



# Works Supervisor

## Information for candidates

Cover Photo: John Bylund



# Shire of Collie

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Tracey Peach



John Bylund

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## Welcome to Collie

I am delighted you are considering the role of Works Supervisor 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 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.

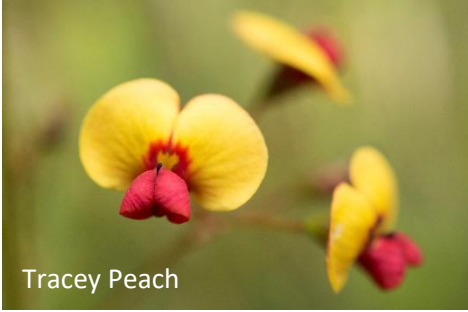
Collie Art Gallery – courtesy of [www.collieartgallery.org.au](http://www.collieartgallery.org.au)

## 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.



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, proactive and suitably skilled Works Supervisor to lead and support our Works team.

In this role, you'll oversee the Works crew, assigning the day-to-day tasks and responsibilities to team members, ensuring optimal utilization of skills and resources, and assist the Manager Operations to coordinate and deliver Civil works projects and maintenance programs.

### The Opportunity

- Permanent full-time position
- 9-day fortnight with RDO
- Generous superannuation and co-contribution option

An attractive remuneration package up to \$105,000 will be offered including a base cash component of between \$84,000 - \$93,500, dependant on skills, experience, if the applicant resides in Collie and the level of on-call work undertaken.

### Key responsibilities of the position will include:

Guiding and developing staff, allocating resources, maintaining compliance with policies, and fostering a culture of continuous improvement, collaboration, and accountability. The position oversees quality control, safety management, stakeholder engagement, and effective communication with internal and external customers. It also supports financial planning, monitors budget performance, manages plant and equipment, and ensures procurement aligns with procedures and cost-saving measures. Additionally, the role contributes to project planning and coordination, ensures regulatory compliance, leads incident reporting and WHS practices, and participates in emergency response and broader organisational initiatives.

This role works closely with the Manager Operations.

### The ideal candidate will have:

Solid experience in civil works, engineering, or similar fields, including the operation of plant and machinery, and must hold a current unrestricted C-class driver's licence. They will demonstrate strong leadership and supervisory ability, with proven skills in motivating teams, managing staff performance, and working effectively with the public. The role requires

experience in financial and budget management, including project costing, maintenance planning, and resource allocation, as well as the ability to interpret plans and designs. Proficiency in computer applications is essential, alongside strong interpersonal skills and team-development capabilities. Desirable attributes include a Certificate IV or equivalent experience in a relevant discipline, supervisory experience in civil works or engineering, and accreditation in Basic Worksite Traffic Management and Traffic Control. Additional advantages include extensive civil construction and maintenance knowledge, experience in tenders and contract administration, formal qualifications in project or contract management, familiarity with the Shire district, and possession of an MR-class driver's licence.

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 Works Supervisor will bring to the role. The package will include salary & allowances, as well as superannuation contributions 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, 13<sup>th</sup> 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](http://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](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.
- A resume, including the names and contact details of two recent work-related referees.

## Appendix I – Advertisement



### Works Supervisor

The Shire of Collie is seeking a motivated, proactive and suitably skilled Works Supervisor to lead and support our Works team.

In this role, you'll oversee the Works crew, assigning the day-to-day tasks and responsibilities to team members, ensuring optimal utilization of skills and resources, and assist the Manager Operations to coordinate and deliver Civil works projects and maintenance programs.

Key responsibilities of the position will include:

- Lead a team of civil works staff, providing guidance, training, and support as necessary.
- Assign tasks and responsibilities to team members, ensuring optimal utilisation of skills and resources.
- In liaison with the Manager Operations implement the Shire's Works Program.

The successful candidate will have solid experience in civil works or engineering, including the operation of plant and machinery, and will hold a current unrestricted C-class driver's licence. They will demonstrate strong leadership and supervisory abilities, effective financial and budget management skills, and the capability to interpret plans and designs confidently.

They will also be proficient in computer applications, possess excellent interpersonal skills with the ability to engage effectively with the public. Additional qualifications or experience in engineering, project management or related fields, along with knowledge of civil works construction and maintenance, tenders and contract administration, worksite traffic management accreditation, familiarity with the local district and an MR-class licence, will be highly regarded.

An attractive remuneration package up to \$105,000 will be offered including a base cash component of between \$84,000 - \$93,500, dependant on skills, experience, if the applicant resides in Collie and the level of on-call work undertaken.

