



# Leading Roles

People ▶ Performance ▶ Partners

**EXECUTIVE MANAGER  
CORPORATE SERVICES & FINANCE**  
KOWANYAMA ABORIGINAL SHIRE COUNCIL

**CANDIDATE PACK**



# ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Traditional Owners of country and their connection to land and community. We pay our respects to all Traditional Owners, and Elders past, present and emerging.





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# BACKGROUND AND VISION

## COMMUNITY HISTORY

In 1903 the Queensland Government declared the Mitchell River an Aboriginal Reserve for the benefit of the Aboriginal peoples of the State. In 1905 the Anglican Trubanamen Mission was established inland on Topsy Creek - this is now known as the old mission. Aboriginal peoples of the region were gradually drawn from their ancestral lands into the mission settlement. In 1916 the headquarters of the Anglican Mission moved to Kowanyama and formed the Mitchell River Mission and the Trubanamen site was abandoned. Some peoples continued to occupy their traditional lands, moving into Kowanyama as late as the 1940s. In 1964 a cyclone destroyed the mission; however, the Queensland government funded its rebuilding. In 1967 the Anglican church were no longer able to sustain their activities in the area as a Church Mission and the Department of Aboriginal and Islander Affairs took over the administration of the Mitchell River Mission and Reserve. In 1987 the State transferred control to the Kowanyama Aboriginal Shire Council via a Deed of Grant in Trust (DOGIT). Kowanyama is now one of the largest communities in Cape York with approximately 1200 residents.



# THE ROLE

Reporting to the CEO, this position plays a key role in providing effective leadership and management of the Corporate Services functions of Kowanyama Aboriginal Shire Council including Finance, Human Resources, Information Communications Technology and Governance.

- Lead a high performing corporate services team to meet the strategic and operational goals of the organisation.
- Manage Council's financial efficiency and effectiveness of Council business enterprises, and grant funding in the absence of a rate base.
- As a leader within the organisation, ensure the executive leadership team, staff and elected members comply with all statutory and governance requirements.
- Contribute to the long-term strategic direction and organisational leadership of Council by working collaboratively with all directorates, councilors, community members, external agencies and government departments.

# KEY RESPONSIBILITIES

## OPPORTUNITIES

- Work with a highly engaged and experienced Mayor who is committed to the growth and prosperity of the region.
- Highly supportive and innovative ICT team, building great opportunities for Council.
- Council is involved in progressive business enterprises such as cattle farming and carbon farming.
- Council is in a strong financial position.
- Council is about to commence a program to support effective management of assets.
- The governance and finance functions of Council are performing well.

## CHALLENGES

- Kowanyama Aboriginal Shire Council is a small council but has the same responsibilities to community as the larger well-resourced councils.
- Given the size of the organisation this will be a hands-on leadership role.
- There are a number of programs of work that need to be implemented to strengthen the governance function at Council.

## KEY PROJECTS

- Council has moved into carbon farming a progressive revenue opportunity that generates revenue for Council.
- Council owns a cattle farm which is in its infancy stage but shows much promise to be a highly profitable enterprise.
- Council is very excited to be establishing a residential development that will include 26 lots. It is seen as a big opportunity for an indigenous council. This will be managed by an external consultant.



# PERSONAL ATTRIBUTES

The Mayor and Council are seeking an experienced Executive Manager Corporate Services and Finance who will have the ability to work collaboratively with a new executive leadership team, bringing their experience and knowledge to the table to help guide the Council. The applicant will need to work with the various skill sets of personnel and has a reputation for fairness, empathy, mentoring, and building high-performing, outcomes-oriented organisations and teams, with an emphasis on cultural awareness of the indigenous workforce.

The Council will be particularly keen to consider applicants who think deeply about the issues and challenges of local governments, who thoughtfully shape the organisation's responses, and build a consensus of vision and alignment of goals in the community, council organisation, and Council Chamber.

