limited private use) in accordance with Council policy and as approved by the Chief Executive Officer. Private use may attract Fringe Benefits Tax.
- 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.
- Council work a 36.25 hour week. Council closes at midday on Fridays.
- Subsidised rental of fully furnished Council house in Wujal Wujal (subsidised at \$60/week). Tenancy agreement for residence will be entered into. Employee to maintain yard and premises under normal tenancy conditions.
- 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 \$4,000 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:	15 th February 2023 – 6 th March 2023
Closing date for Applications:	10pm 6 th March 2023
Initial Assessment:	7 th March – 9 th March 2023
Council Interviews (first)	w/c 13 th March 2023

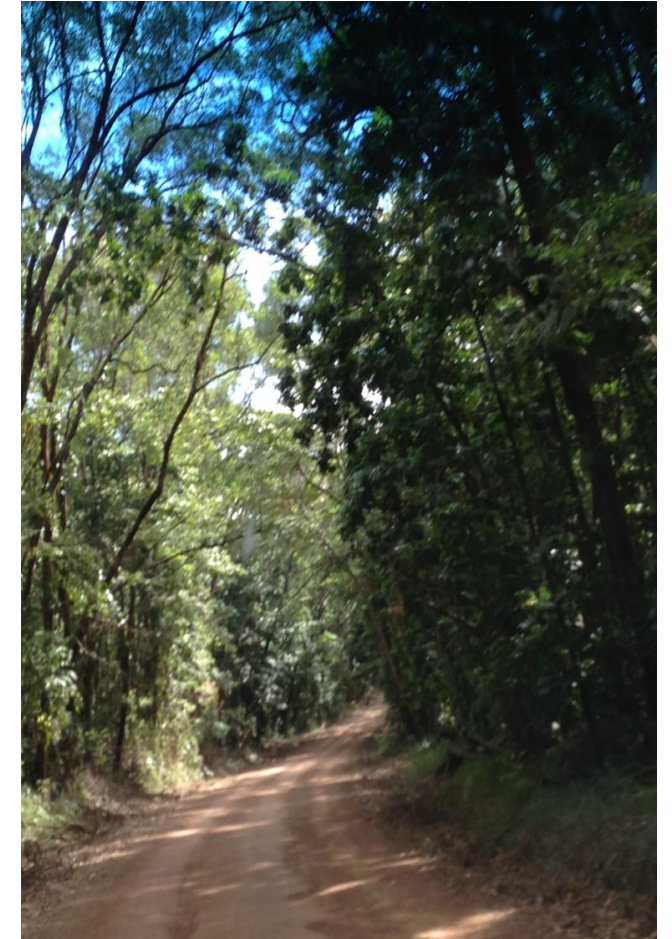
ASSESSING APPLICATIONS

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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