



MAJU PULU KITA | ADVANCE OUR ISLANDS

## Position Description

Position	<b>Manager Infrastructure</b>
Section	<b>Office of the CEO</b>
Award / Agreement	<b>Negotiated</b>
Classification (Level)	<b>Contract</b>
Term of Employment	<b>Fixed Term – 3 to 5 years</b>
Location	<b>Home Island / West Island (as required)</b>
Reports to	<b>Chief Executive Officer</b>
Number of Direct Reports	<b>1-7</b>

### The Shire of Cocos (Keeling) Islands

The Cocos (Keeling) Islands incorporate 27 low lying islands forming 2 coral atolls located in the Indian Ocean 2,768km north-west of Perth. The Shire delivers a wide range of services and facilities to the community, including:

Governance	Community Amenities
General Purpose Funding	Recreation & Culture
Law, Order and Public Safety	Transport
Health	Economic Services
Education & Welfare	Other Property & Services
Housing	

### Vision & Values

**MAJU PULU KITA | ADVANCE OUR ISLANDS**

**SERVICE.** Provide the best service we can. We serve the community and each other.

**ACCOUNTABILITY.** We take responsibility for our own actions. We do what we say we will do. Mistakes are an opportunity to learn.

**SUPPORT.** We support our team and our community. Look for opportunities to help each other.

**RESPECT.** We respect and value others. Our interactions are always respectful towards others.

**INTEGRITY.** We will be honest and transparent with all our dealings. Maintain confidentiality. Trust each other.

**ACHIEVEMENT.** Being Proactive and enabling the outcomes. Be creative and think outside the square.



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## **Position Objective**

To lead, plan and manage the Shire's infrastructure and outdoor operations functions to ensure the effective delivery of general operations, waste management, roads and drainage design, maintenance and construction, and building and asset maintenance services.

The role is responsible for ensuring infrastructure assets are planned, delivered and maintained to agreed service levels in an extremely remote island environment, requiring a high degree of operational resilience, logistics planning and adaptability. The position provides strong leadership to the outdoor operations workforce and delivers high-quality professional advice to the Chief Executive Officer.

The role may be required to act in the position of Chief Executive Officer during periods of approved leave or absence, in accordance with Council resolution, delegation and statutory requirements.

## **Primary Responsibilities**

1. Demonstrate a commitment to and advancement of the Shire's:

Vision: Working together to advance our Islands; and

Values:

### **Service**

Provide the best service we can. We serve the community and each other.

### **Accountability**

We take responsibility for our own actions. We do what we say we will do.  
Mistakes are an opportunity to learn.

### **Respect**

We respect and value others. Our interactions are always respectful towards others.

### **Support**

We support our team and our community. Look for opportunities to help each other.



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### Integrity

We will be honest and transparent with all our dealings. Maintain confidentiality. Trust each other.

### Achievement

Being proactive and enabling the outcomes. Be creative and think outside the square.

## Key Accountabilities

### 1. Leadership and Management

- Lead and manage the Infrastructure and Outdoor Operations Team, fostering a safe, productive and respectful workplace culture aligned with the Shire's values.
- Provide clear direction, performance management and professional development for staff, with a strong focus on multi-skilling in a remote context.
- Ensure effective workforce planning, succession planning and contractor utilisation to maintain service continuity.
- Champion workplace health and safety, wellbeing and environmental responsibility across all outdoor operations.
- Where appointed as Acting Chief Executive Officer, provide whole-of-organisation leadership, ensure continuity of governance and operations, and exercise delegated authority in accordance with Council policy and legislation.

### 2. Infrastructure Operations

- Manage the delivery of the Shire's infrastructure and outdoor services, including:
- General outdoor operations and depot activities.
- Public open space and facility management, maintenance and renewal on Home Island, West Island and Direction Island.
- Waste management services, including operation and management of waste transfer stations on Home Island and West Island, recycling arrangements, disposal logistics and contractor oversight.
- Road construction, maintenance and renewal, including unsealed and sealed pavements.
- Drainage investigation, design, construction and maintenance, including stormwater systems.



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- Building and facility maintenance, minor capital works and construction activities, including management of a residential housing stock of approximately one hundred dwellings.
- Plant, fleet and equipment management, including maintenance schedules and replacement planning.

### **3. Roads, Drainage and Technical Services**

- Oversee road and drainage design, survey, set-out and construction activities to appropriate Australian and Main Roads WA standards.
- Prepare and/or review technical designs, drawings, specifications and scopes of work.
- Ensure drainage and road solutions are appropriate for local conditions, including coastal, low-lying and cyclone-prone environments.
- Provide technical advice on asset condition, renewals, upgrades and risk mitigation.