# QUALIFICATIONS, SKILLS & ATTRIBUTES REQUIRED

The Mayor and Council are seeking an experienced Executive Manager Corporate Services and Finance, requirements for this position include:

- Extensive experience at a senior level managing corporate services departments, particularly within a local government department.
- Proven ability to operate as a trusted member of an executive team with a clear focus on organisational and community outcomes.
- Demonstrated ability to work collaboratively with a wide range of stakeholders such as Elected Members, Executive and Management teams and other external stakeholders at both the strategic and operational levels.
- Desirable - experience managing commercial business enterprises and or their operations.
- Desirable - high level management experience in an indigenous Council or Community and a clear understanding of the requirements for success.
- Graduate qualifications and preferably post-graduate qualifications in finance or accounting.



# BENEFITS OF THE ROLE

- Competitive remuneration
- Superannuation of 12.5%
- Travel allowance to community
- Phone allowance
- Free car parking





# KOWANYAMA ABORIGINAL SHIRE COUNCIL

The Kowanyama Shire community is represented by their Mayor, Deputy Mayor and four councillors.

Kowanyama Aboriginal Shire Council is located on western Cape York Peninsula in Queensland. The Shire area is approximately 4,120 km<sup>2</sup> and is home to approximately 1,200 residents.

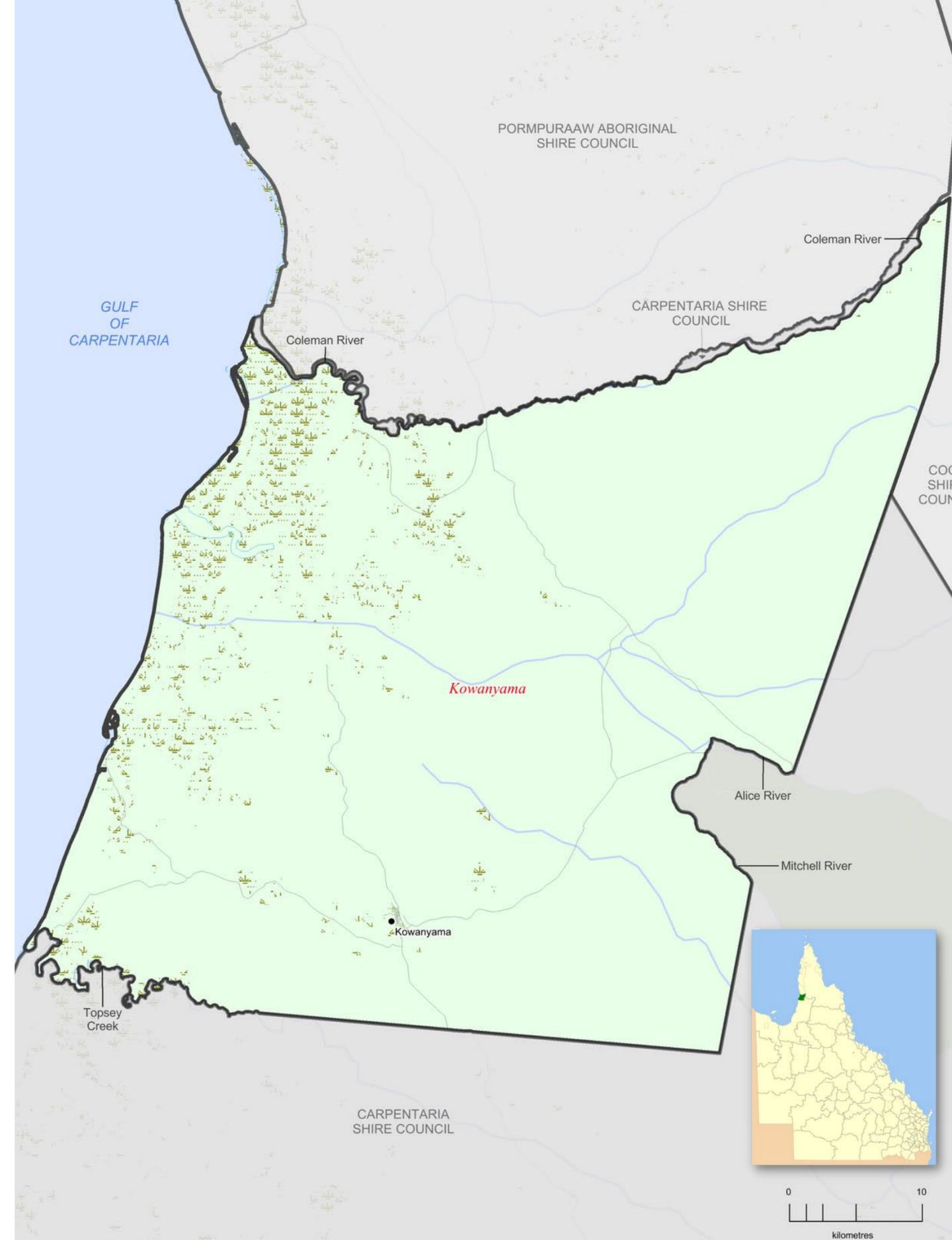
The Aboriginal people who live in this community include people from the Kokominjena, Kokoberra and Kunjen groups of the Yir-Yoront people. In the Yir-Yoront language, Kowanyama means "The place of many waters".

