



INFORMATION PACKAGE

CARAVAN PARK MANAGER

110 MASSINGHAM STREET, KELLERBERRIN WA 6410

TELEPHONE: (08) 9045 4006

WEBSITE: WWW.KELLERBERRIN.WA.GOV.AU

Contact:

Raymond Griffiths, Chief Executive Officer

ceo@kellerberrin.wa.gov.au

(08) 9045 4006



Caravan Park Manager Shire of Kellerberrin

Council is seeking a highly motivated, enthusiastic, customer service focused individual/couple to join our team in the position of Caravan Park Manager. As the Manager, you will be responsible for day-to-day operations of the Caravan Park facilities including administration and leading a team.

The position will be offered on a full-time basis with a negotiable remuneration package between \$89,480 to \$118,730 per annum.

If you have a can-do positive attitude and would like the opportunity to positively contribute to the community, promote tourism in Kellerberrin and have the skills and experience to excel in this role, we would love to hear from you.

The **Information Package** is obtainable via email ea@kellerberrin.wa.gov.au quoting "CPM Shire of Kellerberrin" or on the website www.kellerberrin.wa.gov.au.

Applications should be sent to: ea@kellerberrin.wa.gov.au or mailed to Mr Raymond Griffiths, Chief Executive Officer, Shire of Kellerberrin, PO Box 145, KELLERBERRIN WA 6410 marked "Private & Confidential - CPM Shire of Kellerberrin". Applications close Wednesday, 29th October 2025 at 12 noon.

For further information contact Raymond Griffiths, Chief Executive Officer on (08) 9045 4006.

Please Note: *Canvassing of Councillors will disqualify. The successful applicant is required to obtain relevant Police checks, and to provide evidence of all claimed qualifications prior to commencing employment.*

When you follow C. Y. O'Connor's pipeline for 200 kilometers east of Perth on the Great Eastern Highway you will arrive in the township of Kellerberrin.

The town's origins date back to 1908 when the '*Kellerberrin Road Board*' was gazetted. The Road Board covered large areas of land stretching across parts of Tammin, Wyalkatchem, Trayning, Merredin and beyond. On 1st July, 1961, following changes to the Local Government Act, the Shire of Kellerberrin was born.

Fuelled by wheat and sheep farming, the Shire has grown to a population of around 1,200 and now includes most modern amenities. The Shire boasts a Supermarket, Café, Bakery, Community Resource Centre. Pharmacy/Newsagency, School, Swimming Pool, Speedway, Recreation and Leisure Centre, Train station, Aged Care facility, Hospital and Medical practitioner.

By far the most attractive feature of the Shire is its community, being friendly, family- orientated, optimistic and active is how some locals would describe it. You get a sense of this just by looking at the large range of sporting activities on offer. There's an Aquatic Club, Cricket Club, Football Club, Netball Club and Hockey Club. Additionally, on offer is Tennis, Golf, Bowls, Darts and Equestrian.

Council Statistics

Population: 1,270

Area(sq kms) 1,852

Distance from Perth: 202

Length of Sealed Roads (km):228.59

Length of Unsealed Roads (km):710.17

Local Industries: Steel fabrications, sheet metal works, grain silo manufacturers, seed cleaning and sales, concrete, trailer manufacturer, roadhouse

Number of Electors: 820

Number of Dwellings: 570

Number of Employees: 28

Shire of Kellerberrin Council

President Cr Matthew Steber

Deputy President Cr Emily Ryan

Councillors

Cr Monica Gardiner

Cr David Leake

Cr Dennis Reid

Cr Kelsey Pryer

Cr Paul Brown

Council Meetings

Council meets third Tuesday of each month at 4pm except January.

Shire Administration Office:

