

APPLICANT PACK

Director Infrastructure

Cook Shire Council



RECRUITING FOR:



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We respectfully acknowledge the Traditional Owners as the custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.



The Role

Cook Shire Council is seeking an experienced, grounded and people centred Director Infrastructure to lead one of the most complex and critical portfolios in the organisation.

This is a senior executive role reporting directly to the Chief Executive Officer, with responsibility for the full breadth of Council's infrastructure services across a geographically vast, climatically challenging and highly regulated environment.

The role combines executive leadership, strategic planning and political acumen with practical oversight of service delivery in a remote regional setting. It offers a rare opportunity to shape infrastructure outcomes that directly affect community safety, resilience and liveability across Cape York.

Role Purpose

The Director Infrastructure provides executive leadership across all infrastructure services, including civil construction and maintenance, water and wastewater, waste management, parks and gardens, aerodromes, fleet and workshops and disaster recovery programs.

The role is responsible for developing and delivering short and long term infrastructure, capital and operational strategies that align with Council objectives, funding realities and community needs.

A core accountability is driving a values based transformation across the Directorate, embedding strong people leadership, safety culture, financial discipline and whole of Council collaboration.



The Organisation

Cook Shire Council serves one of the largest and most diverse local government areas in Queensland, stretching across remote communities, townships and critical transport and service corridors.

Council's vision is to support a resilient, connected and sustainable future for its communities. Delivering on this vision requires strong leadership, disciplined governance and infrastructure decisions that balance immediate operational needs with long term sustainability.

Infrastructure is central to Council's role — underpinning disaster resilience, economic participation, essential services and community confidence.



The Context and Opportunity

The Infrastructure Directorate operates at significant scale and complexity across one of Australia's largest local government areas.

Cook Shire Council spans approximately 106,000 km², encompassing remote communities, extensive transport networks and critical community infrastructure dispersed across Cape York. The Directorate is responsible for an annual operating budget of approximately \$85 million, often managing Disaster Recovery Funding Arrangements (DRFA) budgets, following events, of \$60m+, alongside a \$7.5 million capital works program.

The infrastructure portfolio includes:

- 4 water treatment plants, with funding committed to a major \$8 million upgrade of the Coen Water Treatment Plant
- 3 sewerage treatment plants, with design currently underway for a fourth plant in a previously unsewered community
- 5 waste transfer stations and 1 landfill
- 2,934 km of roads, of which 2,165 km are unsealed
- 4 aerodromes, 2 depots, and a fleet of approximately 85 vehicles ranging from light vehicles to heavy plant
- Approximately 70 hectares of Botanic Gardens and reserve assets, including internationally recognised, heritage-listed landscapes

The Directorate is entering a period of renewal and uplift.

While the workforce demonstrates strong commitment to the community and pride in the outcomes it delivers, Council recognises that leadership maturity, systems discipline and strategic alignment require further strengthening. The incoming Director Infrastructure will play a pivotal role in lifting organisational capability, embedding clearer planning and prioritisation, strengthening asset, project and financial management discipline and leading cultural and behavioural change in a historically operational-focused environment.

The role operates in a setting where external funding, disaster recovery programs and grant opportunities are essential to Council's sustainability — requiring foresight, rigour and executive judgement.

Key Strategic Priorities

Strategic Infrastructure and Asset Planning

The Director will lead the development of credible, prioritised infrastructure strategies that support:

- Whole of life asset management in a remote and disaster prone environment
- Clear alignment between infrastructure programs, Council strategy and funding opportunities
- Informed decisions about investment, renewal, deferral or divestment of assets

Capital Works and Project Delivery Discipline

Council delivers a substantial capital program, largely funded through grants and disaster recovery arrangements.

The role is accountable for:

- Strengthening project governance, planning and delivery discipline
- Ensuring projects are delivered safely, compliantly and to funding requirements
- Improving consistency in cost control, reporting and risk management

Disaster Recovery and Grant Funded Programs

Disaster Recovery Funding Arrangements (DRFA) are central to Council's operating context.

The Director Infrastructure will:

- Oversee the end-to-end delivery and acquittal of DRFA funded works
- Ensure compliance with funding conditions and audit requirements
- Position Council to proactively plan and sequence recovery and resilience works

Leadership and Cultural Reset

This role requires an executive leader who can balance authority with approachability. Success will come from leading visibly, building trust across operational and professional teams and setting clear expectations around accountability, behaviour and performance.

