

Candidate Briefing Document  
Corporate and Commercial 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](http://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](#)

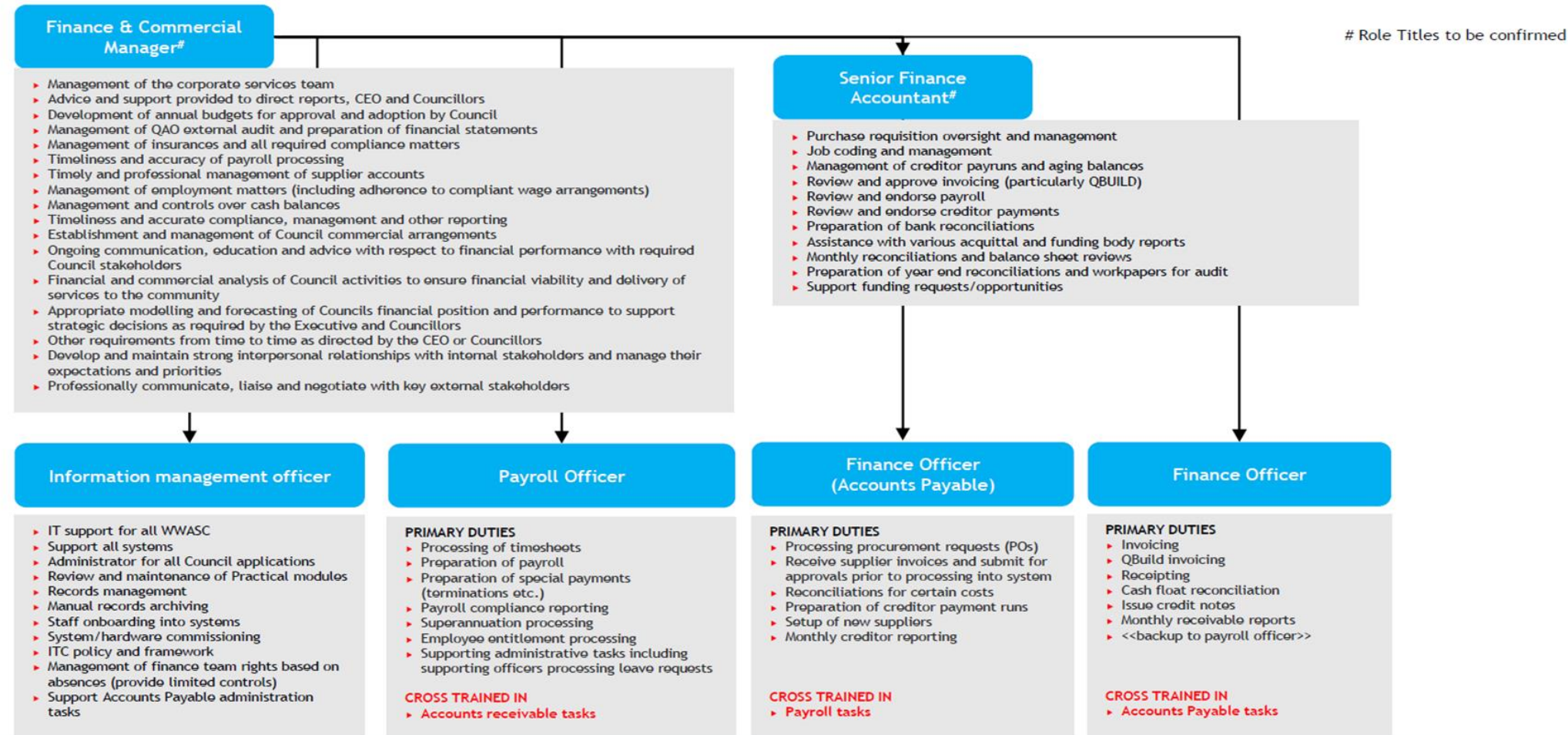
[Budget 2022-2023](#)

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

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



# Organisation Chart



# Corporate and Commercial Manager

|                           |                              |
|---------------------------|------------------------------|
| <b>Location:</b>          | Hartwig Street, Wujal Wujal, |
| <b>Reports to:</b>        | Kiley Hanslow - CEO          |
| <b>Employment Status:</b> | 3 year contract              |

