



# Director Corporate & Community Services

## Information for candidates

Cover Photo: John Bylund



# Shire of Collie

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## Welcome to Collie

I am delighted you are considering the role of Director Corporate & Community Services 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 Corporate & Community Services 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**



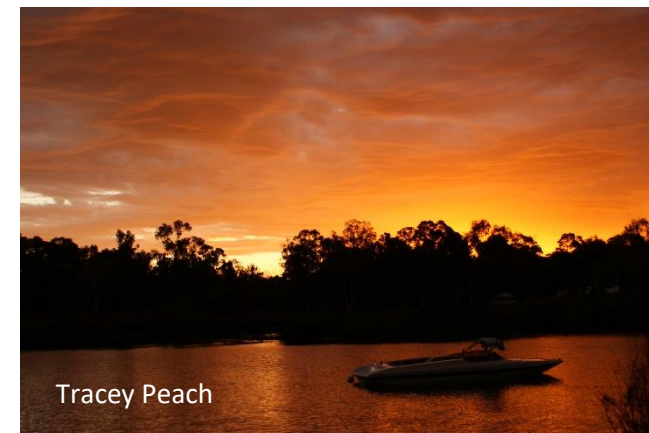
## Shire of Collie

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 2<sup>nd</sup> March 1951. Collie was declared a Shire in July 1961 and officially named the Shire of Collie on the 1<sup>st</sup> July. The Shire of Collie includes the towns and localities of; Collie, Allanson, Buckingham, Collie Burn, Collie Cardiff, Harris River, Lyalls Mill, Muja, Mungalup, Palmer, Preston Settlement, Shotts, Worsley and Yourdamung Lake.

The Shire of Collie is surrounded by the neighbouring Councils of Harvey, Boddington, Williams, West Arthur, Boyup Brook, Donnybrook-Balingup and Dardanup.

As at January 2021, there are 198 places heritage-listed within the Shire of Collie, of notable mention is Wellington Dam.

The Shire is a 2-hour drive from Perth and a 40-minute drive to Bunbury.



## History

Collie is, historically, Western Australia's most important coal mining town. At the 2016 census, Collie had a listed population of 7,192 with the Shire of Collie population listed as 8,798.

Collie was first explored, by the European's, in 1829 by Captain Stirling who was accompanied by Lieutenant Preston and Dr Alexander Collie. In 1883 coal was discovered along the Collie River, a significant event that was a catalyst for the founding of the townsite. 1895 saw a railway line to the coalfields begin construction with Collie declared a township the following year. The first coal fired power station was built at Collie in 1931.

December 1943 Collie was to be the location of a power alcohol distillery to support war efforts. The alcohol would be used to improve the octane rating of petrol which is essential for the manufacture of munitions.

In 1948, a 3-week strike was enacted when mine workers claimed unsafe work conditions underground due to a cantankerous horse, "Red".

Underground mining was halted in 1994 when all mining in the area was replaced with open cut operations. Collie still has 2 open-cut coal mines in operation today Griffin coal and Premier Coal (Yancoal Australia).

## Our logo

In 2019, the Shire of Collie underwent rebranding to bring a fresh new look to the Council logo. Incorporating elements of the unique Collie landscape the logo represents the interaction between the environment and the community. Represented by the logo is the beautiful waterways dotted throughout the Shire, leaves to symbolise the expansive national forest, the open-cut coal mines – an iconic part of Collie and, the welcoming nature of the community.



**water**  
represents the abundance of lakes and waterways throughout the Shire, (ie. Black Diamond Lake)



**leaves**  
beauty of the natural environment that surrounds Collie, also symbolic of sustainability, growth and prosperity



**open-cut coal mine**  
representing Collie's pride in it's mining heritage



**community**  
a person in celebration – representing a joyful and thriving community

## Coal Mining and processing

Both of Collie's open-cut mines are located approximately 15kms east of the townsite on each side of the Coalfields Hwy. The mines service Collie's 3 power stations; Muja Power Station, Collie Power Station and, privately owned, Bluewaters Power Station. Premier Coal employs over 300 people and supports a wide range of regional industries and community-based activities including support of the local early education centre. Coal mined from the 2 mines is used locally and not exported like that on the Eastern coast of Australia. Approximately 1100 jobs in Collie are directly linked to the coal mining industry and the supply of power.

