Employment Opportunity

MANAGER INFRASTRUCTURE AND WORKS

FULL TIME ROLE 3 - 5 YEAR FIXED TERM CONTRACT

Executive leadership opportunity | Progressive Wheatbelt community

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The Shire of Brookton is seeking an enthusiastic and capable local government professional to join our Executive Leadership Team.

Located just 90 minutes from Perth, Brookton offers an excellent country lifestyle combined with the opportunity to build broad executive experience in a progressive and improvement-focused rural local government.

Reporting to the Chief Executive Officer, the Manager Infrastructure and Works is a senior management position responsible for the management of the Shire's road and drainage network, waste and sewerage facilities, parks and recreational facilities and integrated water system.

To be considered for this position you should have a minimum of 3 years' experience in local government or experience in civil engineering in a related field or in a similar role covering the key areas of:

- Proven project planning skills.
- Financial management and budget preparation experience.
- Sound knowledge of Work Health and Safety legislation and local government operations.
- Demonstrated experience in leading and managing a multidisciplinary team.

The position will be a 3 to 5 year negotiated contract with a total remuneration package of up to $189,197, including cash salary of up to $126,776 per annum (depending on qualifications and experience).

Further information, including the remuneration package and position description are available on the Shire website https://www.brookton.wa.gov.au/council/employment/employment.aspx whilst enquiries about the position should be directed to the CEO on 0427 421 032.

Applications should be addressed to the Chief Executive Officer, or emailed to: HR@brookton.wa.gov.au, marked: "Confidential – MANAGER INFRASTRUCTURE AND WORKS", by **4pm, Monday, 9 November 2026.**

Gary Sherry
Chief Executive Officer

APPLICATION INFORMATION

Thank you for expressing interest in this position, we welcome your enquiry. The Shire of Brookton is a small regional local government with its administration centre located in Brookton, some 130km from the Perth CBD. Offering a laidback lifestyle, Brookton provides enjoyable country living only a short distance from Perth with a number of sporting facilities, shopping, a district high school and medical practice.

Reporting to the CEO, this role requires an experienced management professional, with the required skills to guide the infrastructure and asset management functions of the Shire.

As part of the Executive Management Team, you will be primarily responsible for the planning, co-ordination and oversight of the Shire works and maintenance programs, as well as asset management, fleet management, and property management functions.

To be considered, you will need:

- A tertiary qualification in civil engineering or a related field, or at least 3 years' experience in a similar role in local government
- Understanding of legislation and construction standards applicable to the position
- An unwavering commitment to teamwork
- Strong communication and analytical skills
- Proficiency with Microsoft Office applications and IT Vision accounting software.
- Demonstrated ability to apply OHS, EEO, ethical practice principles, and to act with probity at all times.
- 'C' class drivers' licence.
- The ability to obtain a National Police Clearance Certificate if offered the position.

Applications should include a covering letter detailing your suitability and experience for this position together with a copy of your resume and qualifications. Please note that incomplete applications may not be accepted.

It is Council's intent to select the best possible applicant for this demanding position, and we wish you well with your application.

Please visit our website at www.brookton.wa.gov.au for further information about the Shire of Brookton.

Your application should consist of at least:

Covering Letter
A letter addressed to the CEO applying for the position and stating your anticipated commencement date if successful.

Resume/Curriculum Vitae
A detailed resume/curriculum vitae setting out your personal details, contact details, work history, periods of employment, positions held with details of duties and other relevant information such as personal interests.

The details of your academic qualifications and identifying information such as institution, certificate number and date of issue. Details of any ongoing professional development.

The details of your nominated referees including contact information and their position or working relationship with you. At least three referees who can confirm your work history and attributes should be nominated.

You are not required to address the individual selection criteria, however, please ensure that your resume/curriculum vitae includes sufficient information to allow assessment of your ability against the Selection Criteria and more generally to assess your skills, knowledge, experience, and suitability for the position. You may provide any other information that will support your application.

Applications

Applications can be mailed, emailed to HR@brookton.wa.gov.au or hand delivered.

Applications should be addressed as follows:

CONFIDENTIAL APPLICATION
Chief Executive Officer
Shire of Brookton
PO Box 42
BROOKTON WA 6306

Short listed applicants will be contacted to arrange an interview if required.