The Director Infrastructure is expected to:

- Lift leadership maturity across managers and supervisors
- Foster pride in workplaces and systems, as well as in community outcomes
- Create psychological safety while reinforcing standards and consequences
- Reduce reliance on reactive decision making by embedding structure and foresight

This is a leadership role that values presence, consistency and follow through.



Key Responsibilities

The Director Infrastructure will:

- Lead and oversee all infrastructure operations and services across the Shire
- Develop and deliver infrastructure, capital and operational strategies
- Manage multi million dollar operational and capital budgets
- Ensure compliance with legislative, regulatory and funding obligations
- Oversee procurement, contract management and contractor performance
- Champion a strong safety first culture and WHS compliance
- Provide clear, timely and strategic advice to the CEO, Mayor and Councillors
- Represent Council with State and Federal agencies, funding bodies and partners
- Contribute as a key member of the Executive Leadership Team



Stakeholder Environment

The Director Infrastructure operates in a complex stakeholder landscape, where credibility, visibility and trust are central to success.

Beyond formal accountabilities, the role requires the deliberate building of profile, confidence and professional respect across the organisation, the elected body and the broader community.

Internal stakeholders include:

- Chief Executive Officer
- Executive Leadership Team
- Infrastructure managers, supervisors and operational teams
- Corporate, finance, people and safety functions

The Director is expected to build strong internal relationships that reinforce shared priorities, clear accountability and whole-of-Council collaboration, particularly in moving the organisation away from siloed and reactive ways of working.

External stakeholders include:

- Mayor and Councillors
- Local communities across the Shire
- Traditional Owners and Indigenous communities of the Cape
- Queensland and Commonwealth government agencies
- Funding bodies, regulators and delivery partners

A key focus of the role is establishing visible leadership and trusted relationships with elected members, community leaders and state government stakeholders, ensuring infrastructure decisions are well understood, defensible and aligned with community expectations.

The ability to engage respectfully and effectively with Indigenous communities, recognising cultural context, history and local knowledge, is particularly important in building long-term trust and partnership across the Cape.

Strong judgement, diplomacy and clarity of communication are essential.



What Success Looks Like in the First 12–18 Months

The first 12–18 months will focus on stabilisation, credibility and system uplift.

By this point, the successful Director Infrastructure will have:

- Established strong executive leadership credibility across the organisation
- Lifted leadership maturity, accountability and behavioural standards within the Directorate
- Introduced clearer infrastructure planning, prioritisation and governance frameworks
- Strengthened project and financial management discipline across capital and operational programs
- Improved DRFA compliance confidence and delivery efficiency
- Built productive, trusting relationships with Councillors, funding bodies and partners
- Shifted the Directorate from reactive delivery toward more planned, sustainable operations

These outcomes will demonstrate that infrastructure services are operating with greater control, consistency and strategic intent.



Why This Role Matters

This role offers a rare opportunity to lead a diverse, high-impact infrastructure portfolio spanning disaster recovery, water and sewer services, transport, aerodromes and heritage-listed natural assets.

The Director Infrastructure will operate within a mature and highly efficient DRFA delivery environment, supported by purpose-built systems and recognised by the Queensland Reconstruction Authority for strong performance and the annual completion of REPA works.

The role provides the chance to deliver genuinely transformational projects, including:

- A new sewer network for a rural community previously without reticulated services
- The renewal of a critical water treatment plant in a remote location inaccessible during the wet season
- Stewardship of internationally recognised Botanic Gardens requiring balanced leadership across infrastructure delivery, conservation and place-making

The Director will lead a committed, resilient and knowledgeable workforce with deep local expertise and pride in delivery, supported by genuine autonomy and trust to set priorities, make decisions and drive outcomes.

This is a hands-on Director role, offering end-to-end ownership from concept and design through to delivery, in an operating environment that demands innovation, adaptability and resilience.

For the right leader, the role offers exceptional scope to broaden and deepen technical, commercial and executive capability while delivering visible, lasting outcomes for communities across Cape York.

Candidate Profile

Cook Shire Council is seeking a senior leader who brings the judgement, resilience and adaptability required to operate at scale in a remote regional context.

