

Town Crew Team Member

Position Description



Position type	Town Crew Officer
Position classification	Municipal Employees (Western Australia) Award 2021
Remuneration level	Casual, part-time and full time opportunities may be available for the right person
Primary work location	Halls Creek Shire Depot
Reports to	Town Crew Supervisor
Department	Infrastructure Services
Date last reviewed	31 December 2025

About the Shire of Halls Creek

Located in the Kimberley region of Western Australia, the Shire of Halls Creek (Shire) is one of Australia's iconic outback areas with a unique cultural and heritage environment.

The Shire covers 142,908 square kilometres of the Kimberley and is approximately 2,850 kilometres to the north east of Perth and 362 kilometres south of Kununurra. The Northern Territory forms the eastern boundary of the Shire with the Shire of Wyndham-East Kimberley to the north, the Shire of Derby-West Kimberley to the west and the Shire of East Pilbara to the south and west.

The remote communities of Balgo (Wirrimanu), Billiluna (Mindibungu), Mulan, Ringer Soak (Kundat Djaru), Warmun (Turkey Creek) and Yiyili are an integral part of the Shire with around 3,000 people residing outside of the Halls Creek town site. Throughout the Shire there are also a number of smaller communities.

The Shire is connected by 391 kilometres of sealed roads and 1,449 kilometres of unsealed roads requiring extensive maintenance work due to seasonal flooding.

Our operating environment

The Shire operates within a broad legislative framework that includes but is not limited to:

- *Disability Services Act 1993 (WA)*
- *Fair Trading Act 2010 (WA)*
- *Fair Work Act 2009 (Cth) and Fair Work Regulations 2009*
- *Financial Management Act 2006*
- *Income Tax Assessment Act 1936 (Cth) (as amended)*
- *Income Tax Assessment Act 1997 (Cth) (as amended)*
- *Work Health and Safety Act 2020*
- *Privacy Act 1988 (Cth)*
- *State Records Act 2000 (WA)*
- *Superannuation Guarantee (Administration) Act 1992 (Cth)*

The Shire is enabled by the *Local Government Act 1995* and its regulations. It operates under two industrial awards being Local Government Officers (Western Australia) Award and the Municipal Employees (Western Australia) Award.

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Our vision and goals

Our 2015-2025 strategic community plan outlines a clear vision for the Shire to be economically diverse, caring and proactive with a strong sense of responsibility and pride. This vision will be realised through four strategic goals: Local Jobs, Local Economy, Local Social and Local Leadership.

Our values

As one of the biggest employers in the Shire, our goal is to be a great place to work where everyone matters and there are opportunities to grow. We have a strong commitment to well-being, health and safety, diversity and inclusion. Everything Council does is underpinned by our values, which define the culture of the organisation and the behaviours that shape our interaction with the community and each other. Our values are depicted below and they are embedded in everyone's roles.



Community aspirations

Through consultations with community on development of the 2015-2025 strategic community plan, the following community aspirations were identified. We strive to work with the community to realise these aspirations.