EMPLOYMENT CONDITIONS

Salary Package:

The offered Salary Package includes:

COMPONENT	$
Base Salary up to (cash component)	126,776
Superannuation (12%)	15,213
Superannuation 5% - subject to employee matching	6,339
Professional Development	6,000
Uniform Allowance	500
Communications-Internet	1,000
Communications-Mobile Telephone	1,000
Subsidy of Utilities	2,000
Private Use of Vehicle	17,369
Subsidised Housing	13,000
Package Total	**189,197**

Position	MANAGER INFRASTRUCTURE AND WORKS
Location	Shire of Brookton Administration, 14 White Street, Brookton
Award	Contract Position
Classification	Executive
Base Salary (cash component)	Up to 126,776.00
Tenue	3 - 5 Year Fixed Term Contract - Full Time Position
Probationary Period	Completion of a six-month probationary period applicable.
Hours of Work	76 hours per fortnight It is essential that applicants are flexible in being able to work when required, including attendance at Council Meeting and Agenda Forums, meetings, events and functions that require work outside standard working hours.
	The Remuneration Package takes into account - annual leave loading, penalty rates or payment for additional hours or overtime.
Superannuation	12% Guarantee fee plus up to an additional 5% employer matching
Housing	Shire of Brookton shall provide a Shire owned Residential Property if required
Leave Entitlements	Four (4) weeks annual leave per year
	Public Service Holidays – two (2) additional public service holidays per year to be taken between the Christmas and New Year period as per Shire Operational Guidelines
	Other personal and executive days as set out in accordance with the Employment Contract
Vehicle	Private Use of Vehicle
Pre-Employment Medical	Candidates will need to complete a satisfactory health-assessment and drug and alcohol screen as part of the selection process
National Police Clearance	Candidates need to provide a National Police Clearance (dated within 3 months of the position closing date) as part of the selection process
Employment in Australia	Must have the right to live and work in Australia.

GENERAL EMPLOYMENT INFORMATION

Salary
Wages will be paid on a fortnightly basis by the Thursday of that week, by electronic funds transfer to your nominated bank account(s).

Hours of Work
76 hours per fortnight - the Remuneration Package takes into account -

- the requirement to attend Shire of Brookton meetings and perform other Functions that require work outside standard working hours;
- that You are not entitled to any annual leave loading, penalty rates or payment for additional hours or overtime.

Meal Break
An unpaid meal break is provided and must be taken no longer than five hours after commencement of work. This break must be a minimum of half an hour and maximum of one hour as agreed between you and your supervisor.

Superannuation
Compulsory Occupational Superannuation contributions (currently 12% of salary) will be paid on your behalf into a complying superannuation fund of your choice. In the event that you do not nominate a fund, contributions will be paid directly into your membership account of the Aware Super Pty Ltd.

In addition to Compulsory Occupational Superannuation contributions paid by the Shire, you also have the option of contributing additional superannuation from your salary. Should you elect this option, the Shire will match your contribution percentage up to 5%. Subject to compliance with legislative requirements, your additional superannuation contributions may be made on a salary sacrifice basis.

Personal Leave:
Entitled to 10 days paid personal/carer's leave each year, to be accrued on a pro rata basis, in accordance with Division 7 of Part 2-2, Chapter 2 of the Fair Work Act 2009

To be entitled to payment you are required, as soon as reasonably practicable, to advise your supervisor of your inability to attend work, the nature of your illness or injury or family carer requirement and the estimated duration of the absence.

Compassionate Leave
You are entitled to take up to 2 days paid Compassionate Leave each year on any occasion on which a member of your immediate family of household deceases, or contracts or develops a personal illness or injury that poses a serious threat to his or her life. Unused portions of entitlement to compassionate leave shall not accumulate from year to year.

Annual Leave
You are entitled to a period of 4 weeks of Annual Leave per year of service. Annual leave shall be given and taken at such times mutually convenient to the Shire and the employee.

Executive Leave
Provision of 12 Executive Days off per financial year to be taken at a time mutually convenient to You and the Shire of Brookton and to which cannot be transferred across financial years & will not be paid out if unused.

