



# Aquatic Centre Manager Application Package 2018



## **Aquatic Centre Manager**

The Shire of Bruce Rock has a vacancy for an Aquatic Centre Manager. We are seeking applications from people willing to take on the position by September 2018. Applicants should be either:

1. Qualified applicants with current LIWA accreditation; or
2. Suitable persons willing to undertake the necessary training prior to 30 September 2018.

The Pool Season traditionally runs from the start of October to the first week in April. The Salary Package would be part of a negotiated employment contract, including Shire staff housing (approx. \$55,000 to \$65,000p.a. including allowances). The Shire of Bruce Rock would reimburse the applicant for training and associated out of pocket expenses upon commencement with the Shire.

The successful applicant would need to complete the following training requirements prior to commencement:

- Senior First Aid (2 days)
- Royal Lifesaving Society Australia – Bronze Medallion and Pool Lifeguard Awards (3 days)
- RLSSA Pool Operators Qualification (7 days in Perth)
- Completion of 100 hours practical experience under supervision by an existing qualified Pool Manager. Successful sign off by the WA Health Department.

Additional information about the position is available by calling Alan O'Toole at the Shire Office on (08) 9061 1377. Alternatively, cover letters and Curriculum Vitae are to be addressed to:

Shire of Bruce Rock  
Private and Confidential  
Bruce Rock Aquatic Centre Manger Position  
PO Box 113  
BRUCE ROCK WA 6418

Applications close at 4.30pm Friday 31<sup>st</sup> August 2018

**Alan O'Toole**  
Deputy Chief Executive Officer

**Shire of Bruce Rock**  
Po Box 113, Bruce Rock WA 6418

## **THE ORGANISATION**

The Shire of Bruce Rock is governed by an elected Council, consisting of 9 Councillors including the Shire President. The Council currently meets on the third Thursday of every month, with meetings commencing at 1.30pm. Council does not meet in January.

The Shire of Bruce Rock currently employs 43 staff, including administrative and external officers as shown in the table below. Additional external contractors and services include rubbish collection and Ranger Services.



## **THE STAFF**

Chief Executive Officer (CEO)	1
Deputy Chief Executive Officer (DCEO)	1
Manager of Finance	1
Manager of Works & Services	1
Environmental Health Officer	1
Community Development Officer	1
Natural Resources Management Officer	1
Senior Finance Officer	1
Administration Staff	3
Supervisors	2
Plant Mechanic	2
Town Maintenance	5
Outside Workforce	9
Gardeners	3
Cleaning Staff	4
Aquatic Centre Manager	1
Recreation Manager	1
Building Staff	2
Medical Centre Staff	3
	<b>43</b>

## **PHYSICAL CHARACTERISTICS**

### **Location**

The Shire of Bruce Rock is situated in the Western Australian Central Wheatbelt 245km east of Perth, and includes 3 satellite town sites: Shackleton, Babakin & Ardath, and the Kwolyin locality.

### **Population**

The permanent population of Bruce Rock townsite is approximately 700.  
The permanent population of the Shire of Bruce Rock is approximately 1100.

### **Area**

The Shire has a total area of 2,772 km<sup>2</sup> consisting of agricultural land and some nature reserves.

### **Soil Types**

Good fertile soil suitable for agriculture.

## **HISTORY**

### **The First Settlers**

The first settlers were sandalwood cutters who set up camps in the 1860's, and were closely followed by pastoralists. The land's potential for agriculture was realised and was surveyed for selection in the early 1900's.

### **Railway**

The official opening of the railway from Quairading to Nunagin (later renamed Bruce Rock) was on 29 March 1913 and was linked to Merredin on the 22 December 1913.

### **Townsite**

The town was gazetted as Bruce Rock in June 1913.

## **PHYSICAL INFRASTRUCTURE**

### Roads

Total Length in the district	1258
Main roads	72
Sealed local	425
Unsealed local roads	761

## **PUBLIC UTILITIES**

### **Water**

Water Corporation

### **Sewerage**

Leach & Septic Individual Systems.

### **Electricity**

Electricity is supplied by the Western Power electricity grid

### **Telephone**

Telstra services the entire Shire district. The Shire has a good Next G Mobile telephone service operated by Telstra with a base station at Yarding and a repeater in Bruce Rock.

## **BUSINESS AND INDUSTRY**

### **Rural**

Mixed farming - wheat and other cereals, wool, sheep, cattle and pigs.  
Expanding pulses, lupins, coarse grains, eucalyptus oil mallees and sandalwood.

### **Support Industries**

Metal Fabrication, Light industrial, agricultural agencies and transport operations.

