

Recreation Operations Coordinator

Position Description



Position type	Full Time
Position classification	Local Government Officers (WA) Award
Remuneration level	Level 6
Primary work location	Halls Creek
Reports to	Director Community Development
Department	Community Development
Date last reviewed	June 2026

About the Shire of Halls Creek

Located in the Kimberley region of Western Australia, the Shire of Halls Creek (Shire) is one of Australia's iconic outback areas with a unique cultural and heritage environment.

The Shire covers 142,908 square kilometres of the Kimberley and is approximately 2,850 kilometres to the north east of Perth and 362 kilometres south of Kununurra. The Northern Territory forms the eastern boundary of the Shire with the Shire of Wyndham-East Kimberley to the north, the Shire of Derby-West Kimberley to the west and the Shire of East Pilbara to the south and west.

The remote communities of Balgo (Wirrimanu), Billiluna (Mindibungu), Mulan, Ringer Soak (Kundat Djaru), Warmun (Turkey Creek) and Yiyili are an integral part of the Shire with around 3,000 people residing outside of the Halls Creek town site. Throughout the Shire there are also a number of smaller communities.

The Shire is connected by 391 kilometres of sealed roads and 1,449 kilometres of unsealed roads requiring extensive maintenance work due to seasonal flooding.

Our operating environment

The Shire operates within a broad legislative framework that includes but is not limited to:

- *Disability Services Act 1993 (WA)*
- *Fair Trading Act 2010 (WA)*
- *Fair Work Act 2009 (Cth) and Fair Work Regulations 2009*
- *Financial Management Act 2006*
- *Income Tax Assessment Act 1936 (Cth) (as amended)*
- *Income Tax Assessment Act 1997 (Cth) (as amended)*
- *Work Health and Safety Act 2020*
- *Privacy Act 1988 (Cth)*
- *State Records Act 2000 (WA)*
- *Superannuation Guarantee (Administration) Act 1992 (Cth)*

The Shire is enabled by the *Local Government Act 1995* and its regulations. It operates under two industrial awards being Local Government Officers (Western Australia) Award and the Municipal Employees (Western Australia) Award.

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Our vision and goals

Our 2015-2025 strategic community plan outlines a clear vision for the Shire to be economically diverse, caring and proactive with a strong sense of responsibility and pride. This vision will be realised through four strategic goals: Local Jobs, Local Economy, Local Social and Local Leadership.

Our values

As one of the biggest employers in the Shire, our goal is to be a great place to work where everyone matters and there are opportunities to grow. We have a strong commitment to well-being, health and safety, diversity and inclusion. Everything Council does is underpinned by our values, which define the culture of the organisation and the behaviours that shape our interaction with the community and each other. Our values are depicted below and they are embedded in everyone's roles.



Community aspirations

Through consultations with community on development of the 2015-2025 strategic community plan, the following community aspirations were identified. We strive to work with the community to realise these aspirations.