POSITION DESCRIPTION

Position:	Manager Infrastructure and Works
Reports to:	Chief Executive Officer
Direct Reports:	Works Coordinator Town Infrastructure Coordinator Building Maintenance Officer Works Administration Officer
Employment Status:	Senior Employee – negotiated remuneration package based on qualifications, skills and experience
Contract:	Full-time, 3–5 year contract
Location:	Shire of Brookton Administration Office, 14 White Street, Brookton WA
Position Description Reviewed:	September 2026

POSITION PURPOSE

The Manager Infrastructure and Works is a senior management position responsible for the effective planning, management and delivery of the Shire of Brookton's infrastructure, works, asset management and related services.

The position provides strategic and operational leadership across the Shire's infrastructure portfolio and is responsible for ensuring that infrastructure services, maintenance programs and capital works are delivered efficiently, safely, sustainably and in accordance with Council's priorities, adopted budgets, legislation and applicable standards.

The position is responsible for:

- Leading the planning, maintenance and renewal of the Shire's road, drainage, footpath, bridge, parks, recreation, building, waste, sewerage and water infrastructure.
- Managing the delivery of the Shire's capital works and infrastructure projects.
- Providing sound technical and strategic advice to the CEO, Council, staff and the community on infrastructure and asset management matters.
- Developing, implementing and maintaining the Shire's Asset Management Program and supporting asset management systems.
- Managing the Shire's infrastructure and works resources, including staff, contractors, plant and equipment.
- Supporting the development of long-term infrastructure priorities and ensuring that asset management information informs the Shire's Long Term Financial Plan, annual budgets and capital works programs.

KEY RESPONSIBILITIES

1. Infrastructure Planning and Service Delivery

- Lead, coordinate and manage infrastructure projects and multidisciplinary project teams to achieve agreed outcomes, within approved budgets, timeframes and quality standards.
- Plan, coordinate and oversee the delivery of the Shire's infrastructure maintenance and renewal programs.
- Oversee the Shire's road construction, road maintenance, drainage, bridge, footpath, parks and streetscape programs.
- Ensure infrastructure planning, engineering design, traffic and transport considerations and associated technical services are effectively managed.
- Work closely with the Works Coordinator to ensure the effective allocation of staff, plant, contractors and other resources and the delivery of works to an appropriate standard.

- Develop annual and longer-term works programs, specifications, schedules and performance measures.
- Monitor the performance and quality of infrastructure works and ensure identified deficiencies are appropriately addressed.
- Ensure infrastructure works are undertaken in accordance with relevant legislation, standards, specifications, contracts and Shire policies.
- Provide technical leadership and professional advice to the CEO, Council, staff, contractors and consultants.
- Review infrastructure designs, plans and specifications and ensure appropriate documentation and records are maintained.
- Provide technical advice and support in relation to drainage, floodplain management and other infrastructure-related matters.
- Develop and implement practical community road safety initiatives relevant to the Shire.

2. Capital Works and Project Management

- Lead the planning and delivery of the Shire's capital works program.
- Manage infrastructure projects from concept and planning through to procurement, construction, completion and handover.
- Prepare project scopes, specifications, estimates, procurement documentation and project schedules.
- Manage consultants and contractors engaged to deliver infrastructure projects.
- Monitor project expenditure, progress, quality, risks and compliance with approved project parameters.
- Identify and manage project risks, variations, delays and emerging issues and provide timely advice to the CEO.
- Ensure appropriate project records, documentation and asset information are captured and maintained.
- Prepare project reports, submissions and funding applications as required.

3. Asset Management

- Lead and maintain the Shire's Asset Management Program and associated asset management systems.
- Maintain accurate and reliable asset registers and asset condition information across relevant asset classes.
- Coordinate the collection, assessment and analysis of asset condition, performance, useful life, renewal requirements and associated data.
- Utilise relevant asset management and corporate systems, including RAMM/RAMMS, Synergy and other systems adopted by the Shire.
- Develop and maintain asset management plans and supporting renewal and maintenance programs.
- Ensure asset management information is translated into practical on-ground maintenance, renewal and replacement programs.
- Work collaboratively with the CEO, finance staff and other officers to integrate asset management information into the Shire's Long Term Financial Plan, annual budgets and capital works programs.
- Provide advice on asset lifecycle costs, renewal priorities and long-term infrastructure sustainability.
- Identify emerging infrastructure risks and recommend appropriate maintenance, renewal or replacement strategies.

