



Adnyamathanha Traditional Lands Association  
(Aboriginal Corporation) RNTBC  
C/- Moore Australia (SA) Pty Ltd  
Level 2, 180 Flinders Street  
ADELAIDE SA 5000  
ICN: 3743 (under special administration)

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## **Adnyamathanha Traditional Lands Association (Aboriginal Corporation) Registered Native Title Body Corporate (ATLA)**

### **Candidate Brief – Business Manager**

**July 2025**

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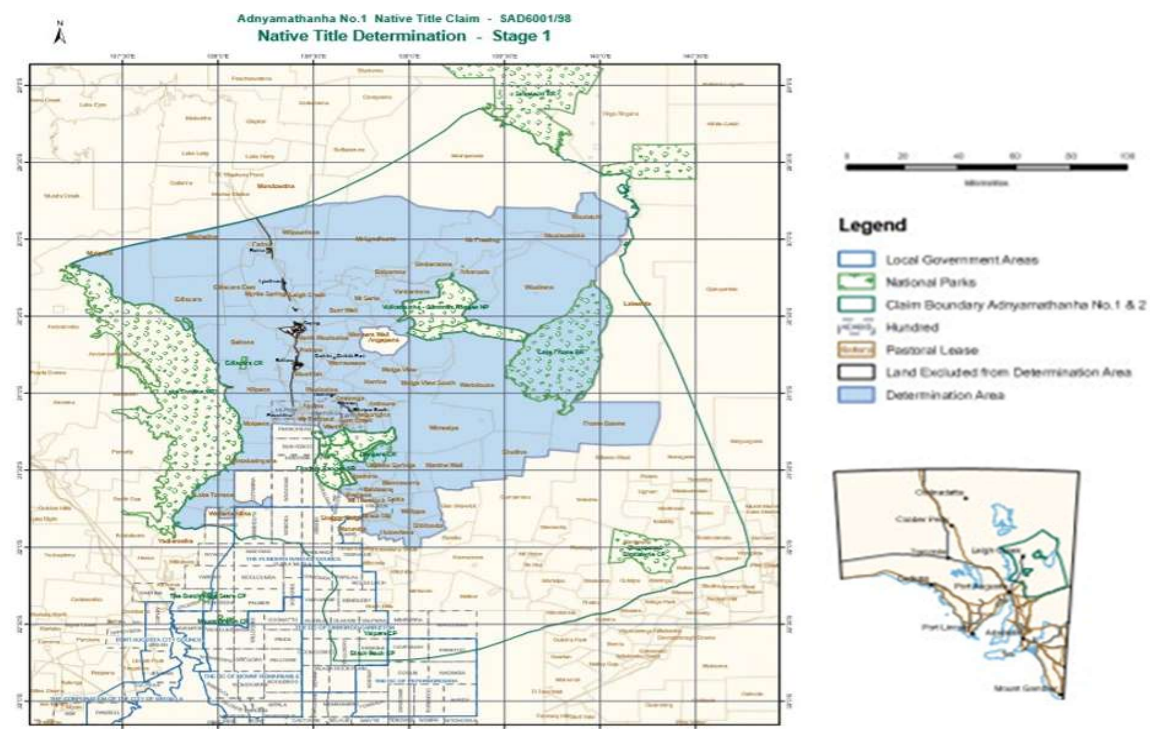
## ORGANISATION OVERVIEW

Adnyamathanha Traditional Lands Association (Aboriginal Corporation) Registered Native Title Body Corporate (ATLA) (under special administration) is the native title community organisation for the traditional custodians of Adnyamathanha country in the northern region of South Australia, covering a land mass of 41,000 square kilometres in and around the Flinders Ranges.

The Adnyamathanha are from the greater Flinders Ranges area, and the name Adnyamathanha means ‘Rock People’. According to one account this relates to the striking and unique rock formations in and around Vulkathunha – the Flinders and Gammon ranges. The Adnyamathanha live in places like Nepabunna, Wilpena Pound and Leigh Creek, as well as in towns and cities throughout South Australia including Port Augusta and Adelaide.

