



Director Community & Culture

Information for candidates

Cover Photo: John Bylund



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Welcome to Collie

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

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

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

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

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

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

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

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

Phil Anastasakis

Chief Executive Officer



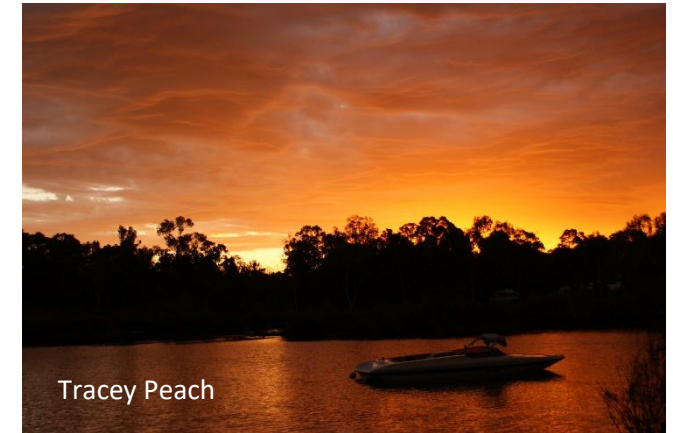
Shire of Collie

The Shire of Collie covers an area of 1,711 square kilometres. Located 202kms south of Perth, Collie is situated 59 kms inland nestled amongst dense jarrah forest. Collie is home to the Nyoongar First Nation people and is situated in the *Gnaala Karla Booja* region. The Shire of Collie was formed by an amalgamation of the Municipality of Collie (1901) and the Collie Road District (1900) to become the Collie Coalfields Road District on the 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

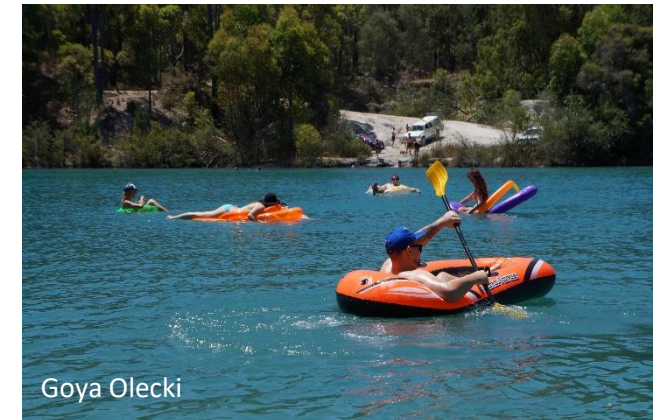
Officially opened in 2015, the Collie Art Gallery takes pride of place on Throssell street after 40 years of passionate lobbying, planning and fundraising. The Collie Art Gallery was the first purpose-built A-class public art gallery opened in WA since the Art Gallery of WA was opened in the 1970s. The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





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 Kewari 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"

