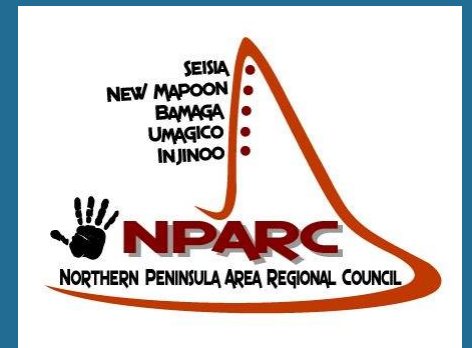


Chief Executive Officer Candidate Information

Northern Peninsula Area Regional Council



Northern Peninsula Area Region Council

The Northern Peninsula Area Regional Council was formed in 2008 by the amalgamation of the shire and island councils of Bamaga, Injinoo, New Mapoon, Seisia and Umagico. Council consists of five divisions, one for each of the former entities. Each division elects one councillor. The Mayor is elected across the entire Council area.

Back row: (left to right): Cr Mabalene Whap, Seisia, Cr Eric Cottis, New Mapoon, Cr Robert Tamwoy, Umagico

Front row: Deputy Mayor, Cr Kitty Gebadi, Bamaga, Mayor Patricia Yusia, Cr Gina Nona, Injinoo

The Torres Strait and Northern Peninsula Area of Queensland covers a wide geographic area of approximately 48,000 sq km and includes three local government Council areas. These are Torres Shire, Torres Strait Island Regional Council and Northern Peninsula Area Regional Council (NPARC).

Northern Peninsula Area Regional Council is directly involved in a significant part of the local economy through providing normal municipal services, operating local enterprises, and administering government economic development and assistance programs.

NPARC VISION - Where do we want to be in 5 years?

Build a sustainable, culturally vibrant and connected community

OUR MISSION – How will we achieve our Vision?

By growing indigenous and local opportunities, enhancing, preserving and protecting our unique physical environment and unique Cultural Heritage, prolonging and enriching the lives of our People, promoting unity and leading multi-generational change.



NPARC Overview



The Northern Peninsula Area Regional Council is within the Northern Peninsula Area at the tip of Cape York.

Cape York is at the very northern tip of Australia. It is a narrow peninsula with the Coral Sea to the east, the Arafura Sea and Gulf of Carpentaria to the west, and the Torres Strait to the north. Only 80 miles south of Australia's nearest neighbouring country Papua New Guinea the land is traditionally owned by the Indigenous Australians of the area. It is a land of two seasons, the wet and the dry. The wet season is between December and April and the dry season between May and November. It is warm all year.

The area receives a significant influx of visitors and tourists during the dry season, by road, air, and sea links. Seisia is the main seaport for the Northern Peninsula Area and Bamaga is the commercial and administrative centre for government services. The Northern Peninsula Area (NPA) is made up of five indigenous communities, settled by clans from across Cape York and the Torres Strait. There are three aboriginal communities; Injinoo, Umagico and New Mapoon, and two Saibai Islander communities; Seisia and Bamaga. The NPA region is approximately 1,000 kilometers north-west of Cairns by road.



THE 'TIP'

The 'tip' of Australia is a bucket list must for many travelers, attracting 4WD enthusiasts, grey nomads, fishing charters, wildlife buffs and beachgoers alike. With our rich and diverse landscape from rainforests teeming with wildlife to our rivers and estuaries home to crocodiles and fish or our beautiful beaches stretching as far as the eye can see, there is certainly something for everyone in the NPA.

Their communities are one of the few remaining places in Australia where indigenous cultural traditions are practiced authentically, and often shared with tourists and visitors.

NPARC Overview (Cont)



CLIMATE

The Cape York Peninsula is blessed with a warm tropical climate all year round. It has a wet season from November to April and a dry season from May to October. The temperature is warm to hot.