## POSITION SUMMARY AND KEY OBJECTIVES

As a member of the Executive Leadership Team, the Manager Corporate and Commercial provides high-quality leadership to the corporate and commercial team and has responsibility for developing and monitoring budgets, managing Council's internal and external audit function, management and internal controls reporting, management of Council's procurement, and coordination of a range of Council's governance functions, financial reporting, budgeting and forecasting, cost control and procurement activities in line with relevant standards and legislation, setting and managing commercial arrangements, financial management and reporting for all capital and operational funding arrangements, strategic and operational advice to the Chief Executive Officer (CEO) and Councillors. The Manager will ensure Council services are provided within budget and comply with relevant statutory obligations, regulations, codes, guidelines and Council policies and procedures

### Organisational Relationships – Internal

Mayor and Councillors and CEO

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

The role contributes to the overall performance of Council.



There is a total staff of 45.7 EFT in the Council.

# Responsibilities



## Organisational Culture

- Provide leadership (coaching, training, managing, challenging, mentoring) to the staff 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, 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
- Management of QAO external audit and preparation of financial statements
- 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
- Develop and review financial sustainability and growth initiatives
- 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



# 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.

## Human Resources

- Broadly ensure HR practices across Council are embedded relating to recruitment, training and performance management.

In relation to your team:

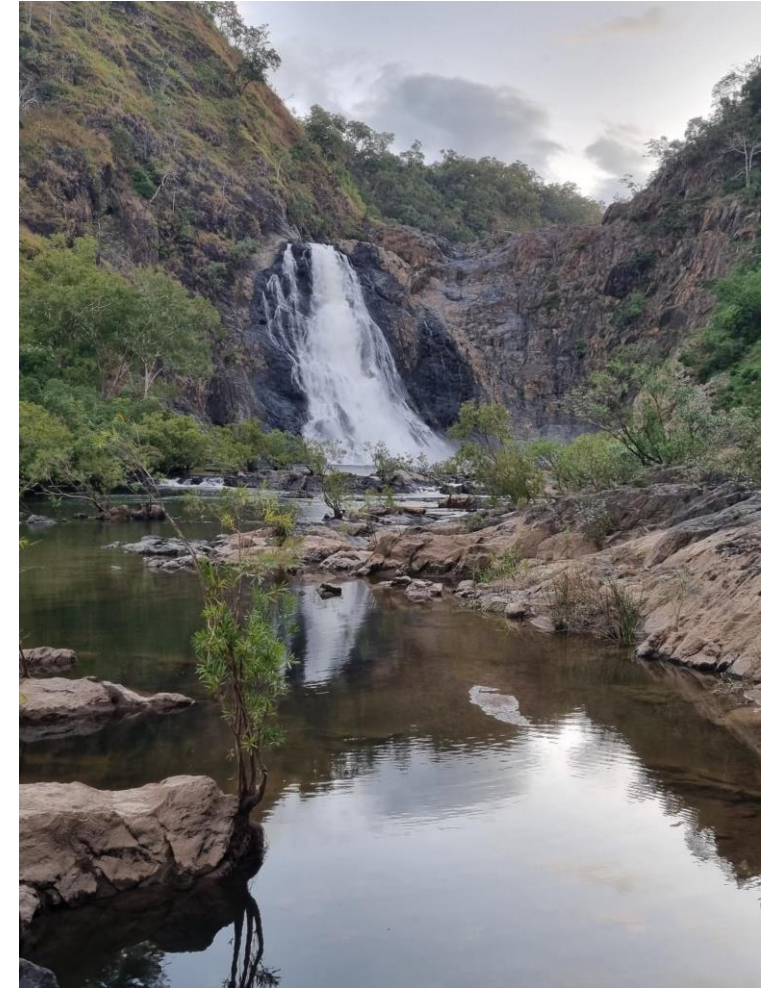
- Provide leadership, influence and motivate a diverse team, resolving problems and organising priorities.
- Lead the staff of the Corporate and Commercial area so that their performance is professional; their work is accurate and in accordance with accepted accounting practice.
- Develop, implement, 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.

