



We Value: **Respect** | **Communication** | **Fun & Humour** | **Pride** | **Trust** | **Teamwork**

INTRODUCTION

Thank you for your interest in the position of Manager Finance and Administration with Quilpie Shire Council. Council consists of five elected members including Mayor Stuart Mackenzie. As a Council are energetic and enthusiastic, and we are proud to be in a financially sound position. With an average operating budget of \$27 million, Council's capital expenditure for the 2021/2022 is estimated at \$6 million, current Assets of \$267 million with currently no borrowings. Council is proud of a number of achievements over the past few years including the new modern Council Works Depot, the Eromanga Natural History Museum (Stage 2A), the Bulloo Park Redevelopment, the John Waugh Park Redevelopment, Gyrica Gardens Multi-function Centre and the new Artesian Bore. Council is excited about current and upcoming projects that include additional housing and a new Aquatic Centre.

Please find following some additional information about the organisation, position, conditions and living in Quilpie.

MANAGER FINANCIAL SERVICES

Applications for the position must be received by 4.00pm on Friday 29 October 2021. Shortlisted candidates will be interviewed by a panel comprising the Chief Executive Officer, Director of Corporate and Community Services and Council's HR Manager. The preferred applicant will be offered a three (3) year fixed term contract with a remuneration package circa \$110,000 per annum (paid fortnightly). Employees receive a 12% superannuation Council contribution with a 6% employee contribution.

A three (3) month probationary period applies to all Council positions, with reviews conducted at 6 and 12 weeks following commencement. Upon successful completion, appointment will be confirmed. Reviews are conducted annually thereafter.

Reimbursement of relocation expenses up to \$3,000 (50% paid after 9 months of employment, 50% paid after 18 months of employment) apply to this position.

Hours of work will generally be 8.00am to 5.00pm Monday to Friday. It is expected that the actual hours worked will ensure that the time, attention and skills as may be necessary for the effective discharge of the duties as listed in the Position Description are carried out. The salary package takes into account, where necessary, work that may be undertaken outside ordinary business hours. The successful applicant will be expected to attend meetings, conferences and other activities reflecting the seniority of the position.

The Manager Finance and Administration is based at the Quilpie Shire Council Administration Office in Brolga Street, Quilpie. The fully air conditioned facility provides spacious office accommodations, various meeting rooms, reception area and kitchen.



