



# Community Emergency Services Manager

## 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 Community Emergency Services Manager (CESM) 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).



John Bylund



John Bylund

## 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

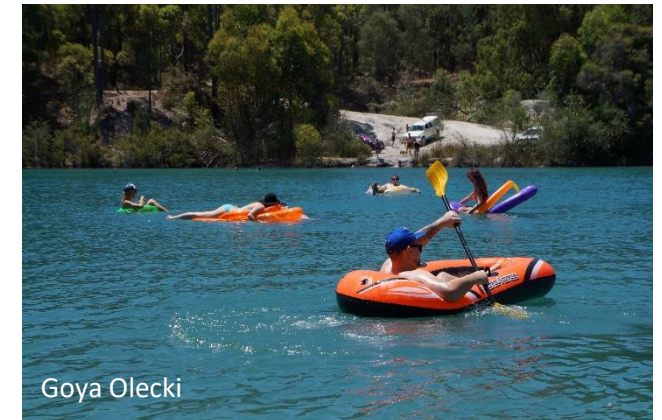
Officially opened in 2015, the Collie Art Gallery takes pride of place on Throssell street after 40 years of passionate lobbying, planning and fundraising. The Collie Art Gallery was the first purpose-built A-class public art gallery opened in WA since the Art Gallery of WA was opened in the 1970s. The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

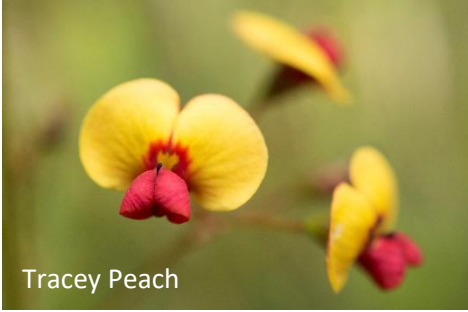
Collie Art Gallery – courtesy of [www.collieartgallery.org.au](http://www.collieartgallery.org.au)

## 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"*

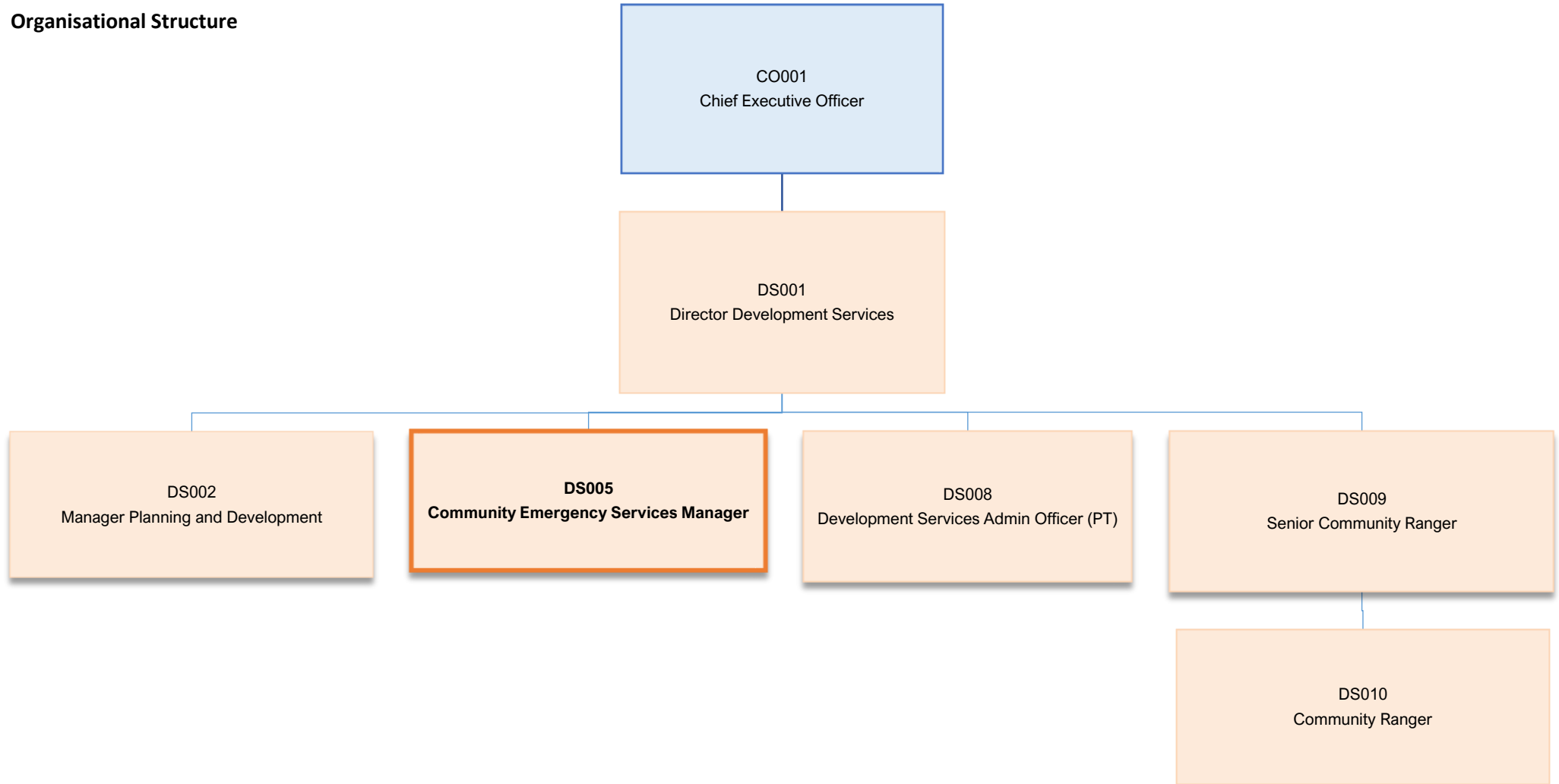
The core values at the heart of the Council's commitment to the community are:

