



Supervisor Parks & Gardens

Information for candidates

Cover Photo: John Bylund



Shire of Collie

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Welcome to Collie

I am delighted you are considering the role of Supervisor Parks & Gardens 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.

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



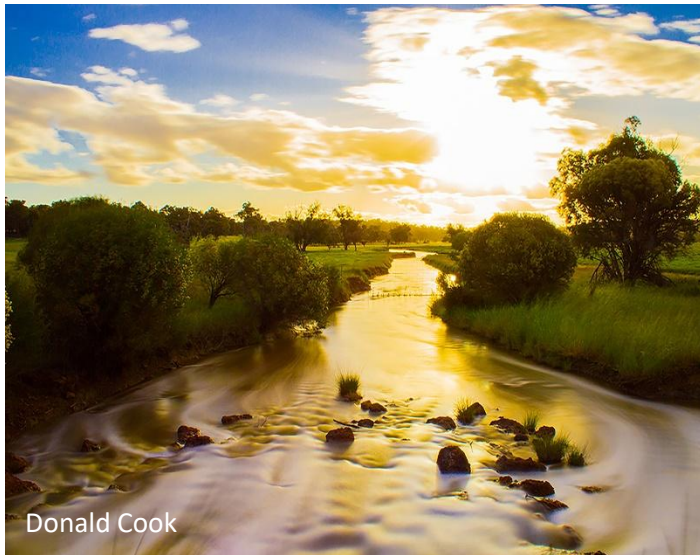
Shire of Collie

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 2nd March 1951. Collie was declared a Shire in July 1961 and officially named the Shire of Collie on the 1st 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.

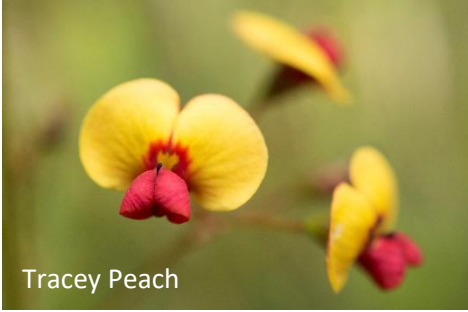
Collie Art Gallery – courtesy of www.collieartgallery.org.au

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.



Goya Olecki



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"