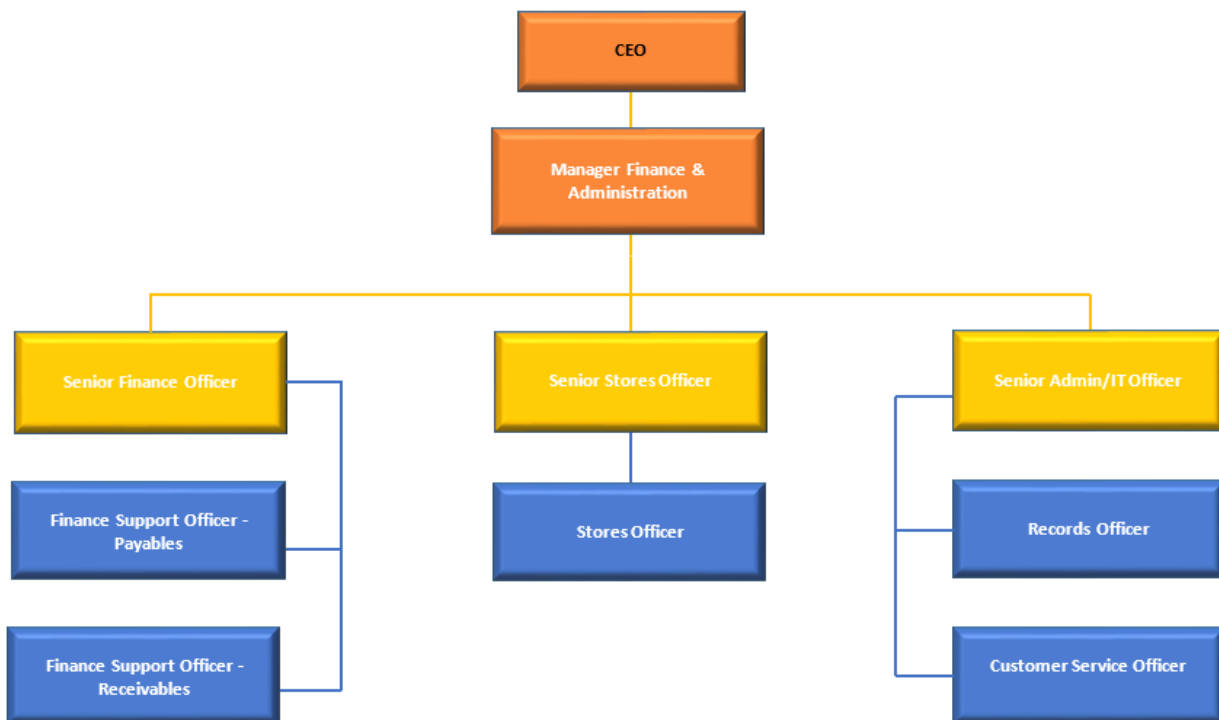
HOUSING

Various housing options are normally available in Quilpie and Council will endeavor to secure a two or three bedroom dwelling for modest rental for the successful applicant.

ORGANISATIONAL STRUCTURE

The Quilpie Shire community appoints five Councillors to form the Council, who in turn appoint a Chief Executive Officer to implement Council's decisions. To assist in the effective management of Council and the services it delivers to the community, the Chief Executive Officer has put in place an organisational structure which incorporates two Directors who have responsibilities in Corporate and Community Services, and Engineering Services.

Council employs approximately 75 staff, 8 of whom come under the management of the Manager Finance and Administration.



OUR VALUES

Everything Council does is underpinned by its values which define the culture of the Organisation and the behaviours that shape our interaction with the community and each other.

RESPECT We treat each other with respect regardless of status. We act professionally, support each other and our organisation, and together we celebrate our successes with understated pride.

COMMUNICATION We share information and knowledge with each other in an open, clear & timely manner. We actively and empathetically listen to each other, seek to understand and embrace robust conversations. We aim for constructive debate rather than criticism.

FUN & HUMOUR We incorporate fun & humour in the workplace and recognise that it promotes positive workplace relationships and positive workplace behaviours such as knowledge sharing, informal training and empathy in times of need.

PRIDE We have pride in ourselves, our organisation and the workplace. We strive to deliver high quality work and innovative programs and services to our communities.

TRUST

We treat people with integrity, respect and empathy to build and maintain positive relationships. Trust in our workplace promotes confidence that the organisation and colleague care about you and respect your knowledge and what you stand for.

TEAMWORK

We are one organisation across all functions and locations within the Shire. We work towards a common goal through cooperation and teamwork.

Employee recognition awards are awarded to staff throughout the year that 'go above and beyond' to exhibit and promote the values of the Organisation.

BENEFITS OF WORKING FOR COUNCIL

SALARY

Salary will be paid fortnightly in accordance with the individual three (3) year fixed Contract.

TRAINING & DEVELOPMENT

Council is committed to the continual improvement of all aspects of work performance of staff and as such, commits substantial funding to training and professional development opportunities each year. All staff participate in a development program where an individual training plan is established and updated on an annual basis.

LEAVE ENTITLEMENTS

Annual Leave – 25 days annual leave on full pay.

Long Service Leave - Upon completion of ten years continuous service, the incumbent shall be entitled to long service leave at the rate of 1.3 weeks on full salary for each year of continuous service and a proportionate amount for an incomplete year of service. The minimum period of long service leave which may be taken at any one time shall be two weeks.

Sick Leave - 15 days sick leave for each year of employment for absences occasioned through illness (12 days in the first year of employment). Any untaken sick leave shall be cumulative. A medical certificate shall be required for absences in excess of two consecutive working days for sick leave.

Carers Leave – Where the employee has responsibilities in relation to either members of the employee's immediate family or members of the employee's household, the employee shall be entitled to utilize their sick leave entitlement which accrues after the commencement of this contract as family leave for the purpose of providing care and support for such persons when they are ill, injured or affected by an unexpected emergency. A medical certificate shall be required for absences in excess of two consecutive working days for carers leave.

Bereavement Leave - The employee may be granted bereavement leave in accordance with the appropriate Quilpie Shire Council Certified Agreement clause which is currently in accordance with the following table:

Distance (one way travel)	Leave Entitlement
Up to 250kms	2 Days
250kms – 500kms	3 Days
Over 500kms	4 Days

The relevant Certified Agreement clause will specify the relationship that must exist to be eligible for Bereavement Leave.