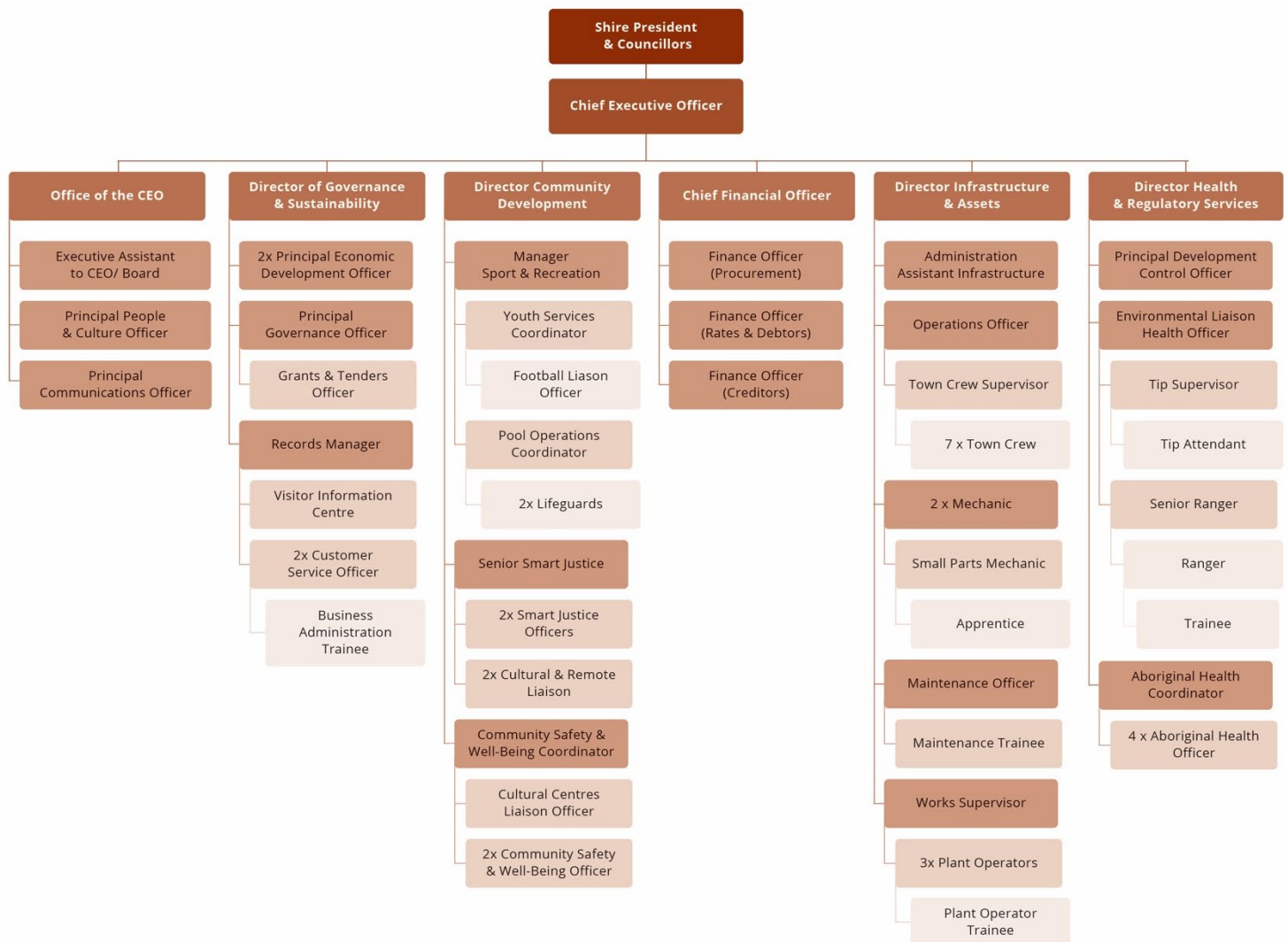
Aspiration	Benefits
Community involvement	Values the contributions of all groups and ages and generates opportunities for active participation
Respect for, and engagement with the traditional owners of the land.	Ensuring pace and level of development impacting Indigenous communities is guided by the Traditional Owners.
Social inclusiveness	Promotes a future for all residents, actively strengthens the social fabric of the community, values diversity and responds to special needs and disadvantage.
Positive Mindset	Fosters community attitudes that embrace change, proactive 'can do' behaviours, optimism, hopefulness and the belief in the community being architects and builders of their social and economic future.

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Access and Equity	Provides all residents with adequate health, educational, learning, housing and recreational opportunities, facilities and programs.
Celebration	Encourages pride and times of celebration relating to the town's heritage, uniqueness, cultures and achievements.

Our structure



Your role

The Recreation Operations Coordinator is responsible for coordinating and leading the development, delivery and day-to-day management of high-quality sports, recreation and oval activation across the Shire of Halls Creek. The role oversees the operation and activation of sporting and recreational facilities and venues, coordinates sports programs and competitions, and delivers community recreation and activation initiatives that promote health, wellbeing and social connection. The role works closely with Aboriginal and Torres

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Strait Islander communities, sporting clubs, schools, and government agencies to ensure services are culturally safe, accessible and responsive to community need.

Key responsibilities

Activities	Responsibilities
Plan	1. Develop and implement annual operational plans, activity schedules and project plans for sports, recreation and facility services aligned to the Shire's Strategic Community Plan 2. Manage approved budgets for sports programs, facility operations and recreation projects, including forecasting, expenditure monitoring and acquittals 3. Responsible for achieving program participation, service quality, customer experience and financial performance targets, while contributing to strategic planning and policy development 4. Identify community sport and recreation needs through engagement, data analysis and consultation with residents, clubs and stakeholders 5. Research and prepare grant applications to secure funding for sports infrastructure, programs and equipment 6. Assess and manage risks associated with facility use, sporting events and recreational activities. Provide expertise in managing the facility. 7. Ensure compliance with relevant legislation and Council policies, and oversees resource allocation to meet organisational priorities
Develop & Implement	8. Maintain current knowledge of industry developments, trends and best practice in recreation programming 9. Design, coordinate and deliver structured sports programs, competitions, carnivals and recreational activities for all age groups and abilities. 10. Monitor program performance, participation data and service usage 11. Manages stakeholder relationships with community groups, schools and service providers, and collaborates with internal teams to deliver integrated, accessible and inclusive services. 12. Implement sport and recreation programs in a culturally safe and inclusive manner, with a focus on engaging Aboriginal and Torres Strait Islander community members 13. Liaise with schools, sporting bodies, peak organisations and government agencies to align programs and maximise resources
Evaluate, Report & Record	14. Monitor and evaluate sports program, facility and service performance against objectives, KPIs and funding requirements 15. Maintain accurate records of facility usage, program participation, expenditure, incidents and maintenance requests