The ideal candidate will demonstrate:

- Tertiary qualifications in engineering (civil, water or related) or business, with professional registration (such as RPEQ) highly regarded where it is actively applied in practice
- Senior executive or director-level experience in local government or a comparably regulated, asset-intensive environment
- Strong capability across water and wastewater infrastructure, recognising the scale of upcoming treatment plant upgrades and new network delivery
- Demonstrated ability to manage multiple complex priorities simultaneously in a fast-moving, resource-constrained environment
- A people-focused leadership style, with the ability to lead, support and motivate teams through challenge, disruption and change
- A solutions-oriented mindset, prioritising practical, timely outcomes over theoretical perfection
- Confidence as an accountable decision-maker, willing to take ownership of outcomes within legislative, policy and governance frameworks
- The ability to rapidly assess risk, benefit and consequence, even where information is incomplete or conditions are evolving
- Clear, calm communication with internal leaders, elected members and external stakeholders
- Demonstrated resilience, sound judgement and composure under pressure
- Genuine enthusiasm for the role, the region and the opportunity to actively engage with and contribute to the Cook Shire community

Experience working in regional or remote local government environments is highly regarded.

Note: You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.



Remuneration & Benefits

Cook Shire Council recognise it is important for employees to be fulfilled in their roles, to balance work and life demands and to deliver quality services to the community.

Benefits directly related to this role include:

- Base salary of \$220,000 + Super
- Based in Cooktown, with responsibility across a geographically vast LGA
- Attractive executive benefits including:
 - Five weeks annual leave plus additional special leave
 - Fully private use vehicle
 - Professional development support
 - Access to Council-facilitated accommodation (market rent applies)
- Relocation and lifestyle considerations are integral to this role
- Executive role under a Common Law Contract

Working in Cook Shire offers a distinctive professional and lifestyle experience, with the opportunity to contribute directly to regional outcomes in a close-knit community. Council recognises the realities of remote living and supports employees through flexible work practices, wellbeing initiatives and a collaborative organisational culture.



About Council

Cook Shire Council governs one of Queensland’s largest and most geographically diverse local government areas, covering approximately 105,718 square kilometres across Cape York Peninsula.

The Shire is home to around 4,800 residents, living across a network of remote and regional communities including Cooktown, Coen, Lakeland, Laura, Rossville, Ayton, Bloomfield and surrounding localities.

Cooktown is the administrative and service centre of the Shire and plays a central role in tourism, government services and regional employment. Other communities support a mix of agricultural activity, mining, tourism, transport and public sector services, reflecting the Shire’s dispersed settlement pattern and diverse economic base.

The regional economy is underpinned by mining, agriculture, forestry and fishing, accommodation and food services, tourism and government services. Tourism remains a key contributor, supported by Cooktown’s cultural heritage, proximity to Cape York landscapes and its role as a gateway to the region. Agriculture and emerging industries around Lakeland and Coen continue to support regional employment and investment.

Cook Shire Council is comprised of a Mayor and six Councillors, elected for four-year terms. The elected body is supported by a Chief Executive Officer and an executive leadership team responsible for service delivery across infrastructure, community services, corporate governance and regulatory functions.

Council employs approximately 140 staff, delivering services across one of the most remote and infrastructure-intensive local government areas in Queensland. With a relatively small ratepayer base and a very large asset footprint, Council relies heavily on State and Federal Government funding to support essential services, disaster recovery and infrastructure renewal.



Links to Council Information





Corporate Plan Summary (2022-2027)

Cook Shire Council's Corporate Plan 2022–2027 sets the long-term strategic direction for the organisation and provides a clear framework for decision-making, service delivery and investment across the Shire. The plan reflects extensive community engagement and acknowledges the unique challenges of delivering services across one of Queensland's most remote and geographically dispersed local government areas.

Strategic Pillars

The Corporate Plan is structured around six interconnected strategic pillars that define Council's priorities and desired outcomes:

- 1. Places for People** - Enhancing liveability through improved public spaces, town centre amenity and advocacy for housing that supports growing and changing communities.
- 2. Wellbeing and Empowerment** - Supporting resilient, healthy communities through social services, community safety initiatives and advocacy for education, health and aged care services.
- 3. Accessibility and Connectivity** - Maintaining and improving transport, digital connectivity and essential infrastructure to ensure safe, reliable access across the Shire.
- 4. Economic Development** - Enabling sustainable economic growth through infrastructure advocacy, investment attraction, tourism development and regional partnerships.
- 5. Environmental Responsibility** - Protecting and managing natural assets while strengthening environmental resilience and disaster preparedness.
- 6. Organisational Capability** - Strengthening governance, financial sustainability, workforce capability and community engagement to support effective service delivery.