Jury Leave - Leave without pay shall be granted to the employee if required to attend for jury service. The Council shall make up any shortfall of jury fee in the employee's normal pay.

HEALTH & WELLBEING

Employee Assistance Program - An Employee Assistance Program that provides access for employees and their immediate family to confidential counselling with a professional clinical psychologist. Dr. Lisa Patterson-Kane also attends Council twice per year for face-to-face consultations.

Subsidised Gym membership – Council offers subsidised membership at the Quilpie Sport and Recreation Centre, allowing staff to pay membership via fortnightly payroll deduction for as little as \$14.77 per fortnight.

Occupational health and safety – Council is committed to providing a safe and healthy working environment for all employees.

Smoke free - Smoking is not allowed in Council buildings or in Council vehicles.

Flu vaccinations – Council offers all staff the opportunity to participate in the free annual flu vaccination scheme.

Staff Wellbeing Week – Council annually holds a Staff Wellbeing Week. In 2021 Council offered all staff the opportunity to undertake free skin and hearing checks in addition to one-on-one consultations with Council's EAP provider Dr. Lisa Patterson-Kane, Salary Packaging Australia and LGIA Super.

Staff newsletters – Staff newsletters are published internally once each two (2) months.

OTHER BENEFITS

Salary Sacrifice - Council's current Certified Agreement allows staff to salary sacrifice part of their wages into any area that complies with the relevant taxation legislation, subject to independent financial advice being sought by the respective staff member prior to entering into the salary sacrifice and provided that it is at no cost to Council. Salary Packaging Australia is able to provide a wide range of salary packaging services to staff including novated car leases, rent, mortgage and more.

Social activities/Fundraising initiatives – Council staff and their families get together a couple of times a year for social BBQs which prove to be a fun night for the whole family. The organisation also undertakes a fundraising initiative each year where the staff choose a charity/charities to raise funds for throughout the year. The staff have an agreement where Council match staff dollar for dollar funds raised to the charity. Council is proud to have presented charities including the Royal Flying Doctor Service, Angel Flight, Heart Kids, local charity Friends in Isolation, Cancer Council Queensland and the Quilpie Hospital Auxiliary with a combined total of donated funds in excess of \$128,799.00 over 6 years!



WELCOME TO QUILPIE SHIRE

Located 950km west of Brisbane, Quilpie is the primary service centre for the residents of the 67,482 square kilometres that is Quilpie Shire Council. Approximately 2,000km of local road and 727km of state road traverses the shire. Celebrating its centenary in 2017, Quilpie, located on the banks of the Bulloo River, is home to around 600 people and enjoys an array of sporting, cultural and entertainment opportunities. Around the world, Quilpie is known as the home of the boulder opal.

Medical and Health Services

The Quilpie Hospital offers 24 hour 7 day a week emergency services. With a rotation of locum doctors, the adjoining medical practice operates Monday to Friday.

A large range of health and medical specialty services visit Quilpie on a regular basis. Examples include dental, physiotherapy, podiatry, women's health, speech therapy, child health, occupational therapy, bowen therapy, exercise physiology, chiropractic etc.

Retail

Quilpie has a range of retail services, ensuring everything you need is available close to home. The following list is not exhaustive but shopping available includes:

- NAB Bank
- Bakery
- Two Supermarkets
- Butcher
- Pharmacy
- Newsagency
- Coffee Shops and restaurant venues
- Quilpie Post Office (agent for CBA)
- Bi Rite Electrical and Giftware
- Hardware
- Country Collections (clothing / haberdashery)
- Hairdressers
- Quilpie Hotel and Quilpie Club
- Rural Supplies (Landmark and Elders)
- Mechanical Services



Transport

REX airlines operates flights stopping in Quilpie between Brisbane, Toowoomba and Mt Isa twice a week. Quilpie to Brisbane / Toowoomba operates Tuesday and Fridays, with a late afternoon arrival. The flights depart Brisbane / Toowoomba Monday and Thursday mornings, arriving in Quilpie around lunch time.

A bus service operates twice weekly to Charleville. Known as the 'train bus' the service connects to the twice weekly Charleville – Brisbane train.

