



# APPLICATION PACKAGE

MANAGER RECREATION  
SERVICES

July 2026

TOWARDS  
**2030**



## About this document

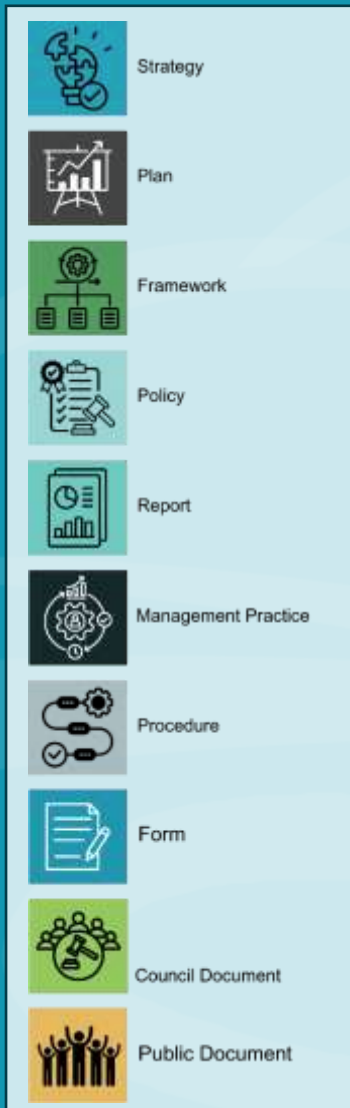
This application package has been designed to guide you through the recruitment and selection process and assist you in preparing and submitting your application.

### Disclaimer

This document has been published by the Shire of Waroona. Any representation, statement, opinion, or advice expressed or implied in this publication is made in good faith and on the basis that the Shire are not liable for any damage or loss whatsoever which may occur as a result of action taken or not taken, as the case may be, in respect of any representation, statement, opinion or advice referred to herein.

### Accessibility

This document is available in alternative formats such as large print, electronic, audio or Braille, on request.



## Document Control

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## 1. Advertisement



### SHIRE OF WAROONA MANAGER RECREATION SERVICES

The Shire of Waroona, located in Western Australia's Peel Region, offers a relaxed country lifestyle nestled between the scenic forests of the Darling Scarp and the fishing-friendly beaches of the Indian Ocean. Conveniently located between Mandurah and Bunbury, Waroona provides the perfect balance of regional living while remaining within easy reach of major urban centres.

The Shire is seeking an experienced and highly motivated individual to join our amazing team as Manager Recreation Services. You'll provide strategic and operational leadership in the planning, delivery and continuous improvement of recreation, aquatic and sporting services, while leading the successful operation of the Waroona Recreation & Aquatic Centre and the Shire's recreation facilities. This is an exciting opportunity to help shape high-quality recreation programs and services that inspire an active, healthy and connected community.

We're looking for an enthusiastic, forward-thinking leader with proven experience in recreation and facility management, and a commitment to delivering exceptional community services. If you thrive in a fast-paced environment and are ready to make a lasting impact while working with a supportive and dedicated team, we'd love to hear from you.

**Work type:** Full time – 5-year contract

**Salary:** Local Government Officers (Western Australia) Award 2021  
Base salary between \$80,000 and \$95,000  
(dependent on skills, qualifications and experience).

**Closing date:** Friday 7<sup>th</sup> August 2026 @ 4pm

To apply, please submit a cover letter, resume and responses to the selection criteria outlined in the application package available at [www.waroona.wa.gov.au](http://www.waroona.wa.gov.au). Applications should be clearly marked "Private and Confidential – Manager Recreation Services" and must be received by 4pm Friday, 7th August 2026.

For further information, contact **Eden Pisconeri, Workplace Services Officer**, on **(08) 9733 7800** or [hr@waroona.wa.gov.au](mailto:hr@waroona.wa.gov.au).

The Shire of Waroona is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

KIRSTY FERRARO  
**ACTING CHIEF EXECUTIVE OFFICER**

## 2. Application Information

**Please read this application package carefully.**

Thank you for expressing interest in this position with the Shire of Waroona. It is the Shire's intent to select the best possible applicant for this position and it wishes you all the best.

The application package has been developed to assist you in preparing your application and to enable you to plan for a possible selection interview.