South32 situated in Worsley, processes alumina at the refinery from bauxite mined near the neighbouring town of Boddington. Like Premier Coal, South32 supports community-based activities in the Shire including the early education centre.

The areas in Collie that employ the highest number of individuals include: Technicians and trade workers, machinery operators and drivers, and labourers (54.6%) (Census, 2016).



## Education

Collie is well provisioned in terms of education boasting 5 primary schools, a regional high school and a TAFE campus. The 4 public primary schools are steeped in tradition with factions named after different areas of the town. The Catholic primary school also caters for approximately 155 students. Collie Senior High School services the surrounding towns as well as the Collie townsite and caters for 518 students (Semester 1, 2021).

South Regional TAFE offers VET programs to the high school students as well as members of the wider community. Business studies and aged care courses are the main areas of study. The visual arts program recently held an exhibition at the local art gallery showcasing the works of the students which was highly regarded by the Collie community.



### Collie Art Gallery

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

The Collie Art Gallery has hosted many exhibitions over the past 6 years including Australian and local artists. The local FestivArty festival showcases local artists' work and allows the local schools to showcase the artwork of students.

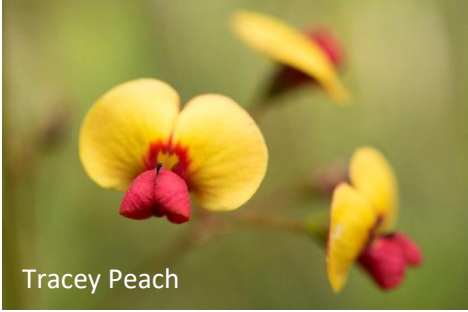
Collie Art Gallery – courtesy of [www.collieartgallery.org.au](http://www.collieartgallery.org.au)

## Sport

Collie has a strong sporting culture, whether it be football (AFL), hockey, rugby, swimming or dancing. Both indoor and outdoor sports are catered for with dedicated football and cricket ovals, soccer pitches, tennis courts and the Shire swimming pool. The recreation centre provides facilities for both netball and basketball, catering for players of all ages.



Goya Olecki



## Natural Environment

Surrounded by national forest, Collie is a picturesque town that boasts amazing landscapes coupled with unique flora and fauna. Take a meander down one of the trails to fully immerse yourself in the serenity and beauty of the Wellington National Forest. The Collie River winds its way through the valley offering many vantage points to observe the beauty of the natural landscape. Collie Scenic Drive offers visitors a peaceful drive through the forest with lookouts scattered along the way to stop and take in the surroundings. Minninup Pool, Black Diamond and Stockton Lake are all fabulous locations for a day out and about. Lake Kepwari was recently revitalised by the State Government and provides facilities for those wanting to camp in the area.

## Shire of Collie - Council

The Shire of Collie Council is served by 10 elected Councillors who are fully committed to the wellbeing and further development of the community and local business.

The Shire of Collie employs approximately 90 staff including casual and contract staff.

## Staff Mission

The Shire of Collie Council's Vision is:

*"A connected community that is as rich and diverse as its heritage and landscape"*