The community is situated on the banks of the Magnificent Creek, a tributary of the Mitchell River, 20 kilometres inland from the coastline of the Gulf of Carpentaria.

[VISIT COUNCIL WEBSITE](#)

[COUNCIL ANNUAL REPORT](#)

[FOLLOW COUNCIL ON FACEBOOK](#)



# THE KOWANYAMA SHIRE

## COUNCIL SERVICES

The Kowanyama Aboriginal Shire Council is responsible for local government services such as road construction and maintenance, water infrastructure, sewerage infrastructure and maintenance, environmental health, and parks & gardens. In addition to these primary functions Council also provides the following services and facilities:

- Bakery
- Cafe
- Vehicle Workshop
- Post Office and Bank
- Batching Plant
- Residential and Commercial Rentals
- Training Centre Offices
- Airport
- Centrelink Agency
- Housing
- Local radio station
- Operation and management of the Purchasing Store
- Management of leasehold cattle properties (Oriners and Sefton), including Carbon Farming
- Operation and management of the Aged Care Centre
- Operation and management of the Child Care Centre and Play Group
- Operation and management of the Land & Natural Resources Office
- Aboriginal Community Police Officers, in collaboration with Queensland Police Service
- Sport & Recreation programs and services
- Swimming Pool
- Women's Shelter
- Women's and Men's Groups



# THE KOWANYAMA SHIRE

## NATURE & ENVIRONMENT

Kowanyama has a rich abundance of nature and wildlife which consists mainly of wetlands and delta mangroves in the north, extending to forest country of the central peninsula. These unique natural environments are home to a vast array of bird and animal species.

## CULTURE

Kowanyama means “place of many waters” in the Yir Yoront language. The Indigenous inhabitants are the direct descendants of Aboriginal groups who inhabited the Lower Mitchell and Alice Rivers and neighbouring areas. The community includes the Kokoberra, Yir Yoront (or Kokomnjen) and Kunjen clans. 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.



# RECRUITMENT PROCESS

## HOW TO APPLY

Please submit your application via the Leading Roles website – [www.leadingroles.com.au](http://www.leadingroles.com.au).

Please upload:

- Your CV
- A covering letter addressing the criteria below

## SELECTION CRITERIA

- Extensive experience at a senior level managing corporate services departments, particularly within a local government department.
- Proven ability to operate as a trusted member of an executive team with a clear focus on organisational and community outcomes.
- Demonstrated ability to work collaboratively with a wide range of stakeholders such as Elected Members, Executive and Management teams and other external stakeholders at both the strategic and operational levels.
- Desirable - experience managing commercial business enterprises and or their operations.
- Desirable - high level management experience in an indigenous Council or Community and a clear understanding of the requirements for success.
- Graduate qualifications and preferably post-graduate qualifications in finance or accounting.



