



# **Kowanyama Aboriginal Shire Council**

## **Chief Executive Officer Information Pack**

### **January 2019**



# ORGANISATION

Kowanyama Aboriginal Shire consists of beautiful and unique wetlands and delta mangroves in the north, extending to forest country of the central peninsula.

Kowanyama means “place of many waters” in the Yir Yoront language. The community includes the Kokoberra, Yir Yoront [or Kokomenjen] and Kunjen clans, who each have language and other cultural differences.

Kowanyama Aboriginal Shire is administered by the Kowanyama Aboriginal Shire Council in accordance with the Local Government Act 2009. Council has an elected Mayor and Councillors who work closely with an Executive Team to deliver services to the community.



## OUR VISION

“To build a healthy and safe community, with strong economic opportunities and wellbeing services, through innovation and collaboration.”

## OUR MISSION

“To deliver best practice council services, and work with stakeholders to ensure our community members receive first rate services, with a focus on business development, culture, education and wellbeing.”

## OUR VALUES

*Accountability* – our decision making is transparent, fair and in the best interest of the whole community

*Respect* – we listen to all views and communicate with our community members, stakeholders and employees with respect and professionalism

*Diversity and Equality* – we embrace diversity and treat all people with respect, and fairness, no matter their gender, age, sexual orientation, race or disability

*Innovation* – we embrace future technologies and tools and look for new solutions for the benefit of our community

*Maintaining Culture* – we embrace our culture and preserve and strengthen it for future generations

*Communication* – we understand the importance of clear, regular communication and we will communicate council decisions, projects and activities with our employees, community members and stakeholders

*Partnership* – we will work together with our fellow local councils, state and federal government and community groups and services

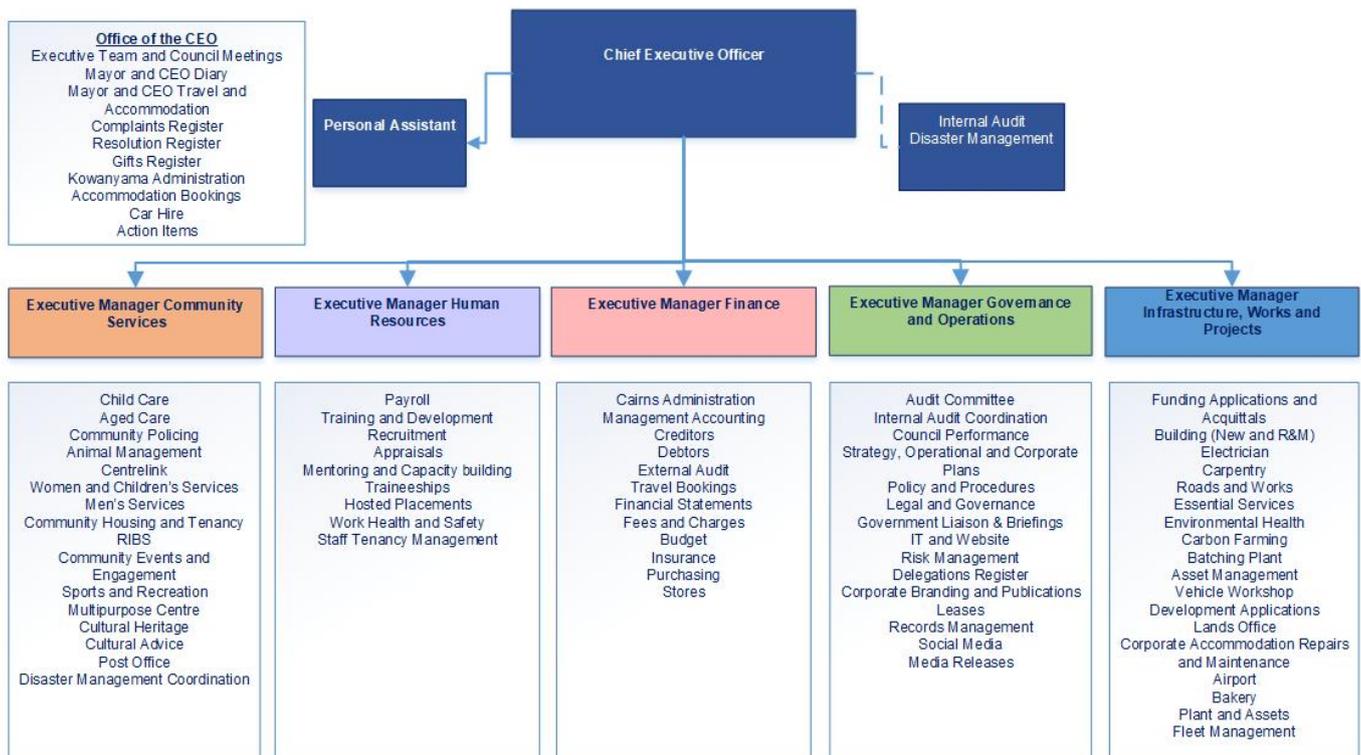
*Excellence* – we will strive to provide the best in everything we do

