

Aquatic and Recreation Officer

Position Description



Position type	Casual
Position classification	Local Government Officers (WA) Award
Remuneration level	Level 4
Primary work location	Halls Creek
Reports to	Pool Operations Coordinator/Recreation Operations Coordinator
Department	Community Development
Date last reviewed	19 August 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.

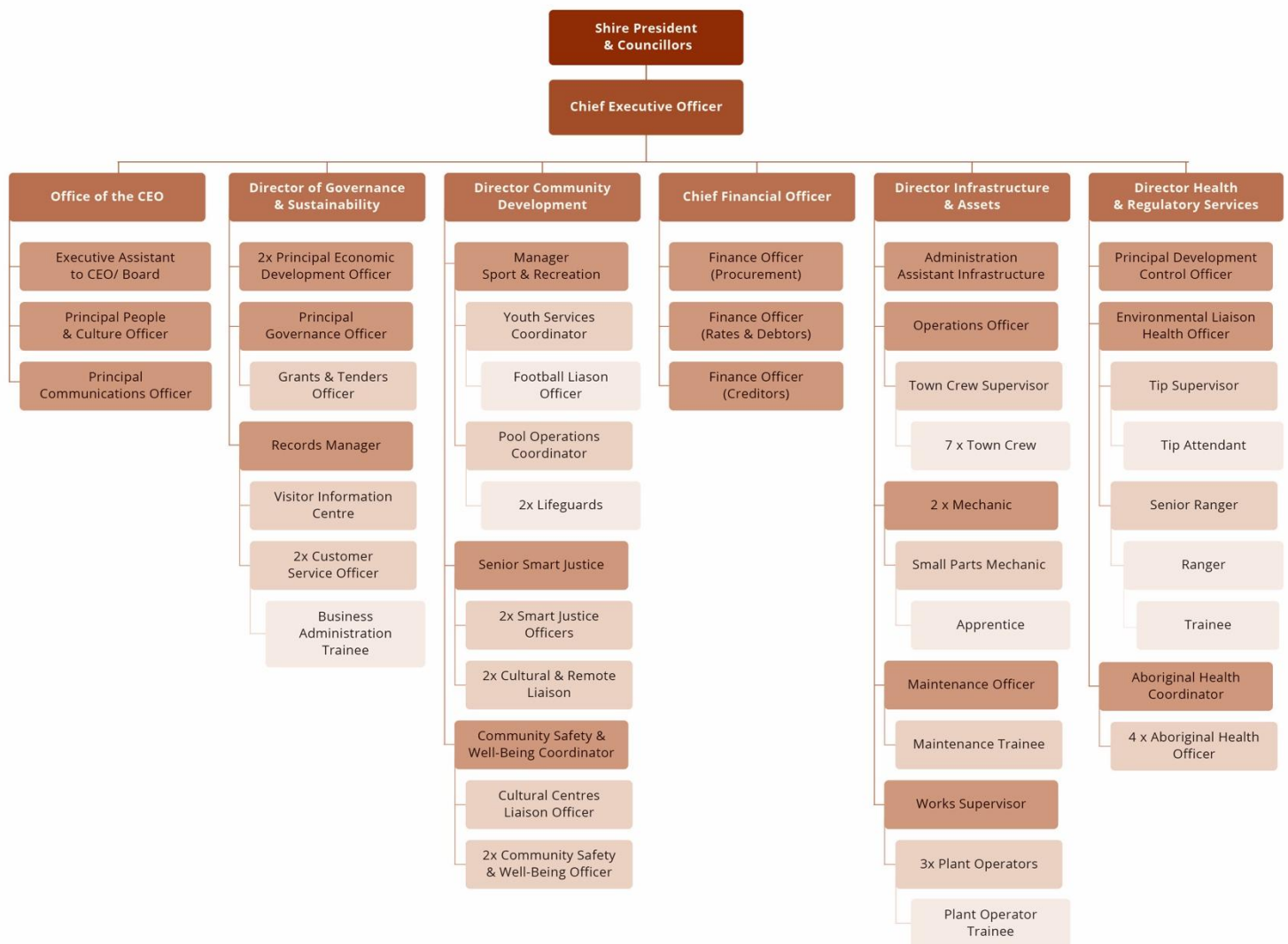
Aspiration	Benefits
Community involvement	Values the contributions of all groups and ages and generates opportunities for active participation
Respect for, and engagement with the traditional owners of the land.	Ensuring pace and level of development impacting Indigenous communities is guided by the 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 Aquatic and Recreation Officer provide essential operational support across both pool operations and sport and recreation service delivery for the Shire of Halls Creek. This is a hands-on, frontline role that contributes equally to the safe and effective operation of the Shire's aquatic facilities and to the coordination and delivery of sport, recreation and community sport programs. The role works under the direction of the Director Community Development and plays a key part in ensuring community members – including Aboriginal and Torres Strait Islander residents – have access to safe, welcoming and high-quality recreation services.

