



# Manager Planning and Development

## Information for candidates

Cover Photo: John Bylund





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## Welcome to Collie

I am delighted you are considering the role of Manager Planning and Development at the Shire of Collie. This is a town with a very promising future, and one that offers real opportunity to make a difference.

While the area has historically been associated with coal mining and coal-fired power stations, Collie is undergoing a significance period of change.

Aided by the State Government led 'Just Transition' program, our community is working to diversify its economic base and set up for long term prosperity. As example, the Government's tourism investment plan is supporting the development of Collie as a tourism destination with over \$50M in funding. Already we have seen significant new investments from the public and private sectors. Initiatives range from \$10M construction of world-class mountain bike trails through to the growing and processing of medicinal grade cannabis.

Collie is in an ideal setting, with an abundance of offerings. For a small community, we 'punch above our body weight' when it comes to arts, adventure and attractions. In a picturesque region, we are supported by a full range of services and affordable housing; five primary schools, a high school, hospital, public swimming pool and multiple sporting organisations including football, netball, hockey, basketball, soccer, cricket, swimming, cycling, motor sports, martial arts, shooting, dancing, equestrian and water sports.

As Collie is transitioning, so is the organisation working to improve the provision of services and facilities while achieving operational efficiencies.

Supporting the Shire President and Councillors, the Shire is led by an executive team that is working to harness the many opportunities available in Collie. As part of the leadership group, the Manager Planning and Development has opportunity to play a key role in the transition of Collie and take up a range of professional achievement opportunities.

A collaborative mindset is essential in this role, ensuring everyone involved in projects and services can work from their strengths. As Chief Executive, I place importance on core values of integrity and accountability, along with an attitude of 'working to outcomes'.

If this role fits your career objectives, we would like to hear from you. In the meantime, we appreciate you considering this opportunity.

**Phil Anastasakis**

**Chief Executive Officer**



## Shire of Collie

The Shire of Collie covers an area of 1,711 square kilometres. Located 202kms south of Perth, Collie is situated 59 kms inland nestled amongst dense jarrah forest. Collie is home to the Nyoongar First Nation people and is situated in the *Gnaala Karla Booja* region. The Shire of Collie was formed by an amalgamation of the Municipality of Collie (1901) and the Collie Road District (1900) to become the Collie Coalfields Road District on the 2<sup>nd</sup> March 1951. Collie was declared a Shire in July 1961 and officially named the Shire of Collie on the 1<sup>st</sup> July. The Shire of Collie includes the towns and localities of; Collie, Allanson, Buckingham, Collie Burn, Collie Cardiff, Harris River, Lyalls Mill, Muja, Mungalup, Palmer, Preston Settlement, Shotts, Worsley and Yourdamung Lake.

The Shire of Collie is surrounded by the neighbouring Councils of Harvey, Boddington, Williams, West Arthur, Boyup Brook, Donnybrook-Balingup and Dardanup.

As at January 2021, there are 198 places heritage-listed within the Shire of Collie, of notable mention is Wellington Dam.

The Shire is a 2-hour drive from Perth and a 40-minute drive to Bunbury.



## History

Collie is, historically, Western Australia's most important coal mining town. At the 2016 census, Collie had a listed population of 7,192 with the Shire of Collie population listed as 8,798.

Collie was first explored, by the European's, in 1829 by Captain Stirling who was accompanied by Lieutenant Preston and Dr Alexander Collie. In 1883 coal was discovered along the Collie River, a significant event that was a catalyst for the founding of the townsite. 1895 saw a railway line to the coalfields begin construction with Collie declared a township the following year. The first coal fired power station was built at Collie in 1931.

December 1943 Collie was to be the location of a power alcohol distillery to support war efforts. The alcohol would be used to improve the octane rating of petrol which is essential for the manufacture of munitions.

In 1948, a 3-week strike was enacted when mine workers claimed unsafe work conditions underground due to a cantankerous horse, "Red".

Underground mining was halted in 1994 when all mining in the area was replaced with open cut operations. Collie still has 2 open-cut coal mines in operation today Griffin coal and Premier Coal (Yancoal Australia).