Key Projects and Initiatives

Delivery of the Corporate Plan is supported by a targeted program of projects and advocacy priorities, including:

- renewal and resilience of critical infrastructure, particularly roads, bridges, water and wastewater assets

Sources:

- [Cook Shire Council – Corporate Plan 2022-2027](#)
- [Cook Shire Council – Operational Plan 2025-2026](#)
- [Cook Shire Council – Annual Report 2024-25](#)

- housing and land tenure advocacy to address residential and workforce constraints
- place-based improvements to town centres and community spaces
- tourism and event development to support the visitor economy
- enabling infrastructure for business and industrial development
- community safety, wellbeing and emergency preparedness initiatives
- organisational and digital capability improvements

These initiatives are prioritised based on community feedback, risk, compliance obligations, funding availability and long-term financial sustainability.

How the Plan Will Be Delivered

The Corporate Plan is delivered through an integrated planning and reporting framework that aligns strategy, operations and resources.

Key delivery mechanisms include:

- Annual Operational Plans, translating strategic priorities into funded actions
- Annual Budgets and Long-Term Financial Forecasts, ensuring financial alignment and sustainability
- Quarterly reporting to Council, monitoring progress and managing risk
- Annual reporting to the community, providing transparency and accountability
- Ongoing community engagement, ensuring priorities remain aligned with community expectations

This approach enables Council to remain adaptable while maintaining a clear and disciplined long-term direction.



Financial Performance & Long-Term Financial Plan

Cook Shire Council operates in a highly constrained financial environment characterised by a small ratepayer base, extensive infrastructure responsibilities and significant exposure to natural disasters. Council's financial position is therefore heavily influenced by external grant funding, particularly through disaster recovery programs.

Current Financial Position (2025–26)

For the 2025–26 financial year, Council has budgeted:

- Operating revenue: \$85.6 million
- Operating expenditure: \$99.0 million
- Net operating position (before depreciation): approximately \$2.1 million
- Depreciation expense: \$15.5 million

Approximately \$55 million of operating revenue relates to Disaster Recovery Funding Arrangements (DRFA), following events, which are restricted to the restoration of flood-damaged infrastructure and cannot be applied to general service delivery.

Council manages an asset base of approximately \$594 million, reflecting the cost of maintaining roads, bridges, water, wastewater and community infrastructure across a very large geographic area. With fewer than 2,800 rateable properties supporting this asset base, Council continues to experience a structural operating deficit once depreciation is considered.

Long-Term Financial Sustainability

Council's Long-Term Financial Forecast demonstrates a cautious and conservative approach, focused on:

- maintaining essential services such as roads, water, sewerage and waste
- prioritising asset renewal over new asset creation
- minimising debt while managing cash flow volatility
- maximising external funding opportunities
- applying disciplined rate increases aligned with community expectations and capacity to pay

Long-term sustainability remains dependent on continued advocacy for State and Federal investment, particularly in disaster resilience and infrastructure renewal.

Sources:

- [Cook Shire Council Budget 2025-26](#)
- [Long-Term Financial Forecast; Annual Report 2024-25](#)



Summary of Economic Development Strategy

Cook Shire Council's approach to economic development is focused on enabling sustainable growth in a highly remote and infrastructure-constrained environment. Council's role is primarily one of advocacy, facilitation and coordination, supporting private sector activity, employment and long-term regional resilience through investment in enabling infrastructure and strong partnerships.

Economic development priorities are closely aligned with Council's Corporate and Operational Plans and reflect the Shire's geographic scale, dispersed communities and reliance on external funding.

Council's strategic focus includes infrastructure advocacy to support housing, business development, tourism and essential services; strong partnerships with State and Federal governments to secure funding for regionally significant projects; support for existing and emerging industries to strengthen economic resilience; and place-based activation, particularly in Cooktown as the Shire's primary service and tourism centre. Strengthening the visitor economy through heritage, culture and events also remains a key priority.

The Cook Shire economy is underpinned by tourism, mining, agriculture, forestry and fishing, government services, and construction activity associated with capital works and disaster recovery programs. Council's economic development activities are designed to support these sectors while creating conditions for diversification and future investment.

Key initiatives include advocacy for housing-enabling infrastructure, water and wastewater services, roads and airports; land use planning and land tenure resolution to unlock development opportunities; tourism development and support for major events; facilitation of business and investment proposals; and planning for future commercial, industrial and airside development opportunities.

Economic development is embedded across Council's planning and delivery framework through integration with the Corporate Plan, annual Operational Plans and budget, coordination across infrastructure and planning portfolios, and ongoing engagement with industry, government and regional partners. This pragmatic, long-term approach positions Cook Shire to leverage its natural assets, cultural heritage and strategic role in Cape York while responding to ongoing economic and infrastructure challenges.