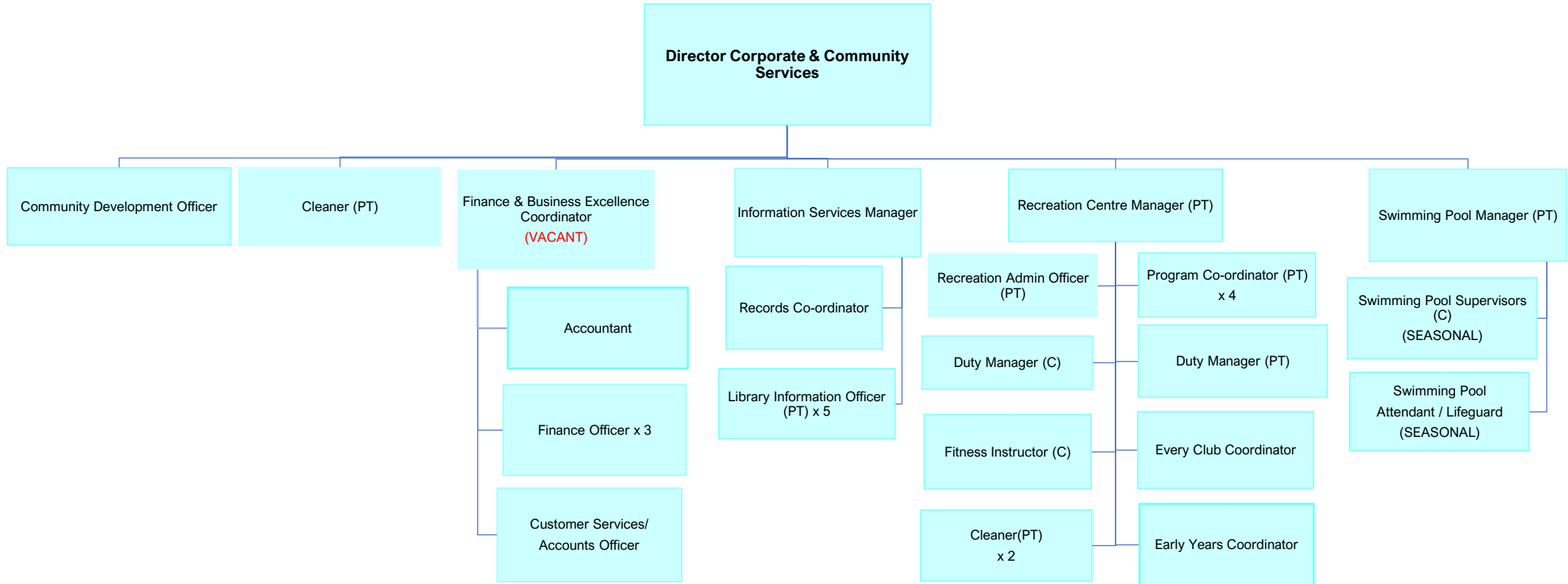
The core values at the heart of the Council's commitment to the community are:

- *Acting with integrity, transparency and accountability*
- *Leading the delivery of the community's vision*
- *Enabling community-led endeavours to make the Shire of Collie a better place*
- *Respectful progress*



# The Position and its challenges

## Organisational Structure





## Who are we looking for?

The Shire of Collie is seeking a highly motivated, suitably qualified, and experienced professional who can confidently oversee core operational functions, provide strategic corporate advice to the organisation and manage the efficient delivery of the Shire's financial, corporate, and community services.

The ideal candidate will possess strengths in financial management, community development, corporate strategy and governance, or other business-related disciplines and have significant experience in managing multi-disciplined professional teams.

## The Opportunity

- Permanent full-time position
- Flexible work arrangements available
- An attractive remuneration package up to \$202,125 will be offered including a cash component of between \$150,000 - \$160,000 dependant on skills, experience and if the applicant resides in Collie. Plus other benefits including a Council vehicle with full private use.

## Key responsibilities of the position will include:

- Lead and review the Annual Budget, Annual Report and financial systems and processes to ensure sustainable community services.
- Lead and review the elements of the Integrated Planning & Reporting Framework.
- Lead the effective delivery of community services including Community Development, Library Services, Recreation Services, Swimming Pool and Customer Service functions. Develop instruments such as operational service plans as appropriate to ensure delivery of agreed service levels.
- Conduct ongoing financial health reviews and recommend adjustments to improve financial standing and support new initiatives, including the identification and assessment of grant opportunities.
- In collaboration with the Chief Executive Officer, assist leading the strategic reviews of the Strategic Community, Corporate Business and Workforce Plans in collaboration with the executive team.
- Oversee the provision of Information Technology services for the Shire, including the Shire managed CCTV system.
- Facilitate corporate communications, including website management, media releases and social media posts.