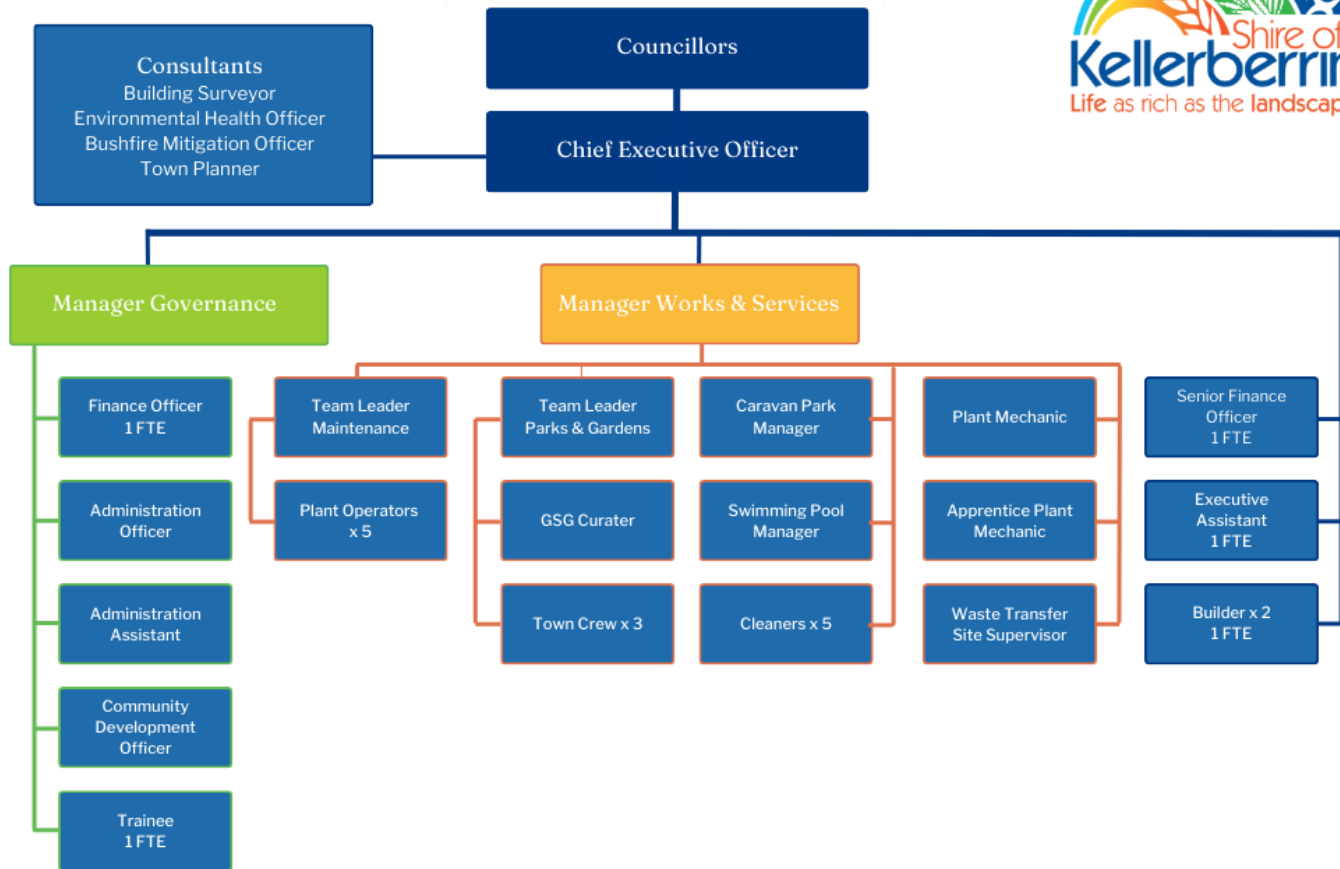
110 Massingham Street, Kellerberrin, WA, 6410

Email: shire@kellerberrin.wa.gov.au

Website: www.kellerberrin.wa.gov.au

Telephone: 9045 4006

Organisational Chart



The Shire of Kellerberrin is an equal opportunity employer and provides a smoke free work environment.

Shire of Kellerberrin – Caravan Park

The Kellerberrin Caravan Park is owned and operated by the Shire of Kellerberrin located on the corner of George and Moore Street, with the Kellerberrin Hill serving as a stunning backdrop.

The newly developed RV-friendly Caravan Park offers;

- Powered caravan sites,
- Grassed camp sites,
- Twenty (20) single self-contained rooms,
- Four (4) 2 x 2 self-contained units,
- Eight (8) dormitory rooms plus one (1) queen dormitory; and
- Sixteen (16) private units.

Features of the Carvan Park include;

- Modern shared ablution facilities,
- Modernised communal kitchen & TV area,
- WI-FI,
- Laundry,
- RV Friendly and Ezy-dump point,
- On-site manager,
- Disabled access; and
- Pet friendly – *animals on leash at all times and outdoors only.*

Address: Lot 404 George Street, Kellerberrin, 6410



LINE MANAGEMENT

Responsible to: Manager Works and Services (MWS)

Supervision of: Caravan Park staff

Internal and External Liaison:

Internal: Shire President
Councillors
Chief Executive Officer (CEO)
Management Team
Employees
(LGIS) Regional Risk Coordinator

External: Residents, ratepayers and the general public
Culturally diverse people
Government, non-government and private organisations
Contractors
Product and service suppliers

EXTENT OF AUTHORITY

This position operates under the direction of the MWS in accordance with:

- Specific workplace law related to bullying behaviour in the workplace, equal opportunity and workplace health & safety
- Works under limited supervision and work outcomes are regularly monitored by the MWS.
- Freedom to act is limited by standards and procedures and implementation of efficiency principles.
- Uses a degree of initiative in problem solving.