The application package is available in alternative formats, upon request.

## 3. Guidelines to applying for an advertised position

Your application should include the following documentation.

### 3.1 Application for employment form

Please complete the attached form (located after these guidelines) to the front of your application.

### 3.2 Covering Letter

The covering letter gives the opportunity to introduce yourself to the interview panel. You may wish to summarise your application and emphasise your strongest points and achievements. Please also include your anticipated commencement date if successful. Please address your letter to:

**Confidential Application – HR.2627.003 – Manager Recreation Services**

Mrs K Ferraro  
Acting Chief Executive Officer  
Shire of Waroona  
PO Box 20  
WAROONA WA 6215

### 3.3 Resume

Your resume should include:

- Your personal details;
- Your contact details;
- Work history (with your current position first);
- Periods of employment;
- Position(s) held with details of the duties;
- Details of academic qualifications; and
- Details of three (3) referees including their contact information and relationship. At least one (1) referee should be nominated with respect to your current employment, if you would prefer not to do so, please mention this in your application.

### 3.4 Addressing the Selection Criteria

In order for you to be considered for short listing, you must address the selection criteria that is listed in the position description.

**Preparation of the statement addressing the selection criteria is the most important part of your application.**

Information addressing all the selection criteria should be presented in a structured format using each of the selection criteria as heading. Outline your relevant experience against each heading. The Shire only requires sufficient information to allow it to assess your skills, knowledge, experience and suitability for the position.

### 3.5 Presentation

Please provide your application information on A4 single sided paper and attached by an appropriate clip (do not staple or bind). Please also include copies of any material matter that you believe may be relevant to the application, interview or your appointment so that the Shire can take that into considering in selecting the best applicant.

### 3.6 Submitting Applications

All applications may be submitted in any of the following ways:

#### **Post**

Applications must be posted in a securely sealed envelope and clearly addressed and endorsed to:

Private & Confidential – HR.2627.003 – **Manager Recreation Services**  
Mrs K Ferraro  
Acting Chief Executive Officer  
Shire of Waroona  
PO Box 20  
WAROONA WA 6215

#### **Hand**

Applications must be handed in a securely sealed envelope and clearly addressed and endorsed to:

Private & Confidential – HR.2627.003 – **Manager Recreation Services**  
Shire of Waroona  
Administration Offices  
52 Hesse Street  
WAROONA WA 6215  
Opening hours 9am to 4pm Monday to Friday.

#### **Electronic Mail**

By email in PDF format to Eden Pisconeri – [hr@waroona.wa.gov.au](mailto:hr@waroona.wa.gov.au)

### 3.7 Closing Date

Applications must be submitted by 4pm Friday 7<sup>th</sup> August 2026 to be considered for this role.

### 3.8 Further Information

The Shire of Waroona's Acting Chief Executive Officer, Kirsty Ferraro, is the nominated Shire contact for this position and can be contacted on (08) 9733 7800 during normal office hours.

Please visit the Shire website at [www.waroona.wa.gov.au](http://www.waroona.wa.gov.au) for general information about the Shire.

The Shire of Waroona is administered by a Council of seven (7) members inclusive of the President.

The Shire of Waroona provides a smoke free environment.

Canvassing of Councillors will disqualify the applicant.

The Shire of Waroona is an Equal Employment Opportunity employer.

## 4. Application for Employment Form

Please attach this form to the front of your application.

<b>Vacancy Details</b>			
Position Title:			
<b>Personal Details</b>			
Surname:		Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	
Given Names:		Date of Birth:	
Residential Address:			
Suburb:		Postcode:	
Postal Address:			
Suburb:		Postcode:	
Email:			
Daytime Contact Number:		Mobile:	
Are you an Australian Citizen or permanent resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No - or - Are you applying for permanent residence? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If no, please attach a copy of a Visa validating permission to work in Australia</i>			
Do you hold a current unrestricted West Australian Motor Vehicle Driver's Licence: <input type="checkbox"/> Yes <input type="checkbox"/> No Licence Class (circle) C / R / RE / LR / MR / HR / HC / MC			
Do you hold a current: <input type="checkbox"/> National Police Clearance <input type="checkbox"/> Working with Children Check OR <input type="checkbox"/> Willing to obtain clearance/s.			
<b>Recruitment Source</b>			
How did you first become aware of this vacancy?			
Shire of Waroona website <input type="checkbox"/>		Harvey/Waroona Reporter <input type="checkbox"/>	
Mandurah Mail <input type="checkbox"/>		Other (please specify) <input type="checkbox"/>	
<b>Employment History (details must be completed)</b>			
<b>Refer to resume for complete details</b>			
Period of Employment	Name of Employer	Position Held	Reason for Leaving