## Our logo

In 2019, the Shire of Collie underwent rebranding to bring a fresh new look to the Council logo. Incorporating elements of the unique Collie landscape the logo represents the interaction between the environment and the community. Represented by the logo is the beautiful waterways dotted throughout the Shire, leaves to symbolise the expansive national forest, the open-cut coal mines – an iconic part of Collie and, the welcoming nature of the community.



**water**  
represents the  
abundance of lakes  
and waterways  
throughout the Shire,  
(ie. Black Diamond Lake)



**leaves**  
beauty of the  
natural environment  
that surrounds  
Collie, also symbolic  
of sustainability,  
growth and  
prosperity



**open-cut  
coal mine**  
representing  
Collie's pride in it's  
mining heritage



**community**  
a person in  
celebration –  
representing  
a joyful and  
thriving community

## Coal Mining and processing

Both of Collie's open-cut mines are located approximately 15kms east of the townsite on each side of the Coalfields Hwy. The mines service Collie's 3 power stations; Muja Power Station, Collie Power Station and, privately owned, Bluewaters Power Station. Premier Coal employs over 300 people and supports a wide range of regional industries and community-based activities including support of the local early education centre. Coal mined from the 2 mines is used locally and not exported like that on the Eastern coast of Australia. Approximately 1100 jobs in Collie are directly linked to the coal mining industry and the supply of power.

South32 situated in Worsley, processes alumina at the refinery from bauxite mined near the neighbouring town of Boddington. Like Premier Coal, South32 supports community-based activities in the Shire including the early education centre.

The areas in Collie that employ the highest number of individuals include: Technicians and trade workers, machinery operators and drivers, and labourers (54.6%) (Census, 2016).



## Education

Collie is well provisioned in terms of education boasting 5 primary schools, a regional high school and a TAFE campus. The 4 public primary schools are steeped in tradition with factions named after different areas of the town. The Catholic primary school also caters for approximately 155 students. Collie Senior High School services the surrounding towns as well as the Collie townsite and caters for 518 students (Semester 1, 2021).

South Regional TAFE offers VET programs to the high school students as well as members of the wider community. Business studies and aged care courses are the main areas of study. The visual arts program recently held an exhibition at the local art gallery showcasing the works of the students which was highly regarded by the Collie community.



### Collie Art Gallery

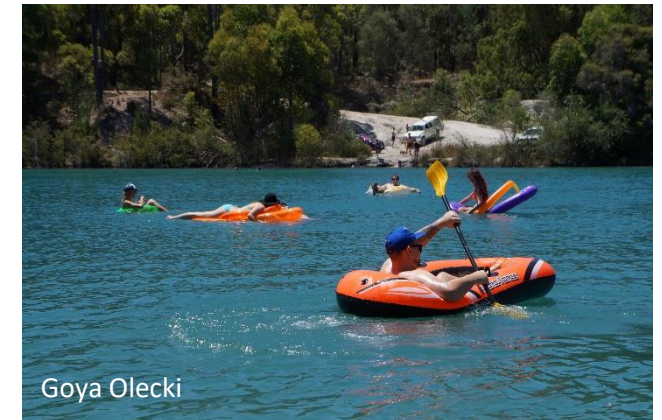
Officially opened in 2015, the Collie Art Gallery takes pride of place on Throssell street after 40 years of passionate lobbying, planning and fundraising. The Collie Art Gallery was the first purpose-built A-class public art gallery opened in WA since the Art Gallery of WA was opened in the 1970s. The Gallery was built as part of the Shire of Collie's SuperTowns program.

The Collie Art Gallery has hosted many exhibitions over the past 6 years including Australian and local artists. The local FestivArty festival showcases local artists' work and allows the local schools to showcase the artwork of students.