- In collaboration with the Chief Executive Officer, assist the review of the Workforce Plan, along with human resource emergency response actions as required.
- In collaboration with the Chief Executive Officer, assist enterprise bargaining negotiations, award and agreement interpretations and implementation arrangements.
- Manage all corporate records in accordance with required policies and procedures.
- Overseeing recruitment, induction, training and performance of Corporate & Community service staff.

Reporting directly to the Chief Executive Officer, this senior executive opportunity will be responsible for corporate services excellence and a customer service culture across operations. This role is charged with driving sound organisational processes, performance and results.

## The ideal candidate will have:

- Qualifications from a tertiary institution recognised in Australia (or be substantially advanced in study towards) in at least one of the following areas: Financial Management, Management or Business related field; or the equivalent in a senior management role.
- Strong local government management experience.
- Thorough knowledge of accounting standards and legislation applicable to local government.
- Proven experience forecasting, managing, and controlling budgets.
- Experience in corporate and strategic planning, organisational development, customer service and application of best practice principles.
- Working understanding of cultural and community development issues and principles.
- Experience in project management and contract administration.
- High-level experience with ReadyTech Synergysoft and Altus modules is desired.

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 will bring to the role. We will negotiate with the right candidate. The package will include salary, private use of a motor vehicle, and superannuation contribution of 11.5% on the cash and non-cash value.

Residing within the Shire of Collie will be very highly regarded but is not compulsory, and a housing allowance will be offered for such.

## The Recruitment Process

This position is being advertised with a closing date of **Monday 3 February 2025.**

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 Chief Executive Officer, Phil Anastasakis who can be contacted via (08) 9734 9000.

### 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:

- **covering letter of up to 3 pages which clearly outlines:**
  - **Why you are interested in the position.**
  - **Previous experience in local government management positions.**
  - **Relevant financial & business experience.**
  - **Demonstrated leadership skills.**
  - **Other relevant skills and experience.**
- **resume, including the names and contact details of two recent work-related referees.**



Tammy Watson

## Appendix I – Advertisement



### Director Corporate & Community Services

The Shire of Collie is seeking a highly motivated, suitably qualified, and experienced professional who can confidently oversee core operational functions, provide strategic corporate and financial advice to the organisation, and manage the efficient delivery of the Shire's financial, corporate, and community services activities.

Key responsibilities of the position will include:

- Lead and review the production of the annual budget, annual financial report and related financial systems and processes, including the elements of the Integrated Planning & Reporting Framework.
- Lead the effective delivery of community services including Community Development, Library Services, Recreation Services, Swimming Pool and Customer Service functions. Develop instruments such as operational service plans as appropriate to ensure delivery of agreed service levels.
- In collaboration with the Chief Executive Officer & Executive team, assist leading the strategic reviews of the Strategic Community, Corporate Business and Workforce Plan.
- Manage all corporate records in accordance with required policies and procedures.

An attractive remuneration package up to \$202,125 will be offered including a housing allowance if residing in Collie, full private use of a motor vehicle, plus other cash and non-cash benefits. Residing within the Shire of Collie will be highly regarded but is not compulsory.

Essential qualifications include a tertiary degree in Financial Management, Management or Business related field, or the equivalent in a senior management role along with substantial experience in local government or a comparable setting.

Further information is available by contacting the Chief Executive Officer, Phil Anastasakis on 97349000.