<b>Employment Referees (details must be completed)</b>			
Please provide details of at least two contactable <b>work-related referees</b> – i.e. Your present or most recent employer/supervisors.			
(Referee) Name:	Position Held	Company	Contact No:
How soon would be able to commence work?			
If currently employed, what is the minimum period of notice required?			
<b>Declarations</b>			
<b>The following declarations are NOT a barrier to being considered for employment but will assist us to take due care in assessing appropriate placement should you be the successful applicant.</b>			
<b>Health</b>			
To the best of your knowledge, do you have a medical condition that will preclude you from undertaking the duties of the position you have applied for?			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			
If "Yes" please provide details of condition			
<b>Criminal Convictions</b>			
Have you ever been convicted of any offence in court, or are you currently the subject of any charges pending or the subject of an investigation before a tribunal? ( <i>You do not need to give details of any conviction which you have had declared spent under the Spent Convictions Act 1988</i> ).			
No <input type="checkbox"/>			
Yes <input type="checkbox"/>			
If "Yes" please provide details			
<b>Applicant Declaration</b>			
I declare that all the above statements and attached supporting information are true in all respects. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal.			
Signed _____		Date _____	

## 5. Referee and Reference Checks

The Shire has an obligation to satisfy itself of your qualification and suitability for the position and the person it seeks to appoint should view this process as a positive aspect of your application.

If there is a special need for confidentiality, such as a current employer who is not yet aware of your application, please provide details with your application.

You may provide whatever supporting material or information that you wish to back your application, including explanation for any matter that you may believe could be construed as unfavourable. The important aspect is that the Shire is made aware of all material matters that may affect your suitability for employment.

It is important that the Applicant nominates a minimum of at least one (1) referee, and their contact details, to support each recent senior position held, and outline their position or relationship to the Applicant. These people should be able to verify or support your claims.

Initially the reference checks will only be made of your nominated referees, and you should ensure that they are aware in advance that contact may be made with them to confirm details.

The Shire reserves the right to make other checks of the final applicant(s) but will not make contact with any current employer or other nominated person unless your prior approval has been obtained, but clearly that will be necessary before appointment can be finalised.

### **Academic Qualifications**

Please supply details of all qualifications claimed including the Institution, Certificate Number and date of issue to allow verification.

## 6. General Employment Conditions

<b>Position</b>	<b>Manager Recreation Services</b>
<b>Term</b>	Full time – 5 year contract.
<b>Award</b>	Local Government Officers (Western Australia) Award 2021.
<b>Annual Salary</b>	Total remuneration package including conference allowance, phone allowance and co-contribution superannuation between \$94,040 to \$111,290 (cash component from \$80,000 to \$95,000) dependent on skills, experience and qualifications.
<b>Annual Leave</b>	5 weeks per annum
<b>Long Service Leave</b>	In accordance with the Local Government (Long Service Leave) Regulations.
<b>Other Leave</b>	The officer is entitled to: <ol style="list-style-type: none"> <li>Personal leave as set out in and in accordance with the Local Government Officers (Western Australia) Award 2021.</li> <li>Public Service Holidays – two (2) public service holidays per year in lieu of the day after New Years Day and Easter Tuesday. Public service holidays must be taken in the year that they are accrued, or they are forfeited.</li> </ol>
<b>Probation</b>	A probationary period of six (6) months will apply.
<b>Pre-placement medical</b>	Prior to appointment, the Officer will be required to undertake a medical examination with a doctor of their choice at the Shire's cost. The appointment to the position is not confirmed until a medical is completed and accepted in accordance with Council policy.
<b>Police clearance</b>	A police clearance will be required to be provided to the Shire prior to confirmation of appointment.
<b>Payment of salary</b>	Will be made fortnightly in arrears by direct debit deposit into an account nominated by the employee to a bank or financial institution by electronic funds transfer.
<b>Superannuation</b>	The Shire will contribute the national superannuation guarantee of 11.5% to a nominated superannuation fund.  Employees may elect to join the Shire's co-contribution scheme as detailed by policy HRP004 to a maximum of 15%. Salary sacrificing of superannuation is available.
<b>Recreation Centre</b>	Free use of indoor pool & gymnasium in accordance with Council policy HRP007.
<b>Conferences / Training</b>	The Shire will pay the registration, accommodation, and travel costs to allow the Officer to attend approved training / conferences if required at its discretion.
<b>Uniform</b>	As per Council policy HRP003.