FOOD

Supermarket shopping is available at three locations: ALAU Umagico Supermarket operated by the enterprise division of Council, IBIS Bamaga and Seisia Supermarket operated by Seisia Enterprises. Smaller stores are available in Injinoo at the Injinoo Servo and New Mapoon General Store. Bamaga Bakehaus owned and operated by Bamaga Enterprises provides fresh bread products, cakes and sandwiches. Dine in options are available at the Bamaga Resort and Seisia Holiday Park kiosk.

TRANSPORT

The Northern Peninsula can be reached by air on regular scheduled flights daily operated by Regional Express Airlines (REX) and Skytrans. These flights are between Cairns and the NPA airport at Bamaga.

NPA ARTS CENTRE

The Northern Peninsula Area Arts Centre (NPA) is located in the beautiful Aboriginal community of New Mapoon, 40kms from the Tip of Cape York Peninsula, the northern most point on the Australian Continent. Their artists hail from the three Aboriginal Communities of Injinoo, Umagico and New Mapoon, and two Torres Strait Islander Communities of Bamaga and Seisia. Together, they make up the five communities of the Northern Peninsula Area. With such diverse communities, all in close proximity, our artists draw inspiration for their artworks from the land, sea, family & cultural ties, language and traditional stories passed down through song and dance.

As the only arts centre in the NPA region, their vision is to promote, preserve, empower, harness and capture the artistic creative talents of the artists and their artworks that showcases the rich cultural diversity that is the NPA.

Making NPARC 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

The Northern Peninsula Area State College is a K-12 College with three campuses. Injinoo and Bamaga Junior Campuses have Kindergarten to Year Six grades, while Year Seven to Twelve secondary needs are met by the Bamaga Senior Campus. All campuses are managed by a Head of Campus, with the College Principal overseeing strategic direction.

MEDICAL

Bamaga Hospital services the Northern Peninsula Area communities and provides emergency and inpatient care. They have a dialysis unit and arrange visiting specialists and health care clinics.

Bamaga primary health care centre is managed by a team of clinical nurses, a GP and Indigenous health workers. They have visiting specialists and community health services available.

SPORT AND RECREATION

NPARC aims to provide a range of Local Recreational Services and facilities for both Local residents and visitors. Facilities are spread between the communities, and are open to each community. Community members are actively involved with sports such as Football, AFL, Basketball, Touch Football, Judo, Gym, Fishing, Swimming, Volleyball and Softball. Each Community has use of and access to a Community Hall and Ovals, maintained by NPARC. There are also basketball courts located in New Mapoon, Bamaga and Injinoo, and a public pool and Gymnasium in Bamaga. NPARC community facilities such as the Bamaga Pool, Community Halls and Ovals, as well as sound equipment, chairs and tables can be hired out for functions, meetings, events, and other activities.



Council Information

[NPARC Corporate Plan 2022-2026](#)