4. Financial Management and Procurement

- Assist in the preparation, monitoring and review of infrastructure and works budgets.

- Ensure expenditure is managed within approved budgets and financial delegations.
- Prepare accurate cost estimates and forecasts for infrastructure and capital works programs.
- Identify opportunities to improve the efficiency and value-for-money of infrastructure services and works.
- Manage procurement processes within the requirements of the Local Government Act 1995, relevant regulations, Shire policies and approved delegations.
- Assist with the preparation and evaluation of tenders, quotations and contracts.
- Monitor contractor performance and ensure contractual obligations are appropriately managed.

5. Fleet, Plant and Equipment

- Oversee the Shire's fleet, plant and equipment management program.
- Ensure appropriate maintenance, servicing, inspection and replacement programs are established and implemented.
- Provide advice regarding the acquisition, replacement and disposal of fleet, plant and equipment.
- Monitor fleet utilisation, operating costs and performance.
- Ensure fleet and plant are operated and maintained in accordance with relevant legislative and safety requirements.

6. Waste, Sewerage and Water Services

- Oversee the effective operation, maintenance and improvement of the Shire's waste, sewerage and integrated water services.
- Ensure relevant facilities and infrastructure are maintained and operated in accordance with legislative, environmental, health and safety requirements.
- Plan and coordinate maintenance and capital works associated with these services.
- Monitor operational performance and identify opportunities for improved efficiency, service delivery and sustainability.
- Liaise with relevant government agencies, contractors and service providers regarding waste, sewerage and water infrastructure matters.

7. Buildings and Facilities

- Oversee the maintenance, renewal and improvement of the Shire's buildings and community facilities.
- Manage the delivery of building maintenance and construction projects.
- Develop appropriate maintenance programs and priorities for Shire buildings and facilities.
- Ensure building works comply with relevant legislation, building standards, approvals and Shire requirements.
- Coordinate contractors and consultants engaged in building maintenance and construction activities.
- Provide advice to the CEO and Council regarding building condition, maintenance priorities, renewal requirements and long-term asset planning.

8. People Leadership and Management

- Provide effective leadership to infrastructure and works staff and promote a positive, professional and accountable workplace culture.
- Manage staff performance, development, workload and resource allocation.
- Ensure staff have appropriate skills, training, resources and authority to perform their responsibilities effectively.
- Establish clear performance expectations and monitor service delivery outcomes.

- Foster constructive working relationships between infrastructure staff and other areas of the organisation.
- Work collaboratively with the CEO and other senior staff to achieve organisational priorities.
- Promote a culture of safety, accountability, continuous improvement and customer service.

9. Work Health and Safety

- Provide leadership in relation to occupational health and safety across the infrastructure and works functions.
- Ensure works staff, contractors and other personnel operate in accordance with the Shire's Work Health and Safety policies, procedures and legislative requirements.
- Identify and manage risks associated with infrastructure, works, plant, equipment and field operations.
- Ensure appropriate systems of induction, training, supervision, risk assessment and incident reporting are implemented.
- Promote a strong safety culture and take appropriate action where unsafe practices or conditions are identified.

10. Emergency Management and Incident Response

- Assist with the assessment, coordination and on-ground response to infrastructure damage arising from emergencies, natural events or other incidents.
- Provide technical and operational advice during emergency and recovery activities.
- Coordinate the deployment of relevant Shire resources, contractors, plant and equipment as required.
- Assist with post-event assessment, reporting, restoration and recovery activities.

11. Governance, Reporting and Policy

- Implement Council and CEO decisions relevant to the position.
- Ensure infrastructure and works activities are undertaken in accordance with legislation, Council policies, procedures, delegations and relevant standards.
- Review and recommend improvements to policies, procedures, systems and work practices relevant to the position.
- Prepare clear, accurate and well-supported reports, technical assessments, proposals and submissions for the CEO and Council.
- Maintain appropriate records and documentation in accordance with the Shire's recordkeeping requirements.
- Identify governance, compliance and operational risks and provide timely advice to the CEO.
- Participate in organisational planning and cross-functional projects as required.