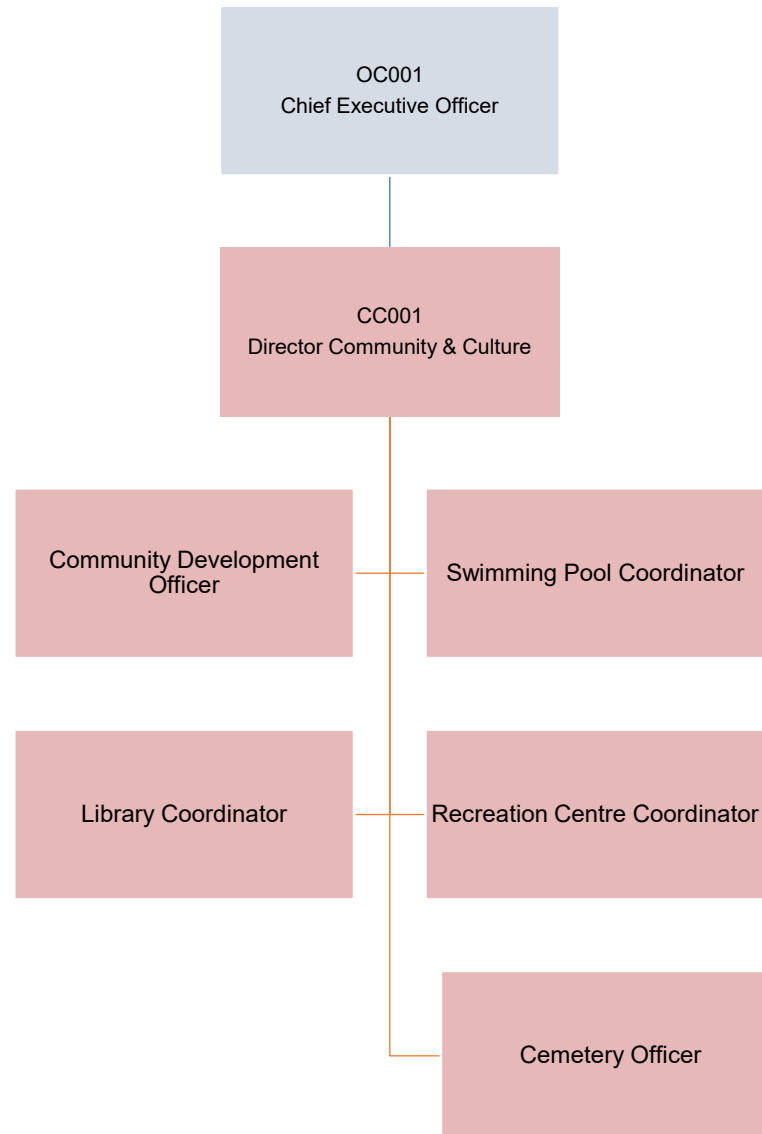
The core values at the heart of the Council's commitment to the community are:

- *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 an experienced and community-focused leader to join our Executive Team as Director Community & Culture, responsible for the strategic leadership of the Shire's community and cultural services portfolio, including the library, swimming pool, Roche Park Recreation Centre, community development, cultural services and cemetery services.

This is a fixed-term, performance-based contract position, and the successful candidate will bring strong strategic thinking, planning and decision-making skills, together with at least five years' local government or public sector management experience, to provide expert guidance and leadership across the directorate as a member of the Shire's Executive team.

The Opportunity

- Fixed-term, performance-based executive contract
- Member of the Shire's Executive team
- Staff housing available in Collie at subsidised rental
- An attractive remuneration package of up to \$226,728 commensurate with skills, experience and residence, will be negotiated with the successful candidate, which includes a base cash salary of \$160,000 plus full private use of a Shire vehicle and other employee entitlements.

Key responsibilities of the position will include:

- Provide strong, inspiring leadership across the directorate, driving performance and culture
- Oversee the Library, Swimming Pool, Recreation Centre, Community Development and Cemetery services
- Lead finalisation and delivery of the Public Open Space and Recreation Facilities Plan
- Build strong relationships with community, sporting and cultural stakeholders

This role reports directly to the Chief Executive Officer, as a member of the Executive team.

The ideal candidate will have:

- Strong strategic thinking, planning and decision-making skills, with the ability to exercise sound judgement and escalate matters to the Chief Executive Officer and/or Council as appropriate.

- Demonstrated local government or public sector management experience (at least 5 years), with strong leadership skills and the ability to manage staff at all levels to ensure accountability and performance.
- High-level interpersonal, communication and stakeholder engagement skills, including the ability to interact skilfully and professionally with staff, Council, members of the public and external agencies.
- Relevant tertiary qualification in Recreation Management, Community Development, Business Administration or a related discipline, or equivalent experience in a senior local government management role.
- Demonstrated experience overseeing community, recreation, cultural or library services, or a comparable multi-disciplinary service portfolio.
- Current 'C' or 'CA' Class WA driver's licence.
- The successful candidate must be prepared to relocate to Collie, or reside within a reasonable commuting distance, as a genuine operational requirement of the role.