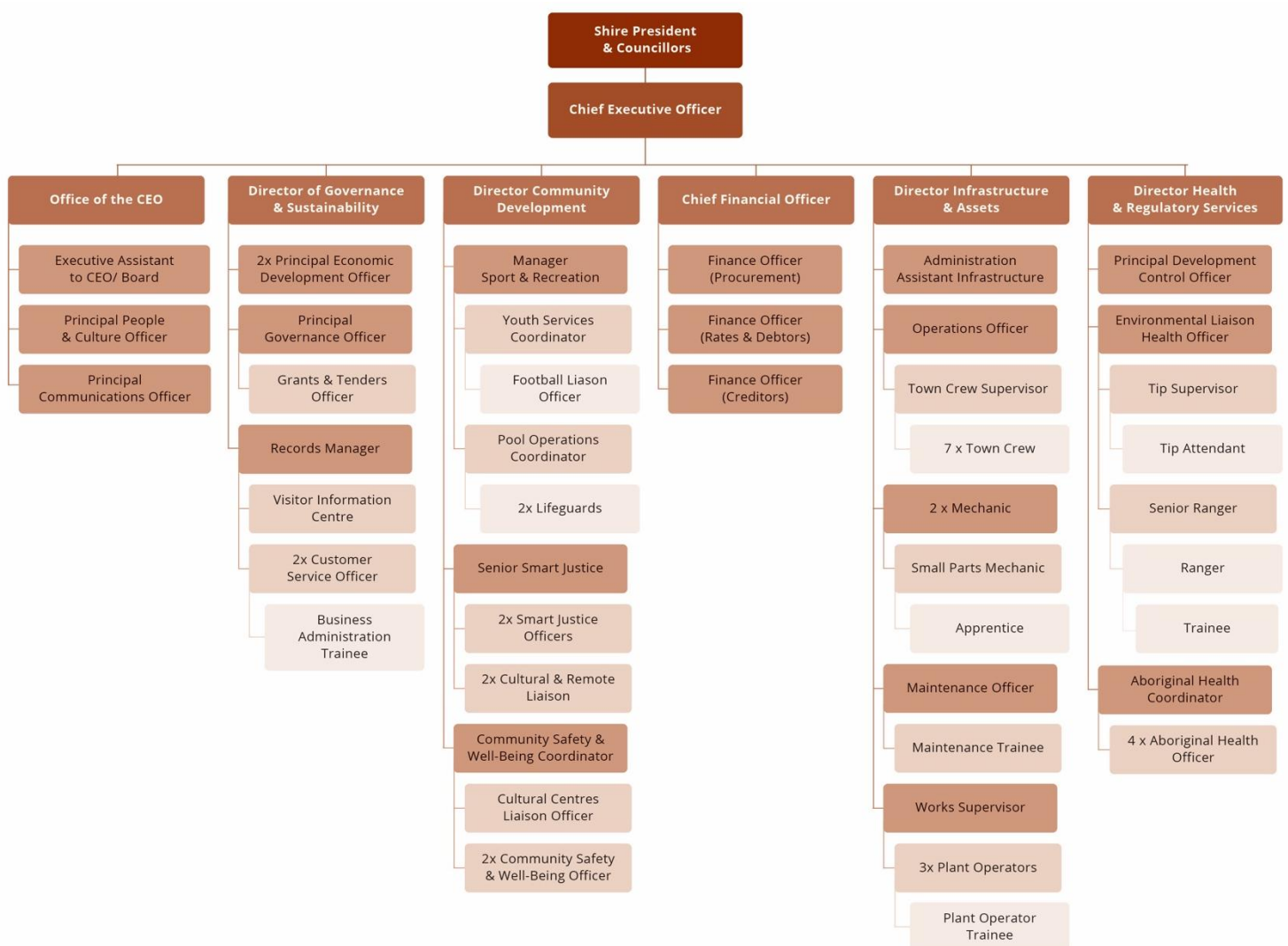
Aspiration	Benefits
Community involvement	Values the contributions of all groups and ages and generates opportunities for active participation by residents in planning and action.
Respect for, and engagement with the traditional owners of the land.	Ensuring pace and level of development impacting Indigenous communities is guided by the Traditional Owners.
Social inclusiveness	Promotes a future for all residents, actively strengthens the social fabric of the community, values diversity and responds to special needs and disadvantage.
Positive Mindset	Fosters community attitudes that embrace change, proactive 'can do' behaviours, optimism, hopefulness and

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	the belief in the community being architects and builders of their social and economic future.
Access and Equity	Provides all residents with adequate health, educational, learning, housing and recreational opportunities, facilities and programs.
Celebration	Encourages pride and times of celebration relating to the town's heritage, uniqueness, cultures and achievements.

Our structure



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Your role

As a member of the Shire of Halls Creek Town Crew, you will primarily operate a specific item of plant in the delivery of quality grounds maintenance, and other services including the preparation of construction and maintenance programs and to ensure the efficient and effective utilisation of the plant in a safe and effective manner.

Under direction of the Town Crew Supervisor, you apply best efforts to other duties and requirements that may include more than purely plant operation, to ensure that the overall operation of the works crew is efficient and functional for the whole of the work scope in a Shire wide operation.

