

Application Package

Manager Infrastructure



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Working together to advance our Islands.

**Service
Accountability
Support
Respect
Integrity
Achievement**

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 lie 2,768 km north-west of Perth, approximately 900 km south-south west of Christmas Island, and around 1,000 km south-west of Java and Sumatra.

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

The two inhabited islands are:

- Home Island – home to the Cocos Malay community and the Shire office (population approx. 466)
- West Island – location of the airport, government offices and most contracted/government employees (population approx. 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 flights during peak periods.

The Cocos Malay community speaks Cocos Malay, with English as a second language, and the Islands have a rich cultural heritage that contributes to the strong community identity of the Territory.

Background Information

History of Council

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 charter for the Shire.

The Shire is required to operate as if it were a Western Australian local government, subject to the applicable laws of that State in respect of its operations. 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 Strategic Community Plan of the Shire of Cocos (Keeling) Islands outlines the vision, aspirations and objectives of the community, until 2037.

The Plan can be found on the shire website: www.shire.cc

About the Position

Position Title

Manager Infrastructure

Reporting To

Chief Executive Officer

Employment Conditions

Senior Officer Contract – 3 to 5 years (negotiable)

Primary Objective

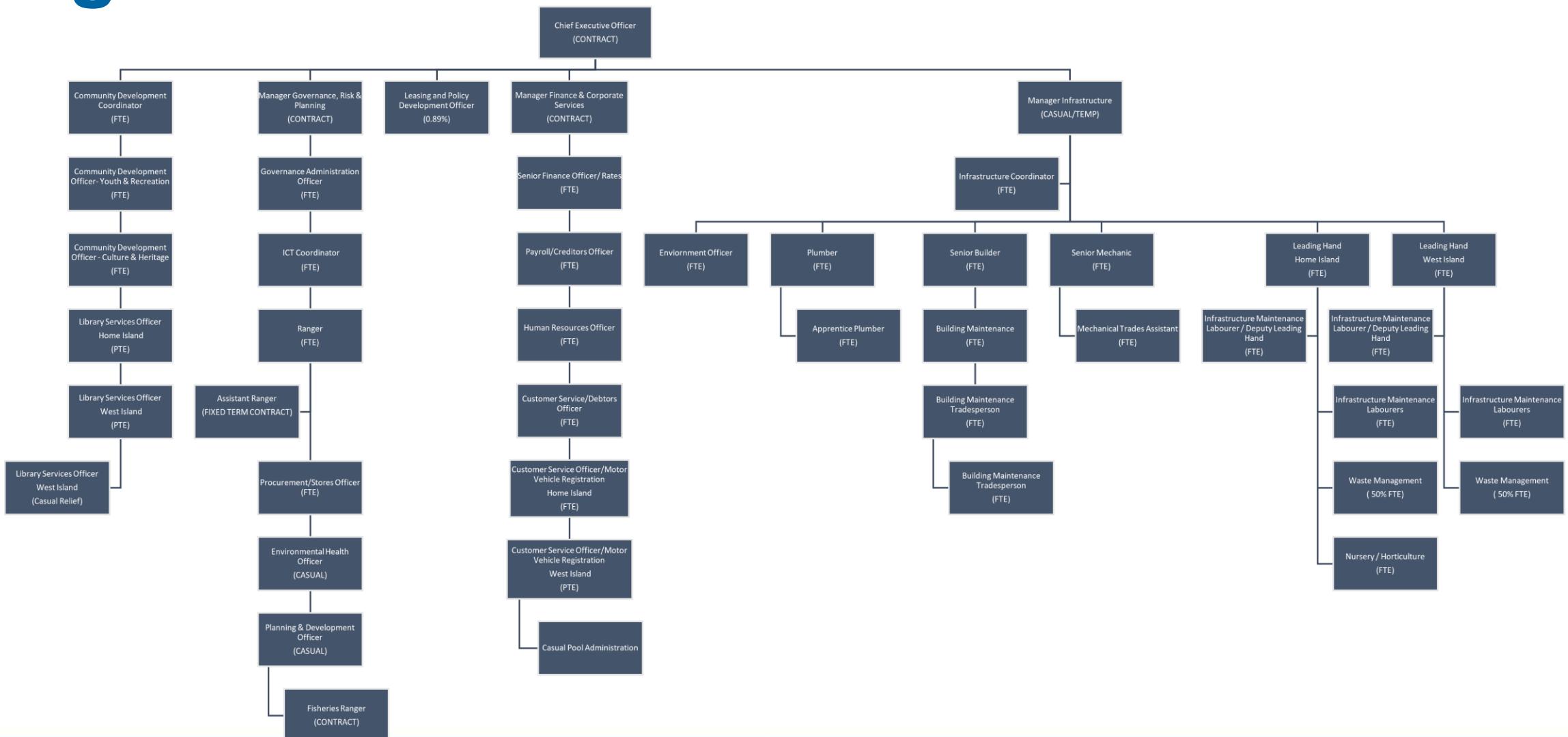
To lead and manage the Shire's infrastructure and outdoor operations functions, ensuring the safe and effective delivery of essential services and works across the Cocos (Keeling) Islands. The role is responsible for service planning, operational leadership and capital delivery, and provides high-quality professional advice to the Chief Executive Officer.

