

SHIRE OF COCOS (KEELING) ISLANDS

APPLICATION PACKAGE

MANAGER INFRASTRUCTURE

Senior Officer Contract | 3–5 Years (Negotiable)

Working together to advance our Islands.

Service | Accountability | Support | Respect | Integrity | Achievement

TABLE OF CONTENTS

1. Background Information
2. About the Position
3. Remuneration and Benefits
4. The Recruitment Process
5. Selection Criteria
6. How to Apply
7. Appendix I – Applicant Declaration
8. Appendix II – Position Description

1. BACKGROUND INFORMATION

About the Cocos (Keeling) Islands

The Cocos (Keeling) Islands are an Australian Territory located in the Indian Ocean at approximately 12°10' South and 96°50' East. The Islands are approximately 2,768 km north-west of Perth, 900 km south-south-west of Christmas Island and approximately 1,000 km south-west of Java and Sumatra.

The southern atoll comprises approximately 14 square kilometres of land, with the highest point being approximately 9 metres above sea level on South Island.

The two inhabited islands are:

Home Island – home to the Cocos Malay community and the Shire administration, with a population of approximately 466.

West Island – home to the airport, Australian Government offices and many contracted and government employees, with a population of approximately 141.

North Keeling Island, approximately 27 km to the north, is a protected World Heritage Reserve managed by Parks Australia.

The Islands experience a sub-tropical climate, with warm temperatures year-round, high humidity and seasonal cyclone conditions. Access is primarily by air services to Perth and Christmas Island, generally operating twice weekly, with additional services during peak periods.

The Cocos Malay community speaks Cocos Malay, with English as a second language. The Islands have a rich cultural heritage and a strong sense of community identity.

History of the Shire

On 1 July 1992, the Territories Law Reform Act came into effect, applying Western Australian laws to the Cocos (Keeling) Islands.

The Local Government (Transition) Ordinance 1992 established the Shire of Cocos (Keeling) Islands, absorbing its predecessor, the Cocos (Keeling) Islands Council. Through the Applied Laws (Implementation) Ordinance 1992, the Local Government Act 1995 (WA) (CKI) became the legal framework for the Shire.

The Shire is required to operate as a Western Australian local government, subject to the applicable laws of Western Australia. The Shire inherited the assets, liabilities, rights and obligations of the former Council and the municipality is not divided into wards.

Strategic Community Plan

The Shire's Strategic Community Plan provides the long-term vision, aspirations and objectives of the Cocos (Keeling) Islands community and guides the Shire's strategic direction and service delivery.

The Strategic Community Plan provides a framework through to **2037**.

Further information is available on the Shire website.

2. ABOUT THE POSITION

Position Title

Manager Infrastructure

Reports To

Chief Executive Officer

Employment Conditions

Senior Officer Contract – 3–5 years (negotiable)

Primary Objective

To lead and manage the Shire's infrastructure and outdoor operations functions, ensuring the safe, effective and reliable delivery of essential services and works across the Cocos (Keeling) Islands.

The Manager Infrastructure is responsible for operational leadership, service planning, infrastructure maintenance and capital works delivery, while providing high-quality professional advice to the Chief Executive Officer and supporting the achievement of the Shire's strategic objectives.

Key Responsibilities

Reporting to the Chief Executive Officer, the Manager Infrastructure will:

- Lead the Infrastructure and Outdoor Operations workforce and foster a strong safety and performance culture;
- Plan, coordinate and oversee planned maintenance and operational service continuity across Shire assets and facilities;

- Plan and deliver the Shire's capital works program, including procurement, contract management and budget oversight;
- Provide leadership and oversight across roads, drainage, waste services, buildings and facilities, plant and fleet, and marine and foreshore infrastructure;
- Manage operational resources, contractors and service providers to achieve quality outcomes and value for money;
- Support effective asset management, maintenance planning and infrastructure risk management;
- Maintain strong relationships with staff, contractors, government agencies, community stakeholders and service providers;
- Contribute to organisational planning, continuous improvement and corporate decision-making;
- Provide professional and practical advice to the Chief Executive Officer and Council on infrastructure and operational matters; and
- From time to time, act as Chief Executive Officer during approved periods of leave or absence, in accordance with Council delegations and authorised arrangements.