12. Stakeholder and Community Relations

- Establish and maintain effective working relationships with Council, Shire staff, contractors, consultants, government agencies, community organisations, businesses and other stakeholders.
- Provide clear and professional advice to community members on infrastructure and works matters.
- Respond appropriately to community concerns and infrastructure-related enquiries.
- Liaise with State Government agencies, industry bodies, contractors and other organisations to achieve infrastructure and service delivery outcomes.
- Represent the Shire at meetings, forums, seminars and other official occasions as required.
- Negotiate with stakeholders and service providers to achieve appropriate outcomes consistent with Council's objectives and the Shire's interests.

13. Continuous Improvement

- Identify opportunities to improve infrastructure planning, service delivery, asset management and operational efficiency.
- Review existing systems and practices and implement improvements where appropriate.
- Promote the use of accurate data, sound asset management principles and evidence-based decision-making.
- Contribute to organisational initiatives designed to improve customer service, efficiency and the sustainability of Shire operations.

14. General

- Establish and maintain effective working relationships with elected members, staff, contractors and the broader community.
- Participate in cross-organisational teams and projects as required.
- Perform other duties reasonably requested by the CEO that are within the scope, skills and capacity of the position.

SELECTION REQUIREMENTS

Essential

Applicants will be expected to demonstrate:

- Relevant experience in civil engineering, infrastructure management, works management or a comparable role, preferably within local government.
- Demonstrated experience leading and managing multidisciplinary teams and contractors.
- Demonstrated ability to plan, manage and deliver infrastructure and capital works programs.
- Demonstrated ability to assess complex technical and operational issues and provide clear, concise and practical advice.
- Demonstrated experience in the preparation and management of annual budgets and capital expenditure programs.
- Sound knowledge and practical understanding of asset management principles and systems.
- Demonstrated ability to manage infrastructure assets across their lifecycle, including maintenance, renewal and replacement.
- Highly developed written and verbal communication skills, including the ability to prepare professional reports for Council and the CEO.
- Demonstrated negotiation, conflict resolution and stakeholder management skills.
- Sound knowledge of relevant legislation, standards and requirements applicable to local government infrastructure and works.
- Competence in Microsoft Office.
- Demonstrated commitment to Work Health and Safety, equal employment opportunity, ethical conduct and professional standards.
- Current C Class Driver's Licence.
- Ability to obtain a National Police Clearance Certificate if offered the position.

Desirable

- Tertiary qualification in civil engineering, infrastructure management, asset management, project management or a related discipline.
- Relevant management or leadership qualification.
- Experience in a Western Australian local government environment.
- Experience with RAMM/RAMMS, Synergy or comparable asset and works management systems.
- Experience managing road, drainage, building, parks and other local government infrastructure assets.
- Knowledge of Western Australian local government legislation, procurement requirements and infrastructure standards.

PERSONAL ATTRIBUTES AND CAPABILITIES

The successful applicant will demonstrate:

- Strong leadership and people management skills.
- A practical, solutions-focused approach to infrastructure and service delivery.
- High levels of accountability, initiative and professional judgement.
- Ability to work effectively both independently and as part of a management team.
- Highly developed interpersonal and communication skills.
- Ability to build constructive relationships with elected members, staff, contractors, government agencies and community members.
- Strong organisational and time-management skills.
- Sound negotiation and conflict-resolution skills.
- Professionalism, discretion, reliability and integrity.
- Ability to communicate complex technical matters clearly to non-technical audiences.
- Commitment to continuous improvement and high standards of service delivery.
- Ability to work effectively in a regional local government environment where resources must be carefully prioritised and managed.

ORGANISATIONAL RESPONSIBILITIES

The Manager Infrastructure and Works is required to:

- Comply with the Shire's Code of Conduct, policies, procedures and lawful directions.
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Comply with all Work Health and Safety requirements and actively promote safe work practices.
- Maintain confidentiality and appropriately manage sensitive information.
- Ensure all records are created and maintained in accordance with the Shire's recordkeeping requirements.
- Act ethically, professionally and in the best interests of the Shire.
- Support the achievement of Council's strategic objectives and organisational priorities.