ATLA was registered on 12 February 2001, under the *CATSI Act 2006* with Indigenous Corporation Number 3743. As an Indigenous corporation, ATLA provides support and representation of the Adnyamathanha in all matters relating to land, culture, heritage and language, and also manages their native title rights and interests including national parks, Indigenous Land Use Agreements, mineral deposits which are subject to current mining operations under existing Native Title Mining Agreements (NTMAs), mining negotiations and future potential mining activities.

ATLA is currently under special administration (as of 26 March 2020), which was put in place to address concerns, strengthen governance and support the long-term sustainability of the organisation.



## KEY RELATIONSHIPS & STAKEHOLDERS

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

- Department of Energy and Mining (SA)
- Department of Environment and Water (SA)
- Environment Protection Authority (SA)
- Office of Northern Water Delivery (SA)
- Department for Infrastructure and Transport (SA)
- The Office of the Registrar of Indigenous Corporations (ORIC)
- G'Day Group at Wilpena Pound Resort
- Heathgate Resources and the Beverley Mine
- Moore Australia (SA) Pty Ltd

## ORGANISATION METRICS

<b>Annual Budget:</b>	ATLA has a forecast \$1-2M in income in FY2025-2026
<b>Organisation:</b>	ATLA is a small employer (<15 employees), currently with no employees
<b>Premises / Facilities:</b>	ATLA will operate from hosted offices in Adelaide (Moore Australia (SA) Pty Ltd)
<b>Membership:</b>	ATLA has approximately 980 members

## ORGANISATION STRUCTURE

### Accountability

The Business Manager will report to and be accountable to the Special Administrator during the special administration and post special administration to the ATLA Board of Directors, who themselves represent and are accountable to the ATLA membership.

### Organisation

There are no current employees with ATLA, however strong relationships are required to be maintained with specialist advisors delivering critical functions to the Corporation. The Business Manager position will liaise with the following roles:

- Anthropologist
- Accountants and book keeper (Moore Australia)
- Special Administrator

Additional roles have the potential to transition into the ATLA organisation with the successful awarding of grants, the transition of work associated with Moore Australia (SA) Pty Ltd or through further work with mining and exploration companies.

## SPECIAL ADMINISTRATION – March 2020

The Office of the Registrar of Indigenous Corporations (ORIC) placed the ATLA under special administration on 26 March 2020, 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.

As previously mentioned, due to ongoing court proceedings the ATLA special administration has been extended on several occasions.

During the period of special administration, ATLA does not have a board of directors. Instead, the Special Administrator appoints an advisory group to assist to make the decisions that would normally be made by the Board. This Corporation Advisory Group (and future Board) (the CAG) is a committee with a range of skills and qualifications including business and native title experience, to guide the management and decision making of ATLA.

This Business Manager recruitment process is part of the corporation reform program.

During the period of special administration, a Culture Heritage and Native Title Committee (CHANT) is also established. The purpose of the CHANT is to ensure connection between Adnyamathanha culture and the activity of the Corporation, by providing advice to the ATLA CAG and the Special Administrator on culture, heritage and Native Title.

The CHANT is an advisory body to the ATLA CAG. This primarily involves meetings, discussion and making timely recommendations to the ATLA CAG on Adnyamathanha heritage, culture, language and traditional Lore and on matters that may impact upon Native Title. The CHANT is not a decision-making body for ATLA corporate matters. The CHANT can be tasked by the ATLA CAG to provide advice on any matter and in turn, the CHANT can raise matters relating to culture, heritage and Native Title directly with the ATLA CAG.

The CAG and CHANT meet monthly, separately.

## POSITION DESCRIPTION – BUSINESS MANAGER

### PRIMARY OBJECTIVE

The Business Manager will report to the Special Administrator, providing corporation management on a day-to-day basis. The Business Manager will also stay across the commercial operations of the corporation including the development of existing and new commercial activities (for example, existing mining activities and new mining exploration), finance and resource management, organisational governance and compliance, community engagement, managing regulator relationships and strategic planning.

