



Shire of **Ngaanyatjaraku**
ON A JOURNEY

Finance Manager

Application Package



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Advertisement



Shire of **Ngaanyatjarraku**
ON A JOURNEY

FINANCE MANAGER **Work from Home / FIFO**

The Shire of Ngaanyatjarraku is a unique local government situated within the traditional lands of the Ngaanyatjarra people of the Central Desert in Western Australia. As the provider of mainstream local government and services to the ten communities and visitors within its boundaries, the Shire covers an expansive area of 159,948 square kilometres, showcasing natural beauty from the magnificent Rawlinson ranges to the red sandy plains of the Gibson Desert. The Shire's offices are situated in the Tjulyuru Cultural and Civic Centre in Warburton.

We are currently seeking a highly skilled and experienced Finance Professional to join our team for the position of Finance Manager on a work from home / fly in fly out basis. Reporting to the Chief Executive Officer, this critical role will oversee and manage the finance and corporate services department's daily operations and develop financial strategies, plans, reports, and budgets to support the organization's goals and objectives.

The position is classified as Senior Officer position as defined by the Local Government Act 1995 and is offered based on an up to (5) year, performance-based contract. An attractive total remuneration package (including Superannuation) is negotiable from \$175,000 - \$195,000 p.a. In addition, the Shire will provide travel and furnished housing when on the NG Lands.

An application package can be obtained via the Shire of Ngaanyatjarraku website at <https://www.ngaanyatjarraku.wa.gov.au/our-shire/work-with-us/employment.aspx>

Further information about the position is available by contacting Renae Withoos, Human Resource Consultant, humanresources@ngaanyatjarraku.wa.gov.au

Applications which take account of the selection criteria contained in the position description, is to be sent to: humanresources@ngaanyatjarraku.wa.gov.au and marked 'Private & Confidential - CFO Application' by 2.00pm (Western Standard Time), Friday 19 May 2023.

The Shire of Ngaanyatjarraku reserves the right to commence interviewing prior to the application close date and close this position for applications early should a suitable candidate be found.

Please Note:

The Shire is an Equal Opportunity Employer. All applications for a position will be assessed against the criteria included in the position description with selections based on merit and equity.

The successful applicant is required to undergo a medical health assessment, obtain relevant police checks and provide evidence of all claimed qualifications prior to appointment.

The Shire of Ngaanyatjarraku reserves the right to commence interviewing prior to the application close date and close this position for applications early should a suitable candidate be found.



About the Shire of Ngaanyatjarraku

The Shire of Ngaanyatjarraku (pronounced Naan-yat-jarra-ku) is responsible for the provision of "mainstream" local government and delivery of services to the ten aboriginal communities and visitors within its boundaries.

The Shire encompasses an area of 159,948 square kilometres and is located approximately 1,542km from Perth. The region itself is diverse in natural beauty from the magnificent Rawlinson ranges to the red sandy plains of the Gibson Desert.

The Shire's main township is Warburton, which is also the largest of the 10 Indigenous communities within the Shire. Warburton is positioned 1,542kms north-east of Perth, 560kms of gravel road north-east of Laverton, 900kms north-east of Kalgoorlie and 1,000kms south-west of Alice Springs. Neighbouring shires include the Shire of Wiluna, Laverton, and East Pilbara. The Shire offices are located in the Tjulyuru Cultural and Civic Centre in Warburton.

In the 2011 local Census the Shire had a population of 1,606 people (ABS 2016 updated), comprised of 49% male and 51% female residents and there are approximately 559 residential dwellings within the Shire. The Shire has a higher percentage of residents aged between 0-29 years and a lower proportion of residents aged 65+ years compared with the wider Australian population.

