Shire of Collie

Director Operations

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 Director Operations 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 significant 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 Operations has opportunity to lead a dedicated Operations team in the provision of critical infrastructure and waste services to the community. This is just the start of 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.


Tracey Peach

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.


Donald Cook

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.



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 employers 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 – courtesy of www.collieartgallery.org.au

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.

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


Tracey Peach

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.

Our Vision, Mission and Values

The Shire of Collie Council's Vision is:

"Collie – Nature at our doorstep, community at heart."

The Shire of Collie's Mission is:

"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."

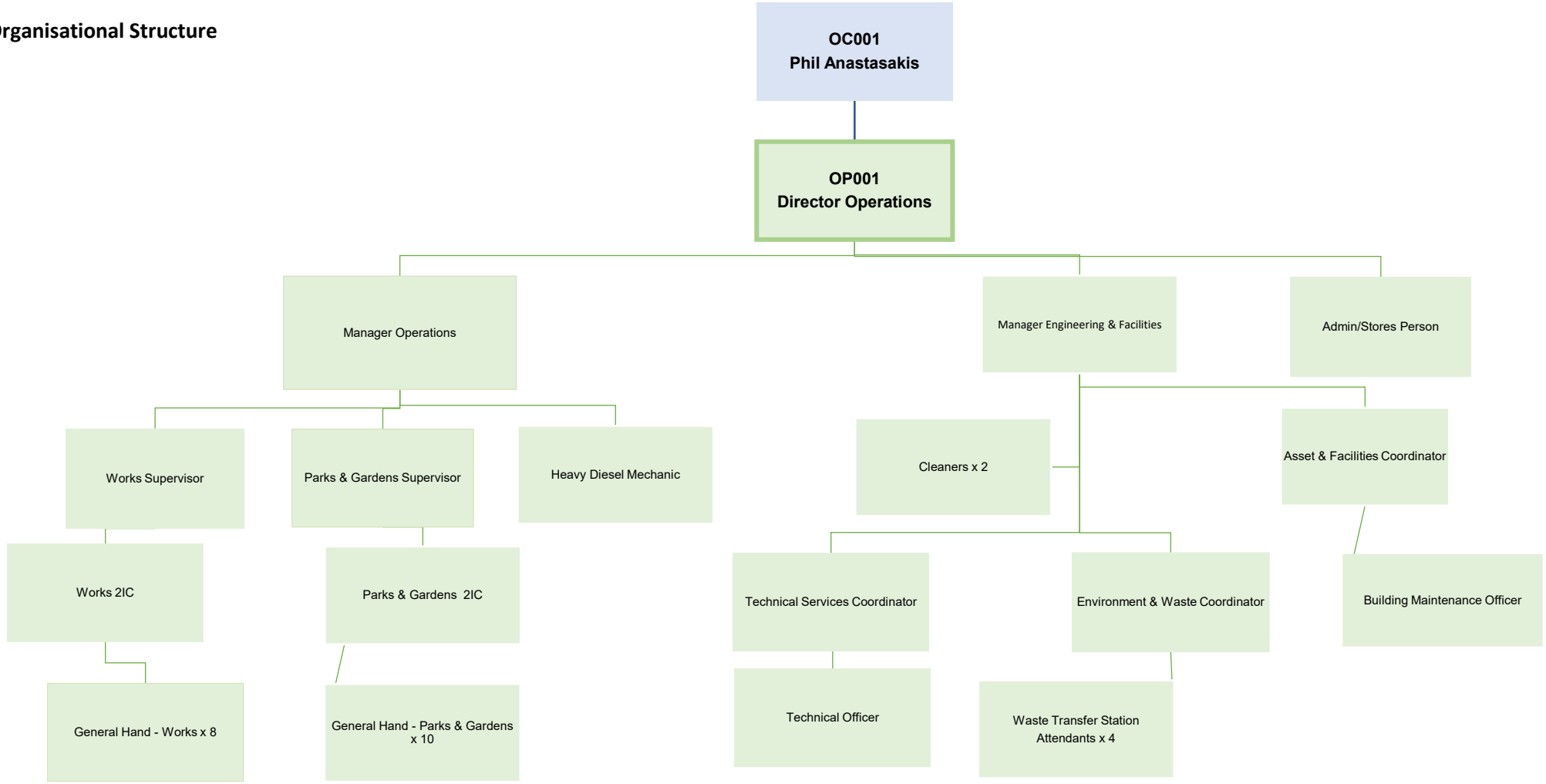
The core values at the heart of the Council's commitment to the community are:

- *Integrity*
- *Transparency*
- *Accountability*
- *Collaboration*
- *Respect*



The Position and its challenges

Organisational Structure



Who are we looking for?