All other conditions of employment are in accordance with the Local Government Officers (WA) Award 2021 and Shire of Waroona Council Policy.

## 7. Checklist

<input type="checkbox"/>	Application for Employment form;
<input type="checkbox"/>	Covering Letter;
<input type="checkbox"/>	Resume;
<input type="checkbox"/>	Document addressing the selection criteria;
<input type="checkbox"/>	Copies (not originals) of supporting documentation e.g. Qualifications, Drivers Licence, Police Clearance;
<input type="checkbox"/>	The application has been photocopied for personal reference;
<input type="checkbox"/>	If applying for more than one (1) position, enclose separate applications for each position; and
<input type="checkbox"/>	I have checked that I am aware of the closing date and time.

## 8. Position Description

Please find the position description in the appendix of this document.



Shire of Waroona  
Administration: 52 Hesse St, Waroona  
Postal: PO Box 20, Waroona WA 6215  
Ph: (08) 9733 7800  
Email: [warshire@waroona.wa.gov.au](mailto:warshire@waroona.wa.gov.au) Web: [www.waroona.wa.gov.au](http://www.waroona.wa.gov.au)





Position Title	Manager Recreation Services
Position Number	PDRC001
Directorate	Corporate & Community Services
Award	Contract
Level / Line	Contract
Last Reviewed	July 2026

### 1. Position Objectives

- 1.1 Provide strategic and operational leadership for the planning, delivery and continuous improvement of recreation, aquatic and sporting services, including the effective management of the Waroona Recreation & Aquatic Centre and associated recreation facilities.
- 1.2 To partner with external stakeholders including government, community groups and other key stakeholders to develop capacity and create an environment that supports recreation and sporting development and improved quality of life for residents.
- 1.3 Lead the strategic planning, financial sustainability and continuous improvement of recreation services to ensure alignment with Council's Strategic Community Plan, Corporate Business Plan and other adopted strategies.
- 1.4 Develop collaborative partnerships with sporting and recreation clubs to support the effective planning, use and continual improvement of recreation facilities and services.
- 1.5 Support the delivery of recreation services, programs and facilities that meet the needs of the community and provide strategic advice and input into the future planning of facilities, services and Shire owned assets.

### 2. Requirements of the position

#### 2.1 Skills

- Highly approachable and personable.
- Highly effective communication, consultation, facilitation, networking, problem solving, decision making and conflict resolution skills.
- Sound digital media skills that promote awareness, educate and increase community involvement in recreation & sporting events, projects and initiatives.
- Highly effective, solutions focussed customer service, including the ability to work with patrons of the centre and the community to resolve issues and achieve positive outcomes.

- Ability to prepare reports, agendas, minutes, project plans and other documents as required.
- Strong time management and project management skills.
- Sound analytical, research and evaluation skills.
- Ability to work autonomously with minimal supervision and accept accountability and responsibility for own actions.
- Ability to participate in a multidisciplinary team environment to enable successful outcomes, quality recreation and sporting initiatives and achievement of the Shire's strategic objectives.
- Working knowledge and understanding of Work, Safety and Health requirements.
- Sound supervisory, leadership and team building skills.

## 2.2 Knowledge

- Sound knowledge of recreation facility management, aquatic operations, asset management principles and contemporary recreation service delivery.
- Sound knowledge of processes and practices required to successfully project manage recreation events, projects and initiatives.
- Well-developed communication and interpersonal skills.
- Confidence and ability to collaboratively work with sporting clubs to achieve club led based outcomes.
- Sound knowledge of operational procedures, statutory requirements and policies, whether documented or implied, in relation to recreation and/or aquatic facilities.
- Well-developed knowledge of club management and administration.

