



Waanyi Native Title Aboriginal Corporation RNTBC (Waanyi PBC) Candidate Brief

Chief Executive Officer (CEO)

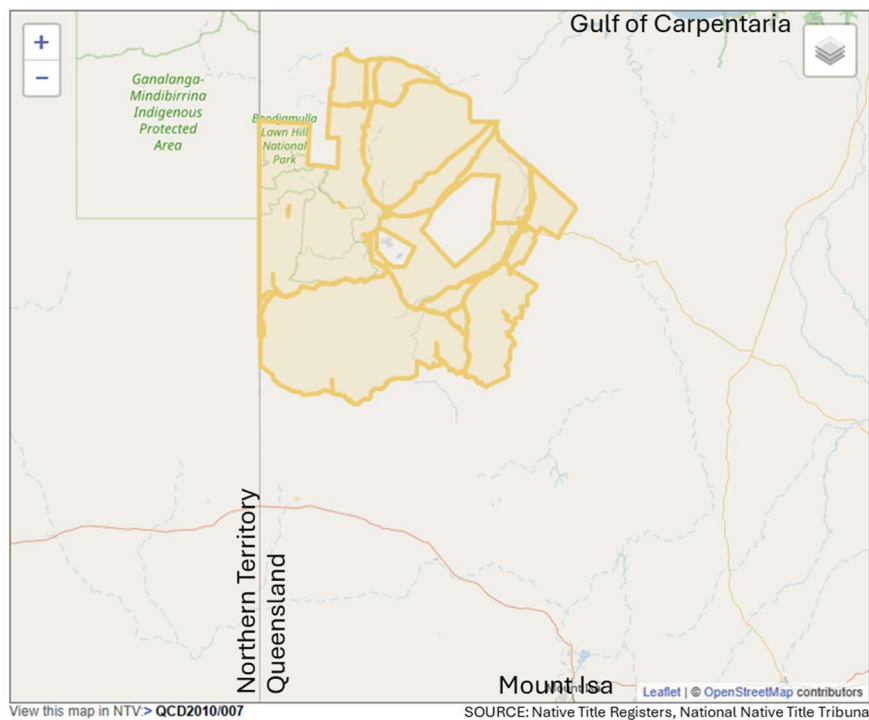
June 2024

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ORGANISATION OVERVIEW

Waanyi Native Title Aboriginal Corporation (Waanyi PBC) is a Traditional Owner organisation representing the Waanyi people over an area of 17,000 square kilometres north of Mt Isa in North West Queensland.

In December 2010, the Federal Court made a determination recognising the native title rights and interests of the Waanyi People. The determination covers 17,300 square kilometres and recognises exclusive possession over the Bidunggu Land Trust area and non-exclusive possession over a number of pastoral properties, reserves and Boodjamulla (Lawn Hill) National Park. The traditional homelands of the Waanyi People also lie in and around the Doomadgee Shire.



The determination also includes the land where the Century Mine operates, a wholly owned subsidiary of New Century Resources. New Century Resources is owned and operated by Sibanye-Stillwater, following a take-over in 2023. Century Mine's operations focus on the reprocessing the tailings for the production of zinc concentrate, which is subsequently exported through a port facility in Karumba. Century Mine tailings retreatment operation is the largest tailings retreatment operation in Australia and ranks among the top fifteen (15) global zinc producers worldwide.

The Waanyi PBC was incorporated on 16 September 2010 as an Aboriginal Corporation under the *CATS/ Act 2006* with Indigenous Corporation Number 7448.

As an Indigenous corporation, Waanyi PBC provides support and representation of the Waanyi People in any matters relating to their Native Title rights and interests. This includes action to ensure the contributions from relevant stakeholders are used to develop income streams which can be used to support the community prosper and develop commercial activities not reliant on the mining sector, facilitating economic self-sufficiency and enabling People to live on traditional lands. Specifically, actions include to:

- Protect the customary law rights and interests of Waanyi People.
- Protect and promote the culture of the Waanyi People.

- Protect the Aboriginal cultural heritage of the Waanyi People, including representing the Waanyi People with respect to matters relating to Aboriginal cultural heritage.
- Promote the economic advancement of Waanyi People; and
- Protect the physical environment of Waanyi country.

The Waanyi PBC holds a vision to provide a sustainable future for the Waanyi People of North West Queensland, focused through seven (7) key community priorities:

1. Improvements to the lifestyle and welfare of the Waanyi People.
2. Protection of capital for the future.
3. Employment opportunities for the Waanyi People.
4. Establishment of local businesses in Doomadgee and surrounds.
5. Investments outside of Doomadgee.
6. Preserve and protect the cultural heritage of the Waanyi; and
7. Improved outcomes for the Waanyi People through culturally aligned education.

In 2018 Century Mine recognised its strong connection to the Waanyi People as Traditional Owners, through ongoing implementation of Native Title Agreements and a new partnership training agreement. This was facilitated through the Waanyi Joint Venture (JV) with partners, Impact 250. The training programs were diverse and aimed at meeting the training and development needs of Waanyi people and the Gulf communities. Throughout the remainder of 2024, the activities and opportunities initiated through the Waanyi JV will transition to the sole management of the Waanyi PBC.