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 Officer"  
Shire of Collie  
Locked Bag 6225  
Collie WA 6225

**Applications close at 4pm, Monday 3 February 2025.**

**The Shire of Collie reserves the right to fill the position at any time throughout the recruitment process.**

**Phil Anastasakis  
Chief Executive Officer**



# Director Corporate & Community Services

## *Position Description*

*Position number: CS001*



## POSITION DESCRIPTION

<b>Position</b>	Director Corporate & Community Services
<b>Department</b>	Corporate Services
<b>Location</b>	Administration Centre, 87 Throssell Street, Collie
<b>Reports to</b>	Chief Executive Officer
<b>Supervises</b>	Corporate & Community Services Teams
<b>Hours of Work</b>	76 hours
<b>Level</b>	Contract – Performance based fixed-term
<b>Position number</b>	CS001

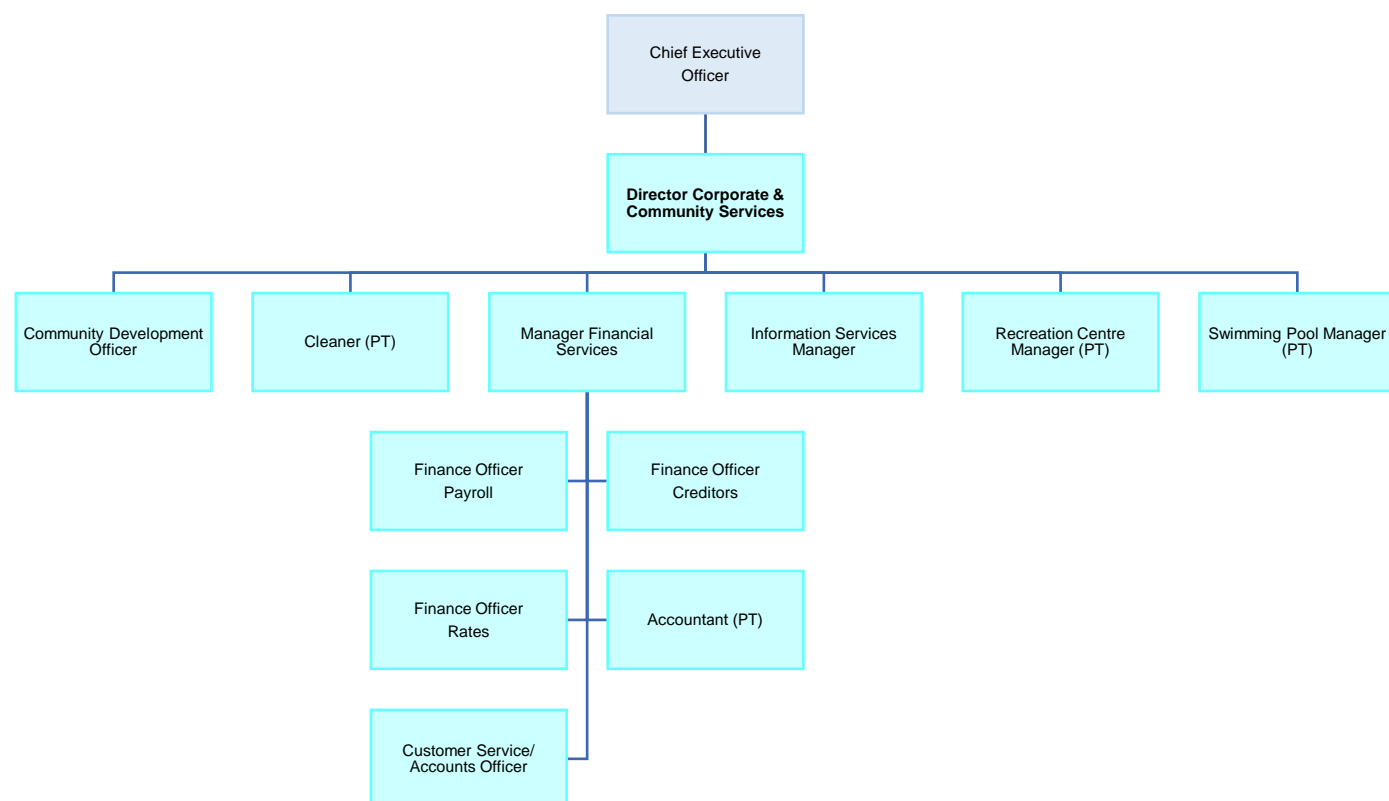
### Position Objective

As a member of the Executive Team, the Director provides leadership and direction in the areas of corporate strategy and governance, strategic financial management, community services and the various functions necessary to support the operations of the Shire as a whole.