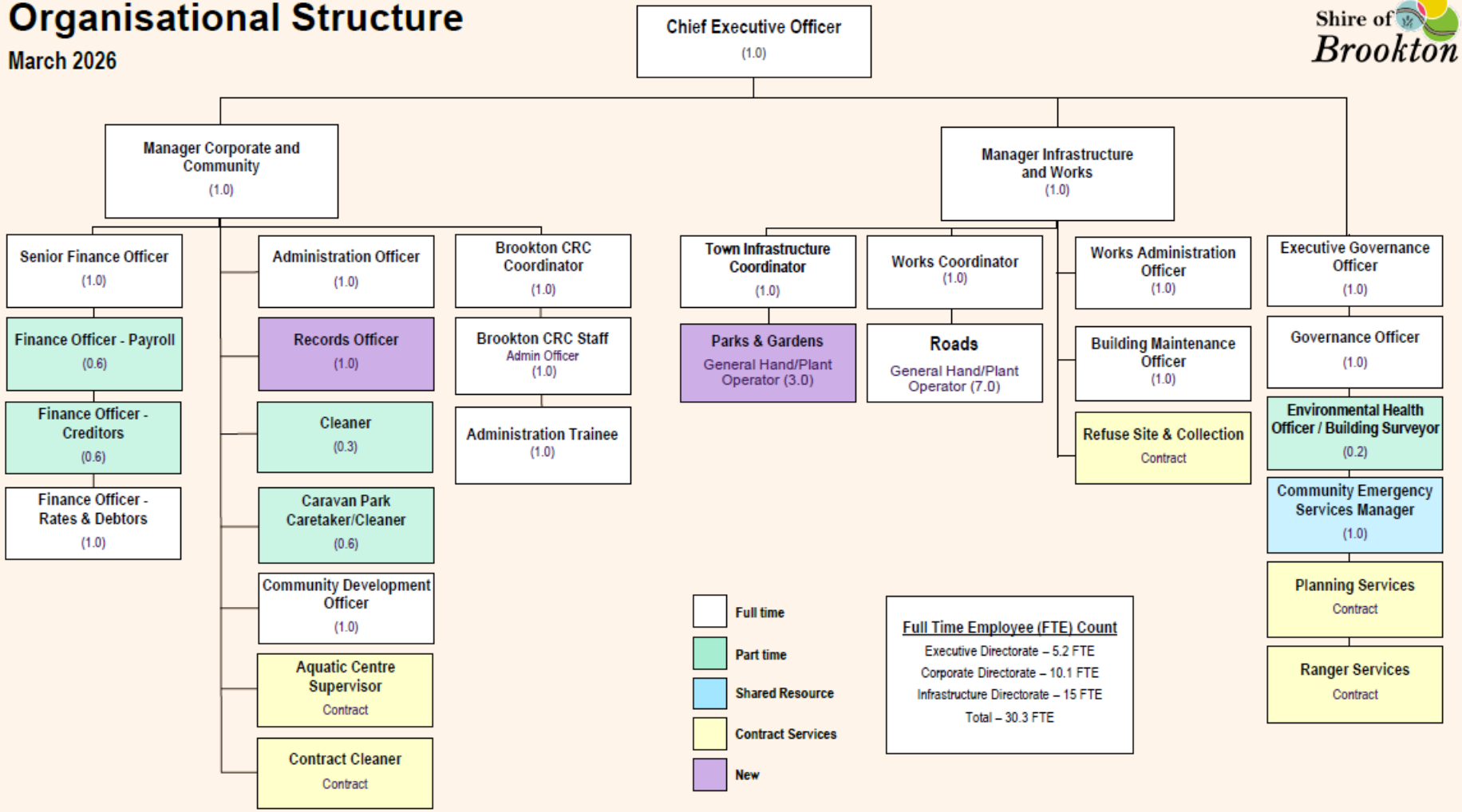
ACCOUNTABILITY

The Manager Infrastructure and Works is accountable to the Chief Executive Officer for the effective management and delivery of the responsibilities assigned to the position.

The position is expected to exercise a high degree of professional judgement and initiative while operating within Council's policies, the CEO's directions, approved budgets, delegations and relevant legislation.

The position has particular accountability for:

- Infrastructure and works service delivery.
- Capital works and infrastructure project delivery.
- Asset management and long-term infrastructure planning.
- Infrastructure and works budgets and expenditure.
- Fleet, plant and equipment management.
- Building and facility maintenance.
- Waste, sewerage and water infrastructure.
- Work Health and Safety within the infrastructure and works functions.
- Staff leadership, performance and resource management.
- Technical advice provided to the CEO and Council.

Organisational Structure

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