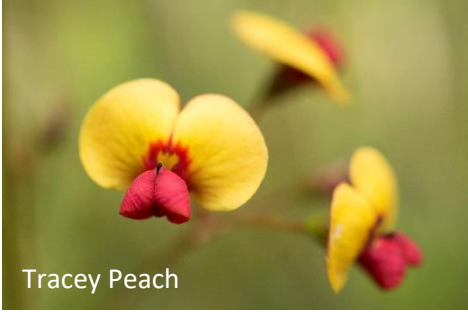
Collie Art Gallery – courtesy of [www.collieartgallery.org.au](http://www.collieartgallery.org.au)

## Sport

Collie has a strong sporting culture, whether it be football (AFL), hockey, rugby, swimming or dancing. Both indoor and outdoor sports are catered for with dedicated football and cricket ovals, soccer pitches, tennis courts and the Shire swimming pool. The recreation centre provides facilities for both netball and basketball, catering for players of all ages.







## Natural Environment

Surrounded by national forest, Collie is a picturesque town that boasts amazing landscapes coupled with unique flora and fauna. Take a meander down one of the trails to fully immerse yourself in the serenity and beauty of the Wellington National Forest. The Collie River winds its way through the valley offering many vantage points to observe the beauty of the natural landscape. Collie Scenic Drive offers visitors a peaceful drive through the forest with lookouts scattered along the way to stop and take in the surroundings. Minninup Pool, Black Diamond and Stockton Lake are all fabulous locations for a day out and about. Lake Kepwari was recently revitalised by the State Government and provides facilities for those wanting to camp in the area.

## Shire of Collie - Council

The Shire of Collie Council is served by 10 elected Councillors who are fully committed to the wellbeing and further development of the community and local business.

The Shire of Collie employs approximately 90 staff including casual and contract staff.

## Staff Mission

The Shire of Collie Council's Vision is:

*"A connected community that is as rich and diverse as its heritage and landscape"*

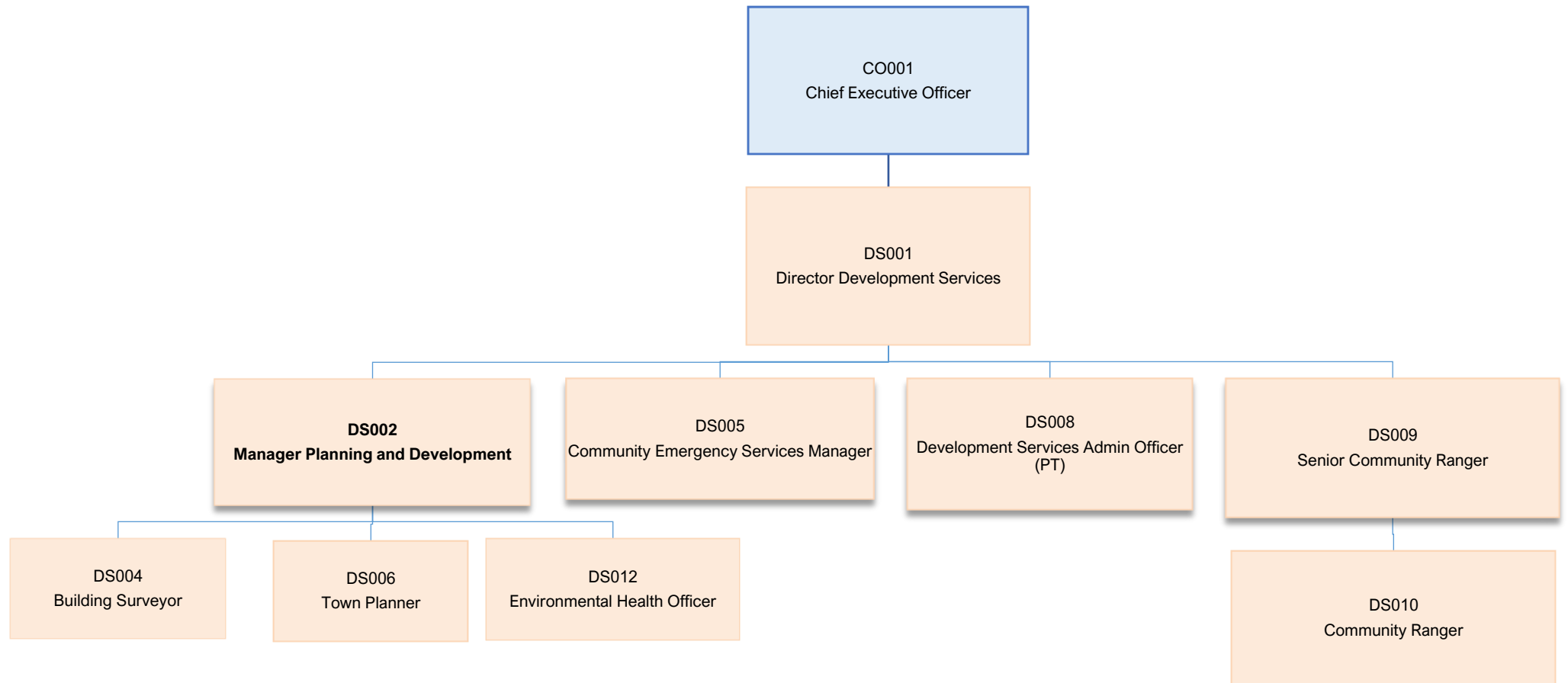
The core values at the heart of the Council's commitment to the community are:

- *Acting with integrity, transparency and accountability*
- *Leading the delivery of the community's vision*
- *Enabling community-led endeavours to make the Shire of Collie a better place*
- *Respectful progress*



## The Position and its challenges

### Organisational Structure





## **Who are we looking for?**

The Shire of Collie is seeking a highly motivated, suitably qualified, and experienced professional who can confidently oversee the planning & development department

The successful candidate will provide leadership and direction for strategic and statutory planning, environmental health, building services, compliance and related activities assisting the Director Development Services with strategic vision and expert guidance to the Shire.

### **The Opportunity**

- Permanent full-time position
- 9-day fortnight with RDO
- Generous superannuation and co-contribution option
- An attractive remuneration package up to \$158,000 will be offered including a cash component of between \$120,000 - \$124,000 dependant on skills, experience and if the applicant resides in Collie. Plus, other benefits including a Council vehicle with full private use.

### **Key responsibilities of the position will include:**

- Administer in accordance with Council delegations, the Town Planning Schemes and other planning controls.
- Ensure all development applications are processed in accordance with the provisions of Council's Local Planning Schemes, planning policies, State Government directives, timelines and requirements.
- Manage and mitigate risks associated with the compliance with various Acts, Regulations, Local Laws and Council Policies relevant to the role, overseeing any enforcement measures.
- Provide advice to the organisation on appropriate response, precedent and protocol when dealing with town planning and development issues and legislation.
- Liaise with stakeholders on subdivisions, structure plans and Local Planning Scheme amendments.
- Responsible for the preparation of Council Meeting and Committee Meeting Agendas, in accordance with the Local Government Act 1995 – WA and when required, attend Council and Committee Meetings.
- Coordinate the preparation of strategic town planning studies and implementation of relevant projects.

- Assist the Director Development Services in developing annual budget submissions.
- Within delegation, manage the Planning and Development department budget and reporting
- Overseeing recruitment, induction, training and performance of Planning & Development service staff.

This role works closely with the Director Development Services.

### **The ideal candidate will have:**

- Tertiary qualifications in Urban or Town Planning or a related field.
- Knowledge of related legislation including legislation relating to environmental protection, health, building, heritage, local laws and administration.
- Knowledge of local government and its relationship to and with state government.
- Demonstrated public relations and interpersonal skills in a customer-based environment with an ability to influence, negotiate and resolve conflict.
- Ability to accurately analyse, prepare and present data using a range of Microsoft Office Programs, databases and Geographic Information System (GIS).
- Proven leadership capability coupled with strong interpersonal skills, an ability to develop trust and engagement within a workforce and manage the demands of varied areas of responsibility.
- Excellent verbal and written communication skills to communicate clearly and concisely to a broad range of stakeholders.
- Demonstrated understanding of contemporary management practices including the principles and processes associated with continuous improvement, business excellence and project management.
- Strong organisational skills with the capacity to work unsupervised, manage priorities and meet deadlines.
- At least five years' experience in a senior position in the development services field with a local government or planning consultancy.

A position description is included as Appendix II in this document.

