

# Information for Applicants



## CARAVAN PARK ATTENDANT (Casual)

For more information contact:

Torre Evans

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Tel: 08 9890 0900



## **CARAVAN PARK ATTENDANT (CASUAL)**

### **Package up to \$69K (Pro Rata)**

The Shire of Narrogin has an excellent opportunity for an enthusiastic, self-motivated, customer service focused individual to fill the role of a Casual Caravan Park Attendant at the Shire's Caravan Park.

This position will facilitate day to day operations of the Caravan Park on a casual basis, 2 days per week and whilst Caravan Park staff are on leave.

The candidate will have a can do positive attitude with previous caravan park experience desirable. Basic computer and administrative skills along with being physically fit are a requirement. Training will be provided.

To be considered for this role you must submit a one page written application addressing your compatibility to the position description and provide a copy of your current resume. A police clearance and medical certificate will be required, by the successful applicant.

An application package is available on the Shire's website or by contacting Torre Evans on 9890 0900.

Applications should be marked 'Private & Confidential - Caravan Park Attendant (Casual)' and addressed and sent as soon as possible, to the undersigned.

The Shire of Narrogin is an equal opportunity employer.

Dale Stewart  
**Chief Executive Officer**  
Shire of Narrogin  
PO Box 1145 Narrogin WA 6312  
[enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)  
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# The Package

Position:	Caravan Park Attendant (Casual)
Department:	Technical and Rural Services
Section:	Caravan Park
Position classification:	LGIA Award: Level 3
Employment type:	Casual
Location:	Narrogin Caravan Park, 80 Williams Road, Narrogin

Per annum	\$ Minimum	\$ Maximum
Salary*	48,190	48,190
Over Award Payment	0	0
25 % Casual Loading	12,047	12,047
Superannuation @ 10.5%	6,325	6,325
Matching Superannuation @ 4.5%	2,711	2,711
Leave Loading 17.5% (not payable to contract or casual employees)	N/A	N/A
Vehicle Provision**	N/A	N/A
Housing Allowance	N/A	N/A
Telephone Allowance	N/A	N/A
Uniform Allowance	N/A	N/A
Gym Membership (full) (50% discount)	N/A	N/A
Rostered Day Off	N/A	N/A
<b>TOTAL</b>	<b>\$69,273</b>	<b>\$69,273</b>

The rate offered is \$24.40 per hour plus 25% casual loading equating to \$30.50 per hour.

\* The package is calculated on a full time wage of 76 per fortnight for a full year. Wages will be paid on actual hours worked.

\*\* Unrestricted Private Use (radius of 250km) from Narrogin townsite.

# About Your Application

## **Preparing Your Application**

Your application is the first step towards securing an interview and therefore should be of the highest standard possible.

Whilst emailed applications to enquiries@narrogin.wa.gov.au is preferred, if mailing or delivering the application, it should be stapled in the top left hand corner. Note: Please do not submit applications in plastic folders or include original documents.

## **Covering Letter**

The cover letter is a brief letter outlining the position you are applying for and a brief description of your background and reason for applying for the position.

## **Addressing Selection Criteria**

If the advertisement requires you to address selection criteria, you will need to set out in a separate document entitled "Selection Criteria" and provide evidence of your ability to meet the criteria.

## **Curriculum Vitae (Resume)**

Your Curriculum Vitae should provide personal details (e.g. name, address, contact number) relevant work history, education, training courses attended, qualifications and professional memberships.

Relevant work history should commence with the most recent position you have held, as well as the dates/period of employment. In the description of your work history, give a brief summary of the duties and responsibilities for each of the positions.

## **Qualifications**

Certain positions stipulate that tertiary qualifications or specific certificates are required. As part of the application, candidates should demonstrate that the required level of education or training has been achieved. Please attach photocopies of any relevant qualifications or academic records to the application.

## **Referees**

You should include in your curriculum vitae the names and contact numbers of at least two (2) referees. These referees may be contacted to verify the information stated in your curriculum vitae. Preferably one referee should be your current supervisor or manager, alternatively a supervisor/manager from a previous position may be used.

*It is courteous to contact your referees for approval prior to nominating them in the application.*

## **Closing Dates for Applications**

Vacant positions with the Shire of Narrogin are advertised for a specific period and close at the time and dates as written in the advertisement. The closing time is the time that the applications are to be received at the Shire of Narrogin offices.