# RECRUITMENT TIMEFRAMES

## **APPLICATION PERIOD:**

TUESDAY 27 SEPTEMBER – MONDAY 24 OCTOBER 2022

## **CLOSING DATE FOR APPLICATIONS:**

5PM MONDAY 24 OCTOBER 2022

## **INITIAL ASSESSMENT:**

WEEK COMMENCING 31 OCTOBER 2022

## **COUNCIL INTERVIEWS:**

TBC

\*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

# APPLICATION ASSESSMENT, SHORTLISTING & INTERVIEWS

Leading Roles and the Council will determine a shortlist of suitable candidates, and will arrange interviews with council's interview panel, depending on candidate and council staff availability.

The Council may require their preferred candidates to undergo psychometric assessment to assist in understanding the candidate's fit for the role and organisation, working preferences and attributes. Following selection of a preferred candidate the Council may require a number of further checks including reference checks, criminal history checks and medical assessments.

You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at offer stage.

## **PRIVACY INFORMATION**

Leading Roles 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 you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. But it will not be given to any other person or agency unless you have given us permission, or we are required by law.

# YOUR EXECUTIVE TALENT CONSULTANT

## **BELINDA WALKER**

Belinda is our executive talent consultant with close to 20 years' experience recruiting executive, senior management and specialist roles in the public and private sectors throughout Australia and the United Kingdom.

Belinda commenced her career as a communications specialist, working in the not-for-profit and professional services sectors in the UK and Queensland.

Belinda prides herself on her stakeholder engagement skills, her client and candidate care, and her collaborative communication style to ensure a quality and professional level of service is always delivered.



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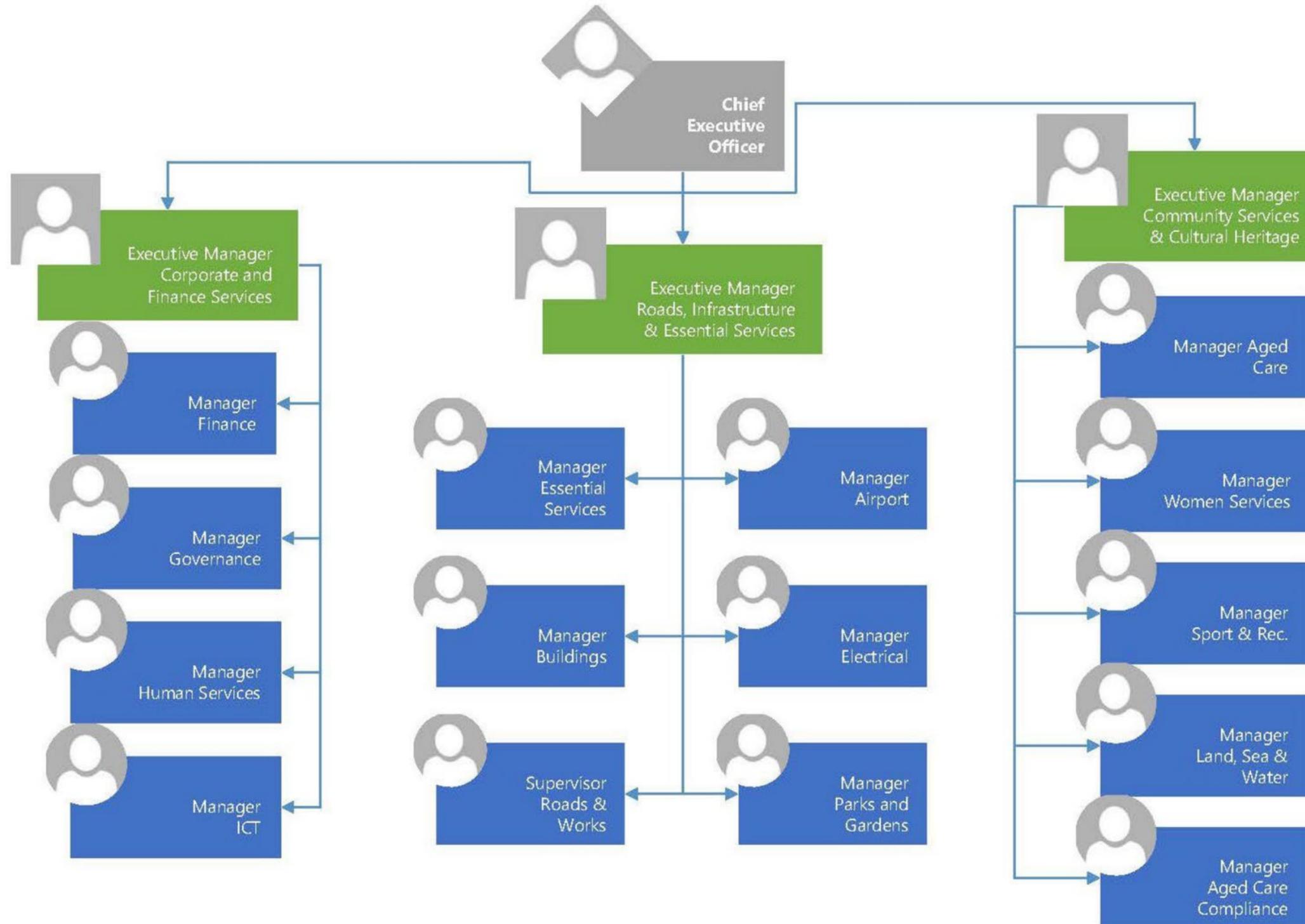
[belinda.walker@leadingroles.com.au](mailto:belinda.walker@leadingroles.com.au)