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Key responsibilities

Activities	Responsibilities
Plan	Pool Operations 1. Review daily pool operations schedule, staffing rosters and attendance forecasts at the start of each shift. 2. Plan mitigation strategies for identified hazards including blind spots, weather changes and high-risk patron groups. Sport & Recreation 3. Assist with the preparation of activity schedules, equipment set-up plans and run sheets for sport and recreation programs and events. 4. Support the Director Community Development with logistics planning for community sporting events, carnivals and recreation activities
Develop & Implement	Pool Operations 5. Maintain vigilant surveillance of all aquatic areas using recognised scanning techniques to ensure patron safety at all times. 6. Enforce pool rules and safety regulations consistently, respectfully and with cultural awareness. 7. Provide customer service at point of entry including admissions, membership enquiries and kiosk operations. 8. Respond promptly and effectively to aquatic emergencies including water rescue, first aid and emergency management procedures. Sport & Recreation 9. Assist with the delivery of sport and recreation programs, competitions, carnivals and community activation events 10. Set up, pack down and maintain sporting equipment, facilities and venues in preparation for programs and events 11. Support the coordination of facility bookings, court or oval preparation and equipment hire 12. Engage participants in a welcoming, inclusive and culturally safe manner, with a focus on encouraging Aboriginal community members
Evaluate, Report & Record	Pool Operations 13. Complete incident and near-miss reports in a timely and accurate manner. 14. Report hazards, non-compliance or maintenance concerns to the Director Community Development Sport & Recreation 15. Record program participation numbers, equipment usage and any incidents or near-misses during sport and recreation activities.

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	16. Provide feedback to the Director Community Development on program delivery, patron engagement and any issues arising. 17. Participate in post-event and post-season debriefs to support continuous improvement. 18. Track and maintain all mandatory certifications, qualifications and working with children checks.
Promote	19. Promote a safe, inclusive and welcoming environment for all community members across both aquatic and sport and recreation services. 20. Support Shire programs that promote health, wellbeing and social connection across the community. 21. Represent the Shire professionally and positively with all patrons, community members and stakeholders. 22. Engage respectfully and inclusively with Aboriginal and Torres Strait Islander community members at all times.
Advise & Advocate	23. Provide feedback and recommendations to the Director Community Development on safety, operational efficiency and customer experience improvements. 24. Identify and report facility maintenance issues, safety hazards or equipment deficiencies promptly. 25. Advocate for an inclusive and culturally safe recreation environment that supports participation by all community members. 26. Raise awareness of emerging patron needs or community interests that could inform future program development

Mandatory requirements

Experience	• Experience working in an aquatic, fitness, sport or recreation environment. • Demonstrated experience in customer service delivery in a community or public-facing setting • Experience working in Aboriginal communities and an awareness, understanding and appreciation of Aboriginal culture.
Skills	• Strong interpersonal and communication skills with the ability to engage respectfully with diverse community members. • Ability to maintain vigilant surveillance and respond calmly and effectively in emergency situations. • Basic computer literacy for recording and reporting purposes. • Ability to work independently and as part of a small team in a remote environment

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Role Specific Requirements	• Pool Lifeguard or Sport & Recreation Certification (required). • Provide First Aid (HLTAID011). • CPR (HLTAID009, renewed annually). • Experience working in or with local government (desirable) • Aquatic Technical Operator, Bronze Medallion, Swim Teacher qualification (desirable) • Training may be provided for suitable applicants
Qualifications	Proof of qualifications and registrations will be required prior to appointment. If your qualification/s are not from an Australian educational institution you may need to get formal recognition of equivalency prior to applying.
Licenses	• Current C Class Driver's Licence is mandatory • Proof of licences and qualifications will be required prior to appointment.
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.
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.

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- 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