KEY RELATIONSHIPS & STAKEHOLDERS

Major government agencies, relationship partners, regulators and peak bodies include:

- Queensland Department of Environment, Science and Innovation (DESI)
- Doomadgee Aboriginal Shire Council
- Carpentaria Land Council
- The Office of the Registrar of Indigenous Corporations (ORIC)
- Burke Shire Council
- New Century Resources

ORGANISATION METRICS

Annual Budget:	Waanyi PBC has reported \$5M in income in FY 2022-2023
Capital Assets:	Waanyi PBC reported approximately \$3M in assets in FY 2022-2023
Organisation:	Waanyi PBC is a small employer (<15 employees) with 6 proposed employees
Premises / Facilities:	Waanyi PBC will operate from an office in Cairns
Membership:	Waanyi PBC has approximately 540 members

ORGANISATION STRUCTURE

Accountability

The CEO will report to and be accountable to the Waanyi PBC Board of Directors, who themselves represent and are accountable to the Waanyi PBC membership.

Direct Reports (under review)

The CEO position will have the following direct reports:

- Project / Operations Manager
- Anthropologist
- Grants Officer (part time)
- Administrator
- Finance Officer (part time)

Additional roles, such as a Project Officer and Indigenous Ranger roles, have the potential to transition into the Waanyi PBC organisation with the successful transition of respectively, the training contract with Century Mine, other grants and potential work with exploration companies, and the transition of work associated with the management of the Boodjamulla National Park.

Figure 1 – Proposed organisation structure



Waanyi PBC Values

Waanyi PBC employees are expected to uphold and exemplify the values of the Waanyi People, passed by Elders to the community to help make decisions that create harmony and balance. These are the values Waanyi People aim to live by, demonstrate with each other and to the rest of the world.

Waanyi PBC’s values are:

- Culture – Our Culture is our identity.
- Respect – Respect, trust, and cooperation for human dignity.
- Family and Kinship – Our ancestral links bind our community, and we have a spiritual, physical, and cultural connection to our land; and
- Quality – All people are of equal value.

SPECIAL ADMINISTRATION – April 2024

The Office of the Registrar of Indigenous Corporations (ORIC) placed the Waanyi PBC under special administration on 15 April 2024, to initiate and ensure corporate reform. The reform will include a new governance framework and the appointment of a new board of directors. ORIC special administrations are for a fixed term (usually six months) and are designed to build organisational capacity and governance capability to enable hand-back of the corporation to its membership.

This CEO recruitment process is part of the corporate reform program.

POSITION DESCRIPTION – CHIEF EXECUTIVE OFFICER

PRIMARY OBJECTIVE

The CEO will report to the Board of Directors of Waanyi PBC providing leadership and management on a day-to-day basis, of the commercial operations of the corporation. This includes the development of existing and new commercial activities, the delivery of projects, finance and resource management, organisational governance and compliance, community engagement, managing partner and regulator relationships, strategic planning and organisational development.

The CEO also provides community leadership with Waanyi People, looking after the members and the rights and interests of common law holders. Typical activities for this aspect of their work includes holding general meetings of both members and the community, providing financial reports and information, responding to community requests, managing community payments, Waanyi PBC representation, and demonstrating transparency and accountability for decision making. Developing and maintaining strong relationships is key to building the corporation's success.

As Waanyi PBC operates as a community-owned and controlled Aboriginal Corporation, the CEO must ensure that sector regulatory and reporting standards are maintained.

If the appointee is a non-Aboriginal person, the CEO should place primary importance on succession planning, training and development to enable the corporation to appoint a suitably capable Aboriginal person as their successor.

KEY RESPONSIBILITIES

The duties and responsibilities of the CEO fall in the following key areas:

- Accountable to the Board for operations management, budgeting, forecasting, financial reporting, staff leadership and development, organisational planning, quality, and risk management.
- With the Board, the CEO is responsible for the development, implementation and management of strategic planning, annual business plans and identifying new commercial opportunities.
- Ensure the Board is fully informed of its statutory obligations, providing support through compliance, statutory and regulatory reporting to government agencies and partner performance standards.
- Reporting financial and operations performance to the Board and key funding partners. Ongoing management, performance monitoring and reporting to meet service level agreements.
- Leadership, direction and risk management responsibility and accountability for the successful operation of the corporation, its facilities and assets.
- Community engagement, leadership within the community, partnering and meeting with Elders and other representative community groups.
- Leadership of organisational culture including the continual development of the Board and staff in support of capacity building within the corporation and capacity building within the local community.
- Lead policy, change management and development of staff including setting the direction, implementation and delivery of programs to achieved desired outcomes.
- Advising the Board on culturally appropriate strategic market and sector opportunities, and project and budget management of new initiatives as approved by the Board.
- Build and maintain the corporation's reputation as a professional organisation through effective public relations, partner relationship development, community and media outreach programmes.
- Build a culture of engagement and success including staff development and training, compliance with Workplace Health & Safety and Equal Opportunity legislation and development of best practice productivity, industrial relations and environmental initiatives.
- Responsible for the financial and operational oversight of third-party service contract partners; and
- Leadership and efficient management of central administration functions covering finance, office operations, information technology, communications, logistics and facilities management.

