



# Chief Executive Officer Candidate Information

Napranum Aboriginal Shire Council



# Napranum Aboriginal Shire Council

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The Napranum Aboriginal Shire Council consists of the Mayor and four Councillors. The Executive Management Team is made up of the Chief Executive Officer and five senior divisional managers responsible for Community and Cultural Economic Development, Corporate Services, Building and Infrastructure, Environment and Sustainability and Child and Family Support Services.

The annual budget for the Council is approx. \$16.8 million, there are approximately 50 staff that deliver services and support to a community population of approximately 1000 persons. As reported, the NASC team have achieved exceptional strategic, operational and financial results throughout the last financial year.

Napranum was officially gazetted as the place-name to replace Weipa South in September 1990 and the DOGIT lands became known as the Napranum DOGIT in 1991. Napranum has become an increasingly prosperous community with modern facilities such as the Mary Ann Coconut library and Indigenous Knowledge Centre, new Council offices, a health centre, retirement home, supermarket, a war memorial, workshops and many new houses being built in the past ten years. As with many remote communities' infrastructure and service access continues to be a major challenge. A housing subdivision has recently been completed allowing for the construction of new houses for the people of Napranum. There is also greater emphasis on establishing the community farm operationally. The main employment sector is local government administration. Residents of Napranum are also employed by Rio Tinto at its Bauxite operation in Weipa and surrounds. There are five main clan groups with a history dating back many thousands of years.

## MISSION AND COMMITMENTS

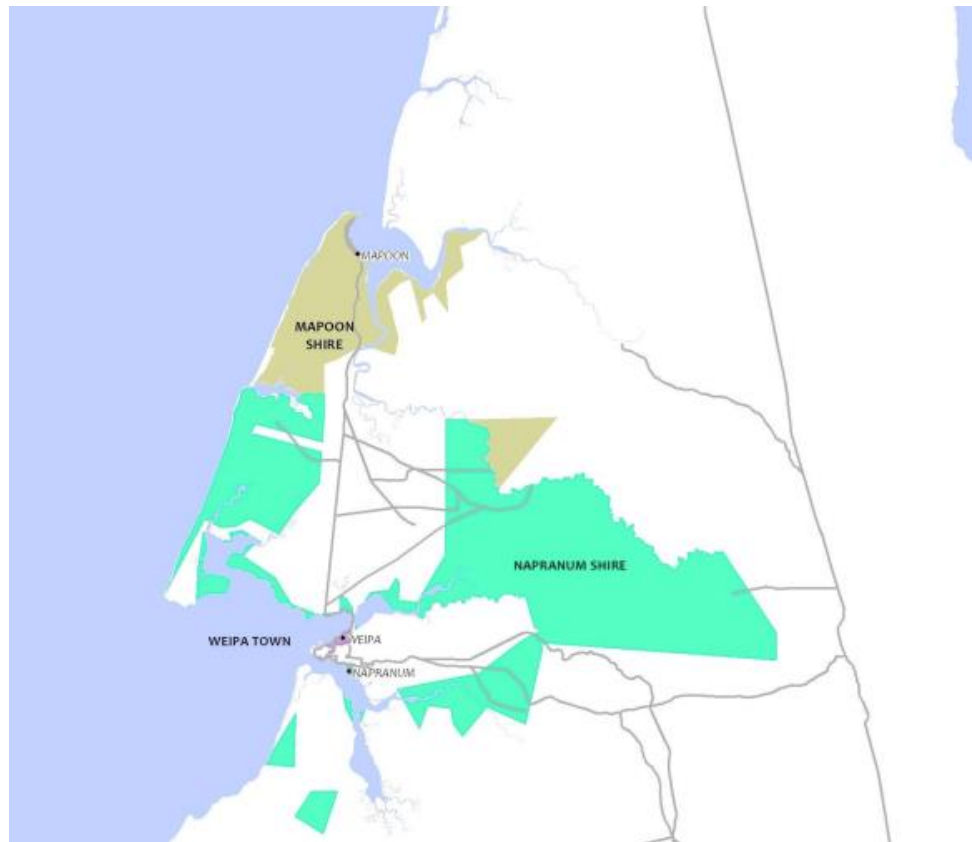
- Strong leadership
- Excellence in service
- Transparency and accountability
- Community Consultation and ownership
- Consistency in Decision making
- Financial Sustainability
- Good Governance

## OUR VISION

"Our legacy is the creation of a sustainable community...based on choice, trust and respect!"