The Business Manager is also responsible for providing culturally respectful leadership that reflects the priorities of the Adnyamathanha community, including engaging with members, protecting the rights of common law holders, and ensuring decisions are transparent and community-driven. Typical activities includes holding general meetings with both members and the community, providing financial reports and information, responding to community requests, managing community payments, ATLA representation, and demonstrating transparency and accountability for decision making. Developing and maintaining strong relationships is key to building the corporation's success.

As ATLA operates as a community-owned and controlled Aboriginal Corporation, the Business Manager must ensure that sector regulatory and reporting standards are maintained.

ATLA values Aboriginal leadership and is committed to building long-term capacity. If the successful applicant is not a First Nations person, they will be expected to prioritise mentoring and developing Aboriginal staff to take on leadership roles within the organisation.

### KEY RESPONSIBILITIES

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

- Manage and account for the funds of the corporation, including securing Grant funding for community initiatives (e.g. with NIAA), managing gifts and donations, balancing bank accounts
- Prepare, attend and undertake regular reporting for the CAG including:

- Develop the agenda
- Report activities and follow-up actions
- Report the financial position (bookwork from Moore Australia (SA))
- Prepare the annual budget
- Prepare budget variance reports monthly
- Coordinate the CHANT including:
  - Manage conflict in meetings and across the community environment
  - Maintain minutes noting actions, decisions and ensuring timely follow up
- Report back to the CAG on CHANT activities, decisions, action and matters for noting
- System administration of BoardPro for the CAG and CHANT meeting documentation and follow up
- Manage and inform the community of ATLA business through regular communication channels and community meeting schedule and events, including but not limited to:
  - regular engagement with Elders
  - facebook and website updates
  - community meetings and visits to various locations
  - monthly distribution of a newsletter
- Prepare, coordinate and organise common law holders/community meetings to facilitate discussion and decision making, typically held in three (3) locations on country, including liaison with service providers, administrative and professional support
- Manage the process for, discussions, negotiations, relationships and workshops as required with stakeholders for matters on Adnyamathanha country, such as:
  - Native Title Land Use agreements
  - Native Title Mining agreements
  - Engagement agreements
  - World Heritage listing of National Parks
  - Adnyamathanha Conservation Project
  - Barngarla overlap Native Title Tribunal mediation meeting
- Meet and maintain strong relationships with Elders, ATLA members, community groups, arbitrators, other Aboriginal corporations
- Work with the Anthropologist (consultant) for Cultural Heritage Surveys and heritage coordination work, ensuring the attendance of ATLA members and the administration relating to members participation in the process, such as attendance payments
- Work with proponents requiring Cultural Heritage Surveys, communicating how the survey will be approached and to ensure compliance with Work Area Clearance Agreements
- Management of various aspects of ongoing projects including organising workshops
- Address and coordinate arbitration matters in the National Native Title Tribunal regarding land rights
- Manage ATLA rental properties and their maintenance, monitoring rental payments and payments in arrears, and vacancies. Rental properties are located Hawker (2 properties) and Lee Creek (6 properties)
- Manage CAG director nominations, elections, CHANT nominations and the nomination of new members and associated administration (email and telephone)

## CULTURAL AND COMMUNITY AWARENESS

ATLA is a Traditional Owner organisation and is owned and controlled by the Adnyamathanha. As the leader

of an Aboriginal community-controlled organisation, the Business Manager must exemplify and promote the role of the corporation as the representative body for the Adnyamathanha, country, lands and waterways, places, traditional cultural practices and stories.

The Business Manager is expected to work in partnership with Adnyamathanha cultural leaders and community members, ensuring that all work is guided by cultural knowledge, community priorities, and local protocols.

It is also essential the Business Manager recognises the importance of the corporation's significant role as an employer, community partner in employment and career development opportunity for its Aboriginal community.