## Payroll

- Timeliness and accuracy of payroll processing
- Management of employment matters (including adherence to compliant wage arrangements)

# Key Selection Criteria

- Experience in commercial entities or local government in senior finance positions and the ability to create a team environment involving elected representatives, staff and other stakeholders.
- Strong knowledge of corporate governance, procurement and financial reporting and experience working with Indigenous organisations.
- Some knowledge of HR and/or the motivation and desire to ensure Council is compliant and aware of its responsibilities to staff and to embed the necessary protocols to ensure that recruitment, training and performance management are in place and understood by management.
- Degree in Accounting + CPA or CA
- 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.



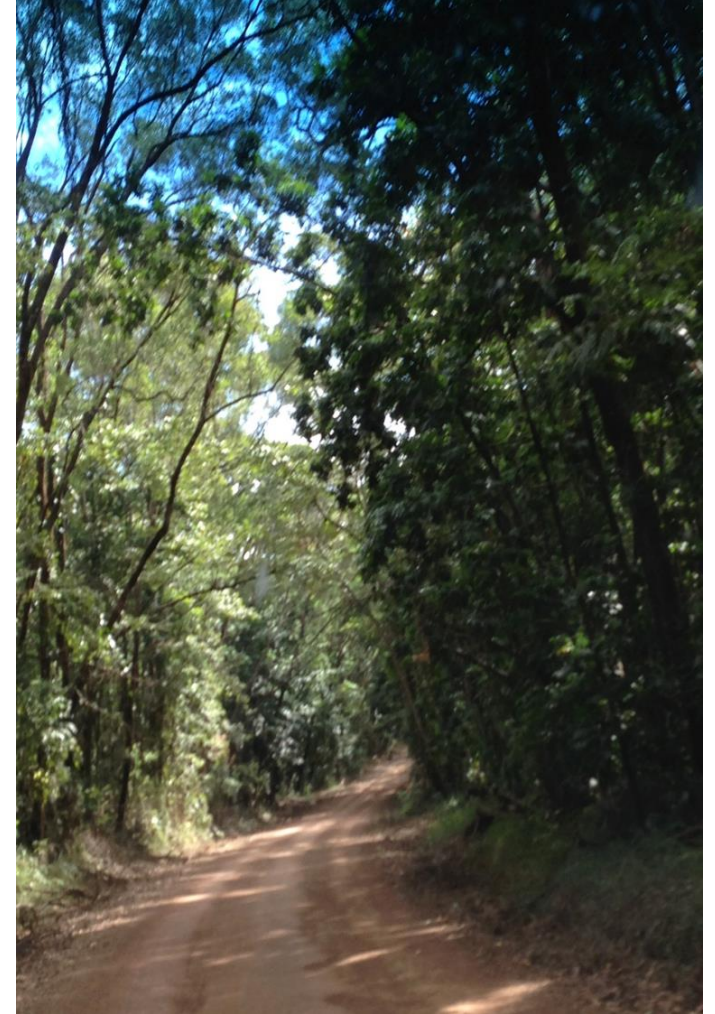
# Qualifications and Education

## 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



- 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.
- Reporting to the CEO, Council is seeking an experienced Corporate and Commercial Manager with a strong financial background to take a strong lead now that Council has worked through some significant challenges and are ready to embrace the way forward.
- You will be supported by the Finance Manager particularly with respect to learning the PRACTICAL software system used by Council.
- The role will appeal to a driven Senior Management Accountant or Financial controller with a passion for business improvement, someone who thrives on being 'hands on' with a team and who performs best in a changing environment where you can continue building the financial capability of Council.
- This is not a complex Council. If your medium to long term goal is to become a CFO this is a genuine opportunity to build your CV and showcase your analytical skills and demonstrate your awareness of good governance from a financial perspective. Importantly, you will embrace the opportunity to broaden your skills and bring your expertise to the Wujal Wujal community and work to provide them with a financially stable future.
- 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.
- 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 a Corporate and Commercial 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 the Finance area.
- 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 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 Corporate and Commercial 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:            | 19 <sup>th</sup> May 2023 – 5 <sup>th</sup> June 2023 |
| Closing date for Applications: | 10pm 5 <sup>th</sup> June 2023                        |
| Initial Assessment:            | 6 <sup>th</sup> June – 9 <sup>th</sup> June 2023      |
| Council Interviews (first)     | w/c 12 <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

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