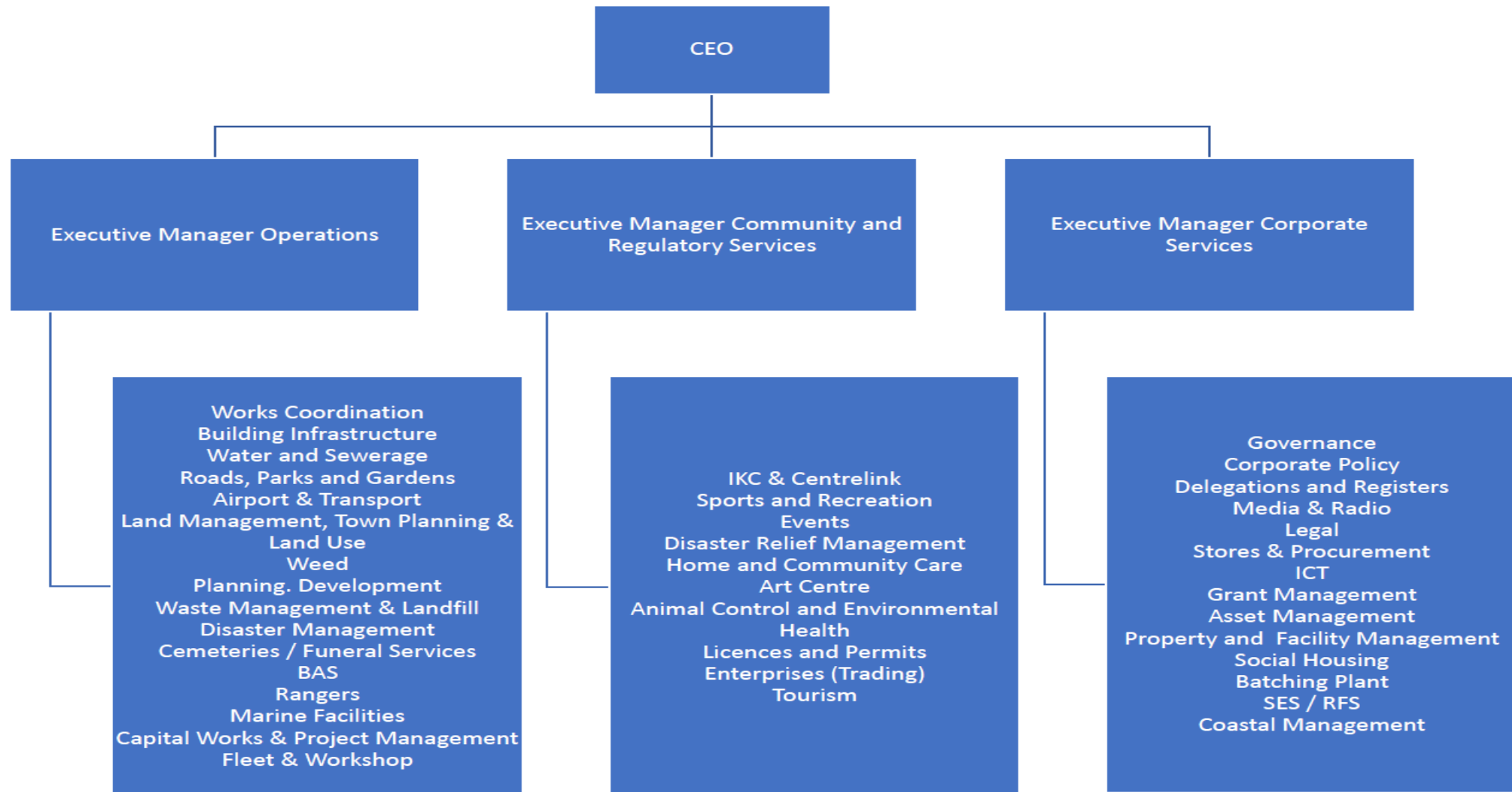
[Operational Plan 2022-2023](#)

[Annual Report and Financial Statements 2020-2021](#)

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



Organisation Structure



Chief Executive Officer

Location:	180 Adidi Street, Bamanga
Reports to:	Mayor and Councillor's
Employment Status:	3 year contract



POSITION OBJECTIVES

- The CEO provides strategic leadership to Northern Peninsula Area Regional Council's organisation and is responsible for leading and managing the organisation to achieve Council's vision and objectives, discharge its functions in accordance with legislation, and provide high quality services for the community.
- Under the Local Government Act 2009 the CEO is responsible for organising the presentation of reports and reporting to Council, acts as the primary link between Councillors and the organisation, and is responsible for providing assistance to Councillors in developing policy.
- Managing and administering the plans and business of the council.
- Implementing the established policies of Council in the areas of financial planning, budgets and the Corporate Plan and other policies and directions of Council
- Ensuring best practice human resource management of staff
- Promoting community development; and
- Demonstrating leadership by assisting the elected members, staff, and community members through a period of change and development.

There is a staff of 200 EFT

About the Role

LEADERSHIP RESPONSIBILITIES

- Promote and model behaviour consistent with continuous improvement principles and the organisation's vision and values.
- Identify and drive change management initiatives and strategies for the organisation, initiating reviews of services and functions and fostering an environment that encourages best value and business improvement.