Sources:

- [Cook Shire Council – Corporate Plan 2022-2027](#)
- [Cook Shire Council – Annual Report 2024-25](#)

Respecting People Place and Progress

Organisational Culture and Community Satisfaction Survey Results

Organisational Culture

Cook Shire Council continues to strengthen its organisational capability, governance and service delivery systems to support consistent performance across a highly remote and geographically dispersed region. Recent initiatives have focused on improving transparency, internal systems, digital accessibility and workforce practices that support service continuity and resilience. Council has placed increased emphasis on communication and engagement, supported by the launch of a new Council website, expanded community outreach and clearer reporting on Council decisions, priorities and performance.

Community Satisfaction – 2025 Community Scorecard

Council undertook a Community Scorecard Survey in 2025, achieving strong participation across all major communities. The survey provided valuable insight into community perceptions of Council performance, service delivery and engagement.

Overall results indicated improving community confidence in Council, particularly in areas such as:

- governance and leadership
- access to information and communication
- Council’s visibility and engagement with the community
- understanding of Council’s role, priorities and constraints

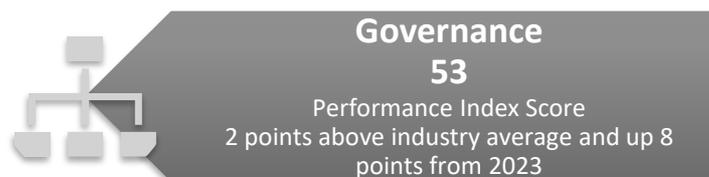
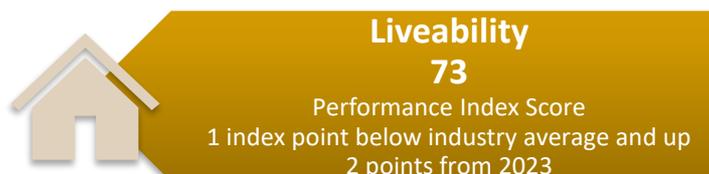
Respondents recognised improvements in how Council communicates decisions, provides updates on projects and engages with residents on budget and planning matters.

The survey also highlighted ongoing areas for improvement, most notably:

- roads and infrastructure condition and maintenance
- service reliability in remote communities
- responsiveness to customer requests and complaints
- managing expectations around funding constraints and delivery timeframes

These themes reflect the inherent challenges of servicing a large, remote Shire with a small ratepayer base and ageing infrastructure and have directly informed Council’s operational and budget priorities.

The Community Scorecard results were a key input into the development of the 2025–26 Budget and Operational Plan, reinforcing Council’s commitment to aligning service delivery, advocacy and investment decisions with community priorities and expectations.



Sources:

- [MARKYT Community Scorecard Report 2025](#)
- [Cook Shire Council – Annual Report 2024-25](#)

Organisational Structure

To deliver on Council's roles and responsibilities under the Community and Corporate Plans, the administrative arm of Council has an agile organisation structure, with service to the community as a key focus.





Living in the Region



Housing

Housing across Cook Shire reflects the region's remote and regional character, with a mix of detached houses, older Queenslander-style homes, modest modern dwellings and some unit-style accommodation, primarily concentrated in Cooktown. Housing availability can be limited, particularly for specialist and executive roles, and prices and rental availability fluctuate due to demand, construction costs and workforce housing pressures. Council and State Government investment in employee and key worker housing is contributing to gradual improvement in supply.



Educational Facilities

Cook Shire offers a range of early childhood, primary and secondary education options, centred largely in Cooktown. Facilities include Cooktown State School, Endeavour Christian College (Prep to secondary years) and St Mary's Catholic Primary School, with additional schooling options available in Coen and other communities. For tertiary education, residents typically access TAFE Queensland offerings delivered locally or online, with major universities including James Cook University and CQUniversity accessible through distance education or via Cairns.



Healthcare

Healthcare services are anchored by the Cooktown Multipurpose Health Service, providing hospital, emergency and residential aged care services. Primary healthcare is delivered through general practice clinics, community health services and visiting specialists, supported by the Royal Flying Doctor Service and retrieval services for higher-level care. Major tertiary hospitals, including Cairns Hospital, are accessible by air or road for specialised treatment.



Living in the Region



Shopping & Dining

Shopping and dining options are centred in Cooktown, which offers supermarkets, specialty retail, cafés, hotels and local restaurants. Retail choice reflects the size of the community, with residents accessing a mix of local businesses and essential services. Additional shopping and dining options are available in Cairns, which remains the primary regional centre for higher-order retail and commercial services.



