



Caravan Park Manager/Caravan Park Manager Couple

We are inviting interest in managing a small rural caravan park in Carnamah, Western Australia. The Caravan Park is made up of 3 Chalets, 24 powered Caravan bay sites; 2 powered Tent camp site; plus numerous unmarked and unpowered sites for RV's/caravans/campers. This is a "hands on" live in position, covering all aspects of running a caravan park including office administration and maintenance of the park's grounds. The added position of part time cleaner for other Shire buildings is also possibly available if a couple is interested.

This Caravan Park Manager position provides an opportunity for either someone wishing to enter the area of hospitality/tourism and hone their skills, or alternatively someone who is looking for a change to a more relaxed location and work environment.

Managing the Carnamah Caravan Park will be fulfilling and provide an opportunity to engage with a wide range of park clients, from visiting contractors, to global tourists.

The expected hours of work are approximately 4 hours per day 6 days per week (or approximately 26 hours per week) to run this relatively small caravan park. Given the nature of caravan park operations you must have a flexible attitude towards work and work hours. You will be required to be available on most weekends. In return, a salary plus superannuation is offered together with on-site accommodation in a two bedroom unfurnished, air-conditioned residence is provided with a modest rental on site at the caravan park. The separate part time cleaner position has expected hours of approximately 35 hours per 5 day week.

The successful applicants will meet the following criteria:

- Valid Drivers Licence
- Current Senior First Aid Certificate
- Federal Police Check not less than 3 months old
- Medical Clearance not less than 3 months old; and
- Reasonably fit to cope with working conditions and the local environment

We're looking for a Manager who would enjoy working and living on site in the park and be willing to work awkward hours, including being on call. Applicants must be able to demonstrate an enthusiasm and commitment to ensuring the smooth and efficient operations of the facility, further building on its friendly reputation. Duties will include (but are not limited to):

- Excellence in customer and tourists relations, including good presentation;
- Attention to detail;
- Reception duties/enquiries and bookings;
- Check-ins and check-outs;
- Prompt and accurate collection of caravan park fees including use and reconciliation of EFTPOS machine;
- General building repairs and maintenance of plant assets;
- Purchasing and stock control;
- Gardening;
- Cleaning of ablutions and park facilities;
- Lock up and security; and
- Ensure resolution of all day to day and routine responsibilities/duties for the functioning of the Caravan Park in liaison with the Deputy Chief Executive Officer.

If you believe you meet the criteria above and are a reliable and honest team player, we encourage you to apply. A position description can be obtained from the Shire website (www.carnamah.wa.gov.au), or further information via the incumbent, Mr Ian Crawford-Ferguson on 0419 772 575, or Ian Walsh on 9951 7000 or email shire@carnamah.wa.gov.au

Please email us a brief covering letter to tell us a bit about yourselves, include your CV(s) and if you would like to include a recent photo that would be great too (it makes sorting easier if we can put faces to names).

The conditions of employment are in accordance with the Local Government Officers (Western Australia) Interim Award 2011. This position is a Level 4 Adult within the context of the Award and the annualised wage is approximately \$30,000. The annual income for the cleaners position is approximately \$41,000.

Applications need to be in writing and close at 4:00 pm on Friday 12 January 2018.

Please address applications to:

Chief Executive Officer
Shire of Carnamah
PO Box 80
CARNAMAH WA 6517

Applications will also be accepted by email at shire@carnamah.wa.gov.au

NEIL HARTLEY
CHIEF EXECUTIVE OFFICER



Employment Application

Information Kit

CARAVAN PARK MANAGER/ CARAVAN PARK MANAGER COUPLE

We are inviting interest in managing our small rural caravan park in Carnamah, Western Australia. The Caravan Park is made up of 3 Chalets, 24 powered Caravan bay sites; 2 powered Tent camp site; plus numerous unmarked and unpowered sites for RV's/caravans/campers. This is a "hands on" live in position, covering all aspects of running a caravan park including office administration and maintenance of the park grounds. The added position of part time cleaner for other Shire buildings is also possibly available if a couple is interested.

This Caravan Park Manager's position provides an opportunity for either someone wishing to enter the area of hospitality/tourism and hone their skills, or alternatively someone who is looking for a change to a more relaxed location and work environment.

Managing the Carnamah Caravan Park will be fulfilling and challenging and provide an opportunity to engage with a wide range of park clients, from visiting contractors, to global tourists.

Need more information? Feel free to contact the incumbent, Mr Ian Crawford-Ferguson on 0419 772 575.



