



Property and Facilities Coordinator

Position Details

Occupant:	Vacant		
Reports to:	Director Corporate Services		
Section:	Business Services		
Department:	Livestock & Equine Facilities		
Industrial Instrument:	Local Government (State) Award		
Salary Grade:	NSS 13	Hours of Work:	35
Staff Management:	up to 4 Staff	Budget Responsibility:	No
Date Created:	May 2026	Last Reviewed:	

The Role

The Property and Facilities Coordinator is responsible for the operational management, maintenance and strategic development of Council's key facilities and properties including the Scone Regional Livestock Selling Centre (SRLSC), White Park Equine Facility, Scone Memorial Airport, and Council-owned and Crown Land properties.

The role oversees day-to-day operations, event coordination, asset management, user relationships, and compliance across these facilities, ensuring they are managed safely, efficiently, and in line with Council policy, legislation, and industry best practice.

Our Council

Encompassing the vibrant towns and communities of Scone, Aberdeen, Merriwa and Murrurundi and many smaller villages, the Upper Hunter Shire covers about 8,100km², with a population of approximately 14,500 people. The Upper Hunter Shire is a diverse, scenic region and a great place to live and work.

Our Council is committed to delivering high quality, innovative, consistent and responsive services to the community whilst maintaining a safe, fair and open workplace where achievements are recognised and staff are encouraged to develop and grow.





Selection Criteria

Essential

- Demonstrated experience in property, facility, or operations management.
- Strong leadership and team supervision skills.
- Sound understanding of asset maintenance, WHS, biosecurity, and compliance frameworks.
- Demonstrated experience in stakeholder and contractor management.
- Sound knowledge of the livestock and/or equine industries and rural operations.
- High-level organisational and time management skills, with proven ability to manage competing priorities.
- High-level written and verbal communication and customer service skills.
- Proficiency in Microsoft Office and relevant asset or facility management systems.
- Current Work Health & Safety General Construction Induction (White Card).
- Current unrestricted Driver Licence.

Desirable

- Tertiary qualifications in property management, event management, asset management, or related field.
- Knowledge of the NSW Code of Practice for Saleyards and related operational guidelines.
- Knowledge of Local Government property management processes, Crown Land legislation, and leasing procedures.
- Qualifications or experience in Work Health and Safety.
- Livestock handling and euthanasia certification.
- Understanding of aviation operations and Scone memorial airport management principles.

Key Duties and Functions

- Coordinate and oversee the operations of the Scone Saleyards, White Park, Scone Memorial Airport and other Council-managed facilities.
- Ensure facilities are maintained to a high standard, meeting operational, safety, and biosecurity requirements.
- Oversee contractors and service providers to deliver maintenance and capital works effectively and within budget.
- Monitor and report on facility budgets, revenue, and expenditure.
- Ensure compliance with all legislative and accreditation requirements, including WHS, NLIS, animal welfare, and Chain of Responsibility.
- Coordinate and monitor Crown Land management responsibilities, including compliance reporting and leasing arrangements.
- Provide leadership, direction, and mentoring to staff and contractors across assigned facilities.
- Coordinate staff scheduling, performance management, and training to ensure effective service delivery.
- Promote a positive workplace culture based on safety, teamwork, accountability, and



customer focus.

- Maintain effective working relationships with agents, event organisers, tenants, contractors, community groups, and regulatory bodies.
- Coordinate stakeholder meetings, inductions, and communication relating to facility operations.
- Respond promptly to user and community enquiries to ensure a high level of customer satisfaction.
- Ensure compliance with Work Health and Safety, biosecurity, animal welfare, environmental, and operational requirements.
- Identify and manage risks across all facilities and implement appropriate control measures.
- Oversee reporting of incidents, accidents, and near misses and ensure corrective actions are implemented.
- Coordinate events, sales, and community use of facilities including booking systems, inductions, and site logistics.
- Support special projects, capital upgrades, and continuous improvement initiatives for each facility.
- Assist in the preparation of tender documentation and contract administration.
- Prepare reports, business papers, and operational updates as required.
- Maintain accurate and compliant records in accordance with Council policy.
- Develop and update operational manuals, policies, and procedures.
- Authorise expenditure and purchase orders up to delegated limits.
- Sign operational correspondence within area of responsibility.
- Approve staff timesheets, leave, and training applications.
- Other duties as directed, within the skills and capabilities of the employee.