APPLY NOW AT  
[WWW.LEADINGROLES.COM.AU](http://WWW.LEADINGROLES.COM.AU)



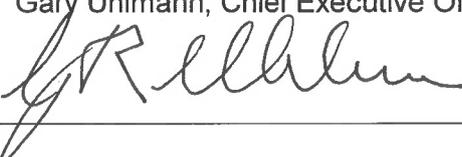
# ORGANISATIONAL CHART





## Position Description

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<b>Job Title:</b>	Executive Manager Corporate Services and Finance
<b>Award:</b>	Queensland Local Government Industry Award (Stream A)- State 2017
<b>Division:</b>	Division 2, Section 1 - Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services
<b>Classification:</b>	Level 8, Negotiated salary
<b>Employment Type:</b>	Contract Position (3 years)
<b>Location:</b>	Kowanyama or Cairns
<b>Reports to:</b>	Chief Executive Officer
<b>Approved:</b>	Gary Uhlmann, Chief Executive Officer
<b>Signature:</b>	 <b>Version Date:</b> 10 February 2022

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### POSITION OBJECTIVE

The primary purpose of this position is to provide effective leadership and management of the various Corporate Services functions for Kowanyama Aboriginal Shire Council (KASC) and to enable the core business Service Delivery Directorates of Council to be successful. In doing so the main Corporate Services functions will include Finance, Human Resources, Business Enterprises, Governance and IT Services and although these may change from time to time.

The Executive Manager Corporate Services and Finance (EMCSF) must create and lead a professional high performing team committed to continual improvement and innovation to ensure the provision of high-quality corporate support to Council and Council operations. The EMCSF will ensure these services are provided within budget and comply with relevant statutory obligations, regulations, codes, guidelines and Council's policies and organisational directives.

The core challenge for this position will be in creating a financially sustainable Council organisation absent of any established rate base, that is totally focused on meeting the needs of the Kowanyama Aboriginal Community and Traditional Owners. A key focus of this position is therefore financial efficiency and effectiveness of the Council organisation and ensuring that Council's Business Enterprises are non-loss-making.

