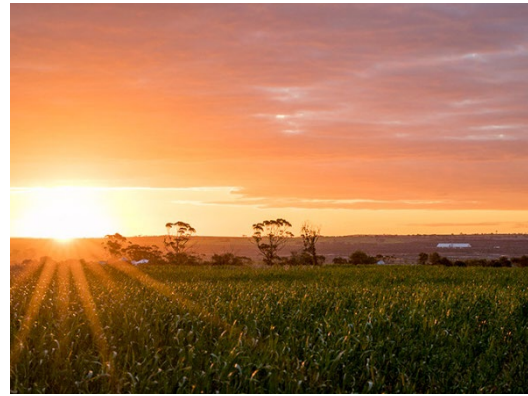




Caravan Park Manager Application Package 2026

JOIN OUR TEAM

Caravan Park Manager



An opportunity has arisen for a friendly, capable and service-focused person to join the Shire of Bruce Rock as its full-time Caravan Park Manager.

The Bruce Rock Caravan Park is known for its friendly customer service and high standard of presentation. The Park includes 20 powered sites, ablution and laundry facilities, a Campers' Kitchen, six Backpacker Huts and three self-contained Chalets.

The successful applicant will manage the day-to-day operation of the Caravan Park and personally undertake:

- Bookings and administration;
- Customer service;
- Cleaning;
- Gardening and grounds maintenance; and
- Basic maintenance.

We are seeking a practical, solution-focused person with strong customer service skills who can work independently and maintain the Caravan Park to a high standard. Experience in caravan park, accommodation, hospitality or customer service operations is desirable.

The successful applicant will be required to reside onsite in Shire-provided accommodation, rent-free, with normal household electricity and water utilities included. The position requires flexible working arrangements to meet the seasonal and operational needs of the Caravan Park.

Employment conditions

- Permanent appointment upon successful completion of a three-month probation period.
- Conditions in accordance with the Municipal Employees (Western Australia) Award, 2021.
- Annual remuneration will be negotiated depending on experience.
- Generous superannuation options (12% on commencement, plus employee contributions matched by the Shire up to 5%).

How to apply

Please provide a written application including a covering letter outlining your suitability for the role, plus a CV detailing your work history and providing two (2) recent work-related referees. Please mark your application as follows: "Caravan Park Manager".

You can post, personally deliver or email your application to:

Post

Shire of Bruce Rock
PO Box 113
BRUCE ROCK WA 6418

In person

Shire of Bruce Rock
54 Johnson Street
BRUCE ROCK WA 6418

Email

shenae.negri@brucerock.wa.gov.au

Applications will be reviewed as they are received. The vacancy will remain open until an appointment is made.

Application package and more information

Considering applying? We welcome an informal conversation about the position before you apply. Please feel free to contact us to discuss the role, ask questions or find out whether the position may be right for you.

An application package and more information can be obtained at the Shire's website (www.bruce-rock.wa.gov.au) or by contacting Shenae Negri (on 9061 1377 or shenae.negri@brucerock.wa.gov.au).

POSITION DESCRIPTION

Position Title	Caravan Park Manager
Department	Office of Deputy Chief Executive Officer
Award/Agreement	Municipal Employees (Western Australia) Award 2021
Classification	To be determined
Status/Hours	Full-Time

Position Objective

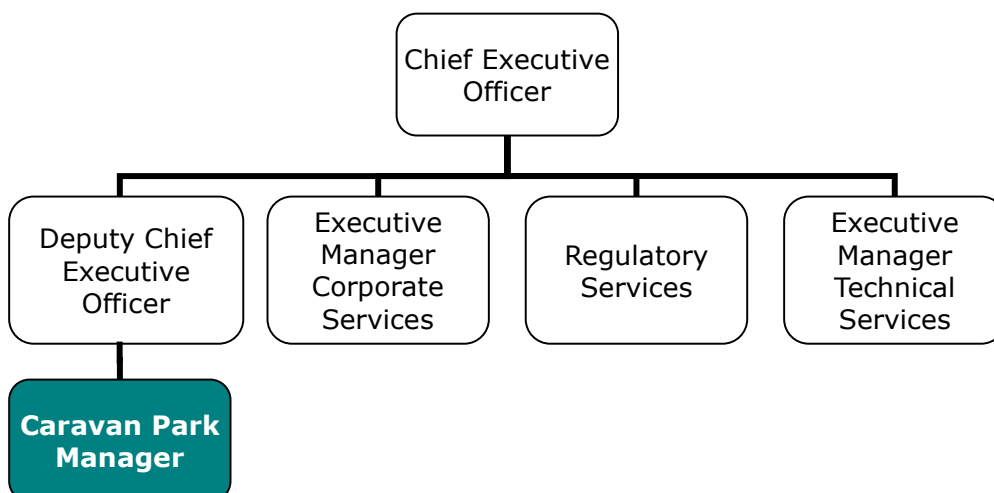
To provide an inviting, clean and welcoming tourism facility that is managed to a professional standard. This ensures that the Bruce Rock Caravan Park is maintained as a leading destination within the Wheatbelt through the provision of high-quality accommodation and service for visitors during their stay at the Caravan Park. You will be responsible for all aspects of the professional, smooth and accountable running of the Bruce Rock Caravan Park.