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 Director Community & Culture will bring to the role. The package will include salary, full private use of a Shire vehicle, and superannuation contribution of 12%.

The successful candidate must be prepared to relocate to Collie, or reside within a reasonable commuting distance, as a condition of employment. Staff housing is provided in Collie at subsidised rental.

The Recruitment Process

This position is being advertised with a closing date of **Friday, 18 September 2026 at 4:00 p.m.**

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 Phil Anastasakis, Chief Executive Officer 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



Director Community & Culture

The Shire of Collie is seeking an experienced and community-focused leader to join our Executive Team as Director Community & Culture. This is a fixed-term, performance-based contract position responsible for the strategic leadership of the Shire's community and cultural services portfolio, including the library, swimming pool, Roche Park Recreation Centre, community development, cultural services and cemetery services.

Key responsibilities of the position will include:

- Provide strong, inspiring leadership across the directorate, driving performance and culture
- Oversee the Library, Swimming Pool, Recreation Centre, Community Development and Cemetery services
- Lead finalisation and delivery of the Public Open Space and Recreation Facilities Plan
- Build strong relationships with community, sporting and cultural stakeholders

The successful candidate will bring strong strategic thinking, planning and decision-making skills, together with at least five years' local government or public sector management experience and demonstrated success leading multi-disciplinary teams. You will hold a relevant tertiary qualification in Recreation Management, Community Development, Business Administration or a related discipline (or equivalent experience in a senior local government management role), along with high-level interpersonal, communication and stakeholder engagement skills.

An attractive remuneration package of up to \$226,728 commensurate with skills, experience and residence, will be negotiated with the successful candidate, which includes a base cash salary of \$160,000 plus full private use of a Shire vehicle and other employee entitlements. The successful candidate must be prepared to relocate to Collie, or reside within a reasonable commuting distance, as a condition of employment. Staff housing is provided in Collie at subsidised rental.

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 Friday, 18th September 2026 at 4:00 p.m.

Further information is available on the Shire website by visiting www.collie.wa.gov.au/council/employment or by contacting Phil Anastasakis, Chief Executive Officer 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



Director Community & Culture

Position Description

Position number: CC001



POSITION DESCRIPTION

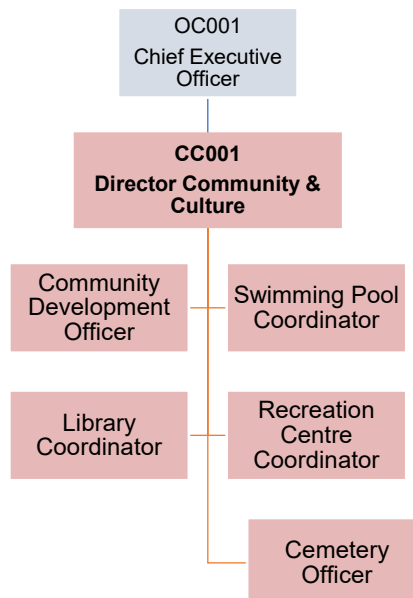
Position	Director Community & Culture
Department	Community & Culture
Location	82 Wittenoom Street, Collie
Reports to	Chief Executive Officer
Supervises	Community & Culture Teams
Hours of Work	76 hours
Level	Contract – Performance based fixed-term
Position number	CC001

Position Objective

To provide strategic leadership, direction and oversight of the Shire's community and cultural services portfolio, encompassing the library, swimming pool, recreation centre, community development, cultural and cemetery services.

To ensure these services are delivered to a high standard, in a financially sustainable manner, in line with Shire's Strategic Community Plan, Corporate Business Plan and community needs, and to represent the community services portfolio as a member of the Executive team.

