



Technical Services Officer

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 Technical Services Officer 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.

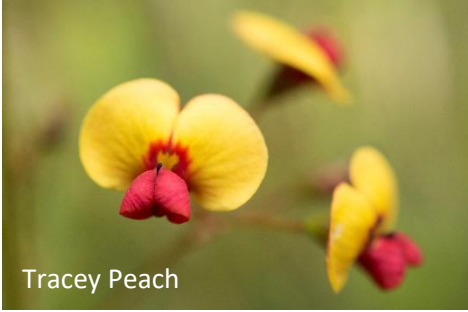
Collie Art Gallery – courtesy of www.collieartgallery.org.au

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"

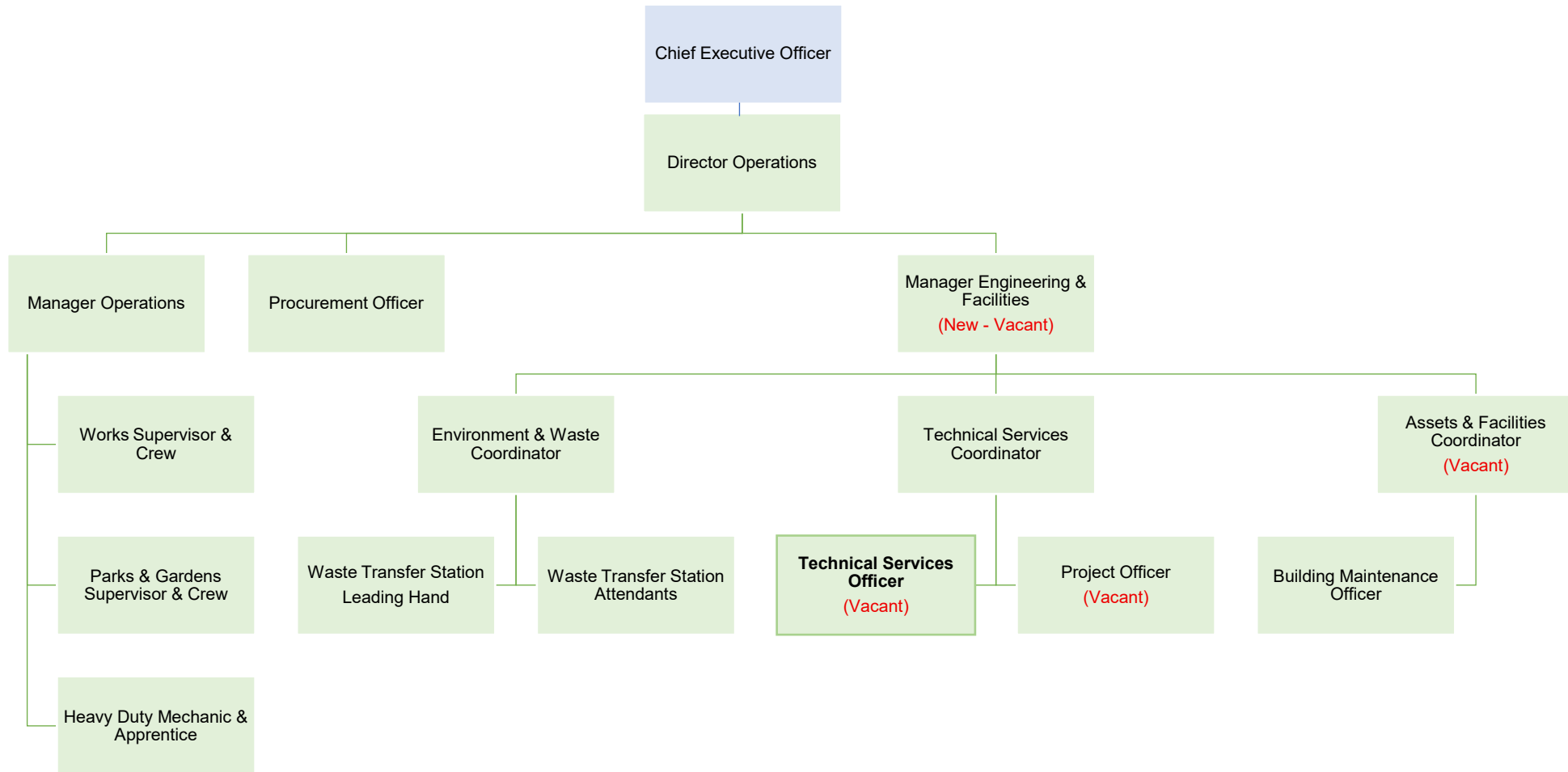
The core values at the heart of the Council's commitment to the community are:

- *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 Technical Officer to join our Operations team.