Key Responsibilities and Duties

Key Areas of Accountability	
Customer Service	• Maintain a high level of customer service. • Create strong customer relationships. • Greet customers with a friendly smile, offer assistance, and be helpful in a positive manner. • Offer support and guidance. • Handle and resolve customer complaints in a positive and professional manner. • Provide relevant local tourist information.
Accommodation Management	• Take Bookings – The Shire runs an online booking facility but some people will still choose to book by telephone. There will be need to enter such telephone bookings through the online system to ensure availability and accurate statistics. There will also be a need for regular liaison with the Customer Service Officer who is based within the Shire Administration Office. • Handle Arrivals and Departures. • Reconcile cash from accommodation weekly (for those who do not pay via card online) and deliver to Administration Office for receipting. • Report any faults or maintenance issues to the Shire's Customer Service Officer.

Cleaning, Grounds and Maintenance	• Maintain and clean the park grounds, ablutions, Campers' Kitchen and onsite chalets to a high standard • Strip accommodation units of dirty linen ready for washing and drying. • Wash and dry all linen from accommodation and store neatly in allocated linen room. • Clean and prepare Chalets following guests vacating in preparation for the next arrivals. • Maintain sufficient supplies of stock for placement in accommodation (e.g. soap, shampoos, coffees teas etc.). • Maintain the main entry, caretaker chalet and grounds. • Maintain and clean ablution block and laundry (including washing machines/dryers) to a hygienic standard. • Maintain the park's water reticulation system. Set the operation times of the reticulation system to minimise water use. • Oversee the maintenance and upkeep of the lawns, gardens and trees. • Oversee the maintenance and servicing of Caravan Park plant, equipment and machinery on a routine basis to a safe working standard. • Show initiative and creativity in enhancing the aesthetics and appearance of the park. • Manage the Caravan Park rubbish and recycling bins, ensuring placement out and prompt return on waste collection days. • Perform minor general building maintenance, including removing all internal and external cobwebs from the buildings and cleaning the gutters as required. • Take measures necessary to identify and mitigate against personal harm being caused to any person or property that may arise within the Caravan Park.
General	• Perform all duties in a manner that ensures personal health and safety, and that of others inc. the general public in the workplace • Report all incidents (complete Accident, Hazard and Near Miss Reports in a timely manner) and malfunction of plant and equipment to the Shire. • Follow emergency procedures and Work Health & Safety 2020 laws in accordance with the direction of management. • Provide support to any visitors in the Park who require the assistance of emergency services. • Provide general support to any contractor or service provider engaged by the Shire. • Maintain all keys to infrastructure in the Caravan Park. • Use protective equipment or clothing provided by Council at all required times. • Any other duties as directed by management.

Organisational Relationship



Responsible to	Responsible For
Deputy Chief Executive Officer	

Internal/External Liaison

Internal	External
Shire President	General Public
Councillors	Residents
Chief Executive Officer	Ratepayers
Executive Management Team	Caravan Park Patrons and Visitors
Senior Finance Officer	Community Groups
Other Administration Staff	Contractors
Manager of Works and Services	
Aquatic Centre Manager	

Extent of Authority

Works within the confines of set standards and procedures, under limited supervision.