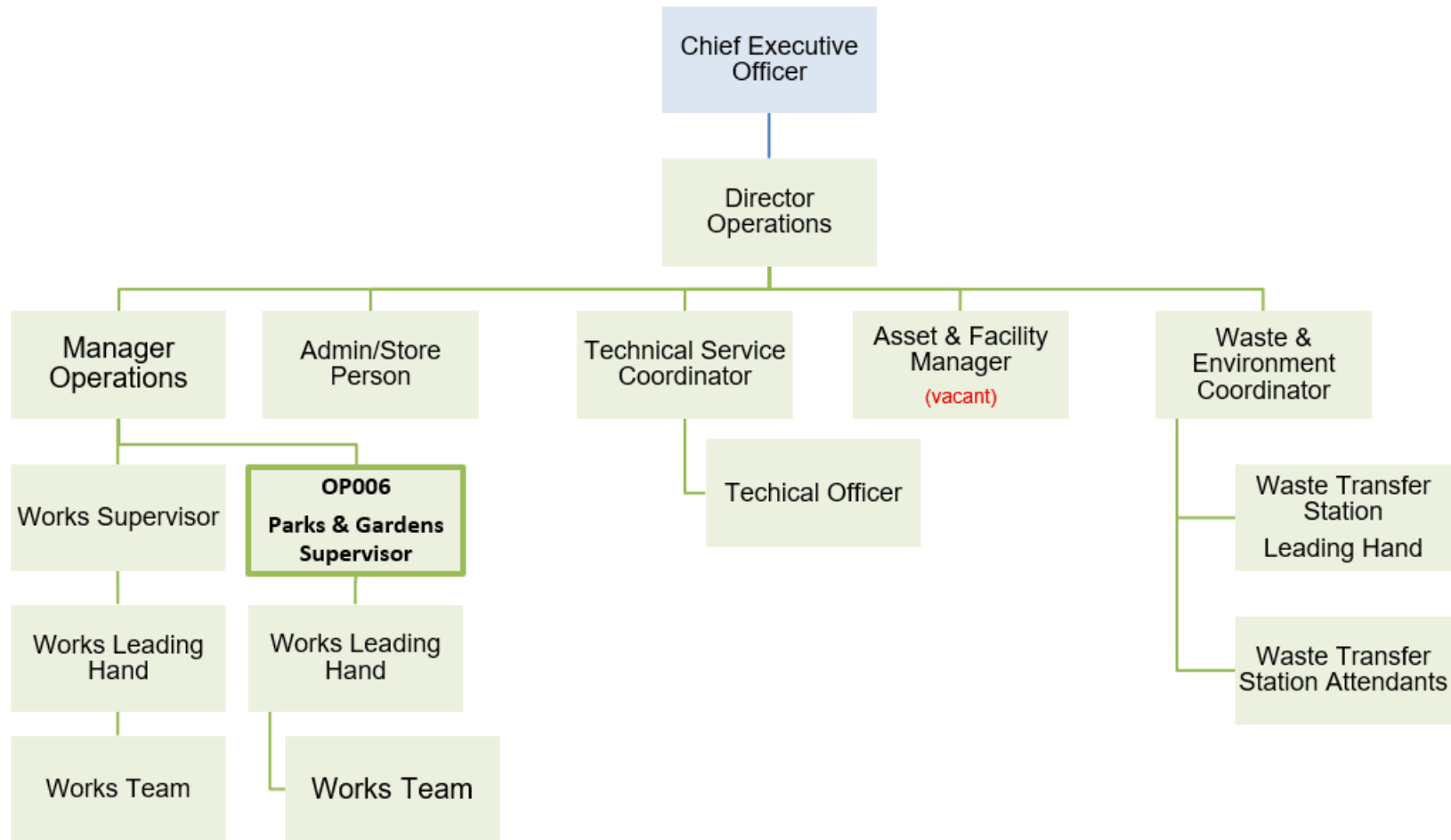
The core values at the heart of the Council's commitment to the community are:

- *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 motivated, suitably qualified and enthusiastic Parks & Gardens Supervisor to lead the Parks & Gardens team.

The Opportunity

- Permanent full-time position
- 9-day fortnight with RDO
- Generous superannuation and co-contribution option
- An attractive remuneration package up to \$96,000 will be offered dependant on skills, experience and if the applicant resides in Collie. Other benefits include commuter use of a vehicle.

Key responsibilities of the position will include:

Coordinating staff and contractors, setting work schedules and priorities, delegating tasks, and offering technical and horticultural guidance. The position oversees maintenance programs, plant and equipment management, purchasing of materials, staff development, performance reviews, and after-hours work coordination.

Contributing to budget preparation, monitoring expenditure, with a strong focus on safety, including ensuring compliance with OSH legislation, incident reporting, conducting toolbox meetings, and implementing corrective actions.

This role works closely with the Manager Operations.

The ideal candidate will have:

a Certificate IV in Horticulture or an equivalent trade qualification, or possess substantial relevant experience, supported by strong leadership, staff management, and supervisory capabilities. They will demonstrate experience in financial and budget management, including project costing, maintenance planning, and staff allocation, along with the ability to interpret plans and designs. Competence in computer applications such as word processing, spreadsheets, and databases is essential, as are well-developed interpersonal skills and experience working with the public. A current MR-class driver's licence is required. Desirable attributes include supervisory experience in Parks and Gardens, project management skills, knowledge of local government legislation relating to works in public streets, and an understanding of the Shire district.

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 candidate 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

This position is being advertised with a closing date of **Friday, 13th February 2026 4pm.**

Applications should be addressed to the Human Resources Office - submission details can be located on our website www.collie.wa.gov.au

Queries regarding the position itself or the recruitment process can be directed to Richard Denby, Manager Operations who can be contacted via (08) 9734 9000.