- *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, in partnership with the Department of Fire and Emergency Services is seeking a motivated, suitably qualified and experienced Community Emergency Services Manager (CESM) to join the Development Services Directorate.

This key leadership role is responsible for developing, implementing and coordinating the delivery of Community Emergency Services functions within the Shire of Collie.

## The Opportunity

Key responsibilities of the position will include: The Community Emergency Services Manager is responsible for leading and coordinating emergency management across the Shire, including fire prevention, preparedness, response and recovery. The role oversees planning and delivery of emergency management strategies, supports Bush Fire Brigades and SES units, manages training, budgets, grants, and resources, and ensures compliance with relevant legislation, policies, and safety standards. It also involves coordinating interagency responses, maintaining emergency assets and systems, and delivering community education, emergency exercises, and LEMC activities.

This role works closely with the Director Development Services.

## The ideal candidate:

The ideal candidate is a strong and proactive leader with experience in fire and emergency services, local government, or a related field. They will have excellent organisational, communication, and stakeholder engagement skills, along with the ability to manage projects, budgets, and competing priorities effectively. A sound understanding of emergency management practices, legislation, and volunteer coordination is essential, along with the ability to work both independently and collaboratively, including being available for on-call and after-hours response.

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 Community Emergency Services Manager (CESM) will bring to the role. The package will include salary, overtime, allowances superannuation and limited use of a motor vehicle.

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 **Thursday 28 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](http://www.collie.wa.gov.au)

Queries regarding the position itself or the recruitment process can be directed to Alex Wiese, Director Development Services, 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.
  - resume, including the names and contact details of two recent work-related referees.



## Appendix I – Advertisement



### Community Emergency Services Manager

The Shire of Collie, in partnership with the Department of Fire and Emergency Services is seeking a motivated, suitably qualified and experienced Community Emergency Services Manager (CESM) to join the Development Services Directorate.

This key leadership role is responsible for developing, implementing and coordinating the delivery of Community Emergency Services functions within the Shire of Collie.

Key responsibilities of the position will include:

- Coordinate fire prevention, preparedness, response and recovery across the Shire
- Provide leadership and technical support to Bush Fire Brigades and SES
- Develop and deliver emergency management plans and hazard mitigation activities
- Manage volunteer training, resources, ESL budgets and grant funding
- Support emergency operations and interagency incident response
- Coordinate LEMC activities, community education and emergency exercises
- Maintain emergency assets, systems and compliance with WHS and policy requirements

An attractive cash salary of \$109,437 plus superannuation, overtime, allowances and limited vehicle use is offered. Residing within the Shire of Collie will be highly regarded but is not essential.

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 Thursday, 28 May 2026 at 4:00 p.m.**

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



# Community Emergency Services Manager

## *Position Description*

*Position number: DS005*



Shire of  
**Collie**

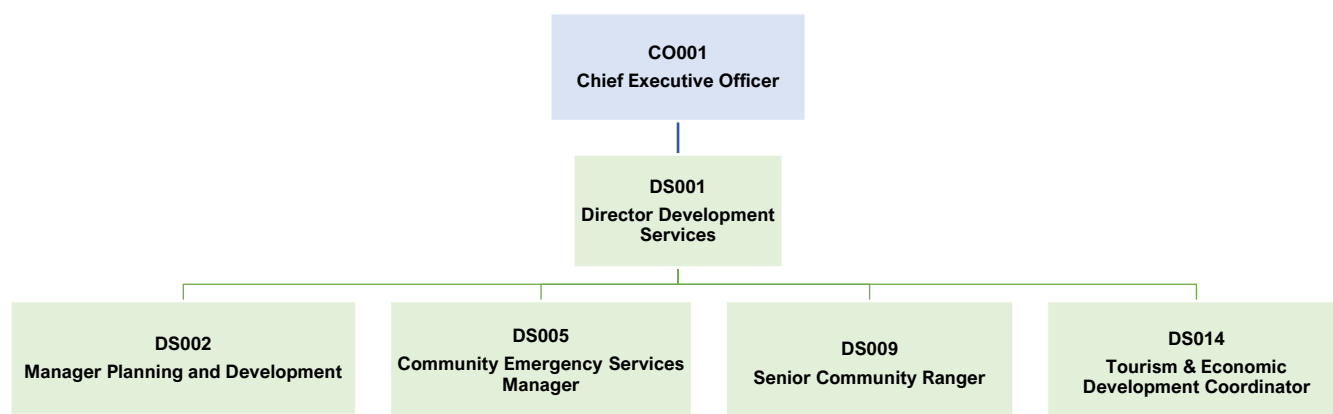
## POSITION DESCRIPTION

<b>Position</b>	Community Emergency Services Manager
<b>Directorate</b>	Development Services
<b>Location</b>	Administration Centre, 87 Throssell Street, Collie
<b>Reports to</b>	Director Development Services
<b>Hours of Work</b>	76 hours per fortnight
<b>Start Date</b>	(TBC)
<b>Position number</b>	DS005