	Essential	Desirable
Selection Criteria		
Skills		
Experience in caravan park or accommodation operations, the hospitality or customer service industry.		✓
Previous experience in managing a caravan park in a rural area.		✓
Strong administrative and computer skills.	✓	
Knowledge of computerised reservation or booking system.		✓
Sound knowledge of computer software including Word, Excel, Outlook and Explorer.		✓
Sound cash handling skills.	✓	
Competent level of Record Keeping.	✓	
Ability to negotiate and persuade in order to resolve conflict.	✓	
Ability to provide a high level of customer service.	✓	
A working knowledge of the Workplace Health and Safety Standards.	✓	
Demonstrated practical ability to undertake cleaning, grounds maintenance and basic maintenance duties	✓	
Experience/Qualifications		
Current 'C' class WA driver's license.	✓	
First Aid certificate		✓

CERTIFICATION

(i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

CHIEF EXECUTIVE OFFICER

SIGNATURE_____

DATE_____

(ii) As the employee I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

NAME_____

SIGNATURE_____

DATE_____

DATE APPOINTED_____

CONDITIONS OF EMPLOYMENT

1. Standard Hours of Work

This is a full-time position with flexible hours to meet the seasonal and operational requirements of the Caravan Park. There are no fixed daily start and finish times; however, working hours must ensure that all required daily cleaning, maintenance, guest services and general park duties are completed.

2. Annual Leave

Four (4) weeks pro rata annual leave after twelve months of service, including 17.5% leave loading.

3. Superannuation

The superannuation payable at the commencement of the contract will be 12% of the ordinary time earnings. The Shire will make a matching co-contribution towards any superannuation payment made by the employee before tax, up to a maximum amount of 5% of their salary.

4. Public Holidays

In addition to the normal public holidays, two (2) days of paid leave are available in lieu of the day after New Year's Day and Easter Tuesday.

5. Personal Leave

Sick, carer's and bereavement leave are available, as per National Employment Standards.

6. Long Service Leave

13 weeks pro rata after ten years of continuous Local Government Service, transferable between local authorities within Western Australia.

7. Uniform

A uniform allowance will be allocated annually. This allowance is to be used to purchase a uniform from Council's uniform supplier.

8. Professional Development

Provision is available for the employee to participate in relevant training and attend relevant conferences, as approved by management.

9. Medical Examination

The successful applicant will be required, as a condition of appointment, to have a Pre-Employment Medical Examination by a Medical Practitioner prior to appointment being offered. The Shire will bear the full cost of Pre-Employment Medical Examination. A copy of the medical examination report will be retained in the employee's personal file and made available for the employee.

10. Police Clearance

The successful applicant will be required, as a condition of employment, to provide a current Police Clearance prior to appointment being offered, this at the Shire's expense.

11. Alcohol and Drug Testing

The Shire undertakes random testing of all employees for alcohol and drugs. If employed by the Shire, you may be required to take a test under the Shire's drug and alcohol policy.

12. Probationary Period

A three-month probationary period applies to this position. At the completion of this period, your position of permanency will be approved or declined by the Chief Executive Officer.

PREPARING YOUR APPLICATION

When preparing your application (covering letter and CV):

- Consider the position requirements for the role, which are listed in the Position Description in this information pack;
- Think of examples of your work experience, skills and knowledge that demonstrate you meet the position requirements; and
- Provide those examples in your application.
- Considering applying? Feel free to contact us for an informal chat about the position before submitting an application.

REFEREES

You are required to nominate two (2) work referees in your application. These referees should be able to comment on your work experience, skills and knowledge.

PREPARING FOR THE INTERVIEW

If you are invited to attend an interview, there is no need to hire or buy special clothes for it. Dress as you would usually do for work.

The interview questions will relate to the position requirements in the Position Description. Before you attend the interview, you may want to think of examples of your work experience, skills and knowledge that demonstrate you meet the position requirements.

AFTER THE INTERVIEW

You will be notified of the outcome of your application. If you are advised that your application was unsuccessful, you are encouraged to seek feedback.

If your application is successful, you will be required to undergo a pre-employment medical examination and to provide a current police clearance. The Shire will cover the costs of the medical examination and the police clearance.

CANVASSING OF COUNCILLORS

Canvassing of Elected Members is prohibited, and any applicant known to have done so may be disqualified.

THE ORGANISATION

The Shire of Bruce Rock is a Local Government organisation governed by an elected Council, consisting of seven (7) Councillors including the Shire President. The Council currently meets on the fourth Thursday of every month, with meetings commencing from 3.00pm. Council does not meet in January.