Provide effective leadership towards aspirational excellence by:

- implementing and continuing to assist the Council in developing its strategic direction and associated processes.
- enhancing the Council's communication processes to ensure enrichment of the Council's profile to Government, media, and the community
- promoting a customer service ethos.
- encouraging community participation in decision making.
- delegating with trust, integrity and encouraging staff accountability.
- developing leadership in the organisation's people.
- Regularly review the organisation structure, resourcing, and business models, to maximise the organisation's efficiency and productivity.
- Be conversant with current and emerging technology and promote the organisation's technology requirements to optimise efficiency.
- Ensure that Directors achieve corporate and personal performance plan targets and that the Executive Leadership Team and other line management teams throughout the Council function effectively and efficiently.
- Enhance the reputation and image of the council as a leader in progressive, innovative, and cost effective local government.
- Maintain personal integrity and set personal standards which reflect ongoing development professionally and pursuit of relevant opportunities to achieve excellence.
- Managing and resolve issues of controversy and conflict with fairness, equity, and professional judgement, making the hard decisions when required.
- Exercising skill in advocacy and diplomacy with a balance of tact and determination.
- Embeds ethical practices into the council's culture and processes.

Position Responsibilities

SELF AWARENESS AND SELF MANAGEMENT

- acts with integrity by being aware of own strengths and behaviour and self manages to have the best possible impact on the behaviour of others.
- engages in regular critical reflection on feedback and experiences in the workplace and acts on the reflections to facilitate professional growth.
- models and promotes appropriate social, ethical, and organisational standards in all interactions; and
- values the wellbeing of self and others.

CORPORATE RESPONSIBILITIES

Assume overall responsibility for the operation of the organisation, including customer service, process improvement, staff development, risk management and financial management.

Ensure that the Annual Corporate Plan, Budgets and Business Plans and the Capital Works Program are implemented within budget and agreed time frames.

Contribute to the successful performance of Council in meeting its annual plan objectives by:

- acting as a change agent.
- role modelling corporate values and behaviours.
- instill a sense of justice and fairness.
- lead with transparency and openness.
- actively leading the Executive Leadership Team; and
- working to improve processes and relationships.

Advise and take counsel from the Mayor and Elected members, actively negotiate, develop position papers, and advocate Council and community concerns in relation to critical community infrastructure. Contribute to and ensure compliance with equal opportunity, risk management and occupational health and safety programs. Attend council, Executive Leadership Team and other meetings, as required. Implement action agreement items from those meetings.

Attend council functions as required.

Position Responsibilities (cont)

DEVELOPS PEOPLE

- builds the skills of elected members through sound advisory, development and advocacy strategies.
- motivates, develops, and empowers staff to achieve quality outputs.
- supports and contributes to the development of all stakeholders of the council.
- takes an active role in managing the council's relationship and interactions with groups in the community to support building community capacity.
- creates a work environment where people are encouraged to develop their potential.
- fosters a collaborative work environment and establishes mutual trust and respect; and
- actively dealing with under-performing staff and or teams.

MANAGES RESOURCES AND RISK

- ensures that human and physical resources including financial, technological and information requirements are available and effectively, efficiently, and ethically used to meet the strategic and operational service delivery needs.
- negotiates effectively to obtain resources to achieve outcomes.
- ensures the council is compliant with relevant Acts, laws, regulations, and policies.
- implements council's risk management policies to address strategic, operational, and legislative compliance risks; and
- integrating risk management into the business planning process.

Position Responsibilities (cont)

PROMOTES AND ACHIEVES QUALITY OUTCOMES

- establishes organisational structures, business plans and procedures that support council delivering quality services and strategies.
- ensures high standards of work practice and customer service standards are embedded in the organisation.
- promotes and monitors standards and continuous improvement; and
- evaluates the outcomes achieved against set standards and implements improvements.