### **4. Asset and Works Program Management**

- Develop, implement and review asset management plans, annual works programs, maintenance programs and capital works programs, incorporating whole-of-life asset management principles, lifecycle costings and asset renewal prioritisation.
- Plan and deliver operational and capital works projects within agreed timeframes, budgets and quality standards, taking into account lifecycle costs, long-term sustainability, freight lead times and limited local resourcing.
- Apply sound project management practices, including risk, cost, scope and contractor management.
- Monitor asset performance and service levels and recommend continuous improvement initiatives.

### **5. Financial and Contract Management**

- Prepare and manage operational and capital budgets for infrastructure and outdoor operations, including delivery of annual works programs aligned with adopted asset management plans.
- Provide informed inputs into the Shire's Long-Term Financial Plan, ensuring alignment between service levels, asset condition and financial capacity.
- Ensure works programs are delivered within budget and represent value for money.



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- Manage procurement, tenders and contracts in accordance with the Local Government Act 1995 and Shire policies.
- Monitor contractor performance and compliance with safety, environmental and contractual requirements.

## 6. Governance, Risk and Compliance

- Ensure compliance with all relevant legislation, standards, policies and procedures, including workplace health and safety and environmental requirements.
- Identify, assess and manage operational risks and contribute to the Shire's risk management framework.
- Prepare reports and provide professional advice to the Chief Executive Officer, and where acting, to Council, on infrastructure, asset and operational matters.
- Respond to community enquiries and complaints relating to infrastructure and outdoor operations in a timely and professional manner.

### Selection Criteria

#### 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.



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## 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.

## Organisational Relationships

Reports to	Chief Executive Officer
Supervises	Infrastructure Coordinator, Leading Hands, Senior Staff and Officers
Internal stakeholders relationships	/ Senior Management and Shire Staff
External stakeholders relationships	/ Community Members and Stakeholders

## Accountability and Extent of Authority

- Minimal Degree of supervision
- Executive Level Degree of authority (autonomy)
- Work activities are governed by The Local Government Act (WA)(CKI)1995, local laws and council policies and procedures, including but not limited to:
  - *Equal Opportunity Act 1984*
  - Delegation Register
  - Code of Conduct (including Confidentiality & Privacy)
  - Customer Service Charter
  - Drug & Alcohol Policy
  - Occupational Safety & Health Policy

## Occupational Health & Safety

- Follow safe work practices, procedures, instructions and rules at all times.
- Perform all duties in a manner that ensures personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure compliance with the provisions of the *Occupational Health and Safety Act 1984* and the *Occupational Safety and Health Regulations 1996* at all times.



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### **Mangers/Supervisors Duties**

Managers and supervisors, who are responsible for supervision of one or more persons, have general duties under the occupational safety and health legislation to ensure the safety of other at the workplace. The role and responsibilities of management is to:

- Provide and maintain workplaces, plant and systems of work such that, so far as is practicable, the employees are not exposed to hazards;
- Provide such information, instruction and training to and supervision of the employee as is necessary to enable them to perform their work in such a manner that they are not exposed to hazards;
- Effectively communicate with regards to the OSH management system;
- Apply OSH, relevant legislation and best practice as applicable;
- Implement components of the OSH management systems as applicable to work area;
- Consult with the area Safety Representative and the Health,

Safety and Injury Management Coordinator on OSH issues;

- Implement hazard identification, risk assessment and control; and
- Implement incident investigation, reporting and record keeping.

### **Risk Management**

- Ensure Council's Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times
- Minimise damage or loss of property in your control and report any damage, loss or exposures observed.

### **Variations to Conditions of Employment**

- The conditions of employment, your duties and your location may be varied by Shire during the term of your employment.
- The Terms and Conditions of this Position Description are to be read in conjunction with the addendum attached to this document.

### **Acknowledgement**

I have read and understood the contents of this position description and understand:

1. This position description is designed to describe the core functions and outputs of the role and not intended as an exhaustive list of responsibilities.
2. I may be required to perform other duties, which could be reasonably asked of a person in this position, as designated by my Supervisor and / or Manager.
3. The position is subject to change based on adjustments to the Shire's processes, practices, policies and / or organisational structure.



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4. I am expected to embrace skill & knowledge development and adopt a positive and progressive approach to my position and work.

Employee Name \_\_\_\_\_

Employee \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Authorised By*

Name \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_