## **COMMUNITY SERVICES**

### **Health**

20 bed hospital servicing by a resident local GP  
Dentist

### **Emergency Services**

St Johns Ambulance  
Volunteer Emergency Services



### **Education and Training**

Bruce Rock District High School caters for students from Kindergarten through to Year 10. A daily school bus takes students to Merredin for years 11 and 12. Daycare is conveniently located close to the school and operates weekdays, 8:30am to 5:30pm.

### **The Town and District Halls**

Halls have been built at Bruce Rock, Babakin & Shackleton.

### **Recreation Centre and Facilities**

Completed in April 2012, the new recreation centre includes a synthetic bowling green, ovals, tennis and netball courts, providing facilities for cricket, football, hockey, netball, tennis and squash. A modern Aquatic Centre is located adjacent to the Recreation Grounds and Caravan Park. The shire also consists of 2 golf clubs, one 2km's from Bruce Rock and the other at Ardath as well as a tennis club at Ardath and a bowling club in Shackleton.



### **Other Services**

Bruce Rock Craft Shop with accommodation for workshops, exhibitions and an artist in residence. A recently constructed Men's Shed provides a great place for local men to meet and carry out hobbies.

### **Bruce Rock Federation Amphitheatre & Sculpture Park**

The Bruce Rock Federation Amphitheatre was officially opened in October 2001, the Amphitheatre seats up to 1200 people. Designed and built by the local community, it is host for many get-togethers, community events including the annual Vietnam Veterans Reunion.

The adjoining Sculpture Park has contributions of artwork from all around the region and is a unique place for a family picnic or a stroll through the picturesque gardens that also become a popular venue for weddings.



## **TOURISM**

### **Granite Way**

Tourist drive including free camping at Kwolyin and day facilities at Kokerbin Rock.

### **Museums**

Bruce Rock Museum, which depicts the development of the Shire and incorporates a settler's cottage, blacksmith shop and a one-teacher school. A machinery museum across the road also houses vintage vehicles and machinery used in the Shire.

### **Wildflowers**

During the months of July, August & September there is an abundance of wildflowers on the rural roadsides and nature reserves throughout the Shire. A wildflower drive is also sign posted from Bruce Rock.

### **Other Places of Interest**

- Mosaic Pathway & Centenary Path in Bruce Rock
- Museums
- Shackleton Smallest Bank

### **Accommodation**

Bruce Rock Hotel Motel, Bruce Rock B & B, Bruce Rock Roadhouse, Ardath Hotel.

### **Other Information**

Should you wish to obtain additional information on the Shire and services available you may contact the CEO, Darren Mollenoyux on 08 9061 1377 or 0428 611 377.

### **Canvassing of Councillors**

*Canvassing of elected members is prohibited and any applicant known to have done so may be disqualified.*



## **THE INTERVIEW**

### **Preparing for the Interview**

An interview will be conducted by the CEO and another management representative.

The interview questions will relate to the Selection Criteria for the position and the same questions will be asked of each person interviewed for the position.

To prepare yourself for the questions which may be asked:

- Be aware of what the job involves. This information can be established from the position description
- Focus on the selection criteria and think of examples of situations where you have applied the relevant skills and abilities.
- Focus on the duties and responsibilities of the position and how you would carry them out. Think of any problems you would encounter and how you would resolve them.
- If the position has a supervisory role, think about your special responsibilities as a Supervisor
- If you have any relevant reports or other work you have which will provide examples of your skills and abilities, you should prepare it for presentation at the interview
- Prepare a few questions that you may wish to ask Council.

### **The Selection Interview**

There is no need to hire or buy special clothes for the interview. Dress as you would usually do for work.

During the interview:

- Do not assume that your interviewer knows about your suitability for the position even though you may have worked with them or have had previous experience in the position for which you have applied.
- Try to remember the names of the person/people interviewing you.
- Take time to answer each question. In some instances, you will be given the opportunity to read the interview questions and prepare brief notes immediately prior to the interview.
- If you do not understand a question ask for clarification or for the interviewer to repeat the question before providing a reply.
- Give direct answers to questions. Be honest if you do not know the answer to a factual question. Where possible, relate your answers to direct experience you have had.
- When the opportunity is presented, feel free to ask any questions you may have, relevant to the position. Avoid asking questions "just for the sake of it". If you do not have any questions do not hesitate to say so.

The interview panel will record your replies to the questions to assist them in accurately recalling your details when they are making their final decision.

### **After the Interview**

You will be notified of the outcome of your application. When you have been advised of the result of your application, you are encouraged to seek feedback.

## **SUBMITTING YOUR APPLICATION**

You may post, deliver, email or fax your application. Applications must arrive by 4.00pm on Friday 11<sup>th</sup> May 2018.