The EMCSF shall coordinate and implement practices that ensure Council complies with all statutory governance requirements as described in the *Local Government Act 2009* and *Local Government Regulation 2021* and other relevant legislation.

As a member of Council's Executive leadership team, the EMCSF will work collaboratively with all areas of Council, Councillors, community members, relevant external agencies and government departments and will contribute to the long-term strategic direction and priorities of Council.

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## **KEY RESPONSIBILITIES**

### **Leadership**

- Develop a shared vision, shared operating values, shared understanding and shared commitment by staff to these.
- Lead by example and create a positive problem solving, supportive and enabling culture and environment.
- Build a trust-based relationship with the Council, CEO, Executive and Management teams and staff within Council.
- Encourage all employees of the Directorate to see themselves as members of a ONE team organisation with many parts, all of which contribute positively and valuably to the Council's Vision.
- Demonstrate understanding and respect for the history of the Kowanyama peoples, their culture, their lands, their environment and their stories.

### **Corporate Services**

- Provide strategic and integrated operational corporate services delivery, advice, and direction to the CEO, Council and Executive team with regard to all corporate services functions.
- Compile contemporary, complete, accurate and timely reporting to the Council, the Chief Executive Officer and/or the Executive Management Team.
- Implement contemporary best practice corporate services operating models including corporate professional stream management models to apply across the breadth of Council operations.
- Model and develop a communications style and culture that is open, transparent, and inclusive and one that is focussed on positive outcomes for Council and the Community.

### **Finance**

- Develop a comprehensive financial sustainability strategy to ensure that the Council is financially sustainable into the future.
- Ensure that the Management and Financial Accounting functions within the organisation are operating best practice models that support the day to day core community focused service delivery activities.
- Drive the budget strategy and budget development process as well as the monthly budget reporting and review processes, and budget management skills development with all Executives and Managers.
- Act as the key response person and liaison for responding to all internal and external audit programs and questions and ensure the accuracy of responses.
- Review, update and maintain a contemporary Chart of Accounts that supports evolving organisational structures, roles, accountabilities and budget requirements.
- Oversee the Council's asset management and insurance strategy and the arrangement of adequate insurance coverage and submission of claims for all Council operations.

### **Governance**

- Ensure that Council's statutory requirements and obligations are met including time, quality and cost requirements.
- Ensure that Council has a comprehensive, modern, leading edge policy framework understood by all executives and managers.
- Drive the development of Council's statutory and internal strategic plans and reporting, including Community Plans, Corporate Plans, Operational Plans, and Annual Reporting.
- Oversee the provision of qualified legal and strategic advice including for land administration for the Kowanyama township DOGIT.
- Ensure proper management of the Land Use Planning function of Council under the relevant Sustainable Planning legislation for Queensland, including but not limited to developing and administering a Planning Scheme and efficient processing of Development Applications.

### **Human Resources**

- Ensure that a contemporary high performing HRM function is developed and implemented within KASC.

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- Oversight the implementation of the HR Professional Leadership Role within council which includes establishing and maintaining an appropriate HR policy framework, supporting systems, processes and procedures, clear documentation of these and ensuring executives and managers are trained and understand these.
  - Help ensure the provision of a safe, supportive, fair, diverse, and help create a discrimination, bullying and harassment free organisation.
  - Help build a close working partnership with our employment partner RISE to maximise training and employment options for unemployed community members.

### **Information Services**

- Oversight the development of a comprehensive Information, communications and technology transformation strategy and framework for Council.
- Oversee the Information Communications and Technology (ICT) function in the identification, development and implementation of Council's ICT services and support requirements including information communications and technology operations and records management.
- Implement fraud prevention strategies and approaches to prevent cyber fraud against and within the organisation.