## 2.3 Experience

- A minimum of 3 years practical experience in a similar position or associated field.
- Demonstrated experience in the management of operational and capital budgets, procurement and contract management, and the planning and management of recreation facilities and associated assets.
- Experience in growing and strengthening clubs, and working with diverse recreation and sporting groups.
- Experience in the successful delivery of recreation services and recreation projects and initiatives, including programming delivery, staff supervision and or group/activity planning.
- Previous customer service experience and demonstrated experience in working collaboratively and effectively as part of a multi-disciplinary team.

## 2.4 Qualifications

- Qualifications in Recreation and Sport or a similar field with practical experience in recreation services.
- Provision of a National Police Clearance not more than three months old is required to support eligibility for this position.
- Hold a current unrestricted C-class national driver's licence.

## 3. **Summary of key duties and responsibilities**

### 3.1 General

- 3.1.1 Provide leadership, supervision and support to Recreation Services staff, and community sporting groups for the provision of Recreation programs and facilities.
- 3.1.2 Provide technical/professional advice to Council and Executive staff on existing and future recreational, leisure and sporting needs of the community.
- 3.1.3 Identify, coordinate and prepare funding submissions for recreation services, programs and capital infrastructure projects.
- 3.1.4 Plan, develop, implement and evaluate new and innovative programmes and activities to meet the recreational needs of the community.
- 3.1.5 Monitor and evaluate all program aims, objectives, financial outcomes and participation levels on an on-going basis.
- 3.1.6 Establish and maintain partnerships with internal and external service providers and other government agencies to develop recreation initiatives.
- 3.1.7 Develop, implement and manage the Recreation Services operating and capital budgets, including financial forecasting, expenditure monitoring, revenue optimisation and financial reporting.
- 3.1.8 Monitor the financial performance of Recreation Services, including participation, utilisation, revenue and expenditure, and implement initiatives to improve operational sustainability.
- 3.1.9 Lead, develop and manage Recreation Services employees through effective recruitment, supervision, coaching, performance management and workforce planning.
- 3.1.10 Manage conflicts and differences and contribute to the resolution of problems to maintain an effective working environment.
- 3.1.11 Develop and implement marketing, communication and participation strategies that increase utilisation of recreation facilities and services.
- 3.1.12 Develop, implement and review policies, procedures, operational plans and management practices relating to Recreation Services.
- 3.1.13 Manage contracts associated with Recreation Services, including contractor performance, procurement and service delivery.
- 3.1.14 Ensure the Recreation & Aquatic Centre operates safely and in compliance with all relevant legislation, codes, standards and Council policies.

- 3.1.15 Ensure compliance with Health (Aquatic Facilities) Regulations, WHS legislation and relevant industry standards.
- 3.1.16 Lead the response to operational emergencies within Recreation Services and support activation of the Recreation Centre as an Emergency Evacuation Centre where required.
- 3.1.17 Ensure that bookings for recreation and sporting services are administered effectively.
- 3.1.18 Lead workforce planning, oversee the development of staff rosters, coordinating the recruitment, selection and onboarding of employees, and ensuring adequate staffing levels to support the effective delivery of Recreation Services.
- 3.1.19 Any other duties consistent with the level of the position as directed by your department Director.

## 3.2 Organisational

- 3.2.1 Sound knowledge of legislative obligations under Equal Opportunity and Work, Health and Safety policies.
- 3.2.2 Actively embrace and participate in change to better achieve the Shire's values, goals and objectives.
- 3.2.3 Exercise discretion, initiative or seek judgement where practices and direction are not clearly defined.
- 3.2.4 Maintain strict confidentiality.
- 3.2.5 Actively participate in the ongoing development, compliance and promotion of professional customer service standards.
- 3.2.6 Comply with Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.
- 3.2.7 Recommend changes or strategies which promote a 'continual improvement' and 'best practice' approach to service delivery where relevant to the scope of the position or department.
- 3.2.8 Promote, maintain and improve the working environment and practices to ensure compliance with Industrial Awards, Work, Health and Safety, Equal Employment Opportunity legislation, and Councils policies and procedures.

## 4. Organisational relationships

### 4.1 Responsible for:

- Recreation Centre Coordinator.
- Duty Supervisors.