This position is accountable for the delivery of Council's services while working to continuously improve all aspects of Corporate Services to meet the needs of the organisation in its service to the community.

The Director will provide vision, leadership and expert guidance while ensuring short and long-term plans are in place to deliver sustainable corporate and community services to the Shire.

### 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

### 1. Leadership:

- 1.1 Provide strong and inspiring leadership to staff in achieving Council objectives to deliver on the Community Strategic 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. Community Services:

- 2.1 Lead the effective delivery of community services including Community Development, Library Services, Recreation Services, Swimming Pool and Customer Service functions. Develop instruments such as operational service plans as appropriate to ensure delivery of agreed service levels.
- 2.2 Provide reports and recommendations on opportunities for new community service initiatives and/or programs that will enhance the well-being of the community and attractiveness of Collie.

### 3. Financial Management:

- 3.1 Adopt a whole-of-organisation view of the Shire's finances, enabling a strategic perspective on financial trends and opportunities to improve financial performance.

- 3.2 Lead the preparation and ongoing review of the elements of the Integrated Planning & Reporting Framework, including the Long Term Financial Plan that will ensure the long-term prosperity and sustainability of services to the community.
- 3.3 Undertake progressive reviews of the Shire's financial health, providing recommendations for adjustments that will improve the Shire financial standing, sustain services and facilitate new initiatives.
- 3.4 Ensure adequate and timely provision of financial reports that enable the financial health to be effectively managed.
- 3.5 Enable all service teams across the Shire to effectively monitor and manage income and expenditure against budget through adequate and timely financial reporting.
- 3.6 Oversee the compilation of the annual Shire budget and progressive interim reviews as necessary.
- 3.7 Oversee the compilation of the annual financial report, monthly financial statements and management reports.
- 3.8 Ensure systems and processes are in place to satisfy regulatory and policy requirements across the organisation.
- 3.9 Lead the identification and assessment of grant opportunities in collaboration with the executive team.

#### **4. Corporate Functions:**

- 4.1 In collaboration with the Chief Executive Officer, assist leading the strategic reviews of the Strategic Community, Corporate Business and Workforce Plans in collaboration with the executive team.
- 4.2 Facilitate the Shire Administration Compliance Actions as required under various statutes, including the various reviews, audits and reporting obligations.
- 4.3 Oversee the Council's Records Management System, ensuring compliance with statutory requirements.
- 4.4 Compile the annual calendar of corporate statutory obligations, overseeing and coordinating undertaking of required functions.
- 4.5 Oversee the provision of Information Technology services for the Shire, including the Shire managed CCTV system.
- 4.6 Facilitate corporate communications, including website management, media releases and social media posts.
- 4.7 Oversee corporate property management, including lease arrangements with community and other groups.

#### **5. Human Resources / Workplace Health and Safety:**

- 6.1 In collaboration with the Chief Executive Officer, assist enterprise bargaining negotiations, award and agreement interpretations and implementation arrangements.
- 6.2 Ensure full compliance with responsibilities under the Workplace Health and Safety statutory and regulatory requirements within the Corporate Services directorate, in particular:
- 6.3 Consultation with staff regarding the work environment and safe systems of work,
- 6.4 Hazard identification and risk assessment to minimise and control risk,

- 6.5 Information, instruction, and training is provided to all employees, volunteers, and work experience personnel,
- 6.6 Suitable and adequate supervision is provided by a competent person.
- 6.7 Ensure that you are not, by consumption of alcohol or drugs, in such a state as to endanger your own safety at work or the safety of any other person.
- 6.8 Ensure personal adherence to Council's WHS Policies, Safety Work Procedures, Safe Operating Procedures and Safety Instructions.