Workforce Structure



Our Vision

Collie – Nature at our doorstep, community at heart.

Our Mission

The Shire of Collie delivers high-quality local services, advocates for Collie, and fosters partnerships to achieve better outcomes – guided by the community's vision and balanced by responsible financial management.

Our Values

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

Integrity	Transparency	Accountability	Collaboration	Respect
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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

Leadership

- Provide strong and inspiring leadership to staff in achieving Council's objectives, delivering on the Strategic Community Plan and Corporate Business Plan as they relate to community and cultural services.
- As a member of the Executive team, provide strategic advice and support to the Chief Executive Officer and Council on community, recreation and cultural matters.
- Encourage open, two-way communication and a positive, high-performing team culture across all supervised areas.
- Drive and deliver a program of performance management and continuous improvement across the directorate.
- Facilitate the achievement of individual and team potential and create a positive working environment.

Recreation Planning & Development

- Leading the review, update and ongoing implementation of the Shire of Collie Public Open Space and Recreation Facilities Plan.
- Trail Master planning and sustainability coordination.

Recreation Centre

- Oversee the Recreation Centre Coordinator and ensure efficient day-to-day operations and service delivery of the Roche Park Recreation Centre.
- Ensure the centre's programs and services meet community needs.
- Oversee development, review and implementation of the Recreation Centre Operational Plan.
- Manage partnerships and User Agreements with sporting and community associations, working with the Governance Coordinator to ensure all agreements are current and effective.

Library

- Oversee the Library Coordinator and ensure efficient day-to-day operations.
- Oversee development, review and implementation of the Library Operational Plan.
- Monitor performance against service delivery outcomes.

Swimming Pool

- Provide leadership and oversight to the Swimming Pool Coordinator.
- Ensure the pool is operated in compliance with all health, safety, and aquatic standards.
- Oversee development, review and implementation of the Pool Operational Plan.
- Manage partnerships and User Agreements with swimming clubs and community groups, working with the Governance Coordinator to ensure all agreements are current and effective.

Community & Cultural Development

- Provide oversight and guidance to the Community Development Officer.

- Ensure timely development, implementation and review of statutory and Operational plans, including the Reconciliation Action Plan (RAP) and Disability Access and Inclusion Plan (DAIP).
- Build and maintain strong relationships with community groups and stakeholders.
- Development of community and cultural activities that build a united and vibrant community, involving where appropriate:
 - Seniors / youth / children groups
 - Aboriginal and multicultural groups
 - Historical, arts and heritage groups
 - Sporting and social groups
 - Community, welfare, religious and social service groups
 - Business and government agencies.
- Undertake community engagement to inform planning and decision-making.
- Build and maintain opportunities for new community service initiatives and programs that will enhance the well-being of the community and attractiveness of Collie.

Cemetery Services

- Oversee the administration and operation of the Shire's cemetery/cemeteries in accordance with the Cemeteries Act 1986 (WA) and associated regulations, including assessment of applications for internments, ashes internments and memorials.
- Ensure internment site allocations, cemetery records and burial maps are maintained accurately and kept up to date.
- Ensure cemetery enquiries from funeral directors, families and the community are handled promptly and with sensitivity.
- Coordinate with Operations staff (Works Supervisor) on the practical execution of internments.
- Oversee the ordering of memorial plaques and related cemetery administration requirements.

Human Resources / Work Health and Safety

- Ensure full compliance with responsibilities under the Work Health and Safety Act 2020 (WA) across the directorate.
- Ensure consultation with staff regarding the work environment and safe systems of work.
- Ensure hazard identification and risk assessment processes are in place to minimise and control risk.
- Ensure information, instruction and training is provided to all employees, volunteers and work experience personnel within the directorate.
- Ensure suitable and adequate supervision is provided by competent persons.
- Support the annual performance review process in line with the Shire's Performance Management Framework, policies and procedures.