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# Napranum Overview



Napranum was officially gazetted as the place-name to replace Weipa South in September 1990 and the DOGIT lands became known as the Napranum DOGIT in 1991. It is located on the western coast of Cape York Peninsula, 13km from Weipa town. Napranum has become an increasingly prosperous community with modern facilities such as:

- Council office and Civic Centre
- A 3-unit Preschool and Kindergarten catering for Kindy to Prep age children
- Aged & Disability Services
- Mary Ann Coconut Library (Indigenous Knowledge Centre)
- Football oval and community hall
- Foreshore development including Boat Ramp, BBQ shelters, basketball and splash park
- Women's Group, Health & Men's Group, Justice Group
- Uniting Church
- IBIS operated supermarket, centrally located which carries a large range of foodstuffs including groceries, milk, drinks, meat and fresh fruit and vegetables
- Queensland Health and allied health services
- LTC - Napranum

Facilities in nearby Weipa include:

- Western Cape College, Weipa Campus is the local school catering for Years 1 – 12
- The Weipa Integrated Health Services can offer; primary health care, emergency and medical imaging, day surgery, acute care accommodation, aged care accommodation, mortuary services plus a co-located ambulance service
- Nationally recognised supermarket brand
- Various retailers in Hardware, Auto, Fishing and other...
- Easy access to the Western Cape and beyond

# NASC Overview (Cont)



## NAPRANUM AGED & DISABILITY SERVICES

Napranum Aged and Disability Services (NADS) conducts community outreach for aged clients (over 50 years of age) and those with disabilities (up to 50 years of age). Most clients live in Napranum, although we also service limited clients in Weipa. The centre has up to 4 independent living units and 1 respite room based at the Centre. The Centre delivers a range of services including: meals, social support (individual and group), transport, assisting clients with shopping, medical appointments, personal care and domestic assistance.

## EDUCATION

The Napranum Early Childhood Centre, (Kindergarten and Pre-School) is operated by council and has been functioning within the community for 40+ years. The NECC is affiliated with the Crèche and Kindergarten Association of Queensland, (C&K) indicating that a centre has reached prescribed high standards in relation to buildings and facilities, safety, qualifications of staff and delivery of educational curricula. Napranum Council re-opened the Long Daycare in July 2021 to further enhance early education opportunities in the community and assist families in returning to work. Kluthuthu Christian College in Napranum is for Primary School Children.

## OTHER FACILITIES

Napranum has a football oval and community hall. Other facilities include the Napranum Youth Centre, PCYC, PaL (Parents and Learning), Justice Group, Men's Group, Women's Group, Napranum Safe House, Basketball Court, Boat Ramp and the Saint Barnabas Uniting Church.

## ACCOMMODATION

Accommodation is available in Weipa (approximately 13km away). It is strongly recommended that visitors who intend to visit Napranum make reservations at least one month before the date of arrival as there is high demand for accommodation during the winter (dry season) when many visitors from the southern states arrive for holiday and fishing.



# Making NASC Home



## FACILITIES AND SERVICES

### HEALTH

The Shire has a Queensland Health Primary Health Care Centre, which provides basic health care services. Cases that are more serious are referred to the Weipa Integrated Health Services. The hospital facility contains primary health care, emergency and medical imaging, day surgery, acute care accommodation, aged care accommodation, mortuary, support services, administration, staff accommodation plus a co-located ambulance service.

### WEATHER

The climate of Cape York Peninsula is tropical and at times hot and humid. The tropical wet season runs from November to April and the tropical dry season from May to October.

Temperature averages are 32.8 °C daily maximum and 22 °C overnight minimum

### SHOPPING

All residents do their major household shopping in Weipa. Napranum has an IBIS Supermarket that is open 7 days a week.

### POST OFFICE SERVICES

Council provides a small post office in Napranum, which distributes mail only. The community post office, is located in the council building, is open on weekdays from 8:45 to 4pm

### ALCOHOL RESTRICTIONS

Napranum is what is considered under the Queensland Government liquor licensing as a restricted area. The Napranum restricted area is the Napranum Aboriginal Shire including all public and private places. This includes all waterways where both banks are within the shire.