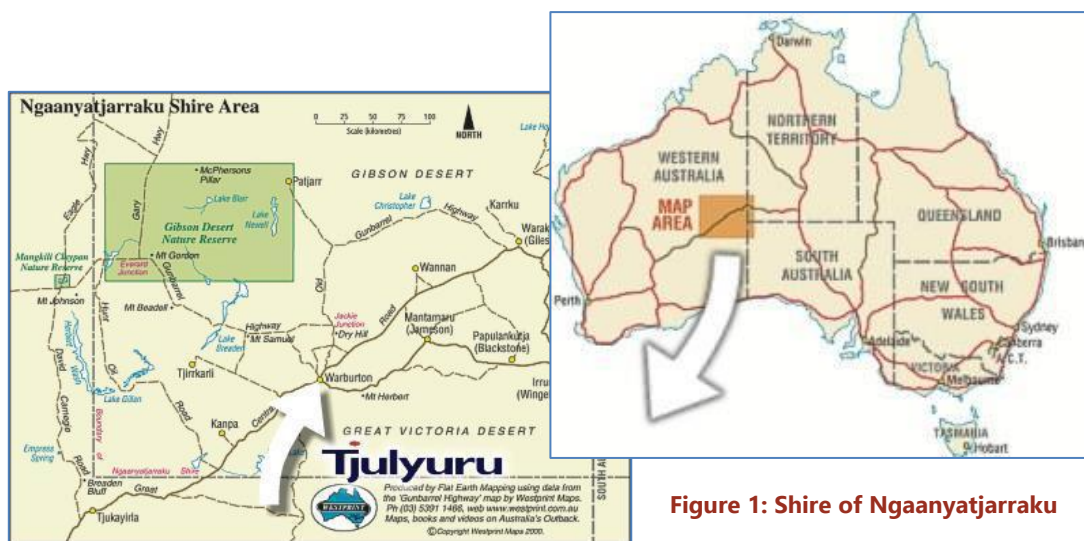


Figure 1: Shire of Ngaanyatjarraku

Aboriginal residents comprised 84.2% of the Shires population, residing in ten communities:

- Blackstone / Papulankutja
- Jameson / Mantamaru
- Kanpa
- Patjarr / Karliywara
- Tjirrkarli
- Tjukurla
- Wanarn

- Warburton / Milyirrtjarra
- Warakurna (and Giles Weather Station)
- Wingelina / Irrunytju

Local History

The Shire of Ngaanyatjarraku is a unique local government in that its community of interest is contained within the traditional lands of the Ngaanyatjarra people of the Central Desert of Western Australia. The 99-year leases held by the Ngaanyatjarra Land Council on behalf of the traditional owners also form the boundaries of the Shire of Ngaanyatjarraku.

The Shire of Ngaanyatjarraku was formed on the 1st July 1993 by the division of the Shire of Wiluna with the eastern area becoming the new Shire. The first local government elections were held in October 1993 and eight Councilors were elected unopposed.

At its formation, the Shire assumed responsibility for the limited services previously provided by the Shire of Wiluna. Since then, the Shire has sought to improve and extend the range of services provided to the communities including ovals, road maintenance, health, building, TV and radio retransmission and culture. The Shire is seeking government funding to undertake the more conventional Local Government services including, sports and recreation, waste management and other community-based programs.

Since the establishment of the Shire there have been extensive improvements to the communications, road infrastructure and services provided to the communities within the Shire. The Shire continues to represent and be an advocate for the community at a State and Federal level of government.

Climate

Statistics	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Mean maximum temperature (°C)	42.9	38.6	34.2	29.5	24.4	20.7	20.8	23.3	28.0	32.0	34.5	41.7	29.9
Mean minimum temperature (°C)	23.1	22.2	20.2	15.4	10.5	6.6	5.7	7.2	11.3	15.8	18.8	21.5	14.9
Decile 5 (median) rainfall (mm)	10.8	17.4	8.9	6.2	9.4	10.4	3.6	1.5	1.7	4.3	22.5	20.4	222.0
Mean rainfall (mm)	30.3	35.3	29.8	18.6	15.6	18.2	12.3	8.8	5.4	14.3	24.5	31.7	247.6
Mean number of days of rain ≥ 1 mm	2.9	2.9	2.6	1.9	2.3	2.1	1.7	1.4	0.9	1.7	2.7	3.5	26.6

Regional Context

The Goldfields-Esperance region is one of the nine regions of Western Australia. It is located in the south-eastern corner of Western Australia, and comprises the local government areas of Coolgardie, Kambalda, Dundas, Esperance, Kalgoorlie-Boulder, Laverton, Leonora, Menzies, Ngaanyatjarraku and Ravensthorpe.