### **Late Applications Will Not Be Accepted**

Short-listing of candidates for interview by the Selection Panel may take up to two weeks after the closing date. The candidates selected for interview will be contacted by an officer from the Shire of Narrogin by telephone to organise a convenient time to conduct the interview.

### **Preparing for the Interview**

To prepare for the interview questions, re-read the Position Description focusing on the Selection Criteria. Think of workplace situations where the relevant skills and abilities have been required to be demonstrated.

Focus on the duties of the position and think about how they would be carried out. Think about the problems that might be encountered and how they could be resolved. Try to identify examples from past experience that might be similar or equivalent.

### **The Interview Process**

The interview panel will generally consist of at least three members. Interviews will follow a set format to ensure equity and fairness to each applicant and will be evaluated in the same manner.

During the interview, the interview panel members will write notes and assess the answers from the candidates in response to the structured questions, ensuring that all applicants are examined in an objective and uniform manner. If a candidate does not understand a question, they should seek clarification prior to providing a reply.

Never assume that the interview panel members know the suitability of individual candidate for the vacant position even though some applicants may have worked with them or have previous experience in the past for which they have applied.

Wherever possible, relate answers to direct experience.

### **After the Interview**

The successful applicant will be contacted by a member of the Interview Panel to verbally offer the position. The Human Resources Department will forward a written offer. All employment is subject to successfully obtaining a National Police Clearance certificate and completing a pre-employment medical and drug & alcohol test, the costs of which will be reimbursed upon commencement.

***All unsuccessful applicants will be notified in writing.***

# Working for the Shire of Narrogin

Located in a picturesque valley surrounded by woodlands, farming country and rolling hills, Narrogin is just a two hour drive south east of Perth and is a major service centre for the region's rich agricultural industry.

The vibrant town is home to about 5,200 residents and is the regional centre for nearby communities including Cuballing, Wickepin, Wagin and Williams, all of which provide a feeder population of more than 10,500 people.

The town's significant infrastructure, health and education facilities and specialty retail outlets also regularly attract more than 9,000 residents from the other outlying shires of Brookton, Corrigin, Dumbleyung, Kulin, Kondinin, Lake Grace and Pingelly.

The Shire of Narrogin is an Equal Opportunity Employer that has a team-oriented and highly motivated workforce which provides quality services and facilities to residents and visitors to the Shire.

Whilst most conditions of employment are covered in the Letter of Appointment and/or Employment Contract, all other governing matters fall within the [Local Government Industry Award 2020](#), [National Employment Standards](#) and Council's adopted [Code of Conduct](#).

All or some of the following benefits may apply to your position at the Shire of Narrogin:

## **Local Government Career**

There are currently 138 Local Governments in Western Australia (and two Territories). Whether it be a large organisation or a small team, a career in Local Government is an opportunity to make a real difference.

## **Hours of Work**

Varies depending on the position held, most office employees work Monday to Friday, minimum 152 hours per month. Most 'outside' employees work Monday to Friday, from 6.30am to 4.00pm during the summer months and from 7.00am to 4.30pm during the winter months.

## **Rostered Day Off (RDO)**

A RDO system is in place for eligible Shire employees. One day off per month for full-time Administration employees (other than Executive staff) and one day off per fortnight for employees that work in the Works and Services Division.

## **Up to 15% Superannuation (combined contribution)**

As well as the required 10.5% superannuation contributions the Shire is required to make on behalf of its employees, contributions made by the employee to their own Superannuation Plan will be matched by the Shire up to a maximum of 4.5%.

## **Annual Leave - 17.5% Leave Loading**

For employees not defined as casual, four weeks annual leave is payable after 12 months' service. Leave Loading of 17.5% is paid on annual leave for permanent staff not on contract.

### **13 Weeks' Long Service Leave**

All permanent employees of the Shire are entitled to 13 weeks long service leave after completing 10 continuous years' service in Local Government. Long service leave accruals are transferable between all local government authorities in Western Australia.

### **Personal Leave**

Personal/carer's and bereavement leave is as per the National Employment Standards.

### **Employees Training and Development Opportunities**

To maximise the potential and skills of its employees, the Shire is committed to supporting employees' training and education and providing professional development opportunities to employees as appropriate and encourages senior employees' attendance at State Conferences.

### **Probationary Period**

A position may be subject to a probationary period.

### **Study Leave and Funding**

Study leave assistance may be extended at the discretion of the CEO.

### **Competitive Salary**

A competitive salary will be offered relevant to the position level within the Shire.

### **Salary Packaging**

Salary packaging is available for permanent employees (eg package car and/or laptop).

