



CARAVAN PARK CARETAKER (RELIEF)

The Shire of Yilgarn is seeking a Relief Caretaker for the Southern Cross Caravan Park, to carry out the duties of the Caravan Park operations whilst the permanent Caravan Park Caretaker is on leave or break – four consecutive days per fortnight or as required.

The successful applicant should have good customer service skills, good personal presentation and being fit & healthy is essential. The role will require undertaking all activities to run the operations of the park and tourist accommodation, including; reception and bookings, reporting to Shire, amenities and onsite accommodation cleaning, general maintenance and upkeep of gardens.

The successful applicant must be well presented, honest, hard-working, have a positive attitude, be self-motivated and have a passion for excellence in the park.

Employment terms and salary package are as per the details within the application pack.

For those applicants that do not reside in Southern Cross, there is the opportunity of free accommodation at the park during the relief periods.

Interested candidates are requested to obtain an application pack from:

- office at 23 Antares Street, Southern Cross, or
- telephone 08 9049 1001, or
- email ea@yilgarn.wa.gov.au or
- Website www.yilgarn.wa.gov.au.

Applications must be received by **10:00am on Monday, 10 October 2022**, should be marked "Confidential Application – Chief Executive Officer" and be addressed to:

"Relief Caravan Park Caretaker"

Chief Executive Officer
Shire of Yilgarn
PO Box 86
SOUTHERN CROSS WA 6426

PLEASE NOTE: Canvassing of Councillors will lead to disqualification. The successful applicant is required to obtain relevant police checks, and to provide evidence of all claimed qualifications prior to commencing employment. This position is subject to a Pre-Employment Medical including Drug & Alcohol Screening and further random screening on employment. The applicant must be physically fit as this position requires manual work.

Nic Warren
Chief Executive Officer

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the advertised position. These guidelines are presented to assist your application process, please read the following information.

Eligibility

Check the requirements (skills, qualifications, experience) for the position as described in the advertisement and position description to assess your suitability for the role. The successful applicant is required to provide evidence of all claimed qualifications prior to commencing employment.

As an Equal Employment Opportunity employer, the Shire of Yilgarn encourages applications from individuals of diverse backgrounds to apply, to join us in servicing our community.

Note: Canvassing of Councillors will lead to disqualification.

Preparing your Application

In order to be considered for a position, you must be able to demonstrate your suitability for the position advertised. Applications will be assessed against the requirements (skills, qualifications, experience) outlined in the position description.

(Unless specifically requested in the advertisement) it is not a requirement to individually address the selection criteria. The decision to shortlist applicants will be based on the information provided in the application against the requirements described in the position description.

If at all possible, your application should be typed. If this is not possible, ensure that your writing is clear and easy to read. Your application should include:

- Application for Employment Form
Please complete an application form, contained within this application pack
- Covering Letter
 - ✓ Reference the position you are applying for, and your desire and suitability, together with any relevant information on your availability for an interview.
 - ✓ You may wish to summarise your application and emphasise your strongest points and achievements.
- Current Resume/Curriculum Vitae
 - ✓ Personal Details – Name, address and telephone number.
 - ✓ A summary of your work history starting with the most recent. Information should include employment dates and details of duties, performance and your achievements in each job. Don't forget to add any experience you may have of acting/relieving in this role or similar.
 - ✓ Any activities you have undertaken outside of work which are relevant to the application.
 - ✓ Your qualifications, education and training achievements (be sure to include any education you are currently undertaking).
 - ✓ Photocopies of relevant formal qualifications (if available).

- **Referees**

Two referees plus their contact phone numbers must be nominated in your application – they must be able to comment on your work performance (e.g. your direct supervisor/manager). Referees should be contacted for approval before listing them in your application.

Note: An application for one position will not be held over to be used for another position.

Closing Date

Check the closing date for the application. Ensure your application is received at the Administration Office before the closing date and time, as applications received after this date may not be considered.