The section of the Peninsula Development Road that passes through the shire is excluded from the restricted area. No alcohol or homebrew and homebrew equipment is allowed in restricted areas.

# Council Information

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[NASC Corporate Plan 2022-2029](#)

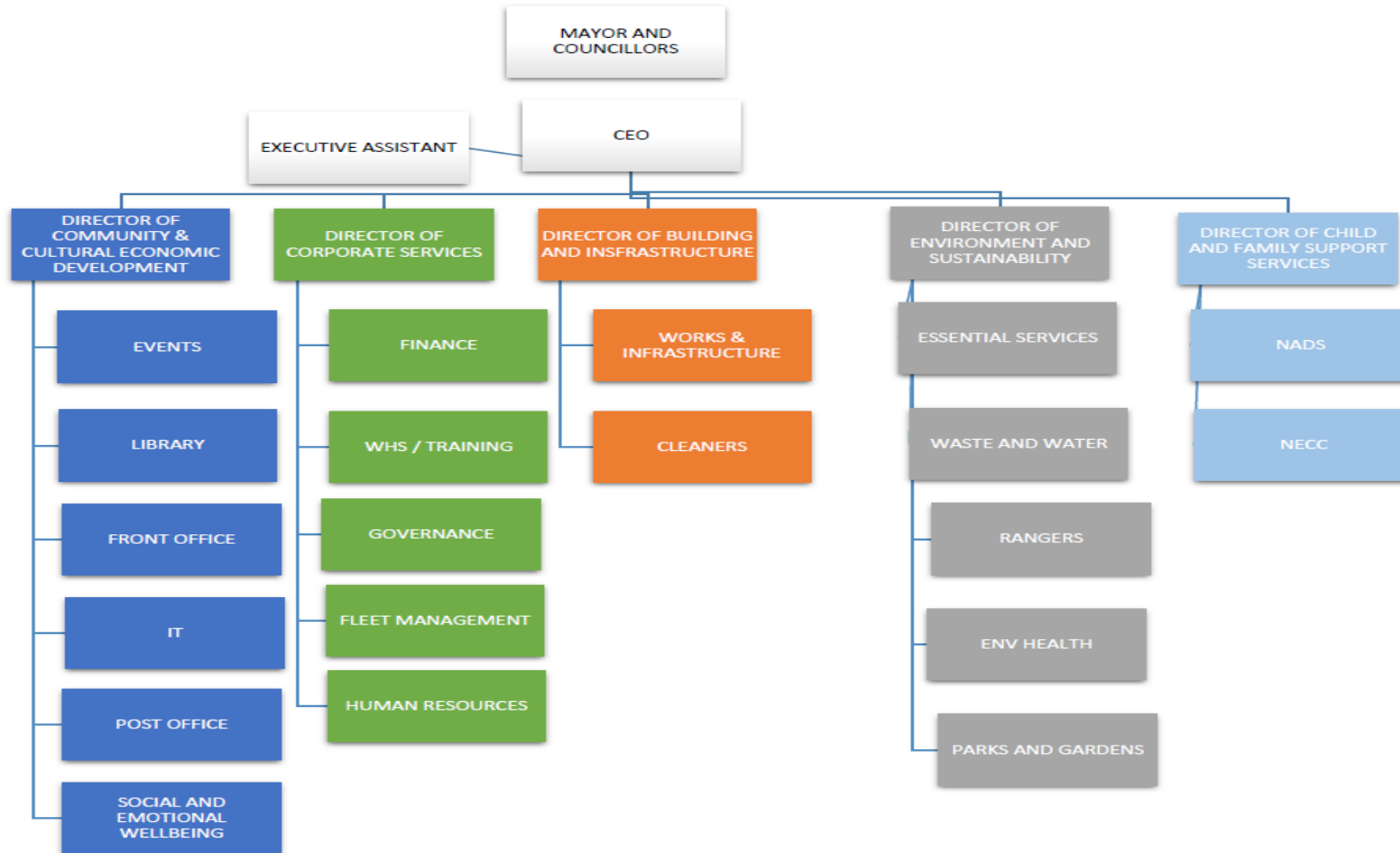
[Operational Plan 2022-2023](#)

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

For further information please visit [www.napranum.qld.gov.au](http://www.napranum.qld.gov.au)



# Organisation Structure





# Chief Executive Officer

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<b>Location:</b>	320 Wa-Tyne Street, Napranum
<b>Reports to:</b>	Mayor and Councillor's
<b>Employment Status:</b>	3 year contract



## POSITION OBJECTIVES

The CEO is responsible and accountable to Council, for the efficient and effective management of Council's staff, finances, assets and any other resources in accordance with statutory requirements. In addition, the CEO will be required to liaise with various Government Departments, Agencies and Funding bodies on a regular basis.