EXTERNAL RELATIONSHIPS

- Develop productive relationships with relevant Ministers, local Members of Parliament, the Local Government Association of QLD, government departments and agencies, media and key community groups, and industries to maximise funding and investment opportunities.
- Demonstrate effective communication and negotiation skills in liaising with government and industries.
- Enhance the image of the council through the active of its achievements and positive involvement at relevant regional, State, and national forums.
- Role model effective communication with the community, including key groups and agencies representing the community.
- Facilitate community input to decision making processes through informed public debate, consultation, and feedback.



Position Responsibilities (cont)

FINANCIAL SUSTAINABILITY

- Integrate strategic and financial plans to enable council to set realistic long term targets within the constraints and opportunities of the external environment.
- Maintain forward looking financial plans (10 year long term financial strategy).
- Identify and implement with Council's approval, new sources of funding and revenue generating activities, to diversify council's revenue streams.
- Monitor and report on council's short and long term financial position to shareholders (residents).
- Ensure the implementation of Council's asset management strategy, including detailed asset management plans for all asset types.

ECONOMIC SUSTAINABILITY

- Facilitate strong economic development opportunities across the region.
- Actively promote the council's key opportunities for investment and development, within the constraints of council's policies.
- Encourage initiatives likely to increase short and long term employment opportunities in the Region.
- Lead the process for influencing more sustainable, progressive development design and reframing relevant policies and standards.

ENVIRONMENTAL SUSTAINABILITY

- Support implementation of an Environmental Management Plan.
- Encourage strengthened environmental stewardship in council's policies and operations, further engagement with the community and the region on environmental initiatives.
- Promote environmental sustainability in decision making and reporting processes.

Position Responsibilities (cont)

SOCIAL SUSTAINABILITY

- Support the organisation's community capacity building, strengthening leadership and self-sufficiency initiatives.
- Promote community engagement and participation including community planning, networking, information sharing and consultation initiatives.



Key Relationships

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

- 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 multidiscipline, medium to large service delivery focused 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 Aboriginal and Torres Strait Islander communities through the delivery of quality and equitable services to the NPA Regional Council and its communities 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 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 Aboriginal and Torres Strait Island 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 (cont)

- 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

- This is a relatively young Council and the new CEO will continue to move it forward and help navigate the Council through those 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.
- Council have had difficulty attracting and retaining staff but has an enthusiastic council and staff team for you to work with and lead the organisation into a new era. With strong leadership skills, the new CEO will need to nurture, grow and earn the respect of staff and ensure a strong culture is embedded so they have pride in and 'want' to come to work and are engaged. This is the only community with two cultures so understanding this element will be vital to your success.
- This is not a structured environment so you will need to think outside of the box to get things done and be resilient when faced with unplanned situations.
- 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 this beautiful part of Cape York 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 participation in community events and a level of empathy that staff recognize and understand and feel they are supported.
- Working with the Mayor, the CEO will assist with Council's disaster management response to floods, cyclones etc.



Why this role?

- 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 either Local or State government is evident together with experience working with or in Indigenous and/or Torres Strait Island communities.
- You will enjoy living and working in one the most geographical beautiful areas of Australia and enjoy the benefit of a handover from the Acting CEO.



Council Benefits

- The cash component will be between \$180-200K dependent upon skills and experience
- The Council will make compulsory superannuation contributions on the employee's behalf. Where the employee contributes 6% of the ordinary earnings, Council will contribute 12.5%. Salary sacrifice is available for member contributions.
- Full private usage of an executive 6-cylinder vehicle. Vehicle to be cleaned by employee but otherwise maintained by Council. (Policy to be made available to the successful candidate)
- Subsidised, fully furnished CEO House with reliable internet connectivity
- Electricity and Internet to the House at \$200 per month for each
- Airfares per annum up to \$2,000
- 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.
- NPARC will reimburse relocation expenses with the maximum claimable to be determined on appointment dependent upon where the person and/or their family are moving from.



Recruitment Process

Application Period:	Wednesday 22 nd February – 15 th March 2023
Closing date for Applications:	10pm Wednesday 15 th March 2023
Initial Assessment:	16 th -22 nd March 2023
Council Interviews (first)	w/c 27 th March 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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