## Total Remuneration Package (TRP)

An attractive remuneration package will be negotiated with the applicant based on the skills, abilities and experience the preferred Manager Planning & Development will bring to the role. The package will include salary, commuter use of a motor vehicle, and superannuation contribution of 12% on the cash and non-cash value.

Residing within the Shire of Collie will be very highly regarded but is not compulsory, and a housing allowance will be offered for such.

## The Recruitment Process

Applications should be addressed to the Human Resources Office - submission details can be located on our website [www.collie.wa.gov.au](http://www.collie.wa.gov.au) . **The Shire of Collie reserves the right to fill the position at any time throughout the recruitment and selection processes.**

Queries regarding the position itself or the recruitment process can be directed to Director Development Services, Alex Wiese who can be contacted via (08) 9734 9000.

### Shortlisting and interviews

A shortlist of candidates for interview will be selected after applications close and interviews will be held at the Shire of Collie's administration office or via Teams for remote applicants. As much notice as possible will be afforded to applicants to ensure they can attend.

Referee checks will be conducted after interviews. Please ensure that your referee's details are correct and that they are aware that they will be contacted

### How to Apply

In order to be considered for the position, you must be able to demonstrate your suitability for the role.

Applications can be emailed to [hr@collie.wa.gov.au](mailto:hr@collie.wa.gov.au)

All hard copy applications should be sent to:

"Confidential – Human Resources Officer"  
Shire of Collie  
Locked Bag 6225  
Collie WA 6225

### Applications should include:

- **A short covering letter which clearly outlines:**
  - **Why you are interested in the position.**
  - **Previous experience in local government management positions.**
  - **Other relevant skills and experience.**
- **resume, including the names and contact details of two recent work-related referees.**





## Appendix I – Advertisement



### Manager Planning and Development

The Shire of Collie is seeking a motivated, suitably qualified and enthusiastic Manager Planning and Development to join the Development Services Directorate

Key responsibilities of the position will include:

- Ensure all development applications are processed in accordance with the provisions of Council's Local Planning Schemes, planning policies, State Government directives, timelines and requirements.
- Coordinate the preparation of strategic town planning studies and implementation of relevant projects.
- Assist the Director Development Services in developing annual budget submissions.
- Manage and mitigate risks associated with the compliance with various Acts, Regulations, Local Laws and Council Policies relevant to the role, overseeing any enforcement measures.
- Supervise and support the Planning and Development team

To succeed in this role, you should ideally hold tertiary qualifications in Town or Urban Planning (or a related field), with demonstrated experience in project and statutory planning, including development and subdivision applications. Proven leadership, team management, and stakeholder engagement skills, along with a strong understanding of relevant legislation—particularly within a Local Government context—are essential.

An attractive remuneration package up to \$158,000 will be offered, with a cash component between \$120,000 - \$124,000 based on skills and experience. Residing within the Shire of Collie will be highly regarded but is not essential, and a housing allowance will be offered for such.

Applications can be emailed to [hr@collie.wa.gov.au](mailto:hr@collie.wa.gov.au) or hard copy applications should be sent to:

"Confidential – Human Resources"  
Shire of Collie  
Locked Bag 6225  
Collie WA 6225

**The closing date for applications is Friday, 27 June 2025 at 4:00 p.m.**

Further information is available on the Shire website by visiting [www.collie.com.au](http://www.collie.com.au) or by contacting Alex Wiese, Director Development Services on 9734 9000.

***The Shire of Collie reserves the right to fill the position at any time throughout the recruitment and selection processes.***