Lodgement of Application

You should provide us with only one copy of your complete application. Please do not submit your application in plastic sleeves, cardboard folders, binders, files or spiral bound. Please do not submit originals of documents, as applications for employment are not normally returned. All applications may be submitted in any of the following ways:

Written submissions

Please address your application to:

Chief Executive Officer

Shire of Yilgarn

PO Box 86

SOUTHERN CROSS WA 6426

(Mark envelope "Confidential" and title of the position applying for)

Hand delivery

You can hand deliver your application to:

Shire of Yilgarn – Administration Office

23 Antares Street

Southern Cross WA 6426

Between 8:30am and 4:30pm – Monday to Friday.

Electronic (Emailed) submissions

Please ensure that your application is submitted in Microsoft Word compatible format. Send application to ea@yilgarn.wa.gov.au

Post Application Process

- Short listed applicants will be notified by telephone.
- All unsuccessful applicants will be notified in writing once an offer of employment has been accepted.

Interviews

If you are shortlisted, you will be invited to attend an interview which may be with 2 or 3 interviewers (i.e. HR, Supervisor, and Manager). The interview questions are designed to assess your suitability to the position you are applying for, and will consistently be asked of every applicant. Some of the questions will be asking you to describe specific examples of your past work experiences. The interviewers will take note of your responses to the questions to assist with the selection process.

The interview is also your opportunity to ask questions to assess the position's suitability for you! Feel free to prepare a few questions you may wish to ask the interviewers.

At the completion of the process, all applicants will be notified of the outcome of their application.

Records

Your application and any information gathered on your application throughout the recruitment process will be kept confidentially for a period no longer than six (6) months and disposed of securely.

Offer of Employment

If offered the position, and prior to appointment, prospective employees may be required to undertake the following:

- Pre-Employment Medical Examination
Appointment to the position is not confirmed until a pre-employment medical examination is completed and accepted. This may also include a Drug & Alcohol Screening Test.

The cost of the Pre-Employment Medical Examination will be met by Council after appointment.

- Police Clearance
The successful applicant will be required to obtain a National Police Clearance Certificate not more than three months old.
- Driver's Licence
Prospective employees will be required to have a current WA driver's licence relevant to the position.

Queries?

If you require any further information or have any questions regarding the position, your application or the selection process, please contact Human Resources on 9049 1001.

CONDITIONS, BENEFITS AND REMUNERATION

The following Conditions of Employment are as per:

- Shire of Yilgarn Enterprise Agreement 2021 and/or
- Local Government Industry Award 2020 (LGIA) and/or
- National Employment Standards (NES)

and the below mentioned conditions should not be construed to be the limitations of conditions.

STANDARD CONDITIONS:

Equal Employment Opportunity

Council is an equal opportunity employer and has adopted an EEO policy in accordance with legislation. A copy of the policy is available for all staff to read and is provided in your 'Council Staff Policy Manual'.

Working Hours

- *Caravan Park – Relief Caretaker*
The usual hours of work shall be between 5 – 10 hours per day (from 9.00am to 6.00pm) depending on demand. By mutual Agreement, variation to hour's arrangements, including shift lengths and start and finish times, may be entered into by the relevant Manager.

Overtime/Time in Lieu

No overtime is to be worked without prior authorisation of the employee's Manager/Supervisor.

Annual Leave

Annual Leave is as per the NES Division 5, being four (4) weeks (pro-rata), accrued progressively during a year of service, including 17.5% leave loading.

Personal/Carer/Bereavement Leave

- Each full-time employee is entitled to Sick, Carer's and Bereavement Leave as per the Shire of Yilgarn Enterprise Agreement 2021.
- A certificate from a registered health practitioner or statutory declaration must be produced for sickness absence of more than one (1) days. Absence without necessary documentation when required will result in the employee not being paid.
- Three (3) days bereavement leave is available on the death of a member of the employee's immediate family. Bereavement leave is non-cumulative. Refer to Shire of Yilgarn Enterprise Agreement 2021 for eligibility.

Superannuation

Currently the Shire of Yilgarn contributes compulsory superannuation of an employee's gross pay (excluding allowances) at 10.5% as per the Superannuation Guarantee.

Probationary Period

A probationary period of three (6) months is applicable to this position (unless otherwise specified). During the period performance will be assessed and managed against the requirements set out on the Position Description. The probation period can be extended if initial performance is unsatisfactory.