### **Management**

- Develop, implement, review and update Council's Corporate Services Policies, Procedures and Practices.
- Lead and manage a multidisciplinary team through ongoing performance appraisal and liaise with Human Resources with respect to identified performance and development needs.
- Actively participate in Executive Team meetings and the development of organisational policy, standards, guidelines, systems and procedures, as well as both strategic and operational planning.
- Actively participate in Council's monthly meetings and perform the role of Council's representative on external management and advisory committees as required.
- Prepare Council reports each month and provide advice to the Chief Executive Officer and Council as required on finance, performance measures, service delivery and emerging risks and issues.
- Implement best practice operations in all corporate functions and business areas with a focus on innovation and continuous improvement.

### **General**

- Any other projects and / or duties as determined by the Chief Executive Officer.

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## **SELECTION CRITERIA**

### **Mandatory**

- Graduate qualifications and preferably Post Graduate qualifications in Finance or Accountancy and membership of the Australian Society of Accountants or equivalent professional accounting organisation.
- Extensive experience at a senior management level in managing Finance departments, functions and operations particularly within a Local Government Council environment.
- Broad experience in managing a Corporate Services Directorate and a variety of corporate services functions.
- Experience in managing commercial business enterprises and/or their operations.
- Proven ability to operate as a trusted member of an Executive Team with a clear focus on organisational and community outcomes.

### **Highly Desirable**

- Qualifications or Post Graduate qualifications in Business Administration, Law, Human Resources or a related and relevant discipline.
- Significant experience at a senior management level, in a local government or public service environment;

- Demonstrated ability to work collaboratively with the Council, Executive and Management teams at both the strategic and operational levels.
- Experience in the private sector especially in senior finance and business management roles.
- High level management experience in an indigenous Council or Community and a clear understanding of operating in an indigenous organisation and culture and the requirements for success.
- Superior communication, consultation, interpersonal and negotiation skills (both verbal and written) and an established network of trusted contacts that will assist future success.
- Demonstrated ability to prepare well-developed reports for presentation to the Chief Executive Officer, Council, funders and other key external bodies.
- Demonstrated initiative, clear decision making and ability to manage time and workload.
- Demonstrated high levels of personal integrity and ethics in contemporary management practice.
- High level computer-based systems skills including business related application software (i.e. Microsoft Office Suite, current Council Finance/business system – Synergy)

## Key Performance Indicators

FUNCTIONS		
Focus	Key Performance Indicators	Key Performance Measures
<b>Council Budget and Audit</b>	<ul style="list-style-type: none"> <li>a) Prepare final Budget and Audit Plan for CEO and Council endorsement based upon strategic priorities and the draft budget direction of Council</li> <li>b) Ensure the effective operation of the Audit and Risk Committee</li> <li>c) Ensure the annual External Audit meets agreed quality and timeframes</li> <li>d) Deliver an 'Unqualified' annual Audit Report for each financial year</li> </ul>	
<b>Organisational and Financial Management</b>	<ul style="list-style-type: none"> <li>a) Ensure that the financial systems and operations are fit for purpose, efficient and effective</li> <li>b) Ensure policies, standards and guidelines are clearly defined, understood and implemented</li> <li>c) Ensure Asset Management Plans and insurance are current</li> <li>d) Ensure all new Capital Works follow the Project Assessment Process</li> </ul>	
<b>Functional Management</b>	<ul style="list-style-type: none"> <li>a) Manage all functional areas within the Directorate to achieve: <ul style="list-style-type: none"> <li>a. Policy, procedures and training framework</li> <li>b. Professional stream model implementation</li> <li>c. A high performing Corporate Services team</li> <li>d. Effective strategic and</li> </ul> </li> </ul>	