### Position Objective

To develop, implement and coordinate the delivery of Community Emergency Services functions within 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

### Operational

- Operate in accordance with the Memorandum of Understanding (MOU) established between the Shire of Collie and the Department of Fire & Emergency Services (DFES).
- Satisfy and report on all key outcomes and deliverables within the Community Emergency Services Manager Business Plan, as established and reviewed by the Shire and DFES.
- Administer annual Emergency Service Levy Operational and Capital Grants, Mitigation funding and Shire funding for the Shire's Bush Fire Brigades, State Emergency Service (SES) units, and external contractors.
- Assist with the preparation of annual Shire budgets and future works planning relevant to the position.
- Develop and review all Shire or external policies, local laws, procedures, or other documents relevant to the position.
- Be available to be on-call and attend incidents if required as determined by the Shire / DFES
- Develop and maintain a directory for emergency service contacts.
- Audit every 2 years and update as appropriate existing BFBs memberships.
- Through the Director Development Services, coordinate the drafting of the ESL budget and grants application for BFBs and SES on behalf of the Shire.
- Ensure BFBs comply with ESL requirements and provide accurate advice of eligible purchases under ESL funding, subject to the adopted Shire budget and in compliance with Shire procurement policies and procedures.
- Through the Director Development Services, assist the Shire with the co-ordination of maintenance for vehicles and equipment including communication systems.
- Develop and coordinate the maintenance of a data base system for BFBs PPE / equipment.

### Organisational

- To be responsible for ensuring own safety and health and that of other people in the workplace.
- Report all accidents, incidents and hazardous situations arising in the course of work.
- Use personal protective clothing and equipment as and when required.
- To comply with Occupational Safety and Health legislation and the Shire's Occupational Safety and Health policies and procedures.

### General

- Comply with all requirements of the Shire of Collie Customer Service Charter, Code of Conduct, Policies and Procedures.
- Provide customer service on behalf of the Shire in the areas of counter enquiries and telephone enquiries when required.
- Undertake training and professional development as required to develop the necessary knowledge for the position.
- Any other duties as directed by the Director of Development Service

## Extent of Authority

Operates under the general direction of the Director Development Services and Chief Executive Officer in accordance with policies and procedures.

Exercises a significant degree of autonomy and responsible for prioritising own work.

Able to make purchases as delegated from the CEO which is relevant to the requirements of operations.

## Training

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

## Conditions of Employment

### General

- The CESM will be employed as a contracted employee in accordance with the Memorandum of Understanding (MOU) established between the Shire of Collie and the Department of Fire & Emergency Services (DFES).
- The CESM will work from the Shire of Collie Administration Building unless otherwise approved.
- The CESM hours of duty will be full time – 76 hours per fortnight.
- Working hours will be 8am to 5pm Monday to Friday or otherwise negotiated with the Shire of Collie.
- The CESM will operate under supervision of the Director Development Services (Shire of Collie).
- The CESM will be required to perform operational duties as required under the MOU and set-out in the Business Plan.

## Selection Criteria – Qualifications and Experience

### Essential Criteria

- Well-developed leadership and management skills including financial, human and physical resources.
- Knowledge and experience of the Fire and Emergency Services industry including Bush Fire Brigades and Local Government and relevant legislation.
- Demonstrated high level administration, organisational and strategic focus skills in the area of emergency management.
- Demonstrated ability to manage and deliver projects in accordance with project management principles and Standard Operating Procedures.
- Sound verbal and written communication skills to be able to communicate clearly and concisely to a broad range of stakeholders.
- Demonstrated high level interpersonal, facilitation and training skills.
- Strong time management and organisational skills with the capacity to work unsupervised, manage priorities and meet deadlines under pressure.
- Well-developed skills in the management of budgets, human and physical resources.
- Sound research, investigative and analytical skills.
- Current Western Australian C class driver's licence.
- Availability to work after hours including overtime and on-call as required (including weekends).

### Desirable Criteria

- Local Government experience.
- Accredited Level 1 Incident Controller or working towards incident Controller Level 1 — Bushfire Hazard.
- Demonstrated ability to develop and undertake prescribed burning and fire management planning processes.
- Developed negotiation skills and the ability to facilitate the conflict resolution process through to an agreement.
- Possession of recognised qualification in Training and Assessment.
- Previous experience in managing budgets, including applying for, managing and acquitting grant funding