The Shire of Collie is seeking a highly motivated, suitably qualified, and experienced professional who can confidently oversee the Operations Department.

The successful candidate will provide leadership and direction in the areas of roads, drainage & associated infrastructure, built facilities, waste management & services and open spaces, parks & gardens, and all related activities in accordance with various statutory regulations, policies, and procedures.

The Opportunity

- Full-time, five (5) year performance-based contract.
- Competitive remuneration package.

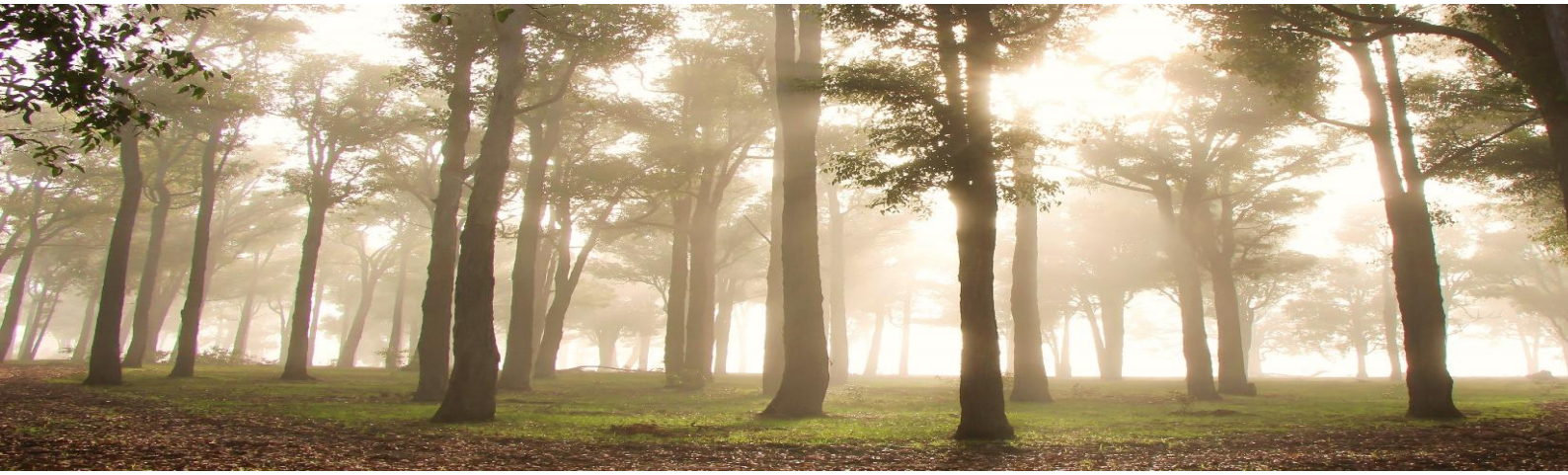
Key responsibilities of the position will include:

- Provide strong, inspiring leadership to staff to achieve Council objectives.
- Foster open, two-way communication and a positive, collaborative team environment.
- Drive performance management and continuous improvement across the directorate.
- Take a hands-on approach to deliver annual business plans, programs, and budgets.
- Develop and implement effective asset and people management strategies.
- Lead the development of asset, plant, and landfill management plans, including long-term financial planning.
- Ensure robust business plans for roads and infrastructure are in place.
- Provide accurate, timely reports to support informed decision-making.
- Lead a culture of continuous improvement and professional development.
- Oversee the implementation of service delivery planning, scheduling, and performance standards.
- Foster outstanding customer service and community focus.
- Develop and implement strategies for effective project, program, and financial management.
- Prepare and manage departmental budgets and long-term financial plans.
- Monitor and report on financial performance against budgets.
- Develop and maintain partnerships for funding and service delivery.
- Maintain effective relationships with the CEO, leadership team, elected members, and stakeholders.
- Promote the Council's image and role in the community.
- Ensure compliance with workplace health and safety requirements.
- Provide consultation, training, and supervision to staff regarding safe work practices.
- Promote and support a robust WHS culture.
- Comply with Council's Code of Conduct and all policies and procedures.
- Manage corporate records and workplace risks.
- Oversee procurement in line with policy and delegations.

This role works closely with the Chief Executive Officer.