The Shire of Ngaanyatjarraku is part of the Goldfields Esperance Regional Collaborative Group ("GERCG") which is made up of ten shires across the region, with an approximate population of 60,000 residents and covering an area of 770,488 square kilometres, which is just under a third of the total land mass of Western Australia.

The region has a strong agricultural industry, as well as a focus on tourism particularly in the southern parts of the region.

The Goldfields-Esperance region faces a variety of challenges with those most relevant to the Shire being:

- **Retaining a skilled workforce with requisite skills:** The labour force of the Goldfields-Esperance Region has remained steady but the unemployment rate in the region has increased from 2001-2002 to a high of 6.0 per cent in March 2016. The mining industry is the largest employer in the Goldfields-Esperance Region;
- Providing **infrastructure** to a relatively small and geographically diverse population with limited capacity for economies of scale; and

Population trends: The estimated resident population of the Goldfields-Esperance Region in 2011 was 60,000. This constitutes 2.6 per cent of the total population of Western Australia. In the decade to June 2009, the region's population increased at an average annual growth rate of 0.4 per cent. Both fluctuations in population across the region are directly linked to the state of the mining industry (Goldfields-Esperance: A region in profile 2011, Department of Regional Development and Lands WA 2011). The population trend for the Goldfields-Esperance region is expected to increase in line with the Western Australian Planning Commission's estimate to 65,400 by the year 2031.

Principal Industries & Facilities

The main industry within the Shire is the provision of Social Assistance services by the Ngaanyatjarra Council (Aboriginal Corporation) and Local Government services to the community, followed by local aboriginal enterprises. Services delivered within the Local Government Administration industry include administrative management, project management, road infrastructure and maintenance, environmental health, statutory building services, early years and sports and recreational services.

Although there are currently no mining or petroleum operations within the Shire, agreements to mine near the communities of Wingellina and Jameson have been signed. Extensive mining and petroleum exploration is also occurring within the Shire.

Warburton community is home to the Tjulyuru Cultural and Civic Centre which hosts a world-renowned Art Gallery featuring paintings and artefacts from Ngaanyatjarra artists, whose work is represented in national and international exhibitions.

The town of Warburton offers an air service (Chartair mail plane), medical clinic, school,

general store, community swimming pool, football oval, youth drop-in centre, youth creative arts centre, women's centre, art centre, art gallery, church, workshop/garage, hall, police station and roadhouse.

Schools

Ngaanyatjarra Lands School <https://www.nglandschool.wa.edu.au/> .The Warburton campus is currently enrolling students from Kindy to Year 12.
<https://www.nglandschool.wa.edu.au/locations/warburton-campus/>.

Planning for the Future

The Shire of Ngaanyatjarraku is building on a successful history of community engagement to ensure that the community can sustainably grow and thrive as a vibrant and attractive place to live, work and visit. Developing our aspirations and plans for the future will shape the delivery of services to the community and the direction of economic development. This integration of community aspiration and service delivery is called the Integrated Planning and Reporting Framework (IPR). The process, driven by this Integrated Strategic Plan (incorporating both the Strategic Community Plan (10-year planning horizon) and Corporate Business Plan (4-year planning horizon) will create a 4-year Corporate Business Plan to ensure that we are delivering the community's aspirations.

