



Head of Department - Fuel, Fleet & Logistics

Keep essential services moving. Build capability that stays in community.

Why this role matters

At TSIRC, reliable vehicles, plant, fuel and freight support the services communities depend on. This role offers the opportunity to turn operational challenges into practical improvements: safer and more dependable assets, better supply arrangements, stronger local capability and responsible use of community resources.

We are much more than a Council. We are a service provider, employer and partner in community life. We respect Ailan Kastom and recognise that each island community has distinct language, cultural practices and priorities. Success here depends on listening, building trust and delivering what you commit to.

Position details

Item	Head of Fuel, Fleet and Logistics
Reports to / unit	Executive Director Building Services / Building Services Unit (confirm).
Classification / employment	Senior Officer; individual employment contract (confirm classification, instrument, tenure and remuneration).
Base / travel	Base: (confirm). Regular travel throughout the Torres Strait Islands; travel arrangements: (confirm).
Team / resources	Direct reports: (confirm). Budget and delegated limits: (confirm).
Portfolio	Fleet, vehicles, plant and machinery; fuel services and related assets; freight/logistics strategy. Assigned transport services, including public transport (confirm scope).

Purpose and accountability

Lead safe, reliable and financially sustainable fleet and fuel services and improve freight and logistics arrangements across Council. Align asset lifecycle planning, maintenance, supply, contracts and people capability with service needs. Identify and deliver approved commercial improvements that reduce avoidable costs, strengthen resilience and create viable opportunities for local skills and employment.

Authority and boundaries

- Manage approved programs, budgets and resources within written delegations; recommend procurement, renewal priorities and commercial options.
- Escalate service failures, material risks and matters beyond authority promptly.
- Obtain the relevant approval for pricing, subsidies, partnerships, new enterprises and major commitments. This PD does not confer additional powers.
- Own assigned fleet and fuel assets, not Council-wide asset accounting or the corporate-building portfolio. Finance leads financial reporting and valuation; portfolio interfaces require confirmation.
- Obtain technical certification and specialist engineering advice from appropriately qualified and authorised practitioners.

Primary responsibilities and accountabilities

1. Fleet, plant and transport service reliability

- Plan fleet capacity and utilisation around service needs, ensuring vehicles, plant and machinery are fit for purpose.
- Deliver risk-based maintenance, inspection and replacement programs; managing mechanical service contracts, workshop standards, commissioning and disposal.
- Coordinate operator competence and safe use with service managers.
- Plan delivery of assigned transport services, including public transport, where confirmed, with clear service and compliance responsibilities.

What success looks like: A current fleet plan and serviceable-asset record; maintenance completed against approved schedules; critical defects acted on; availability, downtime and utilisation reviewed with service users; replacement decisions supported by condition, risk and whole-of-life cost.

2. Fuel continuity, safety and affordability

- Manage the fuel value chain from purchasing and freight through storage, distribution, stock control, usage and charging.
- Maintain supply forecasts, replenishment triggers and disruption contingencies.
- Coordinate fuel-asset maintenance, safety and environmental controls, repairs and renewal.
- Pursue lower delivered costs and affordable supply without creating unapproved losses for Council.
- Make approved subsidies explicit and reconcile them with Finance rather than hiding them within operating performance.

What success looks like: Reliable stock and usage reconciliations; supply risks escalated before interruption where foreseeable; losses and variances investigated; delivered cost and cost recovery reported; subsidy treatment transparent; fuel-asset risks and corrective actions tracked.

3. Freight, logistics and supply resilience

- Develop a strategic view of freight demand, costs, lead times and critical dependencies across the portfolio and with other Council services.
- Review freight services and market options, coordinate demand and test consolidation, scheduling and alternative supply arrangements.
- Negotiate within authority and maintain supplier performance reviews and contingency plans suitable for island conditions.
- Balance savings with safe delivery, reliability and community requirements.

What success looks like: A documented freight baseline and improvement plan; supplier delivery performance and costs reviewed; critical supply dependencies understood; approved savings or service improvements evidenced without transferring hidden cost or risk to another team.

Shared operating expectations

- Maintain safe systems of work, consult employees and address physical and psychosocial risks within the role's control.
- Ensure contractors meet agreed safety, environmental, service and reporting requirements.
- Encourage early reporting of hazards, defects, incidents and near misses; investigate and close actions rather than discouraging reports.
- Plan for weather, access, freight disruption and local operating conditions.
- Maintain accurate records and comply with applicable legislation, Council policies, procurement requirements, confidentiality and ethical standards.
- Undertake other reasonable duties consistent with the role's purpose, capability and delegated authority; material scope changes require review of priorities, resources and the PD.