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



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

All hard copy applications should be sent to:

“Confidential – HR Manager”

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



Parks & Gardens Supervisor

The Shire of Collie is seeking a motivated, suitably qualified and enthusiastic Parks & Gardens Supervisor to lead the Parks & Gardens team.

Key responsibilities of the position will include:

- Provide hands-on leadership, guidance and daily supervision to Parks & Gardens staff.
- Plan, schedule and oversee maintenance programs across parks, gardens, reticulation, playgrounds and landscape assets.
- Work closely with the Leading Hand to deliver quality outcomes and support team performance.
- Manage plant, equipment, materials, budgets and project costings.
- Coordinate contractors and liaise with internal and external stakeholders.
- Drive safety, compliance and continuous improvement within the team.

To succeed in this role, you should ideally hold a Certificate IV in Horticulture or equivalent experience, strong leadership and staff supervision capabilities, and proven skills in budgeting, project costing and resource allocation.

The successful candidate will be able to interpret plans and designs, use various computer programs, communicate effectively with staff and the public, and hold a current MR Class Driver's Licence. Desirable attributes include previous Parks and Gardens supervisory experience, turf management, a background in project management, and knowledge of local government.

An attractive remuneration package up to \$96, 000 will be offered based on skills and experience, with a base cash salary of \$84, 691 plus allowances, including commuter use of a motor vehicle.

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 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 at 4pm, Friday, 13th February 2026.

Further information is available on the Shire website by visiting www.collie.wa.gov.au or by contacting Richard Denby, Manager Operations, 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

Appendix II – Supervisor Parks & Gardens



Parks and Gardens Supervisor

Position Description

Position number: OP006



POSITION DESCRIPTION

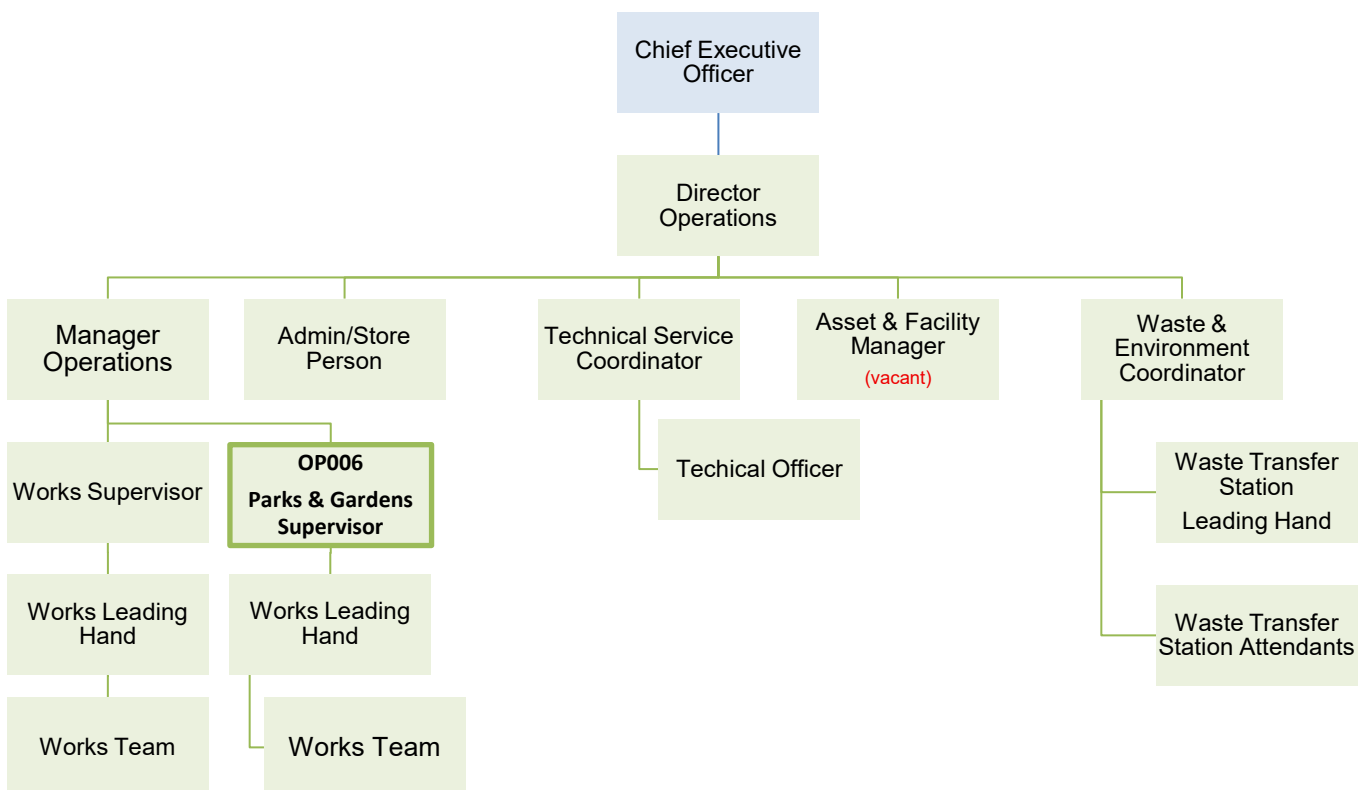
Position	Parks and Gardens Supervisor
Department	Operations
Location	Shire Depot, 1 Cockie Bend, Collie
Reports to	Manager Operations and Director Operations
Supervises	Parks and Gardens Team
Level	Level 6 – Shire of Collie Industrial Agreement 2023
Hours of Work	76 hours/9-day fortnight
Position number	OP006