POSITION INFORMATION

About us:

The Kellerberrin Caravan Park is a popular and well-established caravan park located at the corner of George and Moore Streets, Kellerberrin nestled in the countryside with agricultural/hillside views. We pride ourselves on providing a welcoming and enjoyable environment for our guests, offering outstanding facilities and customer service.

Role Overview:

We are seeking an enthusiastic, hands-on Caravan Park Manager to oversee the daily operations of our park. This is a fantastic opportunity for someone with excellent management, customer service, and practical skills who enjoys working outdoors and being part of a close-knit community.

Key Responsibilities:

- Oversee the day-to-day operations of the caravan park, including guest services, site maintenance, and administration.
- Manage bookings, check-ins, and check-outs, ensuring a smooth and positive experience for all guests.
- Supervise, support, and schedule park staff.
- Ensure the park's facilities and grounds are maintained to a high standard.
- Handle guest inquiries, complaints, and feedback professionally and promptly.
- Process payments, and manage the reporting.
- Ensure compliance with health, safety, and environmental regulations.

- Promote the park and contribute to marketing and event planning initiatives.
- Liaise with MWS and CEO for timely provision and repairs to Caravan Park Buildings/Infrastructure

The position objectives do not act to limit or set specific duties required to fulfil this role, this document serves to describe the role and outline the required outcomes and to set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

Decision Making and Problem Solving

Problems that may be encountered whilst undertaking your duties require employees to use initiative in approach to problem solving and/or in association with the MWS. Employees that have previously encountered solutions or experience in a similar work environment are encouraged to utilise this knowledge in problem solving as they arise.

Work Health & Safety

All Shire employees will comply with the Shire's WHS Policy and other Shire WHS policies and procedures and legislations relevant to the role and responsibilities, including assuming responsibility for the proper use of all shire equipment under direct control of the employee. In accordance with Shire's policy and procedures, employees will report all hazards, incidents and near misses in the required timeframe. Assist in the management and identification of risks to ensure all Shire employee's, contractors and the community are protected against preventable injuries and damage to property.

All Shire employees are required to comply with Council's WH&S Policies and all legislations relevant to their role and responsibilities; Observe safe work practices and operating procedures; As well as report any hazards, incidents or near misses in accordance with WH&S requirements.

SELECTION CRITERIA

- Proven experience in hospitality, property management, or a similar role (experience in caravan park management highly regarded),
- Strong leadership, organizational, and customer service skills,
- Practical skills for basic maintenance tasks (groundskeeping, minor repairs, etc.),
- Proficient with reservation systems and basic office software (currently using Room Manager),
- Ability to work flexible hours, including weekends, public holidays, and peak seasons,
- A friendly, approachable manner and a commitment to delivering exceptional guest experiences; and
- Full driver's license required.

POSITION PREREQUISITES

No formal offer of employment will be made until the following employment prerequisites are received –

- Pre-employment Medical Examination with a General Practitioner of their choice,
- Current police clearance no more than six months old; and
- Provide originals of all required qualifications for sighting.

COMPLIANCE

This position will comply with all legal obligations, including by complying with:

- Workplace Health & Safety Act 2020,
- Organisational workplace health and safety policies and procedures,
- Municipal Employees (WA) Award 2021,
- Local Government Act 1995,
- National Employment Standards,
- Equal Opportunity Act 1984,
- Code of Conduct Policy; and all other applicable workplace policy and legislation.

CONFIDENTIALITY

All employees are required to sign the Employees Code of Conduct. It should be remembered that your employment may place you in a position where you will be aware of confidential information regarding staff and customers. Misuse of such information will be treated seriously and may lead to termination of employment.

As per the Code of Conduct Employees must not access, use or disclose information held by the Shire of Kellerberrin except as directly required for, and in the course of, the performance of their duties. Employees will handle all information obtained, accessed or created in the course of their duties responsibly, and in accordance with this Code, the Shire's policies and procedures.

The obligation for employees to observe a Code of Conduct arises from –

- the *Local Government Act 1995* s.5.103,
- the *Local Government (Administration) Regulations 1996* r. 34B and 34C; and
- the terms and conditions of their employment with the Shire.

The observance of Council policies is a key responsibility of any employee and any breach of those responsibilities could incur disciplinary action, including termination, via the management framework established in accordance with the CEO's responsibilities under Section 5.41(g) of the *Local Government Act 1995*.