The Plan for the Future is the integrated approach to combining the Strategic Community Plan and Corporate Business Plan into one document and is our principal strategy and planning document that links community aspirations with the Council's vision and long-term strategy. A copy of the Plan for the Future (SCP/CBP) can be downloaded from the Shires website.

Code of Conduct

A copy of the Employee Code of Conduct, can also be downloaded from the shire's website.

The Executive Management Team at the Shire of Ngaanyatjarraku has adopted the following 7 non-negotiable behaviours as part of their working relationship:

- Respect and support each other's roles;
- Integrity and commitment of actions and teamwork;
- Uphold the integrity of the Management Team;
- Value our human capital (value, safety, development);
- Contribute to the wellbeing of the organisation;
- Interact and communicate with honesty and humour; and
- Enhance and develop the organisational culture.

Council Information

Shire of Ngaanyatjarraku Council

President: Cr. Damian McLean

Deputy President: Cr. Preston Thomas

Councillors

Cr. L West

Cr. A Jones

Cr. J Porter

Cr. D Frazer

Cr. J Frazer

Cr. Vacant

Main Office

Tjulyuru Cultural and Civic Centre

Warburton Community

Website <http://www.ngaanyatjarraku.wa.gov.au>

Telephone: (08) 8956 7966 **Fax:** (08) 8956 7959

Postal Address

PMB 87

via Kalgoorlie WA 6431

Ordinary Council Meetings

11 Meetings per year, held at the Shire Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community commencing at 1pm.

Strategic Documents

The following key documents can be found on the Shire's website:

<https://www.ngaanyatjarraku.wa.gov.au/>

- Agendas and Minutes
- Annual Reports
- Adopted Annual Budget
- Fees and Charges
- IPRF – Plan for the Future (Strategic Community Plan & Corporate Business Plan), Long Term Financial Plan, Workforce Plan & Asset Management Plan
- Policies
- Local Emergency Management Arrangements
- Business Continuity Disaster Recovery Plan
- Risk Management Framework
- Customer Service Charter
- Record Keeping Plan
- Local communities' information and other statutory required documents

Position Description

1. **TITLE** Finance Manager
2. **LEVEL** Senior Officer, Employment Agreement
3. **DEPARTMENT/SECTION** Finance & Administration

4. **POSITION OBJECTIVES**

The position of Finance Manager is a key role in supporting the Shire with timely, quality and effective output for both internal and external stakeholders. This role also focuses on supporting the Executive Management Team in performing key deliverables to stakeholders and in policy and strategy development.

5. **ORGANISATIONAL RELATIONSHIPS**

5.1 **Responsible to**

The Chief Executive Officer.

5.2 **Supervision of**

All Financial / Administrative staff.

5.3 **Internal and External Liaison**

5.3.1 Internal

- President and Councilors
- All Committees
- Managers / Professional officers
- All Other Staff

5.3.2 External

- Community members and other local interest groups
- Ngaanyatjarra Council (Aboriginal Corporation) and its business entities
- Federal and State Government Departments and Agencies
- Federal and State Government elected representatives for the region
- Regional Council (GVROC)
- Local Governments within the region (e.g. Northern Goldfields Zone of WALGA, Goldfields Regional Road Group, Northern Goldfields Working Group)
- Primary contractors and suppliers

6. **EXTENT OF AUTHORITY**

- All authority delegated by the Chief Executive Officer under the Local Government Act (1995) and associated Regulations and all other relevant Acts State and Federal Parliament.
- Senior Officer, in accordance with the Local Government Act (1995).

7. KEY ACCOUNTABILITIES

The Finance Manager performs the role and is responsible for economical, efficient and effective provision of the following services.

Budget Processes

- Responsible for the preparation and delivery of the Annual budget including all reviews and amendments to be undertaken.
- Annual review and formulation of the Long Term Financial Plan (LTFP) for consideration by Council.