Position Objective

This position will supervise and coordinate the activities of the Parks and Gardens team to consistently deliver parks, ovals, gardens, recreation/play equipment, reticulation and other landscape infrastructure to an acceptable level of service to the shire and the community.

Improving the aesthetic and amenity value of reserves and public open spaces for the ratepayers, residents and public of the Shire of Collie.

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:

Integrity

Transparency

Accountability

Collaboration

Respect

Our Commitment to Community

We will lead the delivery of our vision
 We will support local business wherever possible
 We will consult and engage with our community on issues that affect them
 We will encourage, welcome and value feedback
 We will encourage, support and advocate for our community

Key Duties

Supervision and Team Leadership:

Providing leadership and support to employees under management, including:

- To liaise and provide guidance to Leading Hand for the overall management and maintenance of public open spaces, parks, ovals, cemeteries, signage and reserves within the Shire of Collie including street tree and verges.
- Manage, allocate and provide supervision for Parks & Gardens staff including setting work schedules and priorities.
- Provide ongoing leadership and efficient delegation of duties and project activities for employees to undertake under the supervision of the Leading Hand.
- Provide technical and horticultural advice within area of expertise.
- Monitor, schedule and implement maintenance programs for all activities under primary role of responsibility including parks, ovals, gardens, recreation/play equipment, reticulation and other landscape infrastructure.
- Authorise and check Parks and Garden employee time sheets for adequacy and accuracy. Assist with staff leave and monitor absences.
- Performance management of Parks and Gardens team including annual and ongoing reviews.
- Manage plant and machinery availability and maintenance in conjunction with the Mechanic & Leading Hand.
- Purchase and provide materials and expendable tools for the Parks and Gardens section.
- Organise the availability of employees for work after hours.
- Provide training and guidance to Parks & Garden staff to meet the workplace requirements.
- Identify skills gaps and organise relevant formal trainings for Parks & Garden staff.
- Coordinate contractors and liaise with other stakeholders as required.
- When working from home, schedule morning Teams meetings with the Parks & Garden staff, assisted by the Leading Hand.
- Ensure all operating procedures have been reviewed and updates applied.

Financial Responsibilities:

- Assist in the preparation of the Parks and Gardens budget in conjunction with the Director of Operational Services.
- In conjunction with the Director Operational Services, monitor the progress of parks and gardens expenditure against budget allocations and report anticipated discrepancies.
- Attend committee meetings as required by the Director Operational Services.