Annual Performance Review

If the appointee is granted permanency, a Staff Development Performance Review will take place at least once in every calendar year. The annual review will include an assessment of achievement of the key duties and responsibilities and will be used to identify training and development needs.

Code of Conduct

All staff are to be familiar with and abide by the adopted Staff Code of Conduct. A copy of the Code is available for all staff to read.

ADDITIONAL BENEFITS:

The following additional benefits are applicable to the Shire of Yilgarn employees and are above the requirements of the Local Government Industry Award 2010 and the National Employment Standards.

Superannuation

In addition to employer compulsory superannuation, permanent Full-Time or Part-Time employees may make their own voluntary contributions to the superannuation fund of their choice. Employee superannuation contributions may be a fixed amount per pay or a percentage of the pay value, with a minimum being 1%. Council will contribute a percentage as per the current Council Staff Policy, being 7.5%.

Corporate Uniform

To maintain Council's corporate image caravan park employees are provided a number of corporate polo shirts.

Tea Breaks

Tea Breaks are not catered for under the Local Government Industry Award 2020. Council permits its employees a fifteen (15) minute allocation for a morning tea break.

Staff Training

The Shire of Yilgarn allows appropriate accommodation (including meals) and travel expenses to be incurred by Staff when attending approved Training Seminars and Courses. Accommodation is to be arranged only by the relevant Department Manager. Payment for private accommodation will not be granted unless approved by the Chief Executive Officer.

WORKING HOURS

The relief caretaker is required to work 4 consecutive days per fortnight, up to 10 hours per day, to undertake all the duties of the permanent caretaker, whilst they are on break.

The work days are set via a roster, and may include weekends and public holidays. Penalty rates, in accordance with the Local Government Industry Award 2020 are applicable.

Additional days will be required to be worked whilst the permanent caretaker is on leave.

APPLICATION FOR EMPLOYMENT

Thank you for your interest in this position with the Shire of Yilgarn. Please complete the following questions and attach with your application.

VACANCY DETAILS			
Position Title:			
PERSONAL DETAILS			
Surname:		Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
Given Names:		Date of Birth:	
Address:			
Suburb:		Postcode:	
Email:			
Daytime Contact No:		Mobile:	
Are you an Australian Citizen or permanent resident of Australia?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, do you currently hold a Visa allowing you to work in Australia? (If yes, please attach a copy.)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you hold a current Motor Vehicle Driver's Licence? If yes, please provide details:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
State:	Class(es):	No#:	Expiry:
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.			
RECRUITMENT SOURCE			
How did you first become aware of this vacancy?			
<input type="checkbox"/> Shire of Yilgarn website			<input type="checkbox"/> Other website
<input type="checkbox"/> Local Government Jobs website			<input type="checkbox"/> Local newspaper
<input type="checkbox"/> WA Govt Jobs website			<input type="checkbox"/> West Australian
<input type="checkbox"/> Word of mouth			<input type="checkbox"/> Other
ATTACHMENTS			
Please ensure you have attached all the required documents (see <i>Information for Prospective Applicants</i> for details).			
<input type="checkbox"/> Cover Letter			<input type="checkbox"/> Resume / Curriculum Vitae
<input type="checkbox"/> Referees (2 contactable work referees, preferably Supervisors or Managers)			
<input type="checkbox"/> Copies of relevant qualifications			
AVAILABILITY			
How soon would you be available to commence work: (If currently employed, what is the minimum period of notice required?)			

Declarations

The following declarations are NOT a barrier to being considered for employment, but will assist us to take due care in assessing placement should you be the successful applicant.

HEALTH			
To the best of your knowledge, do you have a medical condition, injury or disability that would impact your ability to undertake the duties of the position you applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If “yes”, please provide details of condition:			
WORKER’S COMPENSATION CLAIM			
Have you ever made a Worker’s Compensation Claim? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If “yes”, please describe claim details (e.g. year of injury, what type of injury, company worked for, period of time off work, etc.):			
Year of Injury	Type of Injury	Name of Company	Period of time off work
Are any claims still current? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If “yes”, please provide details of current claims:			
CRIMINAL CONVICTIONS			
Have you ever been convicted of any offence in any court, or are you currently subject to any charges pending before court, 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> <input type="checkbox"/> Yes <input type="checkbox"/> No			
If “yes”, please provide details:			
APPLICANT DECLARATION			
I declare that all the above statements and attached supporting information are true in all respects and consent that this information will be stored and used for the purposes of assessing suitability for employment. I understand that in providing referees I consent to them being contacted. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal. <i>(If submitting a hard copy, please sign and date. If emailing, please enter your name and date, we will consider this consent as described above.)</i>			
Applicant’s signature:		Date:	