The Person

This role will suit a leader who is practical, calm under pressure, adaptable and committed to delivering reliable services to the community.

The successful applicant will be able to balance hands-on operational leadership with strong planning, compliance, financial management and organisational leadership.

Working effectively in the Cocos (Keeling) Islands requires resilience, sound judgement, initiative and an ability to work constructively within a remote environment where resources, logistics and specialist services may be limited.

Key Capabilities

- Proven leadership of multi-skilled outdoor operations and infrastructure teams;
- Strong understanding of infrastructure service delivery and maintenance programs;
- Demonstrated experience delivering capital works and managing contractors and procurement;
- Sound financial and resource management skills, including budgeting and reporting;
- Strong written and verbal communication skills;
- Demonstrated ability to engage effectively with community and stakeholders;
- A proactive approach to safety, risk management and operational resilience; and
- The ability to prioritise and make sound decisions in a remote and resource-constrained environment.

Personal Attributes

The successful applicant will be:

- Collaborative, respectful and community-minded;
- Solutions-focused, adaptable and organised;
- Professional, approachable and able to build trust with staff and community stakeholders;
- Resilient and comfortable working in a remote environment;
- Committed to continuous improvement and developing team capability; and
- Prepared to take a practical, hands-on approach when required.

3. REMUNERATION AND BENEFITS

This position is offered on a three to five year contract, with remuneration negotiated based on the skills, qualifications, experience and capabilities of the preferred applicant.

The remuneration and benefits package may include:

- Base salary up to \$140,000 per annum, commensurate with skills and experience;
- Superannuation, including the option of additional Shire matching superannuation contributions up to applicable policy limits;
- District Allowance of \$15,000 per annum;
- Motor vehicle with private use, including associated operating costs, subject to policy;
- Subsidised housing, including utilities and phone/internet allowance, subject to policy;
- Five weeks annual leave;
- Professional membership/subscription support of up to \$1,500 per annum, subject to policy;
- Professional development support;
- Return airfares in economy class of up to two return trips per annum for the employee and approved partner/dependants, subject to policy; and
- Relocation assistance, subject to applicable policy.

The final remuneration and employment conditions will be confirmed in the employment contract.

4. THE RECRUITMENT PROCESS

Advertising

The position may be promoted through a combination of:

- Shire website and noticeboards;
- Shire social media and local publications;
- SEEK, LOGO Appointments; and The Australian Local Government Job Directory and professional recruitment platforms.

Enquiries

For further information about the position, please contact:

Lanif Yakin

Human Resources Officer

Phone: (08) 9162 6649

Email: lanif.yakin@cocos.wa.gov.au

Shortlisting and Interviews

Applications will be assessed against the selection criteria and the requirements of the position.

Interviews may be conducted:

- Online via Microsoft Teams; and/or
- In person, including in the Perth metropolitan area, if required.

Applications may be assessed as they are received. The Shire reserves the right to commence interviews before the closing date and time and may appoint a suitable candidate prior to the advertised closing date.

Preferred Applicant

The preferred applicant will be required to:

- Provide evidence of qualifications, licences and other credentials relevant to the position;
- Provide a current National Police Clearance issued no earlier than three months prior to commencement;
- Successfully complete a pre-employment medical assessment, including drug and alcohol testing, organised and funded by the Shire;

- Participate in referee checks, subject to the applicant's approval before referees are contacted; and
- Satisfy any other reasonable pre-employment requirements applicable to the position.

At the Shire's discretion, a familiarisation visit to the Cocos (Keeling) Islands may be offered to the preferred applicant prior to finalising an offer of employment.

5. SELECTION CRITERIA

Applicants are encouraged to address each of the following criteria in their cover letter, supported by relevant examples.

Essential

1. Remote Environment

Demonstrated capacity to live and work effectively within an extremely remote community, including an understanding of the personal, professional and operational demands associated with geographic isolation, limited services and close-knit communities.

2. Infrastructure and Remote Operations

Demonstrated experience managing infrastructure and outdoor operations in an extremely remote and resource-constrained environment, including logistics planning, freight coordination, contingency planning and working with limited plant, materials and specialist contractors.