General

- Development, ongoing review and implementation of the Community & Culture Operational Plan, incorporating the various service area Operational Plans.
- Liaise with community groups and user groups of Shire facilities, ensuring compliance with established leases and User Agreements.
- Comply with all requirements of the Shire of Collie Customer Service Charter, Employee Code of Conduct, policies and procedures.
- Prepare Ordinary Council Meeting (OCM) reports and strategies as required.
- Undertake any other reasonable duties associated with the role as directed by the Chief Executive Officer.

Selection Criteria – Qualifications and Experience

Essential Criteria

- Strong strategic thinking, planning and decision-making skills, with the ability to exercise sound judgement and escalate matters to the Chief Executive Officer and/or Council as appropriate.
- Demonstrated local government or public sector management experience (at least 5 years), with strong leadership skills and the ability to manage staff at all levels to ensure accountability and performance.
- High-level interpersonal, communication and stakeholder engagement skills, including the ability to interact skilfully and professionally with staff, Council, members of the public and external agencies.
- Relevant tertiary qualification in Recreation Management, Community Development, Business Administration or a related discipline, or equivalent experience in a senior local government management role.
- Demonstrated experience overseeing community, recreation, cultural or library services, or a comparable multi-disciplinary service portfolio.
- Sound understanding of the Local Government Act 1995 (WA) and the legislative framework applicable to WA local government.
- Sound understanding of human resources and the industrial relations system applicable to local government.
- Current 'C' or 'CA' Class WA driver's licence.
- Ability to obtain a Working with Children Check within 60 days of commencing the role.
- A National Police Clearance no more than 6 months old.
- The successful candidate must be prepared to relocate to Collie, or reside within a reasonable commuting distance, as a genuine operational requirement of the role. Staff housing is provided in Collie at subsidised rent.

Desirable Criteria

- Knowledge of SynergySoft Computer System.
- Swimming Pool Operator Qualification (Aquatic Code of Practice), or willingness to obtain (training will be provided if not currently held).
- Current First Aid and CPR Certificate.
- Experience in cemetery administration or familiarity with the Cemeteries Act 1986 (WA).

Ongoing Performance

All employees are required to participate in an Annual Performance Review, where KPI's will be established by the line manager for the employee which meet the Shire's Strategic Objectives and Priorities.

Training

Willingness and aptitude to undertake further training and professional development to keep abreast of industry trends, regulatory changes, technology as relevant and related matters.

Position Dimensions	
Work Location:	Shire Administration or adjacent buildings, 87 Throssell Street, Collie, with regular attendance at the Library, Swimming Pool, and Roche Park Recreation Centre.
Delegated Authority:	As defined by the Chief Executive Officer.
Driving Requirements:	C (Car) or CA (Car Automatic) class motor vehicle licence (preferable).
Extent of Authority	
This position operates under the general direction of the Chief Executive Officer within established guidelines, procedures and policies of Council as well as statutory provisions of the <i>Local Government Act 1995</i> and other legislation.	
Corporate Accountabilities	
1. Employees shall demonstrate the Shire's Values, "Integrity, Transparency, Accountability, Collaboration, Respect" within the workplace. 2. All employees are bound by the requirements of the <i>Local Government Act 1995</i> to act with integrity, and in a way that shows a proper concern for the public interest. 3. Comply with Council's Employee Code of Conduct, management directives and approved policies and procedures. 4. Avoid participation in any activities that may represent a conflict of interest with Council transactions and your obligations. 5. Maintain obligations described within the Shire's Customer Service Charter. 6. 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. 7. Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues. 8. Deliver effective use of Shire resources within the level of accountability for this position. 9. 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. 10. 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. 11. Employees shall co-operate with the Shire of Collie in the carrying out of the obligations imposed on the Shire under Work Health & Safety legislation. 12. Provide an ongoing commitment to risk, emergency management and business continuity principles.	