



Director Infrastructure and Assets

Position Description

Position type	Full time
Position classification	Award
Remuneration level	Negotiable depending on experience and qualifications
Primary work location	Halls Creek
Reports to	Chief Executive Officer
Department	Infrastructure
Date last reviewed	22 January 2026

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.

Director Infrastructure and Assets

Position Description

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.

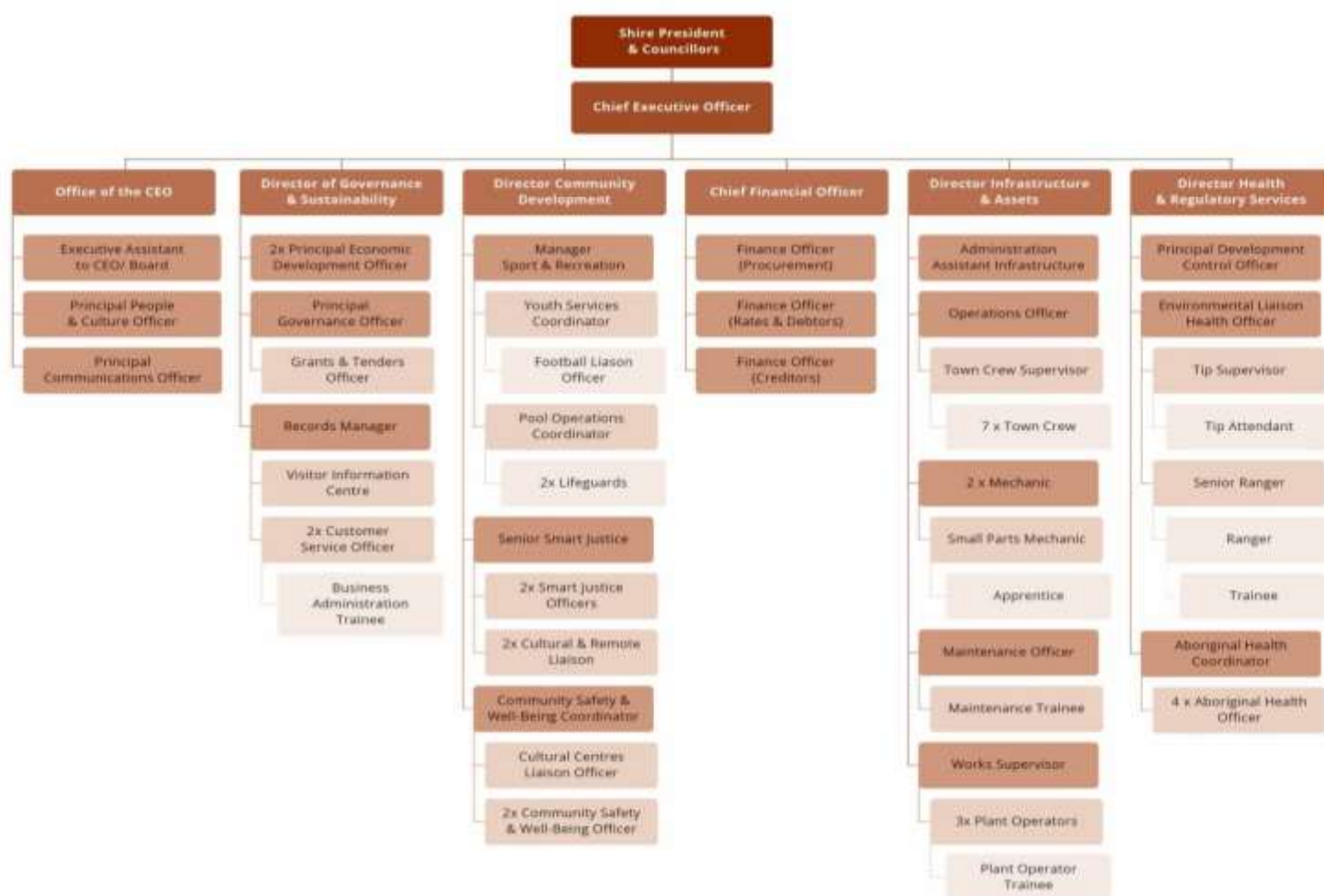
Aspiration	Benefits
Community involvement	Values the contributions of all groups and ages and generates opportunities for active participation by residents in planning and action.
Respect for, and engagement with the traditional owners of the land.	Ensuring pace and level of development impacting Indigenous 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.