Project Management and Reporting

- Responsible for the delivery of value-added financial management in line with business objectives and requirements including financial management of major projects.
- Responsible for the provision of both cross-organisational and project specific financial information and support.
- Responsible for providing up to date financial and management reports utilising Synergy or alternative software reporting tools.
- Preparation and output of statutory financial reports.

Accounting Services

- Responsible for the Accounting Services functions in relation to the preparation and output of statutory financial reports and service delivery.
- Responsible for the Shire's accounting systems and statutory compliance in relation to the Local Government Act 1995, Local Government (Finance and Reporting) Regulations 1996, Australian Accounting Standards and best practice financial accounting.
- Responsible for the effective and efficient delivery of high-quality financial services, support and professional expertise to Council and Shire departments in financial management.
- Responsible for the development and implementation of internal control procedures that ensure high levels of internal control and data integrity.
- Ensure that all financial records comply with the requirements of the Local Government Act, Local Government Financial Management Regulations and Manual of Accounts, Australian Accounting and International Financial Reporting Standards, internal controls and policies as adopted by Council.
- Responsible for the preparation of all Shire financial statements in accordance with statutes, regulations and Council Policies.
- Maintain and continually improve existing sub-systems and manage the implementation of new budget, tracking and reporting mechanisms linked to both statutory and organisational requirements.

Audit

- Facilitate access and support requirements for officers or otherwise authorised representatives of the State Auditor-General to enable conduct of External audits of the Shire.
- Respond to requests for information from, or reports prepared by, auditors.
- Prepare reports to the Council, the Council's Audit & Risk Committee, or the Executive Management Team and CEO, as necessary in relation to draft reports, final reports and outcomes of External audits.

Financial Systems Development & Process Improvement

- Maintain and continually improve existing sub-systems and processes and manage the implementation of new budget, tracking and reporting mechanisms linked to both statutory and organisational requirements.
- Liaise with the Shire's accounting software providers in relation to software development, technical issues, upgrades and improvements.

Internal/External Funding

- Responsible for the management of all internal and external funding processes.
- Review and assist with the development and submission of business cases for projects sourcing external funds. Review all applications for funding for completeness, accuracy and financial viability.
- Maintain close relationships with stakeholders and funding providers to ensure that the Shire can maximise its function allocations.
- Provide and ensure that all periodic claims, project reports and acquittals for external funding meet set requirements and timelines.

Other

- Monthly financial reporting to Council
- Responsible for investment of Shire funds and cash reserves, in compliance with statutory/regulatory requirements.
- Provide financial support to the Shire's business units including financial analysis of business strategies and business cases. Analyse business practices and recommend opportunities for improvement.
- In conjunction with the Chief Executive Officer, develop financial models and business plans associated with the Shire's staff housing strategy.
- Provide comprehensive support to Executive Management Team.
- Responsible for the Rates, Creditors, Debtors, Payroll Service functions.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

8. KEY ACCOUNTABILITIES

- **Human Resource Management & Leadership** – Participate in performance management processes; participate in Learning and Development activities including induction, recruitment, and succession planning.
- **WHS** – Ensure duty of care compliance with WHS legislation and follow all health, safety and injury management processes appropriately, including the reporting of injuries, incidents, damage events and near misses.
- **Ethical Behaviour** – Demonstrates a positive commitment and compliance with all EEO legislation covering all forms of workplace discrimination, harassment, victimisation and bullying; compliance with the Shire's Code of Conduct and all Shire policies.
- **Records Management** - Ensures all documents are recorded in accordance with the Shire's Record Keeping Plan and policies and procedures. Ensures confidentiality is maintained at all times.
- **Budgets** – Manage the operational budget to ensure that expenses are controlled and monitored accurately. Report on budgetary deviations and develop strategies to enable forward planning as required.
- **Strategic Vision** - Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required.
- **Values** - create a positive working environment while upholding the Shire's non-negotiable behaviours as part of the working relationship:
 - Respect and support each other's roles;
 - Integrity and commitment of actions and teamwork;
 - Uphold the integrity of the Management Team;
 - Value our human capital (value, safety, development);
 - Contribute to the wellbeing of the organisation;
 - Interact and communicate with honesty and humour; and
 - Enhance and develop the organisational culture.