### **Employee Incentive Scheme**

Employees are able to participate in a reward scheme which enables employees to receive an amount not exceeding \$200 in cases where they have put forward good suggestions which have been adopted and resulted in savings and improved efficiency to the Shire.

### **Annual Performance Reviews**

All employees are entitled to an annual performance review. The reviews are linked to possible salary review and highlights training requirements for the relevant position.

### **Internal Promotion and Acting Opportunities**

The Shire encourages all employees to fulfil acting positions where available and endeavors to promote existing employees when a vacancy arises.

### **Subsidised Corporate Uniform – Office Employees**

All permanent employees are entitled to a subsidised annual allowance toward the Local Government uniform.

### **Personal Protective Equipment – Works & Services employees**

All necessary protective clothing and equipment is supplied by the Council to ensure your safety.

### **Smoke Free Working Environment**

The Shire Administration office, Depot, Library, Homecare and all work places including vehicles are smoke-free working environments.

## **Health and Wellbeing Program**

Various programs are regularly conducted for Shire employees such as Flu vaccines and sunscreen checks and full health assessments. These programs are free to employees.

### **Vaccinations**

Vaccinations from time to time, such as COVID-19, may be compulsory under Government of WA mandates and Health Directions for certain classes of employees including environmental health officers, frontline employees that have regular and close direct contact with aged and vulnerable clients and customers. This is also due to Commonwealth funding requirements, with respect to all Narrogin Regional Homecare employees, whether permanent or casual.

In addition, in the event of a lock down or similar restrictions, all employees at the following work locations are required to be fully vaccinated, to continue to attend work:

- Narrogin Regional Homecare
- Caravan Park
- Refuse Site
- Works Depot (Mechanical, Parks & Gardens, Construction & Maintenance, Depot Admin)
- Library
- Ranger Services
- Shire Administration Office.

Exemptions may be available through a General Practitioner, that confirms that to receive a vaccination, would compromise their health, due to an existing underlying health condition.

In limited circumstances, those that are not fully vaccinated, may receive temporary approval to work from home, on a case by case basis.

### **Equal Opportunity Employer**

The Shire's Equal Employment Opportunity goals are designed to provide an enjoyable, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

### **Job share and Part Time Opportunities**

The Shire supports the principle of job sharing and part time employment, with various part time positions currently occupied within the Shire.

### **Modern Office Facilities**

The Narrogin Shire Administration Office, Library, Narrogin Regional Homecare, and Works Depot Office are all modern, spacious, air-conditioned buildings.

### **Kitchen Facilities**

The Shire Administration Office has a modern kitchen/lunch room for employees use. Other Shire work-sites have dedicated lunch room facilities.

### **Employee Corporate Functions (e.g. Farewell & Christmas Functions)**

The Shire provides an annual Christmas Function for all Elected Members, employees and their families as well as other occasional functions throughout the year.



### **Friendly Work Environment**

A great team-oriented, friendly environment makes working with the Shire an attractive employment option with great prospects / career advancement within the Shire and in local government in general.

### **Work Experience Program**

The Shire is dedicated to giving young people the opportunity to utilise the work experience programs through their School, enabling them to work in their area of interest.

### **RRR – Reduce Reuse Recycle**

The Shire of Narrogin is committed to promoting environmentally conscious development and to creating a more sustainable community.

### **Gymnasium or Swimming at lunchtime – Discounted Membership**

The Shire Administration Office is located within close proximity to the Narrogin Regional Leisure Centre. A 25-metre heated pool and fully equipped gymnasium is available to all staff who wish to visit as an occasional patron or take advantage of 50% discount to membership packages at the Centre via salary sacrifice.

### **Family Friendly Environment**

The Shire Administration Office is a family friendly environment and recognises the importance of a working/family life balance.

### **Voluntary Employee Involvement in Community Events**

Employees are able to be involved in various events which the Shire organises and/or supports within the community.

### **Close to Early Education, Schools and the Agricultural College**

For those with children, the Shire Administration Office is within close proximity to the Narrogin Regional Childcare Centre, three choices of Primary Schools, the Senior High School (to year 12) and the Agricultural College (years 10 – 12).

### **Counselling Services**

The Shire offers support on a range of work-related issues. Short term counselling aims to provide local government workers, elected members and bushfire volunteers with support for a wide variety of work-related issues such as work relationships, conflicts at work and other work-related issues. To access this service an individual must be referred to LGIS by the local government by using the approved referral form, which will entitle the individual up to 6 sessions.