POSITION DESCRIPTION

POSITION TITLE:	Caravan Park Caretaker - Relief – HR-PDC-081
DEPARTMENT:	Community
LEVEL:	3
AWARD:	Shire of Yilgarn Enterprise Agreement 2021
STATUS:	Part Time
LOCATION:	Southern Cross

1. POSITION OBJECTIVES:

- 1.1. Ensure that the Southern Cross Caravan Park maintains a leading destination within the Wheatbelt through the provision of high quality accommodation and services for visitors during their stay.

2. GENERAL JOB RELATED INFORMATION:

- 2.1. The person must be fit as this position requires physical work, including outdoors, all year round and involves bending, lifting and handling various types of tools and equipment;
- 2.2. Protective equipment will be supplied and must be used when required;
- 2.3. The position is at the Southern Cross Caravan Park located on Great Eastern Highway, Southern Cross.
- 2.4. The position works under the supervision of the Chief Executive Officer.

3. KEY DUTIES AND RESPONSIBILITIES:

The Caravan Park Caretaker shall comply with any reasonable directions given by the Chief Executive Officer as considered necessary or convenient for the proper management, administration or operation of the Park.

3.1. Administration

- 3.1.1. Ensure that the Caravan Park is run with a strong customer focus as part of an overall business culture;
- 3.1.2. Ensure that Caravan Park patrons adhere to Caravan Park policies, rules and regulations;
- 3.1.3. Take reservations, register guests, assign accommodation and document this in a timely and efficient manner;
- 3.1.4. Collect and safeguard all monies received for fees and charges with respect to the Park;
- 3.1.5. Deliver monies collected to the Shire administration office;
- 3.1.6. Attend all phone enquiries including bookings and general information;
- 3.1.7. Respond to all email enquiries in a timely fashion;
- 3.1.8. Inform guests of local tourist attractions and recreational facilities;
- 3.1.9. Promptly resolve complaints from Caravan Park users in accordance with a clearly defined dispute resolution process;
- 3.1.10. Respond to all disputes in a timely manner and providing the Chief Executive Officer with evidence of how disputes were dealt with, within 3 working days;
- 3.1.11. Maintain the Caravan Park Office / Shop clean, tidy and presentable;

- 3.1.12. Any other duties consistent with the level of this position and the principles of broad banding.
- 3.2. Park Amenities
- 3.2.1. Daily inspection and cleaning of all ablution blocks, camper's kitchen and recreation rooms;
- 3.2.2. Daily inspection and cleaning of laundry, including collection of monies from coin operated equipment and ensuring all is in good working condition;
- 3.2.3. Ensure that the barbecues are clean and working at all times.
- 3.2.4. Ensure pergola and open areas are clean and tidy;
- 3.2.5. Rubbish collection and disposal.
- 3.3. Maintenance of Park Grounds and Buildings
- 3.3.1. Park barbecues and barbecue tables are inspected regularly;
- 3.3.2. Minor maintenance and repairs are carried out;
- 3.3.3. Any mechanical, electrical and/or structural faults within the Park are to be reported to the Chief Executive Officer on the appropriate maintenance request form or email.
- 3.4. Sandalwood Lodge Accommodation
- 3.4.1. Each lodge accommodation unit is inspected, cleaned and restocked after final check-out of the guest;
- 3.4.2. Linen used in each lodge accommodation unit is laundered and replaced upon final check-out of the guest;
- 3.4.3. In the event of medium to long term rentals of a lodge accommodation unit, that suitable arrangements for cleaning and linen be made between the Caravan Park Caretakers and the guest. Maximum duration between cleaning is one week;
- 3.4.4. Each lodge accommodation unit is inspected and cleaned at least once weekly and a stock take is carried out after each rental if unoccupied;
- 3.4.5. No pets are allowed in any lodge accommodation room with the exception of a Guide Dog or an Assistance Dog.
- 3.5. General Park Management
- 3.5.1. An area is maintained within the Park for caravanners with dogs;
- 3.5.2. No dogs wander unattended around the Park grounds at any time;
- 3.5.3. No large animals are kept in the Park in accordance with Council's Health Local Laws;
- 3.5.4. Noise within the Park is kept to a minimum after 10:00pm;
- 3.5.5. Park grounds are kept and maintained for public use only, with the exception of parking of Caravan Park Caretakers personal vehicles.
- 3.6. Gardening
- 3.6.1. When directed by the CEO, mow and water all lawns within in the Caravan Park and trim edges to ensure that they are neat and tidy;
- 3.6.2. When directed by the CEO, keep garden beds in a weed free condition and rake up leaf litter;
- 3.6.3. When directed by the CEO, keep all gardening plant and equipment in a well maintained condition.