**Shire of Carnamah
Employment Application
Information Kit**

Thank you for your interest in employment with the Shire of Carnamah. This kit contains information relevant to the position of interest. Please read the kit prior to submitting your application and if you have any further queries please contact the incumbent, Mr Ian Crawford-Ferguson on 0419 772 575, or Ian Walsh, Deputy CEO on 08 9951 7000

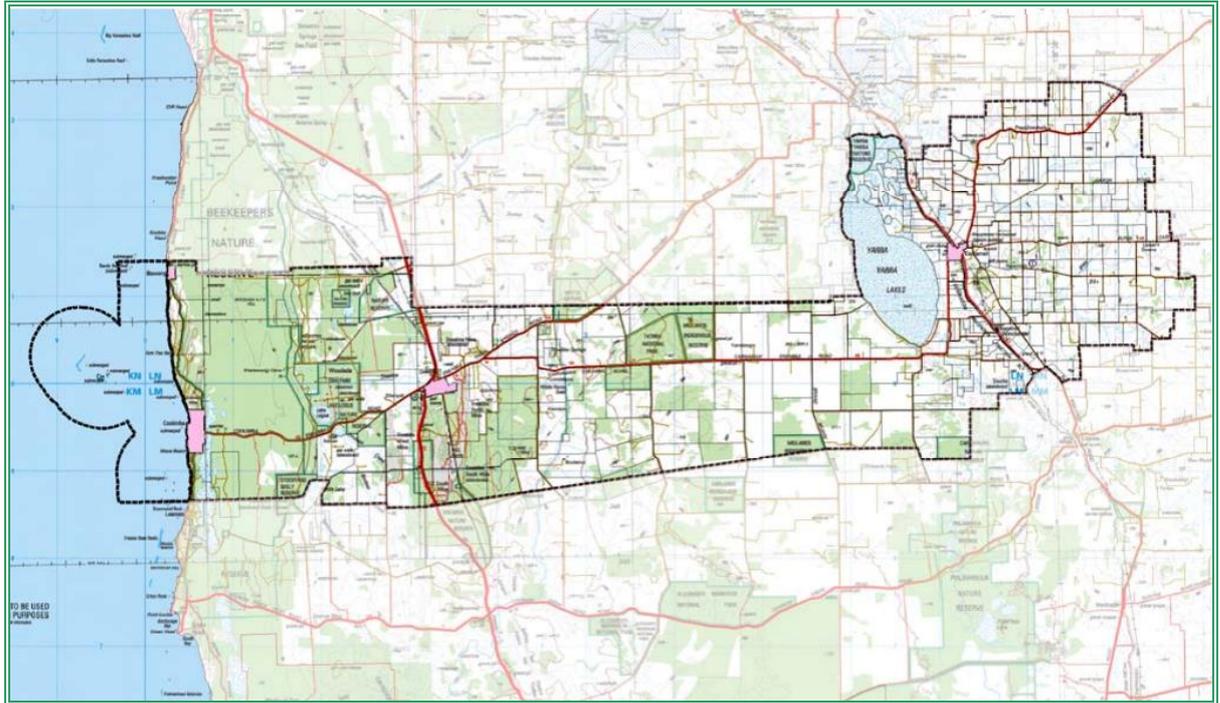
Contained in this kit you will find: -

- Information about the Shire of Carnamah;
- Information relevant to the application and selection process;
- Details regarding the conditions of employment;
- The Position Description for the position;
- Checklist (to accompany application).

**NEIL HARTLEY
CHIEF EXECUTIVE OFFICER**



THE SHIRE OF CARNAMAH



The Shire of Carnamah is situated in the North Midlands region of the Mid West, Western Australia. The Shire extends from the coast for approximately 115km inland to its eastern border with the Shire of Perenjori. The northern border is shared with the Shires of Irwin and Three Springs, whilst the south is shared with the Shire of Coorow. It has an area of 2873 square kilometres with 29 kilometres of undeveloped coastline.

The North Midlands is a vast region of some 33,977 square kilometres, covering seven local government authorities – Carnamah, Coorow, Three Springs, Mingenew, Morawa, Perenjori, Mullewa. It extends from the coast to the pastoral hinterland. Its primary industries are listed below:

- Seasonal Tourism (fishing and wildflowers)
- Rock lobster fishing on the coast
- Agriculture and pastoral activities, and the industries which service them
- Mineral sands mining and gas production at Eneabba
- Talc mining and processing at Three Springs
- Rock quarry and crusher at Carnamah

The region contains eleven towns and has a total population of over 7,000. Eight of these towns, with a combined population of more than 5,000 are between 15 and 50 minutes from Carnamah, connected by sealed roads. With its District High School and business facilities, Carnamah is a focal point in the region.