	<p>operational frameworks</p> <ul style="list-style-type: none"> <li>e. Best practice operations</li> <li>f. Operating within budget constraints</li> <li>g. Effective working relationships with Kowanyama personnel.</li> </ul>	
<b>Council, CEO and Executive Reporting</b>	<ul style="list-style-type: none"> <li>b) Provide accurate, high quality Council papers detailing accurate advice, risks and benefits in a contemporary format.</li> <li>c) Assist the CEO to ensure all Council meetings are conducted in accordance with Local Government requirements including the preparation of accurate agendas, minutes, and actions</li> <li>d) Develop and present the required Plans and reports to Council e.g. Strategic Plan, operational Plan and Annual Report</li> <li>e) Work closely with all Executives and their Management teams on budget development, management and skills</li> <li>f) Identify emerging risks and issues and work with the CEO and Executives to address these</li> </ul>	
<b>Council, CEO and Executive Relationships</b>	<ul style="list-style-type: none"> <li>a) Develop trust-based relationships with Council, CEO, Executives and Managers within Council</li> <li>b) Communicate immediately to the CEO and Executives all emerging issues that potentially have an impact on the Council, Executive's business directorates, stakeholders and the community</li> <li>c) Ensure timely responses to requests from the CEO and fellow Executives</li> <li>d) Develop and champion a positive, innovative, team based, open and transparent culture throughout the Directorate and the Council organisation with adherence to councils' Corporate plan values.</li> <li>e) Develop positive and effective stakeholder partnerships with Traditional Owners, PBC, Local and Government bodies, Non-Governmental organisations and other stakeholders</li> </ul>	
<b>Statutory Compliance</b>	<ul style="list-style-type: none"> <li>a) Ensure Council compliance with the Local Government Act, Local Government Regulation and KASC policies with Nil breaches</li> </ul>	
<b>GENERAL</b>		

<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Lead by example at all times</li> <li>• Encourage a positive problem-solving service orientated team culture</li> <li>• Implement Performance and Development Plans for all staff</li> <li>• Implement and encourage a safe working environment</li> <li>• Staff management practices, including recruitment, performance management and WH&amp;S are conducted within current IR legislation</li> <li>• Demonstrate and help embed an understanding and respect for Kowanyama history and culture within the organisation</li> <li>• Involvement in the wider Council activities promoting a sense of ownership and teamwork within the organisation.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• All statutory reporting occurs on time and to the required quality standard</li> <li>• All Monthly Reports submitted on time and to the required standard</li> <li>• Budget Reporting timeframes are achieved</li> <li>• Accurate data and information records are maintained</li> <li>• Information provided meets the requirements of state, local and federal agencies</li> </ul>
<b>Customer Focus</b>	<ul style="list-style-type: none"> <li>• Maintain a high level of customer service towards all clients</li> <li>• Implement an enabling culture that helps ensure the community facing Service Delivery Directorates are successful</li> <li>• Ensure innovation and continuous improvement of all systems and processes</li> <li>• Adopt a first time, on time, every time approach to service delivery</li> <li>• No substantiated complaints and no breaches of confidentiality</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Ensure a clear focus is maintained on WH&amp;S practices in the Directorate</li> <li>• Embed a culture of personal staff responsibility for maintaining a safe workplace and work practices</li> <li>• Follow Council WHS policies, rules and guidelines</li> <li>• Contribute positively to WH&amp;S improvement initiatives across Council</li> <li>• Demonstrate a strong focus on workplace safety in accordance with Industry standards</li> </ul>
<b>Adherence to Council's policies, procedures</b>	<ul style="list-style-type: none"> <li>• No breaches of Council's policies and procedures</li> <li>• Ensure an awareness and understanding of Council's policies and procedures within the Directorate</li> <li>• Maintain a Police Clearance</li> <li>• Ensure compliance with the Council's Code of Conduct</li> </ul>

## 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.

### Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

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Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

### General

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.
- Employees may be required to have immunisations as a control measure against infectious disease

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## ORGANISATIONAL RELATIONSHIPS

Reports to: Chief Executive Officer

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), auditors, Federal and state government agencies, statutory authorities, unions, members of the community and other key stakeholders

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## MANDATORY REQUIREMENTS

- Possession of a "C Class Driver Licence
- Relevant Tertiary qualification and or experience
- Maintain a clear Police Check
- Regular travel to Kowanyama community (if based in Cairns)

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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.



# ORGANISATIONAL CHART