Key Focus Areas

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

- Lead the Infrastructure and Outdoor Operations workforce and build a strong safety culture;
- Deliver planned maintenance and operational service continuity across Shire assets and facilities;
- Plan and deliver the capital works program, including procurement, contract management and budget oversight;
- Provide oversight of roads, drainage, waste services, buildings and facilities, plant and fleet, and marine/foreshore infrastructure;
- Maintain strong stakeholder relationships and contribute to organisational planning and improvement;
- From time to time, the role may be required to act as Chief Executive Officer during approved leave or absence, in line with Council delegations.

Organisation Structure



About the Position

The Person

This role will suit a leader who is practical, calm under pressure and committed to delivering reliable services for the community. The Shire is seeking a person who can balance hands-on operational leadership with strong planning, compliance and organisational leadership.

Key Capabilities

- Proven leadership of multi-skilled outdoor operations and infrastructure teams;
- Strong understanding of core infrastructure service delivery and maintenance programs;
- Demonstrated experience delivering capital works, managing contractors and procurement;
- Sound financial and resource management skills, including budgeting and reporting;
- Strong communication skills, including community engagement and stakeholder management;
- A proactive approach to safety, risk management and operational resilience.

Personal Attributes

- Collaborative, respectful and community-minded;
- Solutions-focused, adaptable and organised;
- Professional, approachable and able to build trust with staff and community stakeholders;
- Committed to continuous improvement and developing team capability.

Total Remuneration Package

This position is offered on a three to five year contract, with remuneration negotiated based on the skills, abilities and experience the preferred applicant brings to the role.

The Package includes:

- 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 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 (5) weeks annual leave;
- Professional membership/subscription support (up to \$1,500 per year, subject to policy);
- Professional development support;
- Return airfares (economy class) – up to two (2) return trips per annum for the employee and approved partner/dependants (non-business related, subject to policy);
- Relocation assistance (subject to policy).

The Recruitment Process

Advertising

The position may be promoted through a combination of:

- The Shire website and noticeboards
- Shire social media and local publications
- SEEK and local government recruitment platforms

Enquiries

For further information about the role, please contact:

Lanif Yakin

Human Resources Officer

Phone: (08) 9162 6649

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

The Recruitment Process cont...

Shortlisting and interviews

Applications will be shortlisted based on demonstrated alignment to the selection criteria. Interviews may be conducted:

- Online via Microsoft Teams; and/or
- In person (e.g., Perth metropolitan area), if required.

Applications may be assessed as they are received. The Shire reserves the right to commence interviews prior to the closing date and time.

Preferred Applicant

The preferred applicant will be required to:

- Provide evidence of qualifications and relevant licences;
- Provide a current National Police Clearance (issued no earlier than 3 months prior);
- Successfully complete a pre-employment medical, including drug and alcohol testing (organised and funded by the Shire);
- Participate in referee checks (subject to the applicant's approval prior to contact);
- A familiarisation visit to the Cocos (Keeling) Islands may be offered prior to finalising an offer of employment.

Selection Criteria

Applicants are encouraged to address the following selection criteria in their cover letter (supported by examples):

Essential

- 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.
- 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.
- Strong practical knowledge of road construction and maintenance, drainage design and construction, and waste management operations.
- Demonstrated building and facilities maintenance or construction experience within an operational setting.
- Proven experience leading and managing outdoor operational teams.
- Demonstrated experience in contractor, project and budget management.
- Sound understanding of workplace health and safety requirements and risk management.
- Well-developed written and verbal communication skills.
- Current Western Australian 'C' Class Driver's Licence.

Desirable

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

How to Apply

Application Requirements

Your application must include:

1. Cover letter (maximum 2 pages) outlining your interest in the role and addressing the selection criteria
2. Current resume detailing your skills, qualifications and employment history
3. A signed copy of Appendix I – Declaration

Applicants are encouraged to keep supporting documentation concise. Copies only should be submitted (originals may be requested later).

Referees

Please provide the contact details for two referees, including at least one current or recent supervisor who can comment on your work performance relevant to this role.

Lodgement

Please address your application to the Human Resources Officer and submit by email to:

Lanif Yakin – Human Resources Officer

lanif.yakin@cocos.wa.gov.au

Closing Date & Time

Applications close: **Friday, 30 January 2026 at 12:00pm WST.**

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

How to Apply cont...

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 and transparent recruitment process.

Further information

Further information on the Shire of Cocos (Keeling) Islands can be found at www.shire.cc

Appendix I - Declaration

It is a requirement of applicants applying for the Shire of Cocos (Keeling) Islands' Manager Infrastructure position to complete the following declaration:

To the best of my knowledge, all information contained in this application and the supporting documentation is true and accurate in every material respect. I acknowledge that it is my responsibility to inform the Shire of Cocos (Keeling) Islands, or its appointed agent, should there be any change in the truth, accuracy or materiality of this information after it has been provided for the purpose of this application. I understand that the Shire of Cocos (Keeling) Islands 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.

I understand any information obtained by the Shire of Cocos (Keeling) Islands during any background checks will only be used for the purpose of verifying information contained in the application and determining my 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 successful applicant. I authorise the Shire of Cocos (Keeling) Islands, or its appointed agent, to make whatever background checks are considered necessary or appropriate 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.

Full Name: _____

Signature: _____

Dated: / /



Home Island Office

 Lot 256 Jalan Melati, Home Island
 (618) 9162 6649

West Island Administration Office

 Office 5, Administration Building, West Island
 (618) 9162 6740

 PO Box 1094, Cocos (Keeling) Islands, WA 6799

 Shire of Cocos Keeling Islands