The ideal candidate will have:

- Tertiary qualification in Civil Engineering or relevant equivalent area.
- Minimum five (5) to eight (8) years in a management role.
- Experience in managing civil infrastructure design and construction.
- Extensive experience and skills in asset management planning and execution.
- Experience in project management and contract administration.
- People management skills and the ability to manage staff at all levels to ensure accountability and performance.
- Proven experience forecasting, managing, and controlling budgets, preferably within an operational and works environment.
- Ability to interact skilfully and professionally with various internal and external stakeholders including staff, members of the public, Council, Government agencies, contractors and others.
- Analytical, problem solving and decision-making skills.
- Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationship with employees, supervisors, other agencies, and the public.



- Show leadership and support for the implementation of and compliance with safe work practices and the development of a robust WHS culture in which every employee recognises and accepts responsibility for WHS.
- Monitor work practices, support training and engage with staff and contractors to ensure their ongoing safety and compliance with Workplace Health and Safety legislation and Council's WHS policies and procedures.

A position description is included as Appendix II in this document.

Total Remuneration Package (TRP)

The position offers a competitive remuneration package of up to $249, 194 per annum. The package includes 12% superannuation, full private use of a motor vehicle, a $20,000 per annum housing allowance if residing in Collie, a telephone allowance and a retention bonus.

The Recruitment Process

This position is being advertised with a closing date of **Friday, 11 December 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 Phil Anastasakis, 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

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

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.**

Privacy

The Shire of Collie collects the personal information in your application to assess your suitability for this position and to manage the recruitment process. It is shared only with the selection panel and those involved in the process, including referees you nominate and pre-employment screening providers, and is handled in line with the Privacy and Responsible Information Sharing Act 2024 (WA) and the State Records Act 2000. To access or correct your information, contact hr@collie.wa.gov.au.

Appendix I – Advertisement

Director Operations

The Shire of Collie is seeking a highly motivated, suitably qualified, and experienced professional to lead and oversee core operational functions of the Operations Directorate at a pivotal time of growth and change for the Shire and town of Collie.

Living and working in the Shire of Collie will provide a fantastic work-life balance in the idyllic Southwest.

This position will suit a person with a strong sense of purpose, who has demonstrated strengths in the engineering services sector, preferably in Local Government. The role requires a strategic corporate and community outlook along with leadership to deliver high organisation performance. A collaborative and flexible style with a strong focus on staff development is important.

Key responsibilities of the position include the:

- Development and implementation of effective and sustainable infrastructure and building asset management strategies.
- Effective and efficient delivery of the Shire's road, kerb, laneway, drainage, footpath, sports fields, playgrounds, parks, gardens, and landfill asset management and maintenance plans and programs to ensure delivery of agreed service levels.

A five (5) year performance-based contract will be offered with a total remuneration package of up to $249, 194 per annum. The package includes 12% superannuation, full private use of a motor vehicle, a $20,000 per annum housing allowance if residing in Collie, a telephone allowance and a retention bonus.

Please contact Human Resources on (08) 9734 9000 or by email hr@collie.wa.gov.au for the information package. Alternatively, you can go online to our web page www.collie.wa.gov.au to download the application package or call into the Administration Office to collect a hard copy.

Applications can be emailed to hr@collie.wa.gov.au. All hard copy applications should be sent to:

"Confidential – Human Resources"
Shire of Collie
Locked Bag 6225
Collie WA 6225

Applications close ***Friday, 11 December 2026 at 4pm***.

Further information is available on the Shire website by visiting www.collie.wa.gov.au or by contacting Phil Anastasakis, Chief Executive Officer on (08) 9734 9000.

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

Phil Anastasakis
Chief Executive Officer

Appendix II – Position Description



Director Operations

Position Description

Position number: OP001

Shire of Collie

POSITION DESCRIPTION

Position	Director Operations
Department	Operations
Location	Administration Centre, 87 Throssell Street, Collie / Shire Depot Building, Cockie Bend, Collie WA 6225
Reports to	Chief Executive Officer
Supervises	3 direct reports, 34 personnel
Hours of Work	Full time – 38 hours per week, averaged over a 12-month period
Level	Contract – Performance-based fixed-term
Position number	OP001