### 4.2 Responsible to:

- Director Corporate & Community Services.

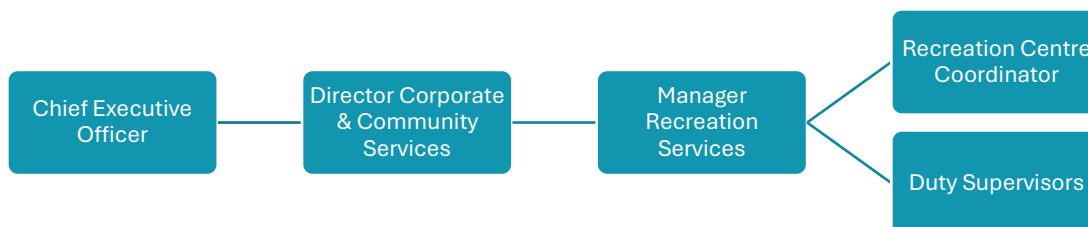
### 4.3 Internal relationships:

- Shire of Waroona employees.
- Elected members.

### 4.4 External relationships:

- Members of the public.
- Community and business groups.
- Service and ratepayer organisations.
- Government agencies.

## 5. Organisational structure section



## 6. Position dimensions

### 6.1 Work location

Waroona Recreation & Aquatic Centre, Hill St, Waroona.

### 6.2 Delegated authority

As defined by the Chief Executive Officer.

### 6.3 Driving requirements

C (Car) or CA (Car Automatic) class motor vehicle license.

## **7. Extent of authority**

This position operates under the direction of the Director Corporate & Community Services within established guidelines, procedures and policies of Council, as well as statutory provisions of the *Local Government Act 1995* and other legislation.

## **8. Corporate accountabilities**

- 8.1 All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows proper concern for the public interest.
- 8.2 Comply with Council's Code of Conduct, management directives and approved policies and procedures.
- 8.3 Participate as required in all corporate and governance activities.
- 8.4 Maintain obligations described within the Shire of Waroona's Customer Service Charter.
- 8.5 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.
- 8.6 Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues.
- 8.7 Deliver effective use of Shire resources within the level of accountability for this position.
- 8.8 Ensure the effectiveness of this role in alignment with the Shire of Waroona values.
- 8.9 Demonstrate a commitment to the safety, wellbeing and rights of children and young people by complying with the Shire's Child Safe policies, procedures and codes of conduct, relevant legislation, and mandatory reporting obligations. This includes maintaining appropriate professional boundaries, promoting a child-safe culture, and taking reasonable steps to prevent, identify and respond to child abuse or harm in the course of employment.

## **9. Workplace, Health & Safety**

- 9.1 Ensure all staff understand and embrace the importance of safety in the workplace, equal opportunity, behaving appropriately and respecting colleagues.
- 9.2 Comply with the safety policies and procedures as prescribed by Council and abide by relevant statutory requirements at all times.
- 9.3 Ensure your own safety and health at work by undertaking your work duties in a safe and proficient manner. 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 Work, Health and Safety policies and procedures, and the Work, Health and Safety Act. Employees shall cooperate with the Shire of Waroona in the carrying out of the obligations imposed on the Shire under the Work, Health and Safety Act and their subsidiary legislation.
- 9.4 Take reasonable care to ensure your own safety at work, and that of others, by complying with safety and health instructions, policies and procedures, including the Work, Health and Safety Act 2020, and subsidiary legislation.