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

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

- Finance
- Community Services
- Infrastructure, Works and Projects
- Governance and Operations
- Human Resources

Council's annual revenue is approximately \$40m with an asset base of \$143m with a staff establishment of around 130 people.



## OUR SERVICES

- Post office and bank
- Airport
- Community housing
- Training Centre
- Aged care - Commonwealth Home Support Program [CHSP]
- Family services – playgroup, occasional care , holiday program
- Local Police
- Remote Indigenous Broadcasting Centre
- Sport and recreation programs
- Swimming pool
- Women's shelter



# COMMUNITY HISTORY

In 1905, Trubanamen Mission was established inland on Topsy Creek, now known as the old mission. Aboriginal peoples of the region were gradually drawn from their ancestral lands into the mission settlement.

Later, in 1916, Mitchell River Mission was founded on the present site of Kowanyama and the Trubanamen site abandoned. Some peoples continued to occupy their traditional lands, moving into Kowanyama as late as the 1940s.

Greater than 1000 people now live in Kowanyama, making it one of the largest communities on the Cape York Peninsula. Kowanyama's Aboriginal people continue to identify strongly with their ancestral countries and with the languages, stories, songs, dances, and histories associated with those countries. Language groups associated with countries in the Kowanyama region are Yir Yoront, Yirrk Thangalkl, Koko Bera, Uw Oygangand, and Olkola.

In 1964, a cyclone destroyed the mission. The Queensland government funded the rebuilding.

In 1967 the Anglican Church were no longer able to sustain their activities in the area as a Church Mission. The Department of Aboriginal and Islander Affairs, a government department, under the Act continued running the affairs of the community.

In July 1987 the State Government of Queensland implemented legislation for a DOGIT over the lands in the Mitchell River delta, an area of 250 km<sup>2</sup>. The Deed covered the traditional lands of the people of Kowanyama.

Like other DOGIT communities of the time, Kowanyama had a town council elected by Aboriginal people living in the community. The newly formed Kowanyama Council assumed responsibility for implementing certain conditions of the DOGIT.



# OUR LOCATION



Kowanyama  
30 Chapman Road, Kowanyama, QLD 4892

Cairns Office  
50 Scott Street, Cairns, QLD 4870



## Position Description

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<b>Job Title:</b>	Chief Executive Officer
<b>Employment Type:</b>	3 Year Contract
<b>Reports to:</b>	Mayor
<b>Location:</b>	Kowanyama
<b>Remuneration Package:</b>	\$160-\$180k pa, depending on skills and experience Council supplied accommodation Vehicle and Mobile phone.

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### POSITION OBJECTIVE

Accountable to Council, the Chief Executive Officer is Council's principal staff officer, exercising overall management responsibility for Council's operations in collaboration with the Executive Management Team.

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### RESPONSIBILITIES & DUTIES

The CEO:

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

#### Managing Council Relationships

- Responsible for working with councillors and the Executive Management team in developing and implementing policy and strategy, including the Operational Plan, Budget and Corporate Plan
- Utilising the Executive Management team's expertise, provides accurate advice to councillors, on Financial, Governance, Infrastructure, Community Services and Human Resource matters.
- In collaboration with the Executive Team, advises council of Financial and Risk implications of policy determinations.
- Ensure implementation of Council resolutions, policies and decisions.
- Provide development opportunities for councillors

#### Organisation and Operations Management

- Leads by example with adherence to, and communication of council's plans, values, policies, local government principles and the Local Government Act 2009 and Local Government Regulation 2012.
  - Provides strong leadership and support to the Executive Management team with commitment to fairness, respect, efficiency, communication and performance.
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- 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
- Ensure financial systems and controls are maintained and financial targets are achieved.
- Exercise management oversight of Council financial operations

### **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.

### **Work Place Health and Safety**

- All appropriate actions are taken to implement and attend to all WH & S policy, procedures and legislative requirements

In conjunction with the Executive 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.