Sports & Recreation

Cook Shire offers an active outdoor lifestyle supported by sporting clubs, ovals, gyms, aquatic facilities and community recreation spaces, particularly in Cooktown and Coen. Popular activities include football, netball, cricket, fishing, boating and swimming, alongside extensive opportunities for outdoor recreation, such as hiking, camping, four-wheel driving and nature-based pursuits. The region's natural environment and coastline provide a strong foundation for lifestyle and wellbeing.



Getting Around

Cook Shire is serviced by Cooktown Airport, with regular scheduled flights to Cairns, providing onward connections to major Australian cities. Regional airports at Lakeland and Coen also support charter and general aviation services. By road, Cooktown is approximately 330 kilometres north of Cairns, with a typical drive time of around four to five hours, depending on road and weather conditions. Public transport options within the Shire are limited, and private vehicles are the primary means of travel. Road access connects communities across the Shire, with travel conditions subject to seasonal impacts, particularly during the wet season.

To discover more about living in the region, visit council's ["Live + Work"](#) on the website.

Recruitment Process and Timeframes



How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter addressing the **Candidate Profile – Page 12**



Evaluation Process

Leading Roles and Cook Shire Council will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. Cook Shire Council may elect to undertake further interviews as required.

Preferred / shortlisted applicants may be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role. You will also be required to undergo a criminal history check, VEVO “right to work” check as well as financial probity checks.



Indicative Timeframes



Applications Open

- Friday 13 February 2026



Applications Close

- 5:00 pm Friday 13 March 2026



Initial Assessment

- Week Commencing 16 March 2026



Council Interviews

- Week Commencing 23 March 2026

*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.



What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
Week 1-3 Application Stage	<ul style="list-style-type: none"> • Application Acknowledgment: Prompt acknowledgement of your application.
Week 4 Initial Interviews	<ul style="list-style-type: none"> • Applicant Review: We work closely with our clients to determine longlisted applicants that match the requirements for the role. • Video Conference Interviews: Initial interviews with longlisted applicants. • Feedback: Shortlisted applicants agreed with client. Feedback provided to applicants.
Week 5 & 6 Client Interviews	<ul style="list-style-type: none"> • Preparation: Shortlisted candidates receive a briefing prior to client interview. • Panel Interviews: Consultants facilitate client interviews, at the discretion of the client, online or in-person. • Feedback: Post-interview feedback provided to candidates.
Week 5 & 6 Verification	<ul style="list-style-type: none"> • Checks: Simple online verification, including: <ul style="list-style-type: none"> ◦ Reference Checks ◦ Criminal History and Right to Work Checks ◦ Psychometric Assessments (if requested by client)
Week 6 Offer & Negotiation	<ul style="list-style-type: none"> • Negotiation: Consultant to support salary negotiations. • Engagement: Direct candidate engagement with the Council for contract questions and onboarding.
Week 6 to 8 Project Finalisation	<ul style="list-style-type: none"> • Future Opportunities: If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.
Post Placement	<ul style="list-style-type: none"> • Check-in: Regular check-ins throughout the first year.



BELINDA WALKER

Executive Talent Consultant



Belinda is our senior talent consultant with close to 20 years' experience recruiting executive, senior management and specialist roles in the public and private sectors throughout Australia and the United Kingdom.

Belinda commenced her career as a communications specialist, working in the not-for-profit and professional services sectors in the UK and Queensland.

Belinda prides herself on her stakeholder engagement skills, her client and candidate care, and her collaborative communication style to ensure a quality and professional level of service is always delivered.

CONTACT

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Client Rating



Candidate Rating





ATTACHMENT

Position Description



POSITION DESCRIPTION

Position Title	Director Infrastructure
Directorate	Infrastructure
Location	Council's Depot, Charlotte Street, Cooktown
Award/Classification	Common Law Contract

1 POSITION OBJECTIVES

- Deliver critical infrastructure services, including civil construction and maintenance, project management, water, wastewater, waste, parks and gardens, aerodromes, fleet and workshop.
- Develop short-term and long-term infrastructure, capital and operational strategies with a focus on long term sustainability
- Aligns infrastructure programs with council objectives, while promoting innovation, compliance and customer-centric operations.
- Drive a values-based directorate transformation, embedding a strong people and safety culture, and working collaboratively with the Executive Leadership Team to deliver Council's strategic objectives.
- Provide expert advice, reporting and service to the Mayor, CEO and Councillors within a complex legislative and political framework

2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities include but are not limited to:

Project Delivery

- Lead the successful delivery of infrastructure projects, ensuring alignment with Council's strategic goals, technical standards, and community expectations.
- Implement effective project management methodologies to ensure timely, cost-effective, and high-quality outcomes.
- Engage internal and external stakeholders to support project success and risk mitigation.