9. SELECTION CRITERIA

All criteria essential unless otherwise stated.

9.1 Qualifications and Experience

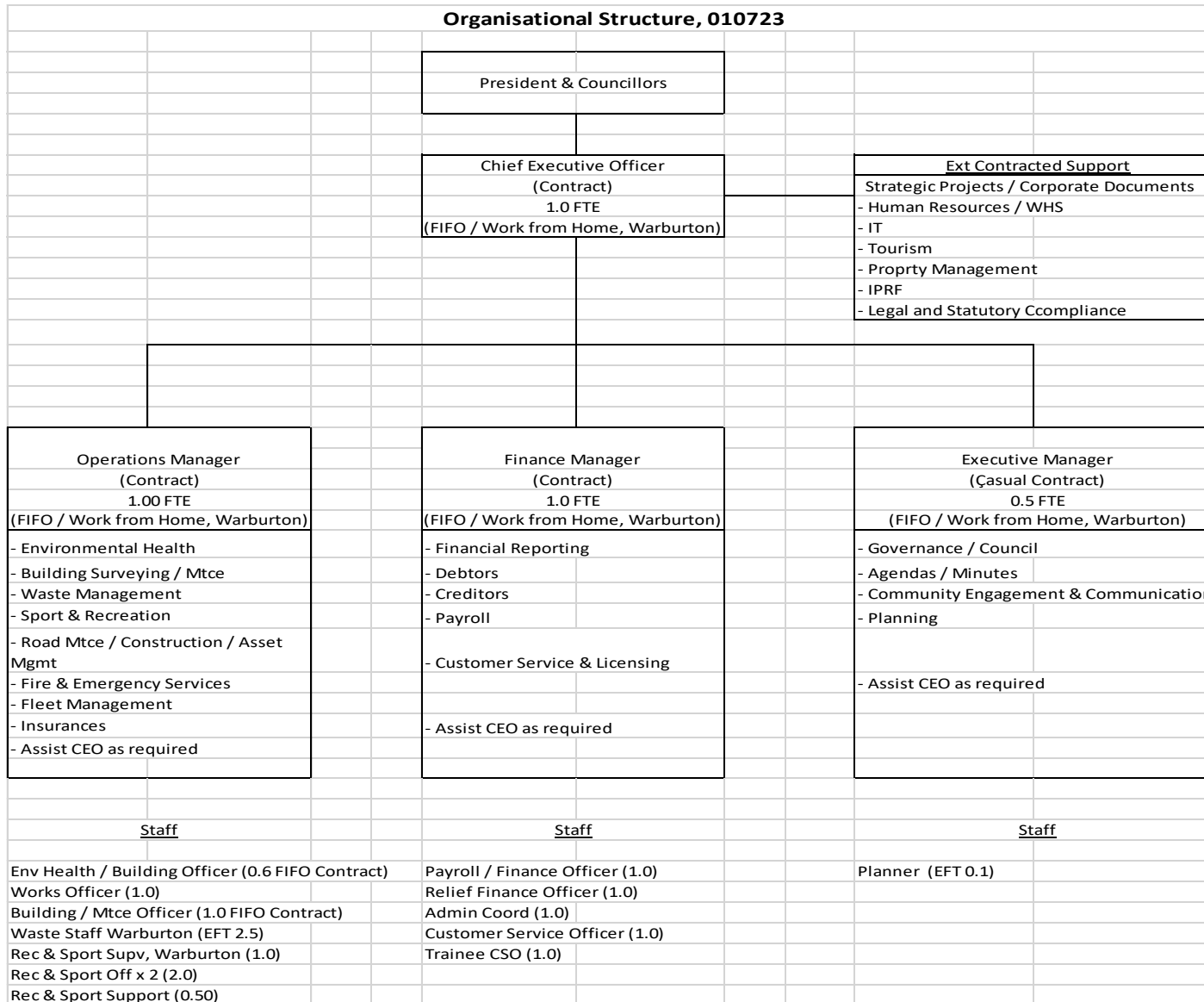
- Degree in accounting and relevant experience or lesser qualification with significant experience
- Post Graduate qualification in finance, business management, or professional CPA/CA qualification (Desirable)
- Extensive experience in finance, budgeting, financial management and accounting using SynergySoft software