### **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

## **REQUIRED SKILLS AND KNOWLEDGE (KEY SELECTION CRITERIA)**

### **Required Experience / Qualifications**

1. Tertiary qualifications in a relevant discipline and/or significant demonstrated local government experience at an executive or senior level
2. Diploma in “Local Government”, or commitment to undertake and successfully complete diploma within 6 months (funded by council)
3. Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people. Previous experience in working in remote communities with a thorough understanding of issues relating to Indigenous communities and indigenous Local Government
4. Current Police Check
5. Current driver’s license (minimum class C).

## Essential Skills and Knowledge

1. Demonstrated significant experience in senior management within Local Government with the ability to lead and build teams.
2. Significant experience working in Indigenous affairs.
3. An in-depth understanding of the responsibilities as contained in local government legislation, including financial and governance responsibilities and commitment to Local Government Principles.
4. Extensive knowledge of State and Commonwealth legislation affecting local government, local laws and commercial law and practices
5. Comprehensive knowledge of industrial law, and good human resources management practice (including Workplace Health and Safety)
6. Demonstrated experience in interpreting financial statements and developing complex budgets.
7. Demonstrated high level of proficiency in the use of desktop software applications including; Microsoft Word, Excel and Outlook.
8. Excellent report and brief writing skills, including the ability to simplify complex information and having an attention to detail.
9. Excellent verbal communication skills, including the ability to effectively communicate with a range of audiences, including community members.
10. Proven strategic planning and project management skills.
11. Demonstrated behavior which supports a diverse, equitable and safe workplace.

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## KEY PERFORMANCE INDICATORS

<b>Council Relationships</b>	To ensure that Council is kept informed of all significant issues in a timely manner and to facilitate a constructive, cooperative and cohesive working relationship with Councillors
<b>Strategic Planning</b>	To initiate, develop and implement long-term strategies and plans in order to ensure that the Council's long-term goals and objectives are comprehensively developed and substantially met in a context of changing needs, opportunities and constraints
<b>Operational Management</b>	To manage the operations of the Council to ensure the Council directions are met and continuous improvement is achieved in the delivery of Council Services.
<b>Financial &amp; Asset Management</b>	To ensure that Council's financial and physical resources are managed to the long-term benefit of the Council, and to ensure that all statutory requirements are appropriately met
<b>External Relationships (including Community Relationships)</b>	To develop and strengthen Council's relationship with all sectors of the local community, the wider business community, other Local Government authorities, and all other External agencies

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## **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 the general public

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## **CORPORATE RESPONSIBILITIES**

### **Policy and Procedural Responsibilities**

Be aware of, and act in accordance with all council policies and procedures.

### **Code of Conduct**

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

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## **ORGANISATIONAL RELATIONSHIPS**

Reports to: Mayor

Internal Liaison: Chief Executive Officer, Executive Managers, Councillors, and all Kowanyama Aboriginal Shire Council employees.

External Liaison: Local Government Association of Queensland (LGAQ) Local Government Workcare (LGW), Federal and state government agencies, statutory authorities, union organisers, members of the community

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## **POSITION DESCRIPTION AUTHORISATION**

This position description is subject to change from time to time as Kowanyama Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.

# REMUNERATION

The total remuneration package comprises:-

- An annual cash salary of between \$160,000.00 - \$180,000 (dependant on experience and qualifications)
- Annual leave loading of 17.5%
- Superannuation contributions by Council of 12% will be paid to LG Super Scheme
- Accommodation for the CEO is a 3 bedroom, fully furnished, 2 storey Queenslander with a lock up garage and a cage area underneath for secure storage.
- 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

# RELOCATION ASSISTANCE

Council will pay for the reasonable expenses, up to a maximum amount of \$5,000, incurred by the employee to relocate their personal furniture and effects to Kowanyama. The employee will be responsible to obtain three written quotes for relocation and submit these to Council. Council will be responsible for determining the successful provider of the relocation services and make payment for these services directly to the successful provider.

# APPLICATIONS

Submitted by 9.00am Monday 25 February 2019

Addressed to:       The Mayor  
                              Michael.Yam@kowanyama.qld.gov.au

Format: Single PDF document containing:

- A covering letter
- Document addressing the Key Selection Criteria
- Current resume
- Copies of relevant qualifications