### **CRITICAL SUCCESS INDICATORS**

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

- build and maintain the trust, confidence and support of the CAG 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 ongoing performance and financial reporting to meet regulatory, statutory and funding obligations.

### **CODE OF CONDUCT**

The Business Manager is required to operate and respect the ATLA Code of Conduct when representing ATLA or at ATLA meetings, including:

1. Abide by the philosophy of ATLA
2. Observe all the rules of ATLA including those specified in the constitution and any others determined by the Board
3. Respect the dignity and culture, values and beliefs of all individuals.
4. Represent ATLA in a positive way
5. Not discuss confidential issues of ATLA with people outside the organisation, regard all information provided to them by others as confidential and never disclose personal information to other members where it is deemed unnecessary
6. Not take illegal drugs or consume alcohol when working for ATLA or at meetings or on ATLA premises or at locations where ATLA Meetings are being held
7. Not accept gifts or purchase any items contrary to normally acceptable behaviour
8. Follow any grievance procedures set down by the Board to try to resolve any conflicts with other members of ATLA
9. Not harass in any form other board members, staff or members of ATLA
10. Not abuse, physically or verbally, consumers, other staff or members of ATLA
11. Not alienate other board members, staff or community members from their families



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12. Treat all people, board members or members of the community with courtesy, respect and consideration, act on complaints and provide services to the best of their ability.

## CANDIDATE REQUIREMENTS

### SKILLS AND EXPERIENCE

ATLA seeks candidates with the following skills and experience for the role of Business Manager:

- Experience as a manager in community and/or government services, ideally with knowledge and understanding of First Nations culture and heritage matters.
- Success in relationship management within Community and with government agencies, service regulators, peak bodies, strategic partners and other community bodies.
- Commercial, operations management, planning, budgeting and financial reporting skills.
- Strategic approach with the vision to build capacity as a Traditional Owner organisation.
- Understanding of the role of the Board, staff and stakeholders in the operation of an organisation.
- Proven stakeholder engagement, relationship building and communication skills; and
- Tertiary qualifications in professional business, finance or community services disciplines, or equivalent management experience.

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

This is a unique opportunity to support the Adnyamathanha people in caring for Country, culture, and community. We encourage applications from those who are committed to working respectfully and collaboratively with Aboriginal communities.

### POSITION LOCATION

The Business Manager will be based in offices in Adelaide. Travel on corporation business will be required.

### REMUNERATION

The position will be remunerated at \$150,000 per annum, inclusive of statutory superannuation (12% from 1 July 2025).

### ESSENTIAL EMPLOYMENT REQUIREMENTS

On appointment, the Business Manager will require the relevant Probity checks including but not limited to:

- Identity verification
- Working with Children Check
- National Police Certificate Clearance Check
- Current Driver License
- Professional background reference checks

## RECRUITMENT & ASSESSMENT

### RECRUITMENT METHODOLOGY



- Recruitment for this position will be through open selection. All applications will receive an acknowledgement response.
- Applications will be invited through job advertisements placed with online recruitment sites, on the ATLA website, on ORIC's web site, relevant recruitment websites 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 an ATLA selection panel interview.
- ATLA selection panel interviews will take place in Adelaide, at hosted offices; and
- Unsuccessful applicants will be advised in a timely manner throughout the recruitment process.

## SELECTION PROCESS

Applications to the role of Business Manager 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 management experience in community and/or government services, ideally with knowledge and understanding of First Nations 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 supporting the development of strategic and operations plans targeting actions to achieve desired outcomes and KPIs.
5. Understanding of the role of the Board, management, staff and stakeholder partners in the leadership, management and operation of an organisation.
6. Demonstrated experience in managing strong relationships with stakeholders across and integral to the Corporation including Elders, community and commercial partners, members, contractors and consultants; and
7. Tertiary qualifications in professional business, finance or community services disciplines.

## REFERENCE CHECKS

The appointment of the Business Manager will be subject to satisfactory reference checking and relevant probity checks.

Reference checking will be carried out on 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.