This role provides essential technical and administrative support across civil infrastructure, traffic management, and customer service functions, contributing to the delivery of high-quality services to our community.

The Opportunity

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

Key responsibilities of the position will include:

- Processing residential and commercial vehicle crossover applications and heavy haulage applications.
- Providing first-line customer service for technical, works, and parks and gardens enquiries, including registering, allocating and closing service requests.
- Assisting with the development, procurement and review of traffic management plans for events, road closures and works.
- Supporting minor civil infrastructure projects, including estimating, scheduling, procurement, contract administration and site management.
- Interpreting plans and drawings and assisting with survey data processing using engineering software (e.g. Civil CAD).
- Coordinating with utilities, consultants and external stakeholders to support works delivery.
- Programming, installing and retrieving traffic counters and preparing traffic count reports.
- Undertaking airport lighting inspections and coordinating airfield maintenance at the Collie Regional Airstrip.
- Ensuring accurate record keeping in accordance with the Shire's records management requirements.

This role works closely with the Technical Services Coordinator.

The ideal candidate will have:

- Experience in the procurement and management of civil engineering or maintenance works relating to roads, drainage, footpaths and open space infrastructure.
- The ability to manage small projects effectively, keeping them on time and within budget.
- Knowledge of traffic management requirements for road works.
- Strong computer skills, including proficiency in the Microsoft Office suite and the ability to adapt to in-house systems.
- The ability to interpret technical plans and drawings.
- A current 'C' 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 Technical Services Officer will bring to the role. The package will include salary, superannuation contribution of 12%, plus matching co-contributions and other benefits.

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 **Monday 11 May 2026 at 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 Brad Grinter, Director 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 – 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



TECHNICAL SERVICES OFFICER

The Shire of Collie is seeking a **motivated, suitably qualified and enthusiastic Technical Officer** to join our Operations team. This role provides essential technical and administrative support across civil infrastructure, traffic management, and customer service functions, contributing to the delivery of high-quality services to our community

Key responsibilities of the position will include:

- Provide first-line customer service for operations-related enquiries, including the management of service requests.
- Assist with the preparation and assessment of traffic management plans for events, road closures and works.
- Support the delivery of minor civil infrastructure projects, including estimating, scheduling, procurement and site coordination.
- Liaise with utilities, consultants and external stakeholders to support works delivery.
- Manage traffic counter operations and prepare traffic count reports

The successful candidate will demonstrate experience in the procurement and management of civil engineering or maintenance works across roads, drainage, footpaths and open space infrastructure. They will have the ability to manage small projects efficiently, ensuring works are delivered on time and within budget, and possess sound knowledge of traffic management requirements for road works. Strong computer skills are essential, including proficiency in the Microsoft Office suite and the ability to adapt to in-house systems. The role also requires the ability to interpret technical plans and drawings, along with a current 'C' Class driver's licence.

An attractive remuneration package up to \$98, 000 will be offered based on skills and experience, with a base cash salary of up to \$84, 630 plus allowances. 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 Monday, 11th May 2026 at 4:00 p.m.

Further information is available on the Shire website by visiting [Employment | Shire of Collie](#) or by contacting Brad Grinter, Director 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