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 at 4pm, Friday 13th February 2026.**

Further information is available on the Shire website by visiting [www.collie.wa.gov.au](http://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 process.***

**Phil Anastasakis  
Chief Executive Officer**

## Appendix II – Work Supervisor



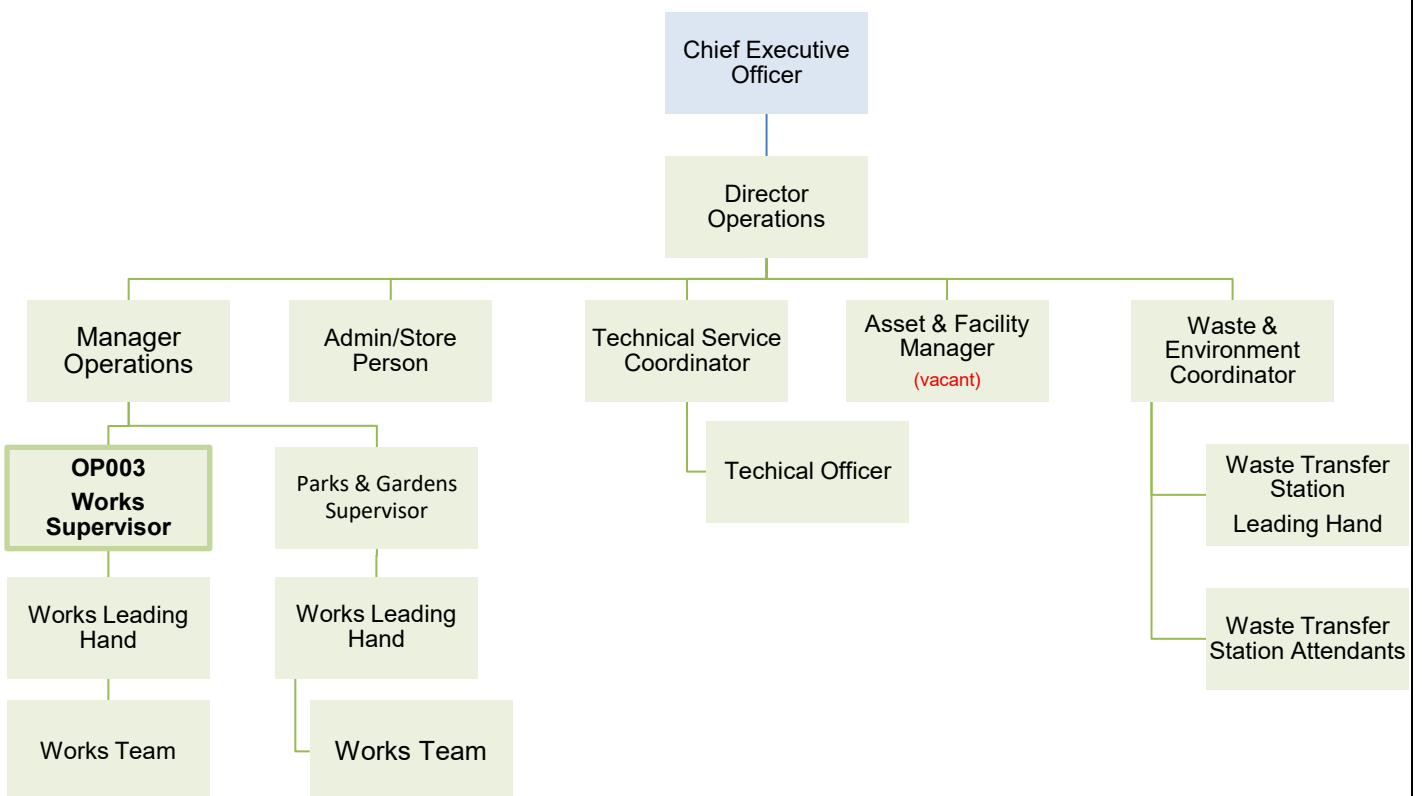
## POSITION DESCRIPTION

<b>Position</b>	Works Supervisor
<b>Department</b>	Operations
<b>Location</b>	Shire Depot, 1 Cockie Bend, Collie
<b>Reports to</b>	Manager Operations
<b>Supervises</b>	Civil Works Team Members
<b>Hours of Work</b>	76 hours/9-day fortnight
<b>Level</b>	Level 6 - Shire of Collie Industrial Agreement 2023
<b>Position number</b>	OP003

### Position Objective

To supervise and oversee - Council's Road Works Construction and Maintenance in liaison with the Manager Operations.

### 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:

- Lead a team of civil works staff, providing guidance, training, and support as necessary.
- Under the guidance of the Manager of Operations, assign tasks and responsibilities to team members, ensuring optimal utilization of skills and resources.
- In liaison with the Manager Operations implement the Shire's Works Program and ensure works are undertaken in a professional manner, to a safe, best practice standard and within budget.
- Provide direction and generate a shared sense of purpose.
- Establish a cadence of continuous improvement and accountability within the Department.
- Provide work, health and safety leadership, education, and accountability for the business unit.
- Provide technical advice within area of expertise.
- Maintain timely and accurate communications in response to requests for service, and information or support from internal and external customers.
- Ensure policies and procedures are adhered to by Shire Civil Works staff.
- Authorise and check employee Time Sheets for adequacy and accuracy. Assist with staff leave and monitor absences.
- Manage plant and machinery availability and maintenance in conjunction with the Mechanic.
- Purchase and provide materials and expendable tools for the Civil Works Section.
- On-call availability as the Shire's emergency point of contact, also co-ordination of crews in response to incidents.