The role will also assist with and promote accountability within the Council.

The role requires a good understanding of:

- Meeting procedures and comprehensive and accurate documentation of minutes
- Computerised accounting and/or financial systems
- Staff management
- Legislative requirements as applicable to Aboriginal Councils

There is a staff of 50 EFT



# Position Responsibilities

Ensure Monthly financial statements and associated Program Reports are presented in a timely basis.

Organise Council meetings and ensure that:

- All relevant documents such as minutes of previous meeting, notices, agendas and supporting documentation are issued
- All relevant information is tabled and adopted as required
- Accurate, detailed and comprehensive minutes are taken

Ensure that periodic reviews and monitoring is undertaken, to ensure the integrity of:

- Internal controls, of the operational, manual and computerised systems
- Procedures – relating to operational, financial and related administrative matters
- Policy/s - relating to operational, financial administrative accountability and procedures.

Ensure that a Financial Review and Assessment is undertaken by the due date.

Ensure that Annual Budget and Budget Reviews are undertaken and prepared by the due dates.

Ensure that Annual Financial Statements are prepared and completed by the required date and in the prescribed format.

Ensure that the Auditor General's report is tabled and respond to the matters arising.

Ensuring that, in consultation with the Internal Auditors, an annual audit plan is prepared and an annual internal audit is conducted.

Ensure that the cash flow situation is monitored and surplus funds are invested to maximise returns to Council.

Ensure that advice and assistance is extended to the Council, Senior Management Team and Staff with the evaluation of projects, tenders and contracts.



# Position Responsibilities

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## Ensure that:

- A corporate structure is in place and reviewed on a regular basis by Council
- Position descriptions are in place and reviewed on a regular basis, key performance indicators are established and staff appraisals and reviews are implemented
- Training program/s are established, undertaken and reviewed on regular basis

Liaise on a regular basis with Council Staff and render advice and assistance as and when required.

Ensure that Council conducts regular Public Meetings.

Management of the Senior Management Team.

Conduct Local Government Elections.

Any other duties as may be directed by the Council, from time to time, consistent with skills, competence and training

The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

## Extent of Authority

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives. They must also reflect the Council's strong commitment to outstanding client service.



# Key Relationships

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## THE COUNCIL CEO WILL:

- work collaboratively with the elected members of the council, sporting and community groups, other levels of government and stakeholders to achieve the goals and objectives of the council.
- report regularly to the council on progress toward the achievement of the goals and objectives of the council; and
- actively consult with, support, and lead the staff in achieving the goals and objectives of the council.

## RELATIONSHIPS WITH COUNCIL

- provide the support and assistance required by the Mayor and Councillors for the efficient discharge of their responsibilities under the Local Government Act and other legislation, meeting the reasonable expectations of the community.
- maintain a cooperative relationship with Council, based on an ethical foundation of mutual respect and trust.
- provide timely and accurate information and advice to Council, with recommended actions on key issues or concerns impacting on its operations.
- ensure expeditious actioning of council decisions.
- report on the application of council's delegated authorities.
- ensure compliance with the Local Government Act and other relevant legislation; and
- acts as the main advisor to council on interpretation of the Local Government Act and corporate governance matters.