Key responsibilities

Activities	Responsibilities
Plan	1. Assist with scheduling work programs for maintenance of the town in line with the annual maintenance plan. 2. Coordinate resources, equipment, and materials to complete works efficiently. 3. Participate in forward planning for seasonal projects, events, and maintenance schedules.
Develop & Implement	4. Undertake road verge maintenance, litter control, street cleaning, signage, playground and park maintenance, and minor works. 5. Undertake waste collection activities, cemetery upkeep, and beautification of public spaces. 6. Ensure machinery and plant are operated safely and maintained in good working order. 7. Participate in induction, training, and mentoring of staff, including trainees and local Aboriginal employees. 8. Liaise with community members courteously and respond to requests or complaints as directed.
Evaluate, Report & Record	9. Monitor work quality and completion of assigned tasks. 10. Complete daily and weekly work records, timesheets, and plant usage reports. 11. Report hazards, incidents, and maintenance issues promptly to the Town Crew Supervisor. 12. Assist with inventory control and ordering of materials.
Promote	13. Maintain a high standard of presentation and pride in public spaces representing the Shire. 14. Promote a culture of teamwork, safety, and respect within the Town Crew. 15. Model positive work ethics and community service values.

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	16. Represent the Shire in a professional and respectful manner when working in the community
Advise & Advocate	17. Provide advice to the Town Crew Supervisor on maintenance priorities and improvement opportunities. 18. Support continuous improvement and contribute ideas to improve efficiency and service delivery. 19. Represent the Shire positively when liaising with contractors, suppliers, and community members. 20. Advise promptly of hazards, equipment faults, or unsafe practices. 21. Inform the Town Crew Supervisor in advance of planned leave and as soon as practicable for unexpected absences.

Mandatory requirements

Demonstrated Experience	• Proven experience in outdoor works. • Experience operating a range of plant and equipment (e.g., mowers, tractors, loaders). • Demonstrated understanding of town maintenance, cleaning, and minor construction works. • Experience working in Aboriginal communities and an awareness, understanding and appreciation of Aboriginal culture. • Experience with road maintenance, drainage, or minor civil works. • Basic mechanical aptitude or interest in plant/machinery.
Skills	• Strong communication skills with the ability to motivate team members. • Sound problem-solving and time management abilities. • Ability to complete work documentation and reports accurately. • Basic computer literacy (email, reporting systems).
Role Specific Requirements	• Ability to work outdoors in hot and challenging conditions. • Understanding of, and respect for, Aboriginal culture and community. • Ability to undertake physically demanding outdoor work • Any other relevant general labouring duties as requested by the Town Crew Supervisor.
Qualifications	• Proof of qualifications and registrations will be required prior to appointment. If your qualification/s are not from an Australian educational institution you may need to get formal recognition of equivalency prior to applying. • 4WD experience or a willingness to undergo 4WD training. • Qualifications and/or relevant experience in plant operation • First Aid Certificate.

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Licenses	• Proof of licences will be required prior to appointment. If your licences are not from an Australian educational institution you may need to get formal recognition of equivalency prior to applying. • Current “C” Class Driver’s Licence • Construction White Card. • Current First Aid Certificate (or willingness to obtain). • HR, HC or MC driver’s licence (desirable) or willing to obtain.
Pre-employment Medical & Drug Test	It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, which will include a drug test.
National Criminal Clearance	It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.
Working with Children Clearance	This position requires the occupant to hold, and maintain during employment, a valid Working with Children Check (WWCC) or equivalent clearance as required under the relevant state or territory legislation. The successful applicant must: • provide evidence of a current WWCC prior to commencement or provide a valid application receipt of lodgement of WWCC • maintain the clearance for the duration of their employment • immediately notify the Shire if the clearance is suspended, cancelled, or subject to review.
Compliance Obligations	All employees of the Shire are required to comply with statutory, regulatory and organisational obligations, including but not limited to: • comply with all Work Health and Safety legislation, regulations, codes of practice, and the Shire’s WHS policies and procedures. • participate in safety training, consultation, and risk management processes. • use personal protective equipment (PPE) and safety equipment as required. • carry out duties in compliance with the <i>Local Government Act 1995</i>, associated regulations, and Council policies

Corporate requirements

- Commit to the agreed Shire of Halls Creek values and behaviours
- Comply with the Shire of Halls Creek Code of Conduct
- Participate in staff performance and career development program
- Commit to the wellbeing, health and safety of everyone

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Tools of trade

Please select the items that are required by the officer to do their job:

- ☐ Mobile Phone ☐ Staff Housing
☐ Vehicle- Business use only

Authorisation

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

Susan Leonard
Chief Executive Officer

Date.....

I have read, understood, and agree to the requirements and responsibilities outlined in this Position Description.

Signed.....

Date.....

Employee