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	16. Makes complex decisions on program design, pricing and staffing using data and evidence-based analysis 17. Resolves escalated issues, identifies and mitigates risks, and provides recommendations on service improvements and innovations. 18. Provides considered recommendations on service improvements, innovations and investment opportunities 19. Track completion of mandatory training and maintain up-to-date certifications
Promote	20. Promote sport, recreation and oval engagement programs and facility management through appropriate communication channels including social media, community networks and local media. 21. Champion an inclusive, culturally respectful approach to sport and recreation that actively engages Aboriginal community members and underrepresented groups 22. Promote active lifestyles, health and wellbeing, and the social benefits of sport and recreation participation across all community groups. Foster ownership and accountability at all levels of the team
Advise & Advocate	23. Provide advice and recommendations to management on sport and recreation needs, facility priorities, program opportunities and emerging trends. 24. Advocate for the sport and recreation needs of the community, including Aboriginal residents, youth, women and people with disability. 25. Contribute to the development of policies, strategies and service improvements related to sport, recreation and the oval.

Mandatory requirements

Experience	• Significant experience in recreation, aquatics, fitness and sports programs in a community setting. • Demonstrated experience in a leadership or supervisory role within a comparable service environment. • Proven experience in program planning, development, delivery and continuous improvement. • Demonstrated financial management capability, including grant application, program budgeting, pricing and cost control.
Skills	• Strong organisational and coordination skills with the ability to manage multiple programs and projects simultaneously. • Provide facility management oversight. • Effective written and verbal communication skills, including report writing and stakeholder engagement

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	• Demonstrated ability to lead, develop and manage multidisciplinary teams in a service environment • Strong financial management capability, including budgeting, forecasting, pricing and cost control. • Proficiency in interpreting participation data, financial reports and performance metrics • Skilled in negotiation, conflict resolution and managing complex stakeholder environments • Skills in program evaluation, benchmarking and continuous improvement methodologies
Knowledge	• Comprehensive knowledge of local government operations in recreation, aquatics, fitness and community sports programming and service delivery • Strong understanding of industry trends, participation drivers and contemporary program design • Knowledge of relevant legislation, regulations and standards (e.g. aquatic safety, health, child safety, OH&S) • Experience in developing inclusive programs that meet diverse community needs, including accessibility and equity considerations. • Understanding of customer experience principles and service design in a recreation environment
Qualifications	Tertiary qualification in recreation, sport management, health, community development or a related field. The ability to obtain and maintain the following qualifications, registrations, certifications: • Provide First Aid (HLTAID011) • CPR (HLTAID009, renewed annually) • Working with Children Check • Current C Class Driver's Licence
Licenses	Proof of licences will be required prior to appointment. If your licences are not from an Australian educational institution you may need to get formal recognition of equivalency prior to applying.
Pre-employment Medical & Drug Test	It is a requirement for all employees of the Shire of Halls Creek to undertake a medical with necessary testing suitable for the role, duties and obligations of the position, which will include a drug test.
National Criminal Clearance	It is a requirement for all employees of the Shire of Halls Creek to provide a National Police Clearance and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position.

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Working with Children Clearance	This position requires the employee to hold, and maintain during employment, a valid Working with Children Check (WWCC) or equivalent clearance as required under the relevant state or territory legislation. The successful applicant must: • provide evidence of a current WWCC prior to commencement or provide a valid application receipt of lodgement of WWCC • maintain the clearance for the duration of their employment • immediately notify the Shire if the clearance is suspended, cancelled, or subject to review.
Compliance Obligations	All employees of the Shire are required to comply with statutory, regulatory and organisational obligations, including but not limited to: • comply with all Work Health and Safety legislation, regulations, codes of practice, and the Shire's WHS policies and procedures. • participate in safety training, consultation, and risk management processes. • use personal protective equipment (PPE) and safety equipment as required. • carry out duties in compliance with the Local Government Act 1995, associated regulations, and Council policies. • comply with all relevant legislation, awards, industrial instruments, policies, and procedures applicable to the role.

Corporate requirements

- Commit to the agreed Shire of Halls Creek values and behaviours
- Comply with the Shire of Halls Creek Code of Conduct
- Participate in staff performance and career development program
- Commit to the wellbeing, health and safety of everyone

Authorisation

The details contained in this document are an accurate statement of the purpose, duties and role specifications and other requirements of the position.

Susan Leonard
Chief Executive Officer

Date.....

I have read, understood, and agree to the requirements and responsibilities outlined in this Position Description.

Signed.....

Date.....

Employee