CULTURAL AND COMMUNITY AWARENESS

Waanyi PBC as a Traditional Owner organisation is owned and controlled by the Waanyi People. As the leader of an Aboriginal community-controlled organisation, the CEO must exemplify and promote the role of the corporation as the representative body for the Waanyi People, country, lands and waterways, places, traditional cultural practices and stories.

It is also essential the CEO recognises the importance of the corporation's significant role as an employer and career development opportunity for its Aboriginal community.

CRITICAL SUCCESS INDICATORS

For the effective leadership and successful oversight of the corporation, the CEO must:

- build and maintain the trust, confidence and support of the Board and of the community who own and control the corporation.
- ensure that relevant, quality programs and services are professionally delivered within financial boundaries to the standards required; and
- maintain performance and financial reporting to meet regulatory, statutory and funding obligations.

CANDIDATE REQUIREMENTS

SKILLS AND EXPERIENCE

Waanyi PBC seeks candidates with the following skills and experience for the role of CEO:

- Proven senior executive or senior manager experience in community and/or government services, ideally with knowledge and understanding of Aboriginal and Torres Strait Islander culture and heritage matters.
- Demonstrated success in building effective relationships in Community and partnerships with regulators, government agencies and other community bodies.
- Commercial operations management skills, including funding management and financial reporting.
- Demonstrated experience in developing the vision, strategic and operational plans targeting actions to achieve desired outcomes and KPIs.
- Experience working with Boards, and understanding the role of the Chief Executive, management, staff and stakeholder partners in the leadership, management and operation of an organisation.
- Demonstrated experience in leading and managing teams, mentoring and empowering staff to build a culture of engagement and success; and
- Tertiary qualifications in professional business, finance or community services disciplines.

Applications from Aboriginal and Torres Strait Islander people are strongly encouraged, but this is not a designated/identified Aboriginal and Torres Strait Islander appointment (under section 14d of the Anti-Discrimination Act 1977).

POSITION LOCATION

The CEO will be based at the corporation's office at Cairns. Travel on corporation business will be required, with initially 2-3 days per fortnight to Doomadgee and Mt Isa.

ESSENTIAL EMPLOYMENT REQUIREMENTS

On appointment, as a requirement for the role, the CEO must provide:

- National Police Certificate Clearance check
- Identity verification
- Working with Children Check
- Current Driver's License

- Professional background reference checks

RECRUITMENT & ASSESSMENT

RECRUITMENT METHODOLOGY

- Recruitment for this position will through open selection. All applications will receive an acknowledgement response.
- Applications will be invited through job advertisements placed with online recruitment sites, on the Waanyi website, on ORIC's web site and in local publications.
- Candidates will be asked to submit two documents:
 - A cover letter of no more than two (2) pages reflecting their suitability when considering the candidate requirements; and
 - A resume / curriculum vitae reflecting their professional career, skills and experience.
- Application documents will be assessed as per the Selection Process below, resulting in successful candidates being invited for a first-round telephone/video interview.
- Following the interview, successful candidates will be shortlisted for a Waanyi PBC selection panel interview.
- Waanyi PBC selection panel interviews will take place at the corporation's offices; and
- Unsuccessful applicants will be advised in a timely manner throughout the recruitment process.

SELECTION PROCESS

Applications to the role of CEO will be selected using an assessment of submissions demonstrating:

- Relevant responses in the cover letter to the candidate requirements, in no more than two (2) pages; and
- The suitability of career history, skills and experience.

Applications will be assessed against the following seven (7) candidate requirements:

1. Demonstrated senior executive or senior manager experience in community and/or government services, ideally with knowledge and understanding of Aboriginal and Torres Strait Islander culture and heritage matters.
2. Demonstrated success and experience in building effective relationships in Community and partnerships with regulators, government agencies and other community bodies.
3. Proven commercial operations management skills, including funding management and financial reporting.
4. Demonstrated experience in developing the vision, strategic and operations plans targeting actions to achieve desired outcomes and KPIs.
5. Understanding of the role of the Board, the Chief Executive, management, staff and stakeholder partners in the leadership, management and operation of an organisation.
6. Demonstrated experience in leading and managing teams, mentoring and empowering staff to build a culture of engagement and success; and
7. Tertiary qualifications in professional business, finance or community services disciplines.

REFERENCE CHECKS

The appointment of the CEO will be subject to satisfactory reference checking, with previous employers.

Reference checking will be undertaken for short-listed candidates at the final interview stage. Candidates will be asked to provide referee contact details including name, job title, email and phone number at that stage.

References will be taken in the form of personal confidential conversations with referees and will include verification of claims made by candidates during the assessment process.