### **Free Parking**

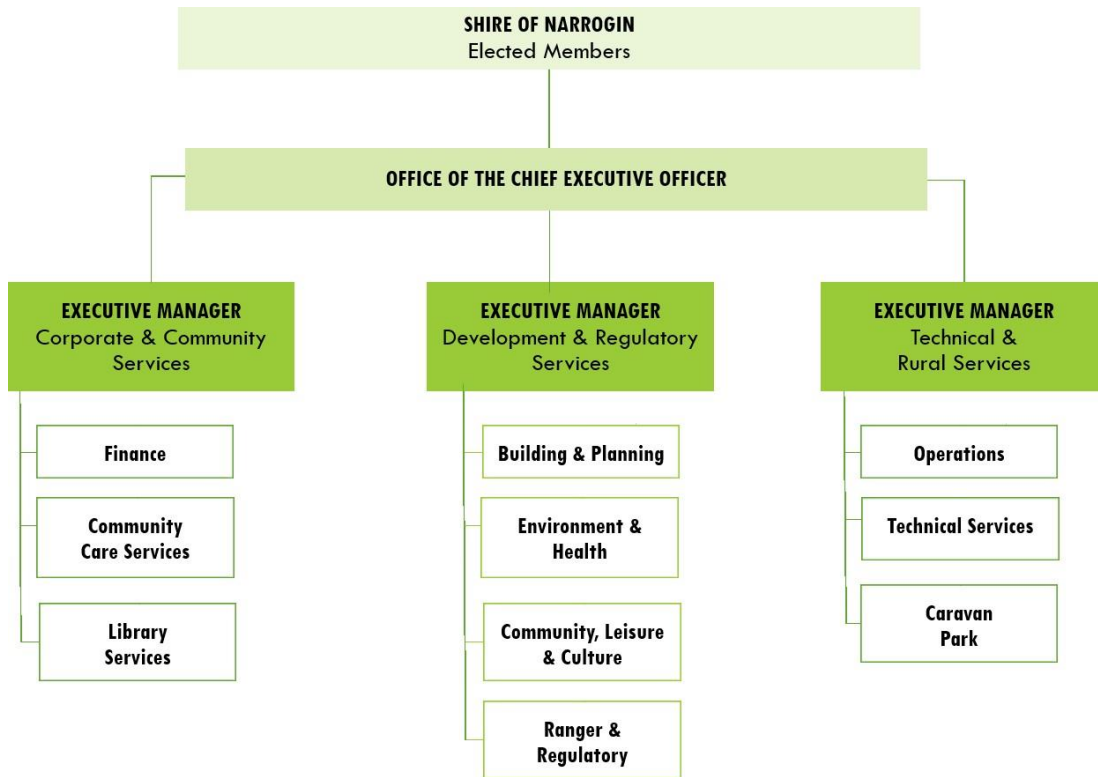
The Shire has free on-site parking facilities for all employees.

### **Electric Vehicle Charging Stations**

Six (6) dedicated Hybrid or Electric Vehicle car parking / charging stations free for employees to park and use if based at the Administration Office.

For further information please contact the Payroll Officer on telephone 9890 0900 or email [payroll@narrogin.wa.gov.au](mailto:payroll@narrogin.wa.gov.au).

# Organisational Structure



## Position Description

### Caravan Park Attendant (Casual)

#### 1. Position Details

Position:	Caravan Park Attendant
Department:	Technical & Rural Services
Section:	Caravan Park
Position Classification:	LGIA Award: Level 3
Employment type:	Casual
Location:	Narrogin Caravan Park, 80 Williams Road, Narrogin WA.

#### 2. Organisational Relationships

Responsible to:	Caravan Park Managers
Supervision of:	Nil
Internal and External Liaison:	
Internal	Executive Manager Technical and Rural Services Manager Operations Other Shire Staff
External	Caravan Park Tenants and Visitors General Public Contractors

#### 3. Position Objectives

- To facilitate the day to day operations of the Narrogin Caravan Park on a casual basis, generally two (2) days per week and whilst staff are on leave.
- Maintain the Caravan Park grounds to a high standard i.e. mowing, gardening and litter removal.
- Clean the ablutions and units. Clean ablutions once per day and clean units upon Tenants leaving.
- Office duties including bookings, facilitating electronic and cash payments and associated administrative duties.

#### 4. Key Duties / Responsibilities

##### Bookings

- Relieve whilst Caravan Park Staff are on leave, inclusive of annual leave.
- Maintain a booking system and take bookings for persons wishing to stay at the Caravan Park.