#### **Quality Control and Compliance:**

- Ensure that Civil Works Projects adhere to high-quality standards and specifications.
- Conduct regular inspections to assess work progress, identify deficiencies, and implement corrective measures.
- Collaborate with relevant departments to ensure compliance with environmental, health, and safety regulations.

- Maintain accurate records and documentation related to project activities, inspections, and compliance.

**Stakeholder Engagement:**

- Liaise with community members, local businesses, and other stakeholders to address concerns and communicate project updates when required.
- Collaborate with other departments and agencies to ensure effective coordination and integration of civil works projects with other initiatives.
- Liaise with public utilities and relevant authorities for the co-ordination of works and the protection of services when required.

**Safety Responsibilities:**

- Contribute to and provide leadership in the delivery of the Council's Safety and Risk Management Plan.
- Operate in compliance with the Shire of Collie's Work Health Safety Policies and Procedures, legislation, regulations, practices, and standards.
- Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.
- Ensure that all accidents, workers compensation issues and other incidents are reported and documented.
- Work in a safe manner and not do anything that will adversely affect the safety of yourself or another person.
- Ensure employees are trained in and adhere to safe work practices, legislative requirements, and Shire Work Health and Safety procedures.
- Ensure Work Health and Safety risk management activities are implemented including any site-specific measures required to eliminate or reduce risk.
- Ensure appropriate arrangements are in place to safeguard the health and safety of contractors and visitors.
- Attend Work Health Safety meetings, as required, and provide information on safety issues that affect your workforce to the Operations Manager.
- 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 your team.

**Staff Culture Responsibilities:**

- Facilitate an open exchange of ideas and information across teams.
- Ensure a collaborative approach to common issues within your team.
- Enable a cooperative spirit and the effective discharge of duties.
- Encourage the development of Civil works employees that supports them to fully realize their potential.
- Foster constructive intergroup relationships within the directorate and with other business units.
- Take responsibility for own and others personal development and undertake training and development opportunities afforded as well as developing team members.

- Contribute to own performance review with the aim of demonstrating excellence, commitment, and continuous improvement.
- Ensure performance reviews are undertaken for all members of your team.
- Understand, contribute, and build on the Shire's positive constructive culture ensuring that model the type of behaviour that will positively influence team culture and business performance.
- Understand and incorporate the Shire's values in all day-to-day activities.
- Exercise discretion and maintain confidentiality in all activities.

#### **Financial Responsibilities:**

- Assist in the preparation of the Works Budgets in conjunction with the Operations Manager and Operations Director.
- Identify cost-saving opportunities and implement strategies to optimize project expenditures.
- Procure necessary materials, equipment, and services in accordance with established procedures and budgetary constraints.
- Provide effective regular reporting and identify recommendations for the strategic management of the Shire Works Team services and resources.
- Support the development of and monitor financial budgets against performance for both operational and capital works.
- Identify service areas for improvement and remove barriers impeding effective delivery of service.
- Prepare correspondence and reports on Shire Civil Works Issues and provide reports for Council.
- Ensure compliance with statutory legislation, regulations, or standards and that any Corporate Accountabilities are met. In conjunction with the Operations Manager, monitor the progress of civil works expenditure against budget allocations and report anticipated discrepancies.
- Attend committee meetings as required by the Operations Manager and Operations Director and take an active role in projects.

#### **Project Planning and Management:**

- Assist in the development of comprehensive project plans, including scope, timelines, resource requirements, and budget estimates.
- Coordinate with stakeholders, such as engineers, architects, contractors, and local authorities, to ensure smooth project execution.
- Monitor project progress, identify potential issues, and take proactive measures to address them.
- Ensure compliance with relevant regulations, permits, and codes during all stages of the project.

#### **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. Experience in Civil Works, Engineering or similar including use of plant and machinery.
2. Hold a current, valid, unrestricted "C" class Motor Vehicle Driver's Licence.
3. Demonstrated team leadership, employee management and supervisory skills to lead and motivate staff to achieve effective outcomes.
4. Demonstrated experience in financial management and daily budget expenditure control, including preparing and costing for projects, maintenance programs and staff allocation.
5. Demonstrated knowledge and skills in plan and design interpretation.
6. Computer literacy skills including word processing, spreadsheets, and database packages.
7. Team development and leadership skills.
8. Demonstrated dealing with the public and sound interpersonal skills.

#### **Desirable Criteria:**

1. Certificate 4 in a discipline relevant to the field of operations of the position, such as Engineering, Project Management or similar, and/or demonstrated equivalent experience.
2. Supervisory experience in Civil Works, Engineering or similar.
3. Basic Worksite Traffic Management and Traffic Controller Accreditation.
4. Extensive experience and knowledge in civil works maintenance and construction.
5. Experience and knowledge in tenders and contracts administration.
6. Formal qualification in Project/ Contract Management.
7. Sound knowledge of the Shire district.
8. Current "MR" Class Driver's Licence (WA) or equivalent.

### 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 Manager 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

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

### Approved by Chief Executive Officer

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	