



SHIRE OF WESTONIA

POSITION VACANCY- CARAVAN PARK CARETAKER

An exciting opportunity awaits a friendly and enthusiastic single and/or couple to manage the Shire of Westonia Caravan Park.

Our caravan park offers a relaxed atmosphere, wide open spaces in a quiet country wheatbelt town.

Attractive conditions of employment are offered including salary Cash Component (up to 988 hrs pa), service payments, matching superannuation contributions, On-site accommodation 1x bedroom, kitchenette, office/living room with minimal furnishing. Carport and room for a van or caravan.

Our caravan park offers a relaxed atmosphere, wide open spaces in a quiet country wheatbelt town.

Westonia is a dynamic rural community situated 316km east of the Perth in the Wheatbelt. The town is well serviced with shopping, medical, swimming pool, excellent sporting facilities and a primary school in nearby community of Merredin. The community is currently experiencing substantial development through mining and lifestyle growth.

If you think this position would suit you and are interested in more information contact Stacey Geier at the Shire Office on 9046 7063 or emailing Community@westonia.wa.gov.au
Applications should be sent to the undersigned at Shire of Westonia, Wolfram St, Westonia 6423, by 5.00pm Wednesday 17th April 2023

Bill Price
CHIEF EXECUTIVE OFFICER

POSITION TITLE:	Caravan Park Caretaker	(ST-CP-01)
DEPARTMENT:	Community Development - Tourism	
LEVEL:	Level 4	
AWARD:	Local Government Officers Award 2010 (MEU)	
STATUS:	Part-Time	
LOCATION:	Westonia	

1. POSITION OBJECTIVES:

- 1.1. Ensure that the Westonia Caravan Park maintains a leading destination within the Wheatbelt through the provision of high quality accommodation and service for visitors during their stay at the Caravan Park;

2. GENERAL JOB RELATED INFORMATION:

- 2.1. You will be required to perform your duties at the Westonia Caravan Park, or elsewhere as reasonably directed by the employer;
- 2.2. You must be physically fit.

3. KEY DUTIES AND RESPONSIBILITIES:

The Caravan Park Caretakers shall comply with any reasonable directions given by the Chief Executive Officer from time to time that the Shire of Westonia considers 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; (Refer to 3.3 General Park management)
- 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 from the Park to the administration office of the Shire in accordance with the procedure specified by the Shire;
- 3.1.6. Attend to the Caravan Park phone and take bookings for the Park and provide advice to callers about the Park. Respond to email enquiries in a timely fashion;
- 3.1.7. Provide a written report to the Shire of the number of persons accommodated at the Park on a monthly basis in conjunction with the Rates Officer;
- 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. (Refer Appendix 1)
- 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 a timely manner;

- 3.1.11 Liaise with the Shire of Westonia to ensure compliance with all mandatory and necessary legislative and regulatory requirements for running a Caravan Park;
- 3.1 Park Amenities
- 3.1.1 Daily inspection and cleaning of all ablution blocks, camper's kitchen and associated rooms;
- 3.1.2 Daily inspection and cleaning of laundry. Also emptying coin tins in the laundry on a regular basis;
- 3.1.3 Ensure that Park washing machines/dryers(if applicable) are in good working order at all times;
- 3.1.4 Ensure that Park barbecues are in clean and sound order at all times. Also pergola and open areas;
- 3.1.5 Rubbish collection and disposal. Ensure **green** bins are assembled for collection on Thursdays and recycling bins are accessible for collection by gardening staff.
- 3.2 Maintenance of Park Grounds and Buildings
- 3.2.1 Park barbecue and barbecue table are inspected and cleaned at least once daily;
- 3.2.2 Minor maintenance and repairs are carried out;
- 3.2.3 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.
- 3.3 General Park Management
- 3.3.1 No dogs wander unattended around the Park grounds at any time;
- 3.3.2 No large animals are kept in the Park in accordance with Council's Health Local Laws;
- 3.3.3 Noise within the Park is kept to a minimum after 9:00pm (due to mine camp curfew);
- 3.3.4 Park grounds are kept and maintained for public use only, with the exception of parking of Caravan Park Caretakers personal vehicles;
- 3.3.5 Move on any loiterers not being accommodated in the Park.
- 3.3.6 No Trucks over 3 tons are permitted in the park unless arrangements have been made with Shire of Westonia.
- 3.3.7 Ask visitors to adhere to the rule "All facilities are smoke free zones".
- 3.3.8 There is a Waste Water Treatment Plant that treats all waste water from the Caravan Park and Edna May Mine Village. We ask that visitors do not flush foreign objects down toilets or tip fat and oil down drains as these will cause blockages. We ask instead that they dispose of this waste in the rubbish bins provided.
- 3.4 Gardening
- 3.4.1 Mow and water all lawns and trees in the Park and trim edges to ensure that they are neat and tidy;
- 3.4.2 Keep garden beds in a weed free condition;
- 3.4.3 Annually prune necessary shrubs will be arranged in accordance with the town gardener;
- 3.4.4 Regularly rake up leaf litter;
- 3.4.5 Keep all gardening plant and equipment in a well maintained condition;
- 3.4.6 Plant and replace annuals and shrubs on a 'as needs basis';
- 3.4.7 Ensure that all gardening equipment is cleaned and put away of an afternoon when finished.

4 ORGANISATIONAL RELATIONSHIPS:

4.1 Responsible to
Chief Executive Officer

4.2 Supervision of
N/A

4.3 Liaison
Internal

Chief Executive Officer

Senior Management

All Staff

External

Customers/Tourists

General Public

Contractors and Suppliers

5 OCCUPATIONAL SAFETY AND HEALTH:

5.1 Occupational Health and Safety – comply with the Shire's OHS Policy and other shire OHS policies and procedures and legislation relevant to role and responsibilities.

5.2 Observe safe work practices and operating procedures.

5.3 Report any hazards, incidents or near misses in accordance with OHS requirements.

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 The availability a suitable adult person to manage the Park and to provide continuous service to park visitors;
- 7.1.2 Developed communication skills, both written and verbal;
- 7.1.3 Ability to provide a high level of customer service;
- 7.1.4 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 Knowledge of Occupational Health and Safety