3. Roads, Drainage and Waste

Strong practical knowledge and experience in road construction and maintenance, drainage design and construction, and waste management operations.

4. Buildings and Facilities

Demonstrated building and facilities maintenance or construction experience within an operational environment.

6. Project, Contract and Budget Management

Demonstrated experience in project management, contractor management, procurement and financial/budget management.

7. Safety and Risk

Sound understanding of workplace health and safety requirements, risk management and operational resilience.

8. Communication

Well-developed written and verbal communication skills, including the ability to communicate effectively with staff, contractors, stakeholders and community members.

9. Driver's Licence

Current Western Australian 'C' Class Driver's Licence.

Desirable

- Tertiary qualification in civil engineering, construction management, asset management, project management or a related discipline;
- Experience working in local government;
- Experience with asset management systems and maintenance scheduling;
- Knowledge of coastal, marine and island infrastructure challenges; and
- Experience acting in, or performing the functions of, a senior executive or organisational leadership role.

6. HOW TO APPLY

Application Requirements

Your application must include:

1. Cover Letter – maximum two pages

Your cover letter should outline your interest in the position and address the selection criteria, supported by relevant examples.

2. Current Resume

Your resume should detail your employment history, relevant experience, qualifications, licences and professional achievements.

3. Applicant Declaration

A signed copy of **Appendix I – Applicant Declaration** must be included.

Applicants are encouraged to keep supporting documentation concise. Copies of supporting documents should be submitted. Original documents may be requested at a later stage of the recruitment process.

Referees

Please provide the contact details of **two referees**, including at least one current or recent supervisor who can comment on your work performance and suitability for this position.

Referees will only be contacted with the applicant's approval.

Lodgement

Applications should be addressed to:

Lanif Yakin

Human Resources Officer

Shire of Cocos (Keeling) Islands

Applications should be submitted by email to:

lanif.yakin@cocos.wa.gov.au

Closing Date and Time

Monday, 14 September 2026 at 4:00pm WST

Early applications are encouraged.

The Shire reserves the right to close the recruitment process early and appoint at any time should a suitable candidate be identified.

Late Applications

Late applications may not be accepted.

Equal Opportunity

The Shire of Cocos (Keeling) Islands is an Equal Employment Opportunity Employer and is committed to a fair, transparent and merit-based recruitment process.

Further Information

Further information about the Shire of Cocos (Keeling) Islands is available at:

www.shire.cc

APPENDIX I – APPLICANT DECLARATION

It is a requirement that applicants for the position of Manager Infrastructure complete and sign this declaration.

I declare that, to the best of my knowledge, all information provided in my application and supporting documentation is true and accurate in all material respects.

I acknowledge that I am responsible for notifying the Shire of Cocos (Keeling) Islands if any information provided in my application subsequently becomes inaccurate or misleading.

I understand that the Shire reserves the right to verify information provided in my application, including qualifications, licences, employment history and other relevant information. I acknowledge that materially false or misleading information may result in my application being rejected or, if discovered after appointment, may result in further action in accordance with the terms of employment.

I authorise the Shire of Cocos (Keeling) Islands, or an authorised representative acting on its behalf, to undertake reasonable background checks for the purpose of verifying information provided in my application and assessing my suitability for the position.

I understand that information obtained during the recruitment process will be handled confidentially and used for recruitment and employment purposes in accordance with applicable requirements.

APPLICANT DETAILS

Full Name: _____

Signature: _____

Date: ____ / ____ / ____

APPENDIX II – POSITION DESCRIPTION

Manager Infrastructure

The Position Description forms part of this Application Package and provides further detail regarding the duties, responsibilities, reporting relationships, capabilities and employment requirements of the position.

SHIRE OF COCOS (KEELING) ISLANDS

Home Island Office

Lot 256 Jalan Melati
Home Island WA 6799
Phone: (08) 9162 6649

West Island Administration Office

Office 5, Administration Building
West Island WA 6799
Phone: (08) 9162 6740

Postal Address

PO Box 1094
Cocos (Keeling) Islands WA 6799

www.shire.cc