## 6. General Responsibilities

- 7.1 Comply with Council's Code of Conduct for Employees and all other policies and procedures as varied from time to time.
- 7.2 Promote and develop Council's image, service, standing and role in the community when the opportunity presents itself in accordance Council strategic goals
- 7.3 Manage all corporate records in accordance with required policies and procedures.
- 7.4 Within the scope of this position, manage all risks within the workplace as defined by Council's Risk Management Policy.
- 7.5 Responsible for purchasing goods and services in accordance with procurement policy, guidelines, and financial delegations.

## Competency Requirements

The position requires well developed competencies in the following areas:

**Self-awareness and Self-Management** – awareness of own strengths and weaknesses and ability to learn from experience.

**Developing Self and Others** – looking to continually develop self and others to improve performance, creating a culture of continuous improvement.

**Strategic thinking** – looking at the bigger picture to create strategic initiatives for the Shire and using commercial acumen to progress strategy.

**Change Focus and Innovation** – challenge the status quo with new initiatives, ideas, and solutions.

**Team Working and Leadership** – an effective team member with a learning style that is motivational and empowering.

**Interpersonal skills and communication** – ability to maintain appropriate and professional relationships with others, using appropriate skills to ensure that people understand your message.

**Achieving results** – sustaining a culture that is focused on quality results.

**Service Focus** – promoting a 'customer first' service culture for both internal and external customers.

**Decision making** – capacity to make complex decisions around strategy and direction, and exercise good judgement in elevating decisions to the Chief Executive Officer and/or Council.

**Planning and organising** – able to set personal objectives, manage time effectively, set realistic objectives and deploy resources efficiently.



## Selection Criteria – Qualifications and Experience

### **Essential Criteria**

1. Qualifications from a tertiary institution recognised in Australia (or be substantially advanced in study towards) in at least one of the following areas: Financial Management, Management or Business related field, or the equivalent in a senior management role.
2. Experience in corporate and strategic planning, organisational development, customer service and application of best practice principles.
3. Strong local government management experience with demonstrable people management skills and the ability to management staff at all levels to ensure accountability and performance.
4. Proven experience forecasting, managing, and controlling budgets, preferably within an operational and works environment.
5. Analytical, problem solving and decision-making skills.
6. Ability to interact skilfully and professionally with various internal and external stakeholders including staff, members of the public, Council, and others.
7. Holds a Current WA “C” or “CA” Class driver’s licence.
8. Working understanding of cultural and community development issues and principles.
9. Experience in project management and contract administration.
10. High-level experience with ReadyTech Synergysoft and Altus modules is required.

### **Ongoing Performance**

- Willingness and aptitude to undertake further training and professional development to keep abreast of industry trends, regulatory changes, technology as relevant and related matters.
- Contribute to and provide leadership in the delivery of the Council’s Safety & Risk Management Plan
- Operate in compliance with WH&S legislation, regulations, practices, and standards.
- Utilise safe working practices applicable to own work area and practices. Contribute to the identification of hazards and risks and participate in their minimisation and/or appropriate corrective strategies.

### **Extent of Authority**

Authority is vested to the Director Corporate & Community Services under the *Local Government Act 1995*, and subsidiary Regulations, Local-Laws, and all other relevant legislation pertinent to the Local Government.

This includes all delegated authority as properly granted by Council as assigned by the Chief Executive Officer.

The exercise of the Director Corporate & Community Services authority is guided and limited by adopted Council policies where appropriate.

**APPROVAL OF POSITION DESCRIPTION**

I have noted the statement of the key duties and responsibilities and other requirements as noted in this position description. I also acknowledge that other duties may be assigned to this position as required from time to time to meet the business needs of the organisation.

**ACCEPTANCE BY INCUMBENT**

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

**APPROVED BY CHIEF EXECUTIVE OFFICER**

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