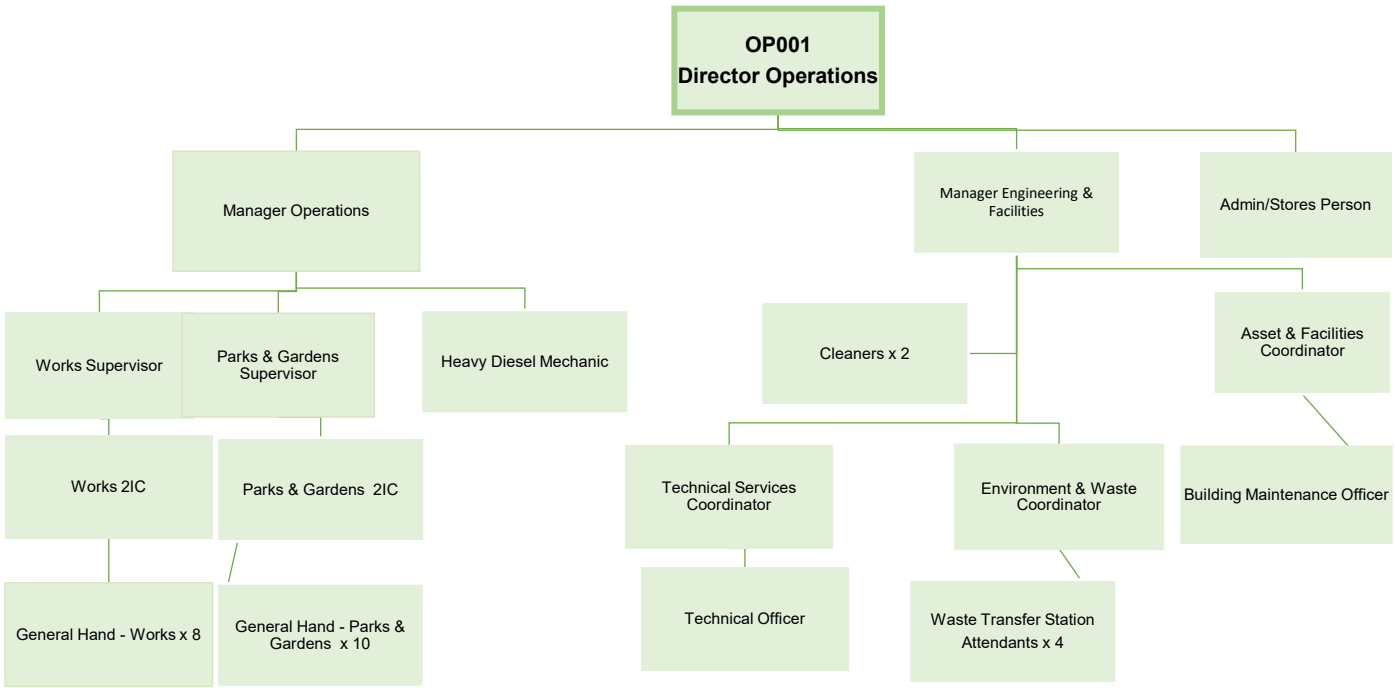
Position Objective

As a member of the Executive Team, the Director Operations provides leadership and direction in the areas of roads, drainage & associated infrastructure, built facilities, waste management & services and open spaces, parks & gardens, and all related activities in accordance with various statutory regulations, policies, and procedures.

This position is accountable for the delivery of Council's services while working to continuously improve all aspects of operational services to meet the needs of a growing community.

The Director Operations will provide strategic vision, leadership and expert guidance to the Shire while ensuring short and long-term plans are in place to effectively manage and maintain the current assets under the Operations directorate key areas of responsibility.

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**

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

1. Leadership

1.1 Provide strong and inspiring leadership to staff in achieving Council objectives to deliver on the Strategic Community Plan and Corporate Business Plan.

1.2 Encourage open and honest, two-way communication at all levels.

1.3 Facilitate informed decisions and responsiveness by ensuring effective communication strategies are in place to provide staff and stakeholders with up-to-date information regarding Senior Management and Council outcomes, actions, and initiatives.

1.4 Encourage a team approach at all levels, promoting initiative and the principles of continuous staff development within agreed and defined guidelines.

1.5 Drive and deliver on a program of performance management and continuous improvement across the Directorate.

1.6 Take a hands-on approach to leadership, to drive and deliver on annual business plans and programs.

1.7 Facilitate the achievement of individual and team potential and create a positive working environment in which staff share their expertise and experience in a productive manner.

1.8 Be able to operate in ambiguity and take an agile approach to leadership.

2. Asset Management

2.1 Develop and implement effective and sustainable asset management strategies and provide advice to Council and staff on short and long-term strategic issues.

2.2 Lead in the development of Council's strategic road, kerb, laneway, drainage, footpath, sports fields, playgrounds, parks, gardens, and landfill asset management plans.