TERMS OF EMPLOYMENT

Award	Local Government Industry Award 2020	
Position Status	Full Time	Contract
Hours of Work	The Shire will consider flexible employment arrangements to suit the preferred applicant, including permanent or seasonal contract.	
Overtime	Requires Prior Authorisation	
Award Level	Negotiated Contract	
Gross Annual Salary	\$75,000 - \$100,000 Annually	Paid fortnightly to nominated bank account in arrears.
Superannuation	12% Employer Superannuation Guarantee Contribution Council superannuation contribution scheme is 5% of ordinary time earnings subject to conditions as per scheme requirements (you are required to put in 5% to receive the additional 5% from Council).	
Probation	Six (6) months from commencement date. The Chief Executive Officer reserves the right to extend the Probation Period by a further three (3) months.	
Performance Review	Annually – to be undertaken by the Manager Works & Services	
Leave	<p>Personal Leave Ten days sick leave per year for the first three years of service and 12 days sick leave per year for four or more years of service. (this incorporates Sick, Carers and Bereavement Leave to which an employee other than a casual is entitled without loss of pay because of his or her personal circumstances i.e. illness or injury).</p> <p>Long Service Leave Thirteen (13) weeks after ten (10) years continual Local Government services, transferable between Local Authorities within Western Australia</p>	
Uniform	<p>\$400.00 per annum.</p> <p>Please refer to Council's Policy on Uniform Allowance for Outside Staff You are required to dress appropriately for your job and for this reason Council provides extremely generous clothing, footwear and protective equipment arrangements.</p> <p>You are responsible for the maintenance and security of the clothing, Footwear and Protective Equipment provided other than fair wear and tear caused through ordinary use. You will also be responsible for the security of the relevant issues.</p>	
Vehicle	This position includes restricted use to a Shire vehicle (currently - Toyota Aurion).	
Housing	<p>Council housing is provided at the Kellerberrin Caravan Park.</p> <p>Staff are required to complete a residential tenancy agreement and are responsible for maintaining external surrounds (yard) and internal, without exception.</p>	
Job Location	Corner of George & Moore Street Kellerberrin, Western Australia 6410	

Remuneration Details

Employment is offered under a performance-based contract of three years with a remuneration package of \$75,000 to \$100,000 per annum, which comprises:

Remuneration Package

• Salary	\$ 75,000	\$ 100,000
• Superannuation Guarantee (12%)	\$ 9,000	\$ 12,000
• Superannuation – Matching (Policy) (5%)	\$ 3,750	\$ 5,000
• Conferences	\$ 1,000	\$ 1,000
• Uniform	\$ 400	\$ 400
• Gym Membership	\$ 180	\$ 180
• Swimming Pool – Family Season Pass	\$ 150	\$ 150
	\$ 89,480	\$118,730

*Superannuation of up to 17%, based on 12% superannuation guarantee contributions and an additional 5% contingent upon employee contributions.

PREPARING YOUR APPLICATION

Applicants, who demonstrate that they meet the Competency Requirements for the position and who, from their written applications, appear to be competitive, will be considered for interview.

If possible, your application should be typed. If this is not possible, please ensure that your writing is clear and easy to read.

Applications can be either be emailed (preferred), or posted but must be received before the closing advertised date.

Email address for applications: ea@kellerberrin.wa.gov.au

Postal address for applications:

Mr Raymond Griffiths,
Chief Executive Officer
Shire of Kellerberrin
PO Box 145
KELLERBERRIN WA 6410
marked "Private & Confidential – Caravan Park Manager - Shire of Kellerberrin."

In order to qualify as a valid application, you must include all the following information.

Resume (Curriculum Vitae) which comprise of:

- Personal Details - Name, address, telephone number and email,
- Your education and training achievements,
- Your work history including employment dates and details of the duties, performance and your achievements; and
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

Covering Letter

- Provide details of any activities you have undertaken outside of work which are relevant to the application; and
- Hobbies & Personal Interests.

Other Documents

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Substantiated evidence of claimed qualifications must be provided to Council prior to appointment.

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.

Contact Details

Please provide a convenient telephone number and/or an email address so that you can be contacted if you are invited for an interview, or there are any queries regarding your application.

Late Applications

In fairness to all applicants, late applications cannot be received by Council.

The Interview

An interview will be conducted by a panel of which the membership will be advised prior to the interview.

The interview questions predominantly will relate to the Selection Criteria for the position and the same questions will be asked of each person interviewed for the position and each interviewee will be provided the questions ten (10) minutes prior to the commencement of the interview for note writing.

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 regardless of your previous experience or reputation.
- Try to remember the names of the person/people interviewing you.
- You will be provided a copy of the questions to the interview to prepare brief notes immediately prior to your interview.
- If you do not understand a question or part thereof please ask for clarification of request the question be repeated.
- Give direct honest answers to the questions with direct experience you may have had.

The interview panel will record your replies to the questions to assist them in accurately recalling your responses to question when determining the successful applicant.

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.