Safety Responsibilities:

- Ensure all team members actively comply with statutory and legal requirements in the areas of risk management, including Occupational Safety and Health.
- Ensure all injury management processes and legislation is followed correctly including the direct reporting of injuries, accidents and near misses.
- Ensure that safe work practices are adhered to.
- Ensure that all accidents, workers compensation issues, and other incidents are reported and documented.
- Attend OH&S meetings, as required, and provide information on safety issues that affect the Parks and Gardens workforce to the Director Operational Services and Chairperson of the OH&S committee.
- Investigate and report on accident and hazard near miss reports, taking corrective measures including the implementation of new work procedures where necessary.
- Run regular and ongoing toolbox meetings for department

The position requires well developed competencies in the following areas:

Self-awareness and Self-Management – awareness of own strengths and weaknesses and ability to learn from experience.

Developing Self and Others – looking to continually develop self and others to improve performance, creating a culture of continuous improvement.

Strategic thinking – looking at the bigger picture to create strategic initiatives for the Shire and using commercial acumen to progress strategy.

Change Focus and Innovation – challenge the status quo with new initiatives, ideas, and solutions.

Team Working and Leadership – an effective team member with a learning style that is motivational and empowering.

Interpersonal skills and communication – ability to maintain appropriate and professional relationships with others, using appropriate skills to ensure that people understand your message.

Achieving results – sustaining a culture that is focused on quality results.

Service Focus – promoting a 'customer first' service culture for both internal and external customers.

Decision making – capacity to make complex decisions around strategy and direction and exercises good judgement in elevating decisions to the Chief Executive Officer and/or Council.

Planning and Organising – able to set personal objectives, manage time effectively, set realistic objectives and deploy resources efficiently.

Corporate Accountabilities

1. All employees are bound by the requirements of the *Local Government Act 1995* to act with integrity, and in a way that shows a proper concern for the public interest.
2. Comply with Council's Code of Conduct, management directives and approved policies and procedures.
3. Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations.
4. Maintain obligations described within the Shire's Customer Service Charter.
5. 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 things

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

6. Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
7. Deliver effective use of Shire resources within the level of accountability for this position.
8. Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. Exercise your duty of care 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 as per Council's WHS policies and Work Health and Safety legislation.
9. Employees shall cooperate with the Shire of Collie in the carrying out of the obligations imposed on the Shire under Work Health & Safety legislation.
10. Provide an ongoing commitment to risk, emergency management and business continuity principles.
11. Employees shall demonstrate the Shire's Values, "Integrity, Transparency, Accountability, Collaboration, Respect" within the workplace.

Selection Criteria –Qualifications and Experience

Essential Criteria:

1. Minimum Certificate IV Horticulture or equivalent trade certificate in Amenity Horticulture and/or substantial relevant experience.
2. Demonstrated team leadership, employee management and supervisory skills to lead and motivate staff to achieve effective outcomes.
3. Demonstrated experience in financial management and daily budget expenditure control. Includes preparing and costing for projects, maintenance programs including staff allocation.
4. Demonstrated knowledge and skills in plan and design interpretation.
5. Computer literacy skills including word processing, spreadsheets and database packages.
6. Team development and leadership skills.
7. Dealing with the public and sound interpersonal skills.
8. Current MR Class Driver's License (WA) or equivalent.

Desirable Criteria:

1. Supervisory experience in Parks and Gardens.
2. Project management experience
3. Working knowledge of Local Government law in respect of any work in streets.
4. Sound knowledge of the Shire district.

Ongoing Performance

- Conduct work practices with a high level of confidentiality and uphold the expected values set out within the organisational Code of Conduct.
- Operate in compliance with Work Health and Safety 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: Shire Depot, 1 Cockie Bend, Collie.
 Delegated Authority: As defined by the Chief Executive Officer.
 Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence

Extent of Authority

This position operates under direction of the Director Operations 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