4. ORGANISATIONAL RELATIONSHIPS:

- 4.1. Responsible to
Chief Executive Officer
- 4.2. Supervision of
None
- 4.3. Liaison
- | <u>Internal</u> | <u>External</u> |
|-------------------|---------------------------|
| Senior Management | Customers/Tourists |
| All Staff | General Public |
| | Contractors and Suppliers |

5. OCCUPATIONAL SAFETY AND HEALTH:

The following are your responsibilities to ensure that a safe and health work environment is maintained:

- There is an obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- To observe all safe working practices as directed by the supervisor and use of personal protective equipment as provided.
- Report ALL accidents, incidents, near misses and hazardous situations arising in the course of work.

6. EXTENT OF AUTHORITY:

- 6.1. Operates under the general direction and work outcomes be regularly monitored by the Chief Executive Officer;
- 6.2. This position may make decisions independently without the guidance of Supervisors on the day-to-day work schedule and allocation of accommodation;
- 6.3. This position may not approve and/or officially sign documents for/on behalf of the Council (internally or externally).

7. SELECTION CRITERIA:

- 7.1. Essential
- 7.1.1. Developed communication skills, both written and verbal;
- 7.1.2. Ability to provide a high level of customer service;
- 7.1.3. Must have clerical, financial and computer skills;
- 7.1.4. Highly developed time management and organisational skills;
- 7.1.5. Developed decision-making skills;
- 7.1.6. Developed problem solving and conflicting resolution skills;
- 7.1.7. Working knowledge of caravan park regulations and statutory requirements;
- 7.1.8. Knowledge of Occupational Health and Safety requirements;
- 7.1.9. Knowledge of cleaning standards required in the operation of a caravan park;
- 7.1.10. Knowledge of lawn and garden maintenance;
- 7.1.11. Hold a current WA "C" class drivers licence;
- 7.1.12. Provision of a National Police Clearance (no older than 3 months).

7.2. Desirable

- 7.2.1. Experience in a similar position or willingness to expand knowledge and acquire skills necessary to carry out duties;
- 7.2.2. Knowledge of the local area and the Wheatbelt.

8. TRAINING:

Council will provide occupational training and development opportunities to the successful applicant including the costs of attending appropriate training.

9. PERFORMANCE REVIEWS:

- 9.1. Reviews shall be conducted annually on the following Key Performance Indicators:
- 9.1.1. Level of Customer Service
- 9.1.2. Provision of Park administration responsibilities
- 9.1.3. Provision of General Park responsibilities
- 9.1.4. Tourism Promotion
- 9.1.5. Management and Planning
- 9.1.6. Decision making
- 9.1.7. Commitment and attitude
- 9.1.8. Level of communication with Stakeholders

10. SALARY PACKAGE DETAILS:

Hourly rate = \$28.0398	\$
Cash Component	29,161
Annual Leave Loading @ 17.5%	393
Adverse Working Conditions	208
Housing Allowance*	1,642
Superannuation Guarantee @ 10.5%	3,297
Council Superannuation @ 7.5% (subject to matching contribution)	2,355
TOTAL PACKAGE	37,057

*Not applicable if residing at the park during relief periods

The above package is based on a 40-hour fortnight and does not take into account penalty rates.