Accommodation

Council maintains a number of both established and new accommodations ranging from 2 bedroom units to 3 and 4 bedroom houses. Priority for allocation is given to employees although other members of the community are able to apply to rent accommodation subject to availability.

Children and Youth

Quilpie State College caters for prep to Year 10 while St Finbarr's Parish School in Quilpie runs prep to Year 6. The Eromanga State School also operates from prep to Year 6. With many senior students attending boarding facilities the Quilpie Shire Council area is eligible for generous Federal and State Government isolated children's assistance to help with financing education from year 7.

Mulga Mates Childcare Centre operates Monday to Friday and holds an accredited Kindergarten program as well as providing long hours' day care for children birth to 5 years. After school and vacation care for primary school children is also available.

A number of activities are available for the younger members of our community to participate in. Council employs a Health Promotions Officer who holds twice weekly after school activities programs. Children can also enjoy junior sports fixtures, arts and craft activities and a range of playground equipment, a skate park and other amenities. Perhaps most of all, our children enjoy the ability to ride their bikes, fish at the river and catch up with friends in our small, safe community.

Sport and Recreation

Sport and recreation options are abundant. Popular in the warmer months is the Quilpie swimming complex which boasts free entry to all. The facility includes a 25 metre shaded pool, smaller shaded heated pool and children's water slide and splash area. A kiosk and barbecue is also available. The swimming club is very popular and is operated by accredited coaching staff.



The Quilpie Sport and Recreation Centre is a 24 hour air-conditioned gymnasium and multi purposed facility. Managed by a volunteer committee, the centre provides members with a range of fitness classes.

John Waugh Park is home to the Quilpie Cricket Club, Quilpie Magpies Rugby League, Quilpie Softballers and junior soccer. Adjacent to the Park is the Quilpie Club where an active bowls club hosts fixtures and a barbecue generally twice a week. Tennis and netball courts (free of charge) are also well utilized.

The Quilpie Golf Club is an eighteen hole sand green course with club house. Games are played all year round.

A daily community and seniors activities program operates for older residents with activities ranging from yoga to scrabble and day trips.

There is a strong arts and cultural community with the Quilpie Cultural Society running a vast array of workshops throughout the year. The Quilpie Art Gallery (located at the Visitor Information Centre) hosts numerous displays and the town is also home to Lyn Barnes' Eagle Gallery.





Council has recently redeveloped the Bulloo Park Racecourse and showgrounds. The new function centre and amenities host two annual race meets, the annual show, rodeo, polocrosse club and Pony Club. A number of private functions are also held at the venue.

In addition to the opportunities to participate in a range of committees and be involved in other

organised activities, bushwalking at Baldy Top, fishing, motorbike riding and other recreational activities are all enjoyed by residents.

Annual Events and Festivals

Quilpie Shire is proud to host a number of other annual social events and activities including:

- Art Gallery exhibitions and openings every two (2) months at the Visitor Information Centre Gallery;
- Quilpie Diggers May Races meeting
- Quilpie Diggers Pride of the West Festival
- Annual Show and Rodeo
- Annual Bash on Brolga
- Kangarango Street Party
- Australia Day celebrations



Other Towns in our Shire

An hour west of Quilpie lies Eromanga, the farthest town from the ocean in Australia. Eromanga is home to Cooper, Australia's largest dinosaur. The Eromanga Natural History Museum provides a unique opportunity to get up close to a vast variety of fossilised fauna and flora, including Cooper! The local refinery supports the economy with production of 1.5 million barrels per year.



Toward the end of the 19th century, Adavale (population 25) was one of the most important towns in western Queensland with steady trade for the hotels and businesses as a result of the activity at the nearby opal fields. Originally the railway was planned for Adavale, however a government decision to change the planned railway line route saw Quilpie become the hub. Rich with history, Adavale has some of the most beautiful scenery in the Shire and is the gateway to the spectacular Hell Hole Gorge National Park.

At its peak, Cheepie (population 1) had a police station, blacksmith, railway station, tent boarding houses, butcher shop, bakery and two organic vegetable gardens. Cheepie was the hub for transport and communications at the end of the 19th century.

The sign at the old Cobb & Co staging post of Toompine (population 2) says it all: "Toompine – the pub with no town". The classic outback pub at Toompine is over 100 years old. There are excellent opportunities for fishing and yabbing not far from the hotel.