## **Fees and Charges**

- Ensure all fees and charges are pre paid or collected from Tenants upon check in.
- Issue a receipt to Tenants for all monies collected at the time of collection.
- Reconcile all monies collected with receipts issued on a daily basis.
- Regularly collect all monies in washing machines and dryers.

## **Tenant Management**

- Ensure all pets who wish to stay in the Caravan Park are friendly and pose no danger to other Tenants or pets.
- Liaise with Tenants over utility disruption etc.
- Ensure Tenants and Visitors comply with Caravan Park Patron Rules.
- Ensure Tenants complete all necessary forms e.g. Tenant Details Short Stay as directed by the Caravan Park Managers.
- Evict unruly short stay Tenants as and when required, in consultation with the Caravan Park Managers.
- Ensure all tenants act in a safe and non-threatening manner.
- Assist Tenants with finding their site when required.
- Review Tenants power cables and water hoses to ensure they are safe and cause no issue to the environment.
- Report any significant Tenant/Visitor issues to the Caravan Park Managers.

## **Buildings Maintenance**

- Ensure buildings are well maintained, report defects or maintenance issues to the Caravan Park Managers.
- Ensure ablutions and units have been cleaned. Ablutions once per day (unless there is an accident) and units upon Tenants leaving.
- Ensure lights are operational.
- Ensure toilets are operational.
- Ensure showers are operational.
- Ensure hot water systems are operational.
- Ensure no water leaks.
- Ensure appropriate signage is maintained.

## **Office**

- Maintain the Caravan Park Office.
- Ensure forms are sent to the Shire for filing and a copy is kept at the Caravan Park – liaise with the Caravan Park Managers.
- To advise the Caravan Park Managers of any matters relating to the Narrogin Caravan Park.
- Prepare reports to the Caravan Park Managers as required.

## **Other Caravan Park Duties**

- Discourage persons from entering the Caravan Park who are not a valid Visitor, Tenant, Contractor or potential Tenant.
- Ensure the No Vacancy sign is displayed when required or other relevant signage as directed by the Caravan Park Managers.

- Ensure all gardens and lawns are well maintained. Hands on physical work required.
- Ensure all plant and equipment is regularly serviced and kept in working order – liaise with the Caravan Park Managers.
- Provide tourism and promotional material to users of the Caravan Park.
- Advise the Caravan Park Managers on any Work Health and Safety matters as required.
- Ensure matters relating to the Tenants and the Shire are kept confidential.
- Demonstrate actions and compliance in keeping with the Shire's adopted Values, Council Policies, Executive Instructions and Code of Conduct and the highest principles of ethics and integrity.
- Other duties as directed by the Caravan Park Managers or Manager Operations.

## 5. Selection Criteria

### Qualifications:

- No formal qualification is required.
- WA Drivers Licence C Class.
- Medical check. Must be physically fit and pass a drug and alcohol examination.
- National police clearance.

### Experience:

- Previous experience working in a Caravan Park highly desirable.
- Caravan Park Specific Legislation desirable.
- Previous experience with administration practices and procedures.
- Basic use of computers experience preferred.

### Skills:

- Friendly and professional interpersonal skills.
- Developed communication, with a professional Customer Service focus.
- Accurate numeracy skills.
- Basic computer skills.
- Ability to do paper work and other administrative duties including reading, take bookings and use of PC.
- Accurate Cash handling skills.
- Excellent Time Management Skills.
- Ability to negotiate with difficult people to achieve a fair outcome within the Caravan Park Rules.
- Ability to work without direct supervision at times.

### Knowledge:

- Knowledge of Caravan Park operations desirable.
- Local knowledge of Narrogin and the adjoining region.

### Physical requirements:

- Physically fit and able to cope with physical labour i.e. mow lawns, maintain garden, remove litter, move rubbish bins, clean ablutions (mopping etc.) and units (change bed linen etc.) as required.

## **6. Extent of Authority**

Works under limited direction from the Caravan Park Managers or Manager Operations within established guidelines, procedures and policies as well as the requirements of the Local Government Act 1995 and Caravan and Camping Legislation.

## **7. WHS Requirements**

- Follow all Work, Health and Safety guidelines, policies and procedures.
- Ensure own safety and that of Caravan Park patrons and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation as directed in consultation with the Caravan Park Managers.



Shire of  
**Narrogin**

*Love the life*

89 Earl Street, Narrogin

**Correspondence to:**

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T (08) 9890 0900

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