**Phil Anastasakis**  
Chief Executive Officer



# Manager Planning and Development

## *Position Description*

*Position number: DS002*





## **POSITION DESCRIPTION**

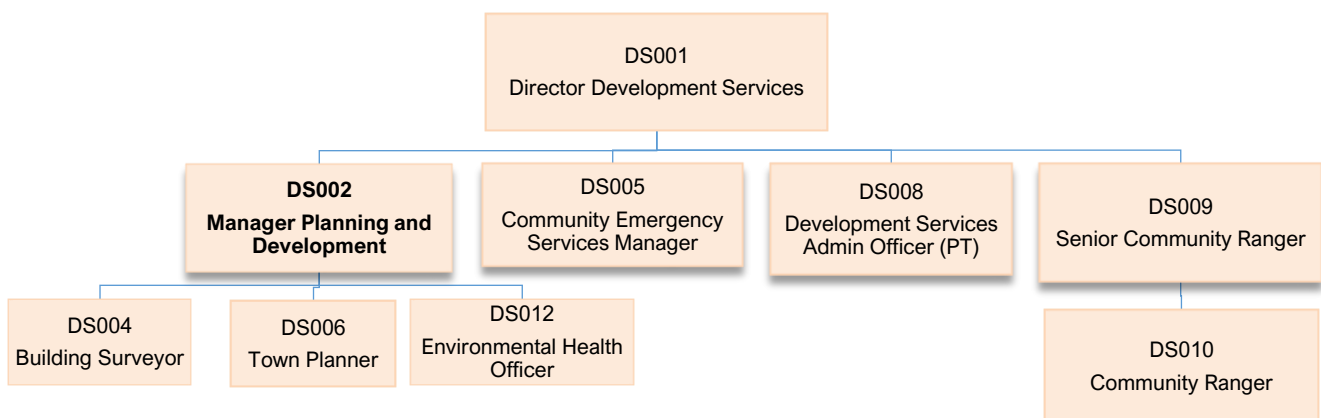
<b>Position</b>	Manager Planning and Development
<b>Department</b>	Development Services
<b>Location</b>	Administration Centre, 87 Throssell Street, Collie
<b>Reports to</b>	Director Development Services
<b>Supervises</b>	Town Planner, Building Surveyor, Environmental Health Officer
<b>Hours of Work</b>	76 hours per fortnight, with the option of a 9-day fortnight and RDO
<b>Level</b>	Contract – Performance based 3-5 year fixed-term
<b>Position number</b>	DS002

### **Position Objective**

The Manager provides leadership and direction in the areas of strategic and statutory planning, environmental health, building services, compliance and related activities in accordance with various statutory regulations, policies and procedures.

The position is accountable for the delivery of Council's services while working to continuously improve all aspects of Development Services to meet the ever-changing needs of a growing community. The Manager will work with the Director to provide strategic vision, leadership and expert guidance to the Shire while ensuring short and long-term plans are in place to maintain existing planning and development and to accommodate change and growth.

### **Workforce Structure**



### **Our Vision**

Collie - A progressive community, rich in opportunities and as diverse as its heritage and landscape.

### **Our Values**

The core values at the heart of the Council's commitment to the community are:

<b>Integrity</b>	<b>Transparency</b>	<b>Accountability</b>	<b>Collaboration</b>	<b>Respect</b>
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Our Commitment to Community
<p>We will lead the delivery of our vision</p> <p>We will support local business wherever possible</p> <p>We will consult and engage with our community on issues that affect them</p> <p>We will encourage, welcome and value feedback</p> <p>We will encourage, support and advocate for our community</p>
Key Duties
<ul style="list-style-type: none"> <li>• Work in partnership with the organisation to promote efficient and compliant services in accordance with legislation and best practice.</li> <li>• Administer in accordance with Council delegations, the Town Planning Schemes and other planning controls.</li> <li>• Ensure all development applications are processed in accordance with the provisions of Council's Local Planning Schemes, planning policies, State Government directives, timelines and requirements.</li> <li>• Manage and mitigate risks associated with the compliance with various Acts, Regulations, Local Laws and Council Policies relevant to the role, overseeing any enforcement measures.</li> <li>• Provide advice to the organisation on appropriate response, precedent and protocol when dealing with town planning and development issues and legislation.</li> <li>• Liaise with stakeholders on subdivisions, structure plans and Local Planning Scheme amendments.</li> <li>• Responsible for the preparation of Council Meeting and Committee Meeting Agendas, in accordance with the <i>Local Government Act 1995 – WA</i> and when required, attend Council and Committee Meetings.</li> <li>• Coordinate the preparation of strategic town planning studies and implementation of relevant projects.</li> <li>• Assist the Director Development Services in developing annual budget submissions.</li> <li>• Within delegation, manage the Planning and Development department budget and reporting.</li> <li>• Expedite correspondence relevant to the department resulting from Council Meetings and verify the accuracy of correspondence generated by the responsible Officer in accordance with internal procedures.</li> <li>• Promote and implement best practice and continuous improvement strategies to increase efficiency in business systems, compliance systems and service delivery across the department.</li> <li>• Implement organisational goals as defined in strategic management / corporate plans adopted by Council.</li> <li>• Any other duties as directed by the Director or Chief Executive Officer.</li> </ul>
Corporate Accountabilities
<ul style="list-style-type: none"> <li>• All employees are bound by the requirements of the Local Government Act 1995 – WA to act with integrity, and in a way that shows a proper concern for the public interest.</li> <li>• Comply with Council's Code of Conduct, management directives and Council and Management Policies and Procedures.</li> <li>• Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.</li> <li>• Maintain obligations described within the Shire's Customer Service Charter.</li> <li>• Comply with all requirements for capturing corporate information and understand that the Local Government is the owner of all Intellectual Property rights in all documents, materials or other</li> </ul>