Two towns are located within the Carnamah Shire –

- ❖ **Carnamah** is in the east, with a population of approximately 300. It is the historical centre and the location of the Shire's administration. It contains a District High School, Westpac Bank, Police Station, and a district telephone exchange amongst other services and facilities. Carnamah is 308km north of Perth on the Moora-Dongara Road, 193km south-east of Geraldton, and about 100km from the coast.
- ❖ **Eneabba** is in the west on the Brand Highway, with a population of 120. It is a relatively new town developed initially to service the new farming areas in the western half of the Shire. It was subsequently enlarged to service the mining of nearby mineral sands deposits, however that mining operation has now moved into rehabilitation mode. Eneabba is 280km north of Perth, 74km from Carnamah, and 29km from the coast.

The total resident population of the Shire is 546 (2011 Census).

The Shire provides a wide range of services to both Carnamah and Eneabba, including a library and office operated one day per week at Eneabba as an extension service from Carnamah. Grassed ovals, indoor recreation centres, swimming pools and a variety of other sporting facilities are provided in both towns. Local government staff are stationed in both towns.

Apart from the extensive sport and leisure amenities provided in each town, the Shire has also developed a popular recreation facility at Lake Indoon, 12km west of Eneabba. This freshwater lake environment caters for water skiing and camping and includes a boat ramp, ablution block, solar-powered lighting and gas-barbecue picnic area.

The economy of the Shire is broad in that the central and eastern areas comprise farming properties, whereas the western sector is the site of a major sand mining operation and a producing natural gas field.

Supplementing farming and mining are a number of service industries located in both towns. Carnamah businesses include a fuel depot, rock quarry, agricultural machinery and motor vehicle dealership, transport carriers, mechanical servicemen, agricultural agencies, banking, accountancy services, and a number of other trades and services. Eneabba businesses include a general store and post office, roadhouse and mechanical workshop, smash repairers, accommodation units, and tavern.

THE APPLICATION AND SELECTION PROCESS

Applications need to be in writing and close at **4:00 pm on Friday 12 January 2018.**

Please address applications to:

Chief Executive Officer
Shire of Carnamah
PO Box 80
CARNAMAH WA 6517

Applications will be accepted by mail (at the above address) or email shire@carnamah.wa.gov.au

Your application should include: -

- A covering letter providing a brief overview of your career, your reason for applying for this position and the names and contact points of two work related referees;
- Your resume identifying your work history, educational level, training and a contact phone number. Please submit copies only of certificates and references you might like to attach;
- Statement of claims against the selection criteria. Each criterion needs to be addressed separately and include comments regarding experiences, achievements and qualifications or training relating to the item.

Interviews will be held in Carnamah within two weeks of the close of applications.



CONDITIONS OF EMPLOYMENT

The conditions of employment are in accordance with the Local Government Officers (Western Australia) Interim Award 2011. This position is a Level 4 Adult within the context of the Award and will comprise of the following components (noting the position is based on approximately 4 hours per day, 6 days per week):

Wage (approx.)	\$ 30,000
Annual Leave Loading (approx.)	\$400
Superannuation of 9.5% (approx.)	\$2,850
Total Cash and Superannuation Component (approx.)	\$33,250
Value of subsidised rental (based on residing at the Caravan Park)	\$3,250
Water Subsidy (approx.)	\$2,000
Total Remuneration Package (approx.)	\$38,500

The annual (package) income for the separate cleaners position is approximately \$45,500.

Other:

- A two bedroom, unfurnished, air-conditioned residence is provided with a subsidised rental on site at the caravan park.

- Relocation expenses (on production of receipts) for household and personal effects up to a value of \$6000 will be reimbursed on the basis of 50% upon commencement and 50% after twelve months service. If the employee leaves the employ of Council within two years of commencement, he shall be required to repay 50% of the relocation expenses claimed, to the Shire.

- The successful applicant will be required to undergo a pre-employment medical examination and to provide a National Police clearance. The Shire will reimburse the costs involved.

- A probationary employment period of six months applies prior to confirmation of permanent employment.