Technical Service Officer

Position Description

Position number: OP008



Shire of
Collie

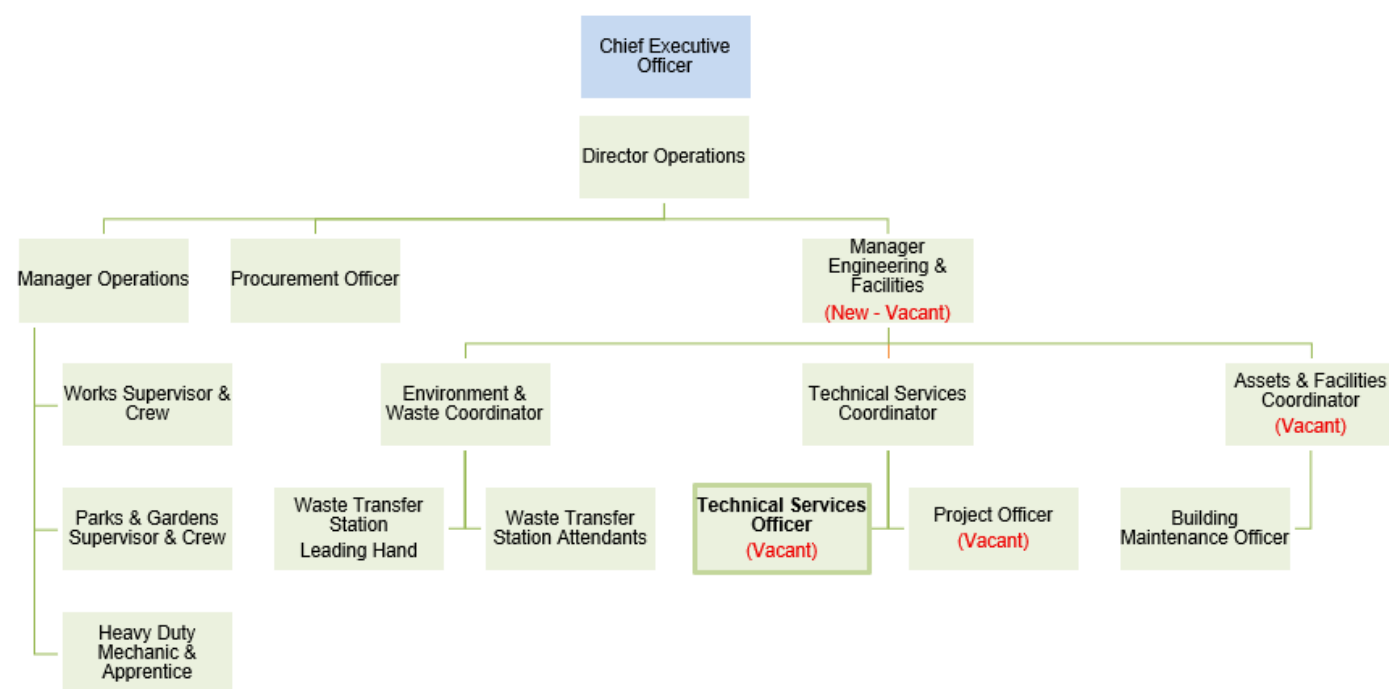
POSITION DESCRIPTION

Position	Technical Services Officer
Department	Operations
Location	Administration Centre, 87 Throssell Street, Collie
Reports to	Technical Services Coordinator
Supervises	Nil
Hours of Work	76 hours/9-day fortnight
Level	Level 5 - Shire of Collie Industrial Agreement 2023
Position number	OP008

Position Objective

Provide technical support to the Shire Operations team by processing vehicle crossover and heavy haulage applications, and customer service enquiries for the Shire Operations directorate. Assist with the budgeting, development and/or procurement of project documentation for civil infrastructure upgrades, renewals, and replacement. Provide assessment and procurement of Traffic Management Plans for events, road closures, and works within the Shire of Collie in accordance with MRWA codes of practice.

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

Administration and Procedures

- Process applications for commercial and residential crossovers.
- Process heavy haulage applications.
- Provide first line customer service on behalf of the Shire's Operations directorate regarding technical, works, and parks and gardens enquiries. This includes the processing, allocation, and closing out of customer service enquires.
- Ensure essential documentation and records are registered in the Shire of Collie's records system.

Technical Support

- Assist in developing, procuring and /or reviewing traffic management plans for the authorisation of the Operations Manager as and when required.
- Assist the Operations Manager to process survey information utilising Engineering Software (Civil Cad).
- Consult with public utilities and authorities for the coordination or works and protection of services.
- Liaise with external stakeholders and consultants to provide technical input where required.
- Traffic counter programming, installation/retrieval and supply, and generation of traffic count reports.
- Carrying out airport lighting inspections and coordinating airfield maintenance for Collie Regional Airstrip.
- Other duties as required.

Project Management

- Ensure effective procurement, contract, and site management of minor maintenance projects in accordance with best practice frameworks and legislative requirements, and report on projects including budget, program, scope, resourcing, and risks.
- Create estimates and schedules relating to minor maintenance projects to be used as input data for works program.
- Assist in the development of risk management plans for various operational aspects of the Council Engineering Services function.

Selection Criteria –Qualifications and Experience

Essential Criteria

- Experience in procurement and management of civil engineering works relating to drainage, road works, footpath construction, open space infrastructure and maintenance.
- Ability to interpret plans and drawings.
- Ability to manage small maintenance projects and keep them on budget and on time.
- Knowledge of traffic management requirements for road works.
- Developed computer skills, with proficiency in MS Office suite of programs, and adaptability to in-house software.
- Hold current “C” class motor vehicle driver’s licence.

Desirable Criteria

- Formal qualification in civil construction design or similar will be highly regarded.
- Exposure to municipal engineering will be well regarded.

Training

Willingness and aptitude to undertake further training and professional development to keep abreast of latest technology and practices when required.