Local Government Capability Framework

Capability Group	Capability Name	Level
 Personal attributes	Manage Self – Show drive and motivation, an awareness of strengths and weaknesses, and commitment to learning.	Intermediate
	Display Resilience and Adaptability - Express own views, persevere through challenges, and be flexible and willing to change.	Intermediate
	Act with Integrity – Be honest, ethical and professional, and prepared to speak up for what is right.	Intermediate
	Demonstrate Accountability – Take responsibility for own actions, commit to safety, and act in line with legislation and policy.	Adept Focus Behavioural Indicators – Is prepared to make decisions within own level of authority



Local Government Capability Framework		
Capability Group	Capability Name	Level
		– Takes an active role in managing issues in the team – Coaches team members to take responsibility and follow through – Is committed to safe work practices and manages work health and safety risks – Identifies and manages other risks in the workplace
 Relationships	Communicate and Engage – communicate clearly and respectfully, listen and encourage input from others.	Intermediate
	Community and Customer Focus – commit to delivering customer and community focused services in line with strategic objective.	Intermediate Focus Behavioural Indicators – Identifies and responds quickly to customer needs – Demonstrates a thorough knowledge of services provided – Puts the customer and community at the heart of work activities – Takes responsibility for resolving customer issues and needs
	Work Collaboratively – be a respectful, inclusive and reliable team member, collaborate with others and value diversity.	Intermediate
	Influence and Negotiate – persuade and gain commitment from others, and resolve issues and conflicts.	Intermediate
 Results	Plan and Prioritise – Plan and organise work in line with organisational goals, and adjust to changing priorities.	Intermediate
	Think and Solve Problems – think, analyse and consider the broader context to develop practical solutions.	Intermediate
	Create and Innovate – Encourage and suggest new ideas and show commitment to improving services and ways of working.	Foundational
	Deliver Results – achieve results through efficient use of resources and a commitment to quality outcomes.	Intermediate Focus Behavioural Indicators – Takes the initiative to progress own and team work tasks



Local Government Capability Framework		
Capability Group	Capability Name	Level
		– Contributes to the allocation of responsibilities and resources to achieve team/project goals – Consistently delivers high quality work with minimal supervision – Consistently delivers key work outputs on time and on budget
 Resources	Finance - be a responsible custodian of council funds and apply processes in line with legislation and policy.	Intermediate
	Assets and Tools – use, allocate and maintain work tools appropriately and manage community assets responsibly.	Intermediate Focus Behavioural Indicators – Uses a variety of work tools and resources to enhance work products and expand own skill set – Ensures others understand their obligations to use and maintain work tools and equipment appropriately – Contributes to the allocation of work tools and resources to optimise team outcomes
	Technology and Information – use technology and information to maximise efficiency and effectiveness.	Foundational
	Procurement and Contracts – understand and apply procurement processes to ensure effective purchasing and contract performance.	Foundational

WHS and Risk Management Responsibilities

- Comply with all Work Health and safety legislation and risk management requirements and abide by all relevant policies and procedures.
- Undertake appropriate training and inductions, and comply with instructions.
- Appropriately use all PPE and resources provided to undertake the work safely.
- Ensure hazards are identified in the workplace and appropriate control measures are in place.
- Keep up to date with work health and safety matters.
- Comply with statutory, Council and legal requirements in the areas of risk management including Work Health and Safety.
- Comply with all injury management processes and legislation including the direct reporting and investigation of injuries, accidents and near misses.



EEO Management Responsibilities

- Demonstrate a positive commitment to and compliance with all relevant Equal Employment Opportunity legislation, covering all forms of workplace discrimination, harassment and bullying.
- Comply with Council's EEO policies and report breaches.