# Selection Criteria

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- Tertiary qualifications in a relevant discipline (e.g. Bachelor of Business). Postgraduate qualifications in management would be highly regarded.
- Demonstrated senior executive leadership and strategic management experience in a local government organisation with the ability to formulate strategic direction and deliver operational and business outcomes supporting the operating environment and consistent with the strategic direction of the organisation.
- A positive desire and attitude to make a real difference in the life of indigenous people through the delivery of quality and equitable services to the NASC and its community that strategically enhance the future capacity and growth of the region and its sustainability.
- Demonstrated leadership skills where you have nurtured internal and external collaboration, teamwork, and partnerships.
- Excellent problem solving and analytical abilities, with a demonstrated capacity to think strategically and conceptually to identify obstacles, consider multiple perspectives and distil complex information to create viable options to address the organisation's current and future requirements.
- Demonstrated experience at executive level in developing a high performance workplace culture, organisational capability, leading and implementing change, risk management and mitigation.
- Demonstrated ability to develop, manage and maintain business plans and associated budgetary and financial management responsibility including highly developed knowledge of the legislative, ethical, and corporate management reporting requirements to manage a Council.
- Ensure compliance with corporate policies, procedures and standards including activities of finance, records management, human resources management, workplace health and safety and information technology.
- Highly developed IT skills and the ability to prepare and present high quality written and verbal communications in a variety of forums including Council Meetings, community functions and other events.
- An understanding of Indigenous culture and the ability to work with people at all levels.
- Have a sound understanding of the environment and cultural dynamic in which Council operates, including the functions and contributions of the three levels of government and bring strong working relationships with senior bureaucrats at state and federal level.



# Selection Criteria

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- Demonstrated ability to pursue and develop networks and partnerships within industry and government to develop local economic and employment opportunities.
- Proven experience in media management with the ability to consistently display strong marketing and public relations competencies to support Councils communication to the community, media, and other users
- Highly developed communication, interpersonal, negotiation and influencing skills, with the ability to use discretion and judgement in complex business and political environments.
- Sound knowledge and understanding of the relevant provisions of the QLD Local Government Act and Regulations, the Equal Employment Opportunity, Occupational Health and Safety Practice and other relevant legislative frameworks and/or the ability to acquire these as quickly as possible.



# Additional Information

- The new CEO will continue to move the Council forward and help navigate them through several challenges by implementing the strategies in place. 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 government environment and have previously worked with Indigenous organisations.
- You will have a collaborative style and bring a sense of purpose back to the Council and staff ensuring you take direction from Elected Members and understand what they want for the Community.
- Updating of the website is an immediate priority as is securing grant funding for infrastructure projects that the Council is eligible for.
- 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 region and make a difference to this community will require taking the reigns from day one, understand what Council wants to achieve and 'get it done'. Community engagement will play an important role in the way forward so you need to be adept at engaging a broad audience, addressing concerns and moving things in a positive direction. Renowned for your honesty, integrity and 'hands on' approach you will enjoy the prospect of living and working in Napranum 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 community members ensuring communication is clear is vital. This will be underpinned by a taking a greater focus on local employment vs using contractors across building and works. There is a workshop at Council but this need to be planned and strategized to bring it back into the community.
- Working with the Mayor, the CEO will assist with Council's disaster management response to floods, cyclones etc.



# Why this role?

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- 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 change management within Local Government is evident together with experience working with or in Indigenous communities.
- You will enjoy living and working in a geographical beautiful area of Australia and enjoy the benefit of a handover from the Acting CEO.





# Council Benefits

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- Executive base salary of up to \$180K depending on experience
- Superannuation contributions of 12%
- Annual leave days of 25 per annum
- Personal leave days of 12 per annum
- Council will provide a fully maintained car, phone and internet facilities for work related and private use
- Council will provide fully furnished accommodation and pay electricity up to \$1000 per annum. You will be required to pay rent of \$60 per week The House has views over the water (Embley River) and is high set with 3 bedrooms and is in very good condition, but some additional work will be completed prior to the commencement of the new CEO and is fully furnished.
- Relocation from your home base to Napranum and return at the end of your contract, this includes possessions and up to one vehicle
- Airfares for private travel within Australia for you an immediate family up to a total of \$3000 per annum





# Recruitment Process

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Application Period:	Tuesday 9 <sup>th</sup> May – 29 <sup>th</sup> May 2023
Closing date for Applications:	10pm Monday 29 <sup>th</sup> May 2023
Initial Assessment:	30 <sup>th</sup> May – 2 <sup>nd</sup> June 2023
Council Interviews (first)	w/c 5 <sup>th</sup> June 2023 onwards

## 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.





Principal Consultant Recruitment – Rona Horsfall

[rhorsfall@wearepeak.com.au](mailto:rhorsfall@wearepeak.com.au)

0438 943 854

CAIRNS | BRISBANE

[www.wearePeak.com.au](http://www.wearePeak.com.au)