The Shire of Bruce Rock currently employs 50 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	1
Deputy Chief Executive Officer	1
Executive Manager Corporate Services	1
Executive Manager Technical Services	1
Manager of Works and Services	1
Corporate Services Manager	1
Executive Services Manager	1
Aquatic Centre Manager	1
Medical Centre Manager	1
Park, Gardens and Recreation Facilities Supervisor	1
Workshop Manager	1
Town Supervisor	1
Assets and Property Maintenance Coordinator	1
Corporate Services Support Officer	1
Senior Administration Officer	1
Customer Service Officer	1
Senior Finance Officer	1
Finance Officer	2
Medical Receptionist	2
Aquatic Centre Relief	4
Building Maintenance	2
Civil Works	6
Town Crew	4
Parks and Gardens	4
Trades Assistant	1
Cleaning Staff	6
DOT Inspections	1
Community Emergency Services Manager	1
Total	50

PHYSICAL CHARACTERISTICS

Location

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

Population

At the last census the permanent population of Bruce Rock townsite is approximately 742. The permanent population of the Shire of Bruce Rock is approximately 979.

Area

The Shire has a total area of 2,772 km² consisting of agricultural land and some nature reserves.

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	1,258 km
Main roads	72 km
Sealed local	425 km
Unsealed local roads	761 km

PUBLIC UTILITIES

Water

Water Corporation

Sewerage

Leach and Septic Individual Systems, additionally a STED scheme is in place for a majority of the Bruce Rock Townsite.

Electricity

Electricity is supplied by Synergy through 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, course grains, eucalyptus oil mallees and sandalwood.

Support Industries

Metal fabrication, light industrial, agricultural agencies and transport operations.

Essential Services

Supermarket

Chemist

Post Office

Café

Roadhouse

Two hotels/pubs

District Club

Hairdresser

Agricultural Suppliers

Hardware

Second Hand Shop

Craft Shop

Community Resource Centre

Mechanic

Auto Electrician

Tyres



COMMUNITY SERVICES

Health

20 bed Hospital

Medical Centre

Dentist

Full time resident Doctor

Visiting Allies and Specialist Health Services

Emergency Services

Police Station

St Johns Ambulance

Volunteer Emergency Services

Bush Fire Brigades

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 5:15pm.

There is also a playgroup that meets weekly.

The Town and District Halls

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

Recreation Centre and Facilities

Completed in April 2012, the recreation centre includes a synthetic bowling green, ovals, tennis and netball courts, providing facilities for cricket, football, synthetic hockey turf, netball, tennis and squash.

A modern Aquatic Centre is located adjacent to the Recreation Grounds and Caravan Park. The Shire has two (2) golf clubs, one 2km's from Bruce Rock and the other at Ardath. There is also 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 Men's Shed provides a great place for local men to meet and carry out hobbies.

Bruce Rock Federation Amphitheatre

Officially opened in October 2001, the Amphitheatre seats up to 1200 people. Designed and built by the local community, it is the host for many get-togethers and community events including the annual Vietnam Veterans Reunion and many other shows, concerts and community initiatives.

Bruce Rock Remembrance Park

Officially opened on the 6th of November 2021, this park pays tribute to the men and women who served and continue to serve Australia in military conflicts and peacekeeping operations across the globe.

The Park features 11 specific memorials accompanied by information boards outlining the story and meaning behind each memorial. There are also eight (8) sculptures and artworks featured throughout the park.



All of this is set amongst gardens, walk paths, seating, and a gazebo in the centre for people to rest, reflect, and remember those we loved and those who paid the ultimate price to defend our freedom and our way of life.

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 and September there is an abundance of wildflowers on the rural roadsides and nature reserves throughout the Shire which are ideal picnic areas with walk trails.

Other Places of Interest

- Mosaic Pathway and Centenary Path in Bruce Rock
- Museums
- Shackleton Smallest Bank
- Bruce's Rock
- Kumminin Rock



Accommodation

Bruce Rock Hotel Motel, Bruce Rock Chalet, Bruce Rock Caravan Park and Ardath Hotel.

Other Information

Should you wish to obtain additional information on the Shire and services available you may contact the Shire office on 9061 1377.