Disaster Recovery Funding Arrangements (DRFA)

- Oversee the DRFA program to ensure:
 - Efficient delivery of funded works.
 - Full compliance with all funding guidelines and reporting requirements.
 - Accurate documentation and financial reconciliation of all DRFA projects.

Capital Works Program

- Manage the planning and execution of the annual and long-term capital works programs.
- Ensure all capital projects align with Council's strategic infrastructure objectives and community priorities.
- Monitor performance, expenditure, and reporting against budgets and milestones.

Infrastructure Development Planning

- Identify and assess current and future infrastructure needs across the Shire.
- Develop strategic plans and business cases to support major infrastructure investment.
- Advise Council on infrastructure priorities, funding opportunities, and policy implications.

Works and Operations Management

- Provide leadership across all operational works and services within delegated responsibilities, including:
 - Local roads and footpaths.
 - Parks, reserves, and botanic gardens.
 - Workshop and fleet operations.
 - Remote town agency coordination and service delivery.
- Ensure service delivery meets technical, environmental, and community standards.

Water and Waste Services

- Oversee all water supply and wastewater services including compliance, quality assurance, and asset management.
- Lead the maintenance and renewal of water and sewer networks to meet regulatory and community service levels.
- Manage waste collection, transfer stations, recycling, and landfill operations to ensure environmental compliance and operational efficiency.

Strategic Management

- Provide visionary leadership to Infrastructure Services, and deliver on Council's Community, Corporate and Operational Plans.
- Actively contribute to the Executive Leadership Team and represent the Directorate's interests across whole-of-Council strategic initiatives.
- Lead divisional business planning, policy development, and innovation aligned to Council's long term objectives.
- Facilitate engagement with key stakeholders and Council's elected members to explore opportunities and innovative solutions.
- Maintain oversight of major capital projects and strategic asset planning to support community growth and development.

Leadership

- Drive organisational and cultural change, promoting innovation, accountability, and continuous improvement.
- Role model Council's values and create a workplace culture that encourages collaboration, inclusion, and professional development.
- Lead workforce capability planning and succession strategies across the Directorate, in consultation with the People and Safety team.
- Champion a safety first culture and ensure compliance with WHS legislation and Council's safety policies and procedures.
- Contribute to the implementation of risk management systems and proactive risk controls.
- Respond to incidents and ensure effective investigations, reporting and ongoing organisational learning through team meetings and toolbox talks.

Operational and Financial Management

- Prepare, manage and monitor budgets for infrastructure operations and capital works.
- Ensure effective project governance, procurement, and contract management to deliver value for money and legislative compliance.
- Provide accurate and timely financial, performance and risk reports to Council, regulators and stakeholders.
- Ensure a high level of customer service and community interactions across the Directorate are delivered, along with regular monitoring and reporting on the timeliness, quality and effectiveness of customer service provided.
- Prepare forward works program and forward financial plans relating to the planning, maintenance, upgrade and expansion of infrastructure assets, in consultation with other business areas.
- Oversee the management of work programs/projects across civil construction and maintenance, parks and gardens, botanic gardens, water, sewerage and waste, aerodrome, fleet and workshop management.
- Oversee the management of funded projects, and meeting reporting and acquittal requirements and deadlines.
- Oversee the effective management of contractors to ensure compliance to tenders, procurement systems and processes, and safety compliance in line with legislative requirements.

Risk Management and Health and Safety

- Implement WHS policies, procedure standards, guidelines, instructions and risk assessment plans.
- Consult with employees on WHS issues and support WHS employees and representatives in their duties and/or requests.
- Discuss risk management issues as part of team meetings.
- Conduct and document system reviews and inspections of employees and contractors with assistance from the WHS employees and/or representatives.
- Ensure proper training and instruction is given to workers allowing them to complete jobs safely and without risks to health, safety and wellbeing.
- Ensure that incidents and near misses are recorded, promptly investigated and that, where appropriate, corrective action is taken.
- Develop and implement proactive risk management systems.
- Ensure ongoing training to develop and maintain a high level of WHS awareness.
- Ensure that relevant WHS legislation is complied with.

Stakeholder Engagement and Relationship Development

- Build and maintain trusted relationships with the CEO, ELT, Mayor, Councillors and key external stakeholders.
- Advocate for regional infrastructure priorities at local, state and federal levels.
- Represent Council in high-level forums, committees and community consultation forums.
- Provide clear, strategic advice on infrastructure projects.