Position Description

Caravan Park Manager

POSITION

Caravan Park Manager

AWARD CLASSIFICATION

Local Government Officers (Western Australia) Interim Award 2011– Level 1 Adult

POSITION OBJECTIVES

Carry out all necessary caretaking and cleaning duties in accordance with Council policy and the Caravan Parks and Camping Grounds Act 1995 and the relevant regulations under the direction of the Deputy Chief Executive Officer;

Provide a friendly and professional service to tourists and caravan park users;

Prompt and accurate collection of caravan park fees including use and reconciliation of EFTPOS machine;

Handle enquiries and bookings for the caravan park

Ensure resolution of all day to day and routine responsibilities/duties for the functioning of the Caravan Park in liaison with Deputy Chief Executive Officer;

Ensure cleanliness and good presentation of the laundry and ablution facilities and all other areas within the Caravan Park site in accordance with Local Laws, Council policy and the Caravan Parks and Camping Grounds Act 1995 and the relevant regulations;

Liaise between caravan park tenants and administration staff as necessary.

REQUIREMENTS OF THE POSITION

Skills

Good public relations and interpersonal skills;

Verbal and written communication skills;

Cash handling and administration skills;

Cleaning skills;

Honesty & Integrity.

Knowledge

Knowledge of cleaning standards and requirements;
Knowledge of lawns and garden maintenance.

Experience

No specific experience necessary.

Qualifications and/or Training

No formal qualifications required at this level.

KEY DUTIES/RESPONSIBILITIES

- Attend to reception duties, enquiries and bookings and ensure all park registers are adequately maintained;
- Placement of caravans and campers etc into the Caravan Park;
- Collect all monies from park visitors and from washing machines, maintain records and balances including daily reconciliation of the EFTPOS machine and weekly balancing and remittance of the money to the Shire Office;
- Ensure reasonable discipline and standards in the Caravan park at all times;
- Undertake or arrange for general building repairs and maintenance of plant assets;
- Clean and maintain laundry, shower/toilet and other facility areas daily and report any maintenance requirements;
- Maintain security of the site's assets as required;
- Watering of lawns and garden areas ensuring that hoses and sprinklers are stored off the lawn when not in use;
- Park surrounds, roadways etc to be inspected daily and are to be kept tidy and free of litter;
- Ensure bins have bin liners in them at all times and the lids are on at all times;
- Arrange to replace gas bottles as and when required;
- Report damage or general repairs/maintenance required to the Deputy Chief Executive Officer;
- Liaise with the Deputy Chief Executive Officer as necessary and carry out any other duties as directed by that Officer.

ORGANISATIONAL RELATIONSHIPS

Reports to:

Deputy Chief Executive Officer

Liases with:

Tourists and other Park visitors

Works Supervisor

Gardener/Maintenance Person

Other Council staff

General public

SELECTION CRITERIA

Essential:

Trustworthy and Reliable

Good public relations and interpersonal skills

Good verbal and written communication skills

Good cash handling and administration skills

Knowledge of cleaning standards and requirements

Knowledge of lawn and garden maintenance

Reasonably fit to cope with working conditions and the local environment

Valid Drivers Licence

Current Senior First Aid Certificate

National Police Check (not less than 3 months old)

Medical Clearance (not less than 3 months old, or can be secured promptly following selection)

Desirable:

Former experience in a similar position.

Working knowledge of caravan park regulations, local government Local Laws and statutory requirements as they relate to Caravan Parks;

APPLICANT CHECKLIST

(Applicant to complete and submit with application)

I certify that:

(Please circle response)

1	I have attached my written application (including the names of two work related referees) and copies of any relevant records	Yes / No
2	I have highlighted examples in my written application that I am Trustworthy and Reliable	Yes / No
3	I have highlighted examples in my written application where I can demonstrate good public relations and interpersonal skills	Yes / No
4	I have highlighted examples in my written application that demonstrate that I have good verbal and written communication skills	Yes / No
5	I have highlighted examples in my written application where I can prove I have good cash handling and administration skills	Yes / No
6	I have highlighted in my written application examples of my high levels of cleaning standards	Yes / No
7	I have highlighted examples in my written application, my capacity and knowledge of lawn and garden maintenance	Yes / No
8	I confirm that I am reasonably fit such as to cope with working expectations and the local environment	Yes / No
9	I confirm that I have a Valid Drivers Licence	Yes / No
10	I confirm that I have a Current Senior First Aid Certificate (or if not, that you are willing to acquire one as soon as possible if selected for the position)	Yes / No
11	I have a Federal Police Clearance Certificate which is not less than 3 months old (or if not, that you are willing to acquire one as soon as possible if selected for the position)	Yes / No
12	I have a Medical Clearance (not less than 3 months old) or I can secure one promptly if selected for the position.	Yes / No

Signature of Applicant: _____

Date: _____