- Ability to flex between strategic thinking and tactical planning/doing – comfortable at all levels of thinking and people liaison.

9.2 Knowledge and Skills

- Demonstrated ability to provide clear and concise advice to Council, the CEO, Managers and staff at all levels of the organisation
- Comprehensive knowledge of contemporary financial management (including systems) and accounting practices in local government and relevant Australian Accounting and International Financial Reporting Standard
- High level financial planning and budget management skills
- Sound knowledge of contemporary workflow/capacity management including project management
- Sound knowledge of contemporary management practices and advancements, including risk management, customer service, human resource management practices and workplace health & safety
- Detailed knowledge of statutory regulations, policies, practice and procedures
- Comprehensive knowledge of whole of organisation operation and project activities
- Comprehensive knowledge of the Integrated Planning & Reporting Framework.
- Demonstrated values of service, trust, accountability, respect and solidarity and a commitment to quality and continuous improvement principles

Organisation Chart



Annual Performance Review Criteria

1 July 2023 to 30 June 2024

The Local government Act 1995 advises at S5.38 that the performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

This Performance Agreement is based on achieving the 'Key Accountabilities' in the Position Description and the 'Actions' in the Corporate Business Plan to achieve the Goals, Outcomes and Strategies in the Plan for the Future. Performance measures may also be included from 'Supporting Strategic Documents' e.g. Workforce Plan, Asset Management Plan, Records Management Plan, etc. Copies of these documents are available on the Shires website www.ngaanyatjarraku.wa.gov.au

These are the basis of the incumbent's Performance Criteria. The Corporate Business Plan is currently under review and is proposed to be presented to Council in June 2023. As such the Performance Criteria 'Actions' from it will be developed shortly after commencement and reviewed by the parties within six (6) months of the commencement of employment (Probationary Review) by the Officer and then at the end of each annual performance review (or more often where required).

Review Dates:	TBA	Signatures
Finance Manager	TBA
Chief Executive Officer	Kevin Hannagan
	Date:/...../.....

Total Reward Package and Benefit Details

The position offered on a performance-based contract of up to five (5) years with an attractive total remuneration package (including Superannuation) is negotiable within the range of \$175,000 - \$195,000 p.a. In addition, the Shire will provide travel and furnished housing when on the NG Lands.

Salary and benefits are subject to negotiation and may include, but not be limited to, base salary, superannuation, professional memberships and development and FBT.

The base salary also incorporates payment for any and all additional hours required by the Officer to undertake their duties and responsibilities. Overtime and/or penalty payments are not available to the Officer.

Included:

- Five weeks annual leave included in the base salary with no leave loading payable.
- Furnished Shire housing with utilities is provided in Warburton when the Officer is onsite.
- Council will pay the reasonable relocation expenses (one way) for the successful applicant of up to a total of \$3,000 (GST exclusive) including:
 - Removal expenses for personal effects
 - Transport of one personal vehicle (if required)

Reimbursement by the employee will be required at 100% if the Officer leaves within 12 months, and 50% if the Officer leaves within 24 months.

Preparing your Application

Where to Apply: Applicants who demonstrate that they meet the essential selection criteria for the position and who, from their written applications, appear to be competitive, will be considered for interview.

Your application should be typed. If this is not possible, please ensure that your writing is clear and easy to read.