Director Infrastructure and Assets

Position Description

Positive Mindset	Fosters community attitudes that embrace change, proactive 'can do' behaviours, optimism, hopefulness and 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



Your role

The Director Infrastructure and Assets is accountable for the strategic leadership, operational management, and continuous improvement of the Shire's Infrastructure and Assets department. The role provides high-level direction in the planning, delivery, and evaluation of major and minor construction works and maintenance programs to ensure

Director Infrastructure and Assets

Position Description

quality outcomes that meet community expectations and Council's strategic objectives. Please be aware that the Shire outsources planning, development and management of its road construction and maintenance services to Greenfields Technical Services. The Principal Greenfields Technical Services works in collaboration with the Director Infrastructure and Assets to plan, monitor, deliver and assess the Shire wide road projects. The Road Works Supervisor within the Infrastructure and Assets department reports directly to the Principal Greenfields Technical Services

Activities	Responsibilities
Plan	1. Develop long-term infrastructure strategies and forward capital works programs in line with the Shire's Strategic Community Plan and Corporate Business Plan including but not limited to Ten Year Capital Works Program; Vehicle and Plant Disposal Plan; Cycle and Pathway Plan. 2. Forecast budget requirements and resource allocations to ensure the sustainable delivery of infrastructure services. 3. Anticipate emerging infrastructure needs and risks, and incorporate them into planning frameworks.
Develop & Implement	4. Lead the design, development, and delivery of infrastructure projects, works programs, and maintenance schedules including but not limited to implementation of the Halls Creek Placemaking Plan comprising Halls Creek town centre and oval upgrades, construction of Halls Creek splashpark and skatepark, implementation of a sustainable water solution, establishment of Tanami Business Park, delivery of district roadworks program and community playgrounds. 5. Implement, manage, and maintain the Shire's residential housing portfolio, including coordination of routine maintenance, tenant inspections, and property repairs. 6. Implement systems, policies, and procedures that ensure compliance with the <i>Local Government Act 1995</i>, funding agreements, and relevant legislation. 7. Direct and manage departmental staff to achieve efficient, safe, and effective service delivery
Evaluate, Report & Record	8. Monitor and evaluate departmental performance, ensuring projects are delivered on time, within budget, and to quality standards. 9. Maintain accurate records of infrastructure assets, contracts, funding submissions, and departmental operations.

Director Infrastructure and Assets

Position Description

	10. Prepare and present reports to the CEO, Executive Leadership Team, and Council on performance, risks, and strategic issues.
Promote	11. Champion the Shire's infrastructure priorities within the organisation and the wider community. 12. Foster community confidence in Shire infrastructure through transparent communication, consultation, and engagement. 13. Promote safe work practices and a positive safety culture across all infrastructure operations. 14. Build and maintain professional relationships based on mutual trust, respect, transparency and understanding.
Advise & Advocate	15. Actively and effectively participate as a member of the Executive Leadership team to represent a whole-of Council perspective and collaborate with the wider organisation. 16. Provide informed, strategic advice to the CEO and Council on infrastructure needs, risks, and opportunities. 17. Advocate for funding and resources by building relationships with government agencies, funding bodies, and key stakeholders. 18. Represent the Shire at regional forums, working groups, and inter-agency meetings to advance the Shire's infrastructure interests. These forums include but are not limited to Local Emergency Management Committee, Shire of Halls Creek Airport Advisory Group, Shire of Halls Creek Works Committee and Regional Road Group.

Mandatory requirements

Demonstrated Experience	• Strong managerial, project management, and operational programming expertise. • Strong track record in the delivery of critical economic and social infrastructure • Sound knowledge of procedures for repairs, maintenance, and minor building works. • Strong knowledge in local government procurement processes and practices • Applied knowledge of contract management principles, including relevant legal frameworks. • Good understanding of contracts, leases, and property transfer processes. • Financial and asset management, including budget preparation, reporting, and grant funding.
-------------------------	---

Director Infrastructure and Assets

Position Description

	- Community consultation and stakeholder engagement, particularly with Aboriginal and Torres Strait Islander communities, government agencies, and local organisations. - Experience working in Aboriginal communities with an awareness, understanding, and appreciation of Aboriginal culture. - Commitment to Aboriginal employment and local workforce development. - Proven people management experience.
Skills	- High-level verbal, written, and negotiation skills. - Ability to write successful funding applications, manage projects, and meet reporting requirements.
Role Specific Requirements	- Demonstrated experience at a Directorate or senior managerial level within local government or a similar environment. - Previous experience in asset management, asset maintenance, or infrastructure operations.
Qualifications	- Qualifications in project management, procurement and contract management or a related discipline and/or extensive relevant experience in a comparable role. - 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.
Licenses	- Current Class C driver's licence. - 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.
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. - It is a requirement of this role that psychometric testing be undertaken.
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 does not require 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.

Director Infrastructure and Assets

Position Description

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 *Local Government Act 1995*, associated regulations, and Council policies.

comply with all relevant legislation, awards, industrial instruments, policies, and procedures applicable to the role.

Corporate requirements

- Comply with the Shire of Halls Creek Code of Conduct
- Commit to equity, diversity, and inclusion, with cultural awareness and respect for Aboriginal heritage and community priorities
- Participate in staff performance and career development program
- Commit to the wellbeing, health and safety of everyone

Tools of trade

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

- | | | |
|---|---|--|
| ☒ Mobile Phone | ☐ Desktop | ☒ Executive Laptop |
| ☐ Tablet | ☒ Staff Housing | ☐ Vehicle- Business use only |
| ☒ Vehicle- Personal Use – East Kimberley only | | |
- Maximum fuel allowance of \$7700 per annum (inclusive of GST)

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.

Director Infrastructure and Assets

Position Description

Signed.....

Date.....

Employee