3 POSITION REQUIREMENTS

3.1 Qualification, Experience, Skills and Knowledge

- Tertiary qualifications in a discipline relevant to the role.
- Extensive senior level experience in Local Government or a highly regulated business environment.

- Proven experience in strategic planning, change management, and leading transformation in complex operating environments.
 - Demonstrated experience overseeing multi-million dollar capital works and operational budgets.
 - High level experience navigating politically sensitive environments and building trusted relationships with elected members.
 - Professional experience in relationship building and working collaboratively with a diverse range of stakeholders on strategic issues, to deliver mutually beneficial and integrated outcomes.
 - Experience working in regional or remote local government settings is highly regarded.
-

3.2 Interpersonal Skills

- Proven ability to lead and develop high-performing teams, enhance capability, and drive a culture of continuous improvement, while delivering a consistently positive customer experience through mentoring and coaching.
 - Demonstrates a consultative, composed, and solutions-focused approach, particularly in high-pressure or public-facing situations.
 - Maintains professionalism and a positive outlook while working under pressure and managing competing priorities.
 - Strong multitasking and time management skills, with the ability to remain focused and deliver high-quality outcomes.
 - Self-motivated and capable of working autonomously, while also contributing meaningfully to collaborative team environments.
 - Embraces inclusivity, working effectively with diverse personality types and professional backgrounds.
 - Highly conscientious, with strong initiative and accountability for outcomes.
 - Committed to providing exceptional service to both internal and external stakeholders.
-

3.3 Training

- Training will be provided as deemed necessary.
 - The incumbent may be required as part of this position to attend professional development opportunities.
-

3.4 Workplace Standards

- Demonstrate exemplary behaviour, serving as a role model for professionalism, ethical conduct, and a positive attitude.
- Actively support the growth and development of team members by providing regular feedback, mentoring, and opportunities for professional development.
- Foster an inclusive and supportive work environment where employees feel valued and motivated to achieve their best.
- Compliance with Council's Code of Conduct, Corporate Policies and Procedures and relevant legislation.
- Embody and promote Council's mission and values, contributing to a positive and inclusive workplace culture.

- Promote and maintain a professional image, demonstrating respect, integrity and ethical behaviour in all Council duties and activities.
 - Adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
 - Contribute toward the overall efficient and effective operations of Council.
-

3.5 Workplace Health and Safety

- Ensure staff are implementing and adhering to all WHS policies and procedures, and promptly address any WHS concerns to prevent workplace incidents and injuries.
- Compliance with Council's Workplace Health and Safety Management Systems and *Work Health and Safety Act 2011* (Qld).
- Compliance with all documented WHS policies, procedures and reasonable instructions issued by Council and its officers.
- Adopt a "safety first / risk adverse" mindset to ensure the well-being of yourself and others.
- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards in the workplace, and/or report hazards and risks in accordance with WHS procedures.
- Report workplace incidents, including, but not limited to injuries, property damage and near misses and, if requested, actively participate in WHS investigations within the workplace.
- Actively participate in training provided by Council in relation to WHS management principles and practices appropriate to your role and responsibilities within the Council.

4 ORGANISATIONAL AND REPORTING RELATIONSHIPS

- This position reports directly to the Chief Executive Officer.
- Overall responsibility for the following work areas of Council:
 - Civil Construction and Maintenance;
 - Water and Wastewater Management;
 - Waste Management;
 - Parks and Gardens;
 - Botanic Gardens;
 - Aerodromes;
 - Fleet and Workshops;
 - Disaster Recovery Funding Arrangements.
- Liaises with all Council staff, Councillors, Government departments, consultants, contractors and the general public.

5 EXTENT OF AUTHORITY

- Designated procurement delegations as per the Cook Shire Council Procurement Policy.
- Approved financial delegations.
- The incumbent will take responsibility for decision making outcomes, directly related to their primary objectives and key duties.

6 OTHER INFORMATION

- Cook Shire Council is an equal opportunity employer.
- Cook Shire Council operates under a Certified Agreement.

- This position description will be subject to change from time to time as Cook Shire Council's organisational direction is refined and developed to meet ongoing needs. Any such re-organisation of duties shall be the subject of discussion with the position incumbent.

Manager/Supervisor: Chief Executive Officer

Incumbent's Name: _____

Incumbent's Signature _____ **Dated:** _____

Approved By: _____ **Dated:** _____

*Chief
Executive Officer*



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