## 10. Selection Criteria

### 10.1 Essential

- 10.1.1 Qualification in Recreation, Sport Management, Leisure Management or a related discipline, or demonstrated equivalent experience
- 10.1.2 Demonstrated management experience in a recreation, aquatic or leisure services environment, including the effective delivery of recreation facilities, programs and services.
- 10.1.3 Demonstrated experience in strategic planning, financial management, budget preparation, project delivery and continuous improvement of recreation services.
- 10.1.4 Demonstrated leadership experience, including staff supervision, workforce planning, performance management and the application of contemporary human resource practices.
- 10.1.5 Highly developed communication, stakeholder engagement, customer service and conflict resolution skills, with the ability to build productive relationships with community groups, sporting clubs and other stakeholders.
- 10.1.6 Demonstrated ability to develop, implement and promote recreation programs, initiatives and services that respond to community needs.
- 10.1.7 Sound knowledge of legislation, standards and best practice relating to the operation and management of public aquatic and recreation facilities, including water quality management and the safe handling of pool chemicals.
- 10.1.8 Highly developed organisational, analytical and problem-solving skills, including the ability to prioritise competing demands and make sound decisions.
- 10.1.9 High level computer literacy, including proficiency in Microsoft Office applications and the ability to utilise corporate software systems.
- 10.1.10 Current Pool Manager Certificate, Royal Life Saving Society Pool Lifeguard qualification and Provide First Aid certificate (or the ability to obtain and maintain within 6 months).
- 10.1.11 Current unrestricted C Class Driver's Licence, National Police Clearance and Working with Children Check (or ability to obtain prior to commencement).
- 10.1.12 Demonstrated commitment to delivering services in accordance with the Shire of Waroona's Values and Code of Conduct.

### 10.2 Desirable

- 10.2.1 At least 5 years of experience in a similar position with Local Government.
- 10.2.2 Extensive knowledge of relevant Local and State Government structures, practices and procedures.
- 10.2.3 Good knowledge of the Shire of Waroona region.

## 11. Demands criteria

Demands code	N – Not at all	O – Occasional (0 – 32%)	F – Frequent (33 – 66%)	C – Constant (67 – 100%)
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Physical demand level	Occasional	Frequent	Constant
<b>Sedentary</b>	0 – 4.5 kgs	Negligible	Negligible
<b>Light</b>	4.5 – 9 kgs	0 – 4.5 kgs	Negligible
<b>Medium</b>	9 – 22 kgs	4.5 – 11 kgs	0 – 4.5 kgs
<b>Heavy</b>	22 – 45 kgs	11 – 22 kgs	4.5 – 9 kgs
<b>Very heavy</b>	> 45 kgs	22 – 45 kgs	9 – 22 kgs

### 11.1 Physical demands

Physical demands	N	O	F	C	Comments
Stair/Ladder climbing		L			Occasionally climbing stairs at recreation facilities and occasional ladder use for inspections or displays.
Squatting/crouching/ kneeling		L			Required when setting up equipment or undertaking facility inspections.
Floor to waist lifting		M			Occasional lifting and movement of recreation and gymnastics equipment, event materials and supplies.
Waist to eye level lifting		L			Relocating equipment, records and supplies.
Sitting			S		Administrative work, meetings and computer-based tasks.
Standing			S		Staff supervision, meetings, facility inspections and community events.
Walking			S		Walking throughout recreation facilities, reserves, sporting venues and community events.
Carrying		M			Occasional movement of bulky sporting and gymnastics equipment, tables, barriers and event infrastructure. Team lifting or mechanical aids should be used where appropriate.
Holding loads away from body		L			Retrieving and relocating equipment and stock.
Overhead reaching		L			Accessing shelving and storing equipment.
Work bent over - stoop		L			Setting up equipment and undertaking inspections.
Carrying bulky/large/ Awkward load		M			Moving equipment, boxes and stock.
Trunk rotation (standing)			S		General movement while undertaking administrative, supervisory and operational duties.
Trunk rotation (sitting)			S		Desk work and computer use.
Neck movement			S		Computer work, meetings, driving and site inspections..
Pushing/pulling		M			Moving gymnastics equipment, trolleys, tables, sporting equipment and storage units.
Shoulder movements			S		Administrative tasks and handling equipment.
Elbow movements			S		Computer use, writing and handling equipment.

Jerky movements	S				Not normally required.
Forward reach		M			Handling and positioning recreation and event equipment.
Wrist movements			S		Keyboard, mouse use and handling equipment.
Grip type			S		Computer use, writing and handling recreation equipment.
Whole body vibration	S				Not normally encountered.
Hand/arm vibration	S				Not normally encountered