Applications must be emailed to humanresources@ngaanyatjarraku.wa.gov.au and marked 'Private & Confidential - FM Application' and be received before the advertised closing date.

What is required: Application must include all of the following information:

Resume (Curriculum Vitae) including the following:

- Personal Details - Name, address, telephone number and email.
- Your education and training achievements.
- Your work history including employment dates and brief details of the duties, performance and your achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

Statements Addressing the Selection Criteria:

The information you provide must be concise and relevant, so that the selection panel can properly assess your compatibility with the role. Applicants who best demonstrate that they meet the selection criteria in the Position Description will be interviewed.

Other Documents

The following must be provided to Council, upon request:

- substantiated evidence of qualifications and certified copies of supporting documents
- medical health assessment against the Position Description;
- a current National Police Clearance;
- State / Australian, Drivers' Licence.
- provide evidence of working rights in Australia if applicable

NB: failure to provide any of the above will nullify any offer of employment.

References

Applicants must provide the names and contact details of a minimum of two referees in their application. Referees will be those who can comment on recent and relevant experience.

Referee details are to be provided in the knowledge that they may be contacted shortly after the close of applications without any prior notification to the applicant.

Contact Details

Your telephone number and an email address are to be provided so that you can be contacted if you are invited for an interview, or for clarification regarding any information contained in your application.

Certification

The attached certification must be signed, dated and provided with the Application.

Late Applications

Late applications will not be accepted.

Interviews

Interviews will be held within the region or alternatively by electronic communication (e.g., Zoom or MS Teams) if required.

Council will meet reasonable, out-of-pocket expenses including fares where incurred in responding to an invitation for an interview.

The final decision on the appointment of the successful candidate will be made by the Chief Executive Officer and full Council endorsement.

The Shire of Ngaanyatjarraku reserves the right to commence interviewing prior to the application close date and close this position for applications early should a suitable candidate be found.

Canvassing of Councillors

The sole contact for any enquiries regarding the recruitment and selection process or information about the position is Renae Withoos, Human Resource Consultant humanresources@ngaanyatjarraku.wa.gov.au.

Canvassing of the Chief Executive Officer or Councillors, including directly approaching any elected member for any reason, will disqualify.

Please Note:

The Shire is an Equal Opportunity Employer. All applications for a position will be assessed against the criteria included in the position description with selections based on merit and equity.

The successful applicant is required to undergo a medical health assessment, obtain relevant police checks and provide evidence of all claimed qualifications prior to appointment.

The Shire of Ngaanyatjarraku reserves the right to commence interviewing prior to the application close date and close this position for applications early should a suitable candidate be found.

The Shire of Ngaanyatjarraku provides a smoke free work environment.

Certification

Application for Position of Finance Manager, Shire of Ngaanyatjarraku

Declaration, Authorisation and Waiver

I certify that:

- The information contained in this application and the supporting documentation is, to the best of my knowledge and belief, true and accurate in every detail;
- I understand the Shire of Ngaanyatjarraku reserves the right to verify all information in my application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, or my dismissal if employed.
- I authorise the Shire of Ngaanyatjarraku, or its appointed agents, to make whatever background checks are considered necessary or desirable in order to satisfy itself of my suitability for the position, and to check the accuracy of any information contained in my application or supporting information.
- I also acknowledge that any information obtained from any background or reference checks is confidential and I undertake not to seek any access or information concerning such checks.

Applicant Name

Applicant Signature

Date/...../.....

Note: Any information obtained by the Shire of Ngaanyatjarraku during any background check will only be used for the purpose of verifying information contained in the application and determining the applicant's suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time, and for the purpose, of selecting the suitable applicant.

Shire of Ngaanyatjarraku
Great Central Road
Warburton Aboriginal Community
Western Australia

P: (08) 8956 7966
F: (08) 8956 7959

E: mail@ngaanyatjarraku.wa.gov.au
W: www.ngaanyatjarraku.wa.gov.au



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