things created or contributed to by the Employee (whether alone or with others) in the course of their employment.

- Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- Deliver effective use of Shire Resources within the level of accountability for this position.
- Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care and due diligence by having thought and regard for others by ensuring that you avoid adversely affecting, the safety or health of any other individual through any of your acts or omissions at work.
- Show leadership and support for the implementation of and compliance with safe work practices and the development of a robust Work Health and Safety Culture in which every employee recognises and accepts responsibility for Work Health and Safety.
- Monitor work practices, support training and engage with staff and contractor workers to ensure their ongoing safety and compliance with Workplace Health and Safety legislation and Council's Work Health and Safety Policies and Procedures.
- Employees shall demonstrate the Shire's Values of, "Integrity, Transparency, Accountability, Collaboration and Respect" within the workplace.

### **Selection Criteria – Qualifications and Experience**

#### **Essential Criteria**

- Tertiary qualifications in Urban or Town Planning or a related field.
- Knowledge of related legislation including legislation relating to environmental protection, health, building, heritage, local laws and administration.
- Knowledge of local government and its relationship to and with state government.
- Demonstrated public relations and interpersonal skills in a customer-based environment with an ability to influence, negotiate and resolve conflict.
- Ability to accurately analyse, prepare and present data using a range of Microsoft Office Programs, databases and Geographic Information System (GIS).
- Proven leadership capability coupled with strong interpersonal skills, an ability to develop trust and engagement within a workforce and manage the demands of varied areas of responsibility.
- Excellent verbal and written communication skills to communicate clearly and concisely to a broad range of stakeholders.
- Demonstrated understanding of contemporary management practices including the principles and processes associated with continuous improvement, business excellence and project management.
- Strong organisational skills with the capacity to work unsupervised, manage priorities and meet deadlines.
- At least five years' experience in a senior position in the development services field with a local government or planning consultancy.

#### **Desirable Criteria**

- Eligibility for membership of the Planning Institute of Australia.

### **Ongoing Performance**

- Willingness and aptitude to undertake further training and professional development to keep abreast of industry trends, regulatory changes, technology as relevant and related matters.
- Contribute to and provide leadership in the delivery of the Council's Safety & Risk Management Plan
- Operate in compliance with WH&S legislation, regulations, practices, and standards.

- Utilise safe working practices applicable to own work area and practices. Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.

#### Position Dimensions

Work Location: Council Administration Centre, 87 Throssell Street, Collie.  
 Delegated Authority: As defined by the Chief Executive Officer.  
 Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).

#### Extent of Authority

This position operates under direction of the Director Development Services within established guidelines, procedures and policies of Council as well as statutory provisions of the *Local Government Act 1995* and other legislation.

#### APPROVAL OF POSITION DESCRIPTION

I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties may be assigned to this position as required from time to time to meet the business needs of the organisation.

#### ACCEPTANCE BY INCUMBENT

Name	
Signature	
Date	

#### APPROVED BY CHIEF EXECUTIVE OFFICER

Name	
Signature	
Date	