### 11.2 Psychological demands criteria

Cognitive demands	N	O	F	C	Comments
Reading comprehension				X	Reading legislation, contracts, reports, budgets, policies, grant documentation, strategic plans and correspondence.
Oral comprehension				X	Understanding information provided by staff, contractors, community members, user groups, Councillors and external stakeholders.
Oral expression				X	Leading meetings, presenting information, negotiating outcomes and communicating with staff, community groups, contractors and stakeholders.
Writing			X		Preparing reports, budgets, business cases, grant applications, policies, procedures, correspondence and performance documentation.
Numeric reasoning			X		Budget preparation and monitoring, financial reporting, quotations, contract management and resource allocation.
Diagrammatic		X			Interpreting site plans, facility layouts, event plans, asset plans and technical drawings.
Critical thinking				X	Analysing operational issues, evaluating options, managing risk and making informed recommendations.
Attention to detail				X	Ensuring accuracy in financial information, reports, contracts, compliance documentation and operational planning
Judgement & decision making				X	Making sound operational and strategic decisions, prioritising competing demands and managing resources effectively.
Active listening				X	Understanding staff, community and stakeholder needs, resolving issues and providing leadership.
Complex problem solving			X		Resolving operational issues, staffing challenges, customer concerns and facility management matters.
Memory			X		Recalling legislation, Council policies, procedures, budgets, contracts, project timelines and operational requirements
Concentration				X	Maintaining focus while managing multiple priorities, responding to interruptions and ensuring quality outcomes.

Emotional demands	N	O	F	C	Comments
Social perceptiveness				X	Understanding and responding appropriately to the needs, concerns and behaviours of staff, community members, user groups, contractors and stakeholders.
Stress tolerance			X		Managing competing priorities, operational issues, staffing matters, emergencies, community expectations and tight deadlines.

Persuasion			X		Influencing staff, stakeholders and community groups, gaining support for initiatives, and promoting organisational objectives and service improvements.
Dealing with customers				X	Providing advice and assistance to community members, sporting clubs, user groups, contractors and internal stakeholders while maintaining a high standard of customer service.
Resolving conflict & negotiating with others			X		Managing staff performance issues, resolving customer complaints, negotiating with user groups and contractors, and facilitating positive outcomes.
Dealing with unpleasant or angry people		X			Responding professionally to escalated complaints, dissatisfied customers and challenging behaviours from members of the public or user groups.
Working in a group or team				X	Leading and collaborating with staff, Executive Management, volunteers, sporting clubs, community organisations and external agencies.
Working independently			X		Managing day-to-day operations, exercising initiative and making decisions within delegated authority.

Role demands	N	O	F	C	Comments
Adaptability and flexibility				X	Regularly adapts to changing operational priorities, staffing requirements, community needs, emergencies and organisational priorities.
Time pressure			X		Managing multiple projects, operational issues, community expectations and statutory or organisational deadlines
Time management				X	Prioritising competing demands, balancing strategic and operational responsibilities, and meeting multiple deadlines simultaneously.
Coordinate & lead others				X	Leading, supervising and supporting staff, contractors, volunteers and service providers to achieve organisational objectives.
Instructing			X		Providing direction, mentoring, coaching and guidance to staff, contractors and volunteers.
Manage financial resources				X	Developing, monitoring and managing operational and capital budgets, procurement and resource allocation.
Manage personal resources				X	Managing staff performance, workloads, leave, wellbeing, development and workforce planning.
Impact of decisions on co-workers or company results				X	Decisions directly influence service delivery, financial outcomes, community satisfaction, staff performance and organisational reputation.
Structured work		X			Work is planned but frequently interrupted by operational issues, customer enquiries and changing priorities requiring flexibility.
Responsibility to outcomes and results				X	Accountable for achieving strategic objectives, operational performance, financial outcomes, compliance and the performance of the Recreation Services team.

## 12. Areas of potential risk

12.1 Personal injury; and

12.2 Public safety.

## 13. Position and incumbent details

Both parties are required to sign and date the areas provided to indicate their mutual agreement of the requirements of the position. The original of all signed position descriptions must be returned to the Finance Officer (Rates & Payroll) for filing on personnel files.

Position occupant	
Date appointed	
Reporting Manager	
Date	

## 14. Amendments

Both parties are required to sign and date the areas provided to indicate their mutual agreement of the requirements of the position. The original of all signed position descriptions must be returned to the Finance Officer (Rates & Payroll) for filing on personnel files.

Date	Details of Amendment	Reference	Record Number
17/02/2024	Review and update position description	ADCCS	PE.14
8/07/2026	Review and update position description	DCCS	HR.21