**Mark your application:**

**Post:**

**"Confidential"**

Aquatic Centre Manager Position  
PO Box 113  
Bruce Rock WA 6418

**Email:**

[dceo@brucerock.wa.gov.au](mailto:dceo@brucerock.wa.gov.au)

Should you require any further information or assistance please contact:

Alan O'Toole  
Tel: 08 9061 1377  
Mobile: 0408 383 530  
Email: [dceo@brucerock.wa.gov.au](mailto:dceo@brucerock.wa.gov.au)

## **Statement of Claims against the Selection Criteria**

Your Selection for an interview will depend on you demonstrating that you meet the essential criteria.

### **When preparing your statement of claims**

- Treat each selection criteria separately. Use each criterion as a heading and provide your claim underneath that heading.
- Provide a brief statement, which relates your experience, skills and knowledge to the particular criteria. The length of your statement for each criteria is dependent on the position you are applying for and your discretion. As a guideline, a quarter to half a page is generally acceptable. You should provide specific examples in your statement to back up your claims.
- Provide details of any activities you have undertaken outside of work which are relevant to the application.

### **Referees**

- Applicants are required to nominate two work referees in support of their application. These referees should be able to comment on your work experience, skills and knowledge in relation to the selection criteria.
- Referees should be contacted for approval before listing them in your application.
- Provide names, relationship to you (i.e. Supervisor), work addresses and daytime telephone numbers.
- We understand you may not wish us to contact current work referees initially, if this is the case please let us know.

### **General Application Information**

- Applicants should submit typed applications. If you are unable to type your application, a neat handwritten application may be lodged. The layout, spelling, punctuation and grammar should be checked.
- Do not attach any information that is not relevant to the position that you are applying for.
- When lodging your application, submit a covering letter, Resume, Statement of claims against the criteria and written references.
- Staple all information in the top left-hand corner. DO NOT submit your application in a plastic or cardboard folder (as your application may need to be photocopied)
- Please only include photocopies of your attachments as the application will not be returned.

## POSITION DESCRIPTION

<b>Position Title</b>	Aquatic Centre Manager
<b>Department</b>	Corporate and Community
<b>Award/Agreement</b>	Local Government Industry Award 2010
<b>Classification</b>	Level 6 - Level 9
<b>Status/Hours</b>	Seasonal

### Position Objective

- (a) Manage the Bruce Rock Aquatic Centre, a group one HDWA approved facility, in accordance with all Council policies, procedures and all applicable regulations and the Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities;
- (b) Manage the Settlers Court heated hydrotherapy pool, a group three facility, in accordance with the policies of Council, applicable regulations and the Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities;

### Key Responsibilities and Duties

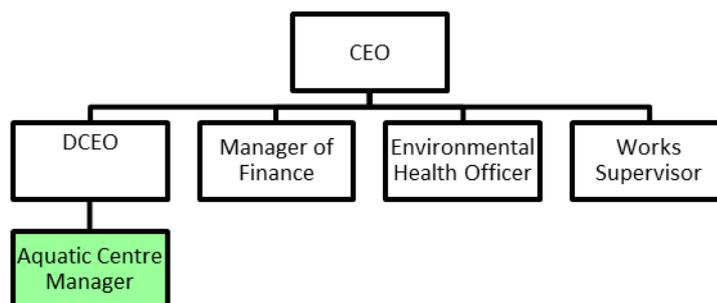
Key Areas of Accountability	
<b>Operations - Aquatic Centre</b>	<ul style="list-style-type: none"> <li>• Manage the daily operation of the swimming pool including tidiness of change-rooms, kiosk, storage and first aid room, attendance logs, statutory records and the like.</li> <li>• Ensure routine operation and maintenance of pool equipment occurs to comply with manufacturer's specifications, statutory requirements and any applicable warranty.</li> <li>• Maintain the pool surrounds and buildings in a clean and hygienic condition at all times.</li> <li>• Maintain the pool gardens in a clean and tidy manner, including ensuring the lawns are mowed, gardens weeded and concrete/paved areas kept free from greenery.</li> <li>• Conduct water chemistry tests and plant adjustments to ensure water quality complies with health standards.</li> <li>• Process all admittance charges and maintain records of attendances.</li> <li>• Liaise with schools, sporting clubs and other organisations regarding private use of the pool.</li> <li>• Keep the pool open between the dates 15 October to 15 April (weather permitting).</li> </ul>
<b>Aquatic Centre Kiosk</b>	<ul style="list-style-type: none"> <li>• Ensure food and drink options are available for purchase at the kiosk.</li> <li>• The pool manager may run this as their own business. They would be responsible for the initial expenditure on inventory, but can also retain the revenue.</li> </ul>
<b>Operations - Hydrotherapy Pool</b>	<ul style="list-style-type: none"> <li>• Manager the operation of the Settlers Court hydrotherapy pool facility including cleaning (automatic cleaner provided), first aid equipment, statutory records and assist with maintenance and budget processes. This includes co-ordinating for water testing and samples to be performed on the days the Hydrotherapy Pool is in operation.</li> </ul>