Commercial leadership and sustainable capability

4. Commercial performance and responsible growth

- Develop annual and long-term budgets, forecasts and quarterly reviews with Finance.
- Manage procurement, contracts, internal charging and service-level arrangements through approved processes.
- Bring commercial judgement, curiosity and creativity to options such as workshop and maintenance services, internal/external plant hire and partnerships.
- Build business cases covering demand, cost, revenue, risks, capacity and community benefit; implement only approved initiatives and verify benefits.

What success looks like: Timely forecasts and explained variances; transparent charging and contract records; approved business cases with realistic assumptions; realised benefits distinguished from estimates; commercial activity does not undermine essential services or create unauthorised exposure.

5. Asset stewardship, systems and modernisation

- Maintain reliable operational asset information for the assigned portfolio: identity, location, condition, usage, maintenance history and replacement needs.
- Develop asset-management and renewal plans, contribute capital priorities and provide accurate evidence for Finance-led valuation and audit processes.
- Modernise systems, workflows and reporting with the relevant corporate owners.
- Evaluate electric vehicles, alternative fuels and lower-carbon options against service fitness, infrastructure, remote maintainability and whole-of-life economics.

What success looks like: Portfolio data reconciled with corporate records; risk-based renewal priorities supported by evidence; audit information supplied on time; improvements adopted by users; sustainability proposals based on a clear operational and financial assessment.

6. People, partnerships and local capability

- Lead the assigned team with clear responsibilities, safe workloads, practical supervision and regular feedback.
- Build a capability and succession plan with People & Wellbeing, including feasible apprenticeships, local employment and maintenance skills pathways.
- Work constructively with communities, service leaders and suppliers.
- Be positive about change while testing its practicality, support needs and risks; follow through on agreed actions.

What success looks like: Team members understand their roles and priorities; onboarding and development commitments are followed through; capability gaps and succession risks have actions; local opportunities are assessed and progressed where approved; stakeholder commitments and issues are tracked to resolution.

Relationships, capability and expectations

Key working relationships

- Executive Director and executive leaders: clear advice, options and early escalation.
- Service and island-based teams: agreed service needs, availability and responsibilities.
- Finance, Procurement, Assets and ICT: coordinated budgets, contracts, data and systems.
- People & Wellbeing and WHS: people capability, workforce support and safe work.
- Communities, suppliers and partners: respectful engagement and delivery of agreed commitments.

Essential capability and experience

- Operational delivery. Relevant tertiary or trade qualifications, or extensive equivalent experience in fleet, mechanical/automotive services, transport, logistics or supply-chain operations; demonstrated maintenance planning and ability to lead a comparable multi-site service.
- Ability to operate within a regulated governance environment, including procurement, delegations, financial accountability, recordkeeping and transparent decision-making.
- Commercial and asset judgement. Evidence of budget and contract management, whole-of-life decisions, procurement and business-case development; ability to interrogate cost, service and asset data and turn it into workable improvements.
- People and change leadership. Proven leadership of diverse operational teams, with clear expectations, coaching, constructive accountability and delivery through others. Strong negotiation and stakeholder communication skills.
- Regional and cultural capability. Ability to operate effectively in remote island conditions and a cross-cultural environment, respect Ailan Kastom, learn local context and build trusted relationships. Ability to undertake regular regional travel.
- Safe and responsible practice. Practical WHS and transport-compliance knowledge, sound risk judgement and ability to identify when specialist advice is required. Current C Class driver's licence and effective digital, reporting and business-system skills.

Desirable experience

- Torres Strait operating experience and local language capability, including Meriam Mer, Kala Lagaw Ya or Creole.
- Fuel operations, remote supply chains, public transport and public/private enterprise or local government governance.
- Commercial partnerships, apprenticeship pathways and asset-management frameworks.
- CompaqOnline and TechnologyOne experience.

Values in action

- **One:** We are one team who achieves together.
- **Respect:** We have respect for each other and the communities we serve.
- **Accountability:** We are accountable and responsive to our communities.
- **Courage:** We are courageous leaders who think innovatively.
- **Resilience:** We are builders of a sustainable and resilient region.

Working requirements and acknowledgement

The preferred applicant must obtain a National Police Certificate before appointment and meet any health, immunisation, licensing and travel requirements applying to the role under Council policy and current public health advice. Technical or high-risk work may only be undertaken within the employee's competence and authorisation.

Appointment conditions and support arrangements are addressed separately. Review this PD when the role materially changes. Acknowledgement confirms discussion and understanding of responsibilities, priorities and support; it does not replace the employment contract or waive applicable rights.

Employee: _____ Signature: _____ Date: _____

Manager: _____ Signature: _____ Date: _____

Position ID: (confirm) | Approved by: (confirm) | Approval/review date: (confirm)