2.3 Practice and support sound management and technical practices and systems in pursuit of the strategic goals of Council.

2.4 Ensure the development of robust business plans for the areas of roads and infrastructure which support the strategic direction of Council.

3. Service Delivery

3.1 Lead and encourage a learning and continuous improvement culture and provide professional development opportunities to "grow our own".

3.2 Develop, lead, drive and mentor the implementation of robust service delivery planning and scheduling systems, processes and tools, including key performance indicators and other

performance standards that set benchmarks for productivity and efficiency improvement across the Directorate.

3.3 Implement continuous improvement strategies to improve the efficiency and effectiveness of service delivery and foster outstanding customer service.

3.4 Ensure all contact between ratepayers, residents, other stakeholders, the Council, and staff is open, relevant, and consistent.

3.5 Create a culture of strong customer service and community focus.

4. Financial Management

4.1 In collaboration with the Chief Executive Officer, assist in the strategic reviews of the Strategic Community, Corporate Business and Workforce Plans with the Executive Team.

4.2 Develop and implement strategies and systems to ensure effective project management, program delivery and financial management in respect to the assets and infrastructure in the portfolio.

4.3 Direct and co-ordinate the preparation and management of the Directorate's annual budgets, forward financial plans and business plans.

4.4 Effectively monitor, manage, and report on financial spending against budget, ensuring service delivery aligns with budget constraints.

4.5 Purchase goods and services in accordance with the Shire's procurement policy, guidelines, and financial delegations.

5. Corporate Functions

5.1 Seek, develop, and maintain partnerships in funding and delivery of services to meet Council objectives.

5.2 Maintain effective working relationships with the CEO, Executive Team, Elected Members, and other key stakeholders.

5.3 Promote and develop Council's image, service, standing and role in the community in accordance with Council's strategic goals.

5.4 Facilitate informed decision making through the provision of accurate, timely and quality reports to the CEO and Council.

6. Work Health, Safety and Risk

6.1 Ensure full compliance with responsibilities under Work Health and Safety statutory and regulatory requirements within the Operations Directorate, in particular:

6.1.1 consultation with staff regarding the work environment and safe systems of work;

6.1.2 hazard identification and risk assessment to minimise and control risk;

6.1.3 information, instruction and training are provided to all employees, contractors, volunteers and work experience personnel; and

6.1.4 suitable and adequate supervision is provided by a competent person.

6.2 Contribute to and provide leadership in the delivery of the Shire's Safety and Risk Management Plan.

6.3 Within the scope of this position, manage all risks within the workplace as defined by Council's Risk Management Policy.

Selection Criteria – Qualifications and Experience

Essential Criteria

- Tertiary qualification in Civil Engineering or relevant equivalent area.
- Minimum five (5) to eight (8) years in a management role.
- Experience in managing civil infrastructure design and construction.
- Extensive experience and skills in asset management planning and execution.
- Experience in project management and contract administration.
- Experience in corporate and strategic planning, organisational development, customer service and application of best practice principles.
- Strong local government management experience with demonstrable people management skills and the ability to manage staff at all levels to ensure accountability and performance.
- Proven experience forecasting, managing, and controlling budgets, preferably within an operational and works environment.
- Ability to interact skilfully and professionally with various internal and external stakeholders including staff, members of the public, Council, and others.
- Analytical, problem solving and decision-making skills.
- Ability to communicate effectively, verbally and in writing, and to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Current WA “C” or “CA” class driver’s licence.

Desirable Criteria

- Postgraduate qualification in management, business or public administration.
- Experience in waste management and landfill operations, including licensing and environmental compliance.
- Experience securing and acquitting State and Federal grant funding for infrastructure projects.
- Working knowledge of the Local Government Act 1995 and associated regulations.
- Current Construction Induction (White) Card.

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. For this position, the review is conducted by the Chief Executive Officer and is linked to the performance-based contract of employment.

Training

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

Position Dimensions

Work Location: Shire Administration Building, 87 Throssell Street, Collie WA 6225 and Shire Depot, Cockie Bend, Collie.

Delegated Authority: As delegated by Council and the Chief Executive Officer and recorded in the Shire's Delegations Register.

Driving Requirements: C (Car) or CA (Car Automatic) class motor vehicle licence (essential).

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 Local Government Act 1995 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 Local Government Act 1995 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.
10. 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.
11. 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.
12. 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.
13. Provide an ongoing commitment to risk, emergency management and business continuity principles.