<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Assist in compiling information for use in preparing the annual swimming pool budgets for both facilities.</li> <li>• Liaise with the Deputy Chief Executive Officer in the first instance for maintenance of grounds and buildings.</li> <li>• Monthly reporting to Council on usage numbers, events held and any major issues.</li> <li>• Any other duties consistent with the level of this position and the principles of broad banding.</li> </ul>
<b>Occupational Safety and Health</b>	<ul style="list-style-type: none"> <li>• Demonstrate a strong commitment to Occupational Safety &amp; Health including risk management and must take all reasonable care in the performance of duties to prevent injury to self and others.</li> </ul>

### Position Requirements

<b>Skills</b>	<b>Knowledge</b>	<b>Experience/Qualifications</b>
Basic Time Management Skills	Sound knowledge of the provisions of the Health Act, Regulations, Local Laws and Codes of Practice or Australian Standard(s) applying to the maintenance and operation of Group one (1) & Group three (3) aquatic facilities.	It is desirable but not essential that you have two years' experience as a Swimming Pool Manager, Assistant Pool Manager or Pool Attendant.
Developed verbal and written communication skills	Sound knowledge of the safety procedures and requirements for the handling of hazardous chemicals used for water treatment.	Hold a qualification pursuant to Clause 6.2.1.1 of the Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic as a qualified person in technical operations of a group one facility suitable to the Executive Director, Public Health WA;
Developed public relations and interpersonal skills	Sound knowledge of the operation and maintenance of high pressure water treatment plant.	Hold a current Senior First Aid Certificate, or equivalent;
Developed negotiating skills	Sound knowledge of the conduct of water chemistry tests for aquatic facilities.	Hold a current "C" Class Driver's Licence;
Basic numeracy skills	Sound knowledge of operating large sole operator public swimming pools.	Hold a current Pool Lifeguard Award or equivalent;
Sound knowledge of First Aid and Rescue techniques	Sound knowledge of the Occupational Safety and Health Act 1984 and its regulations as they apply to the operation of a swimming pool facility;	Be trained in the operation of self-contained breathing apparatus in an aquatic facility
Basic Pool Plant room maintenance skills	Sound knowledge of slide pool operations and associated pipework.	

## Organisational Relationship



Responsible to	Responsible For
Deputy Chief Executive Officer	Relief Pool Manager
	Lifeguard (where appropriate)

### Internal/External Liaison

Internal	External
Chief Executive Officer	Chemical and Equipment suppliers
Deputy Chief Executive Officer	Health Department of WA
Environmental Health Officer	Public Utilities and Authorities
Manager of Works and Services	School Principal
Gardening Staff	Swimming Club
Shire Cleaner	General Public
Other Council Staff and employees	

### Extent of Authority

Operates under the direction of the Deputy Chief Executive Officer within established guidelines, procedures and policies of Council as well as statutory provisions of the various Acts and other Legislation.

### Selection Criteria

Selection Criteria	Essential	Desirable
<b>Skills</b>		
Basic time management skills;	<input type="checkbox"/>	
Developed verbal and written communication skills;	<input type="checkbox"/>	
Developed public relations and interpersonal skills;	<input type="checkbox"/>	
Developed negotiation skills;	<input type="checkbox"/>	
Basic numeracy skills;	<input type="checkbox"/>	
Be competent in the use of Word and Excel computer programs	<input type="checkbox"/>	
<b>Knowledge</b>		
Sound knowledge of the provisions of the Health Act, regulations and local laws applying to the maintenance and operation of public swimming pools and use and control of Council Property;	<input type="checkbox"/>	
Sound knowledge of the conduct of water chemistry tests;	<input type="checkbox"/>	
Sound knowledge of the operation and maintenance of liquid and dry chlorine water treatment plant – (Chemigem and the like);	<input type="checkbox"/>	
Sound knowledge of the safety procedures and requirements for the handling of hazardous chemicals used for water treatment;	<input type="checkbox"/>	
Sound knowledge of First Aid and Rescue techniques;	<input type="checkbox"/>	
<b>Experience/Qualifications</b>		
Hold qualifications acceptable to the Executive Director Public health pursuant to Clause 6.2 of the Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities.	<input type="checkbox"/>	
Current 'C' class WA driver's license.	<input type="checkbox"/>	
Two years' experience as a Swimming Pool Manager, Assistant Pool Manager or Pool Attendant;		<input type="checkbox"/>

**SIGNED** by

\_\_\_\_\_  
\_\_\_\_\_

Chief Executive Officer

Name of Chief Executive Officer

**SIGNED** by

\_\_\_\_\_  
\_\_\_\_\_

Employee

Name of Employee

in the presence of

\_\_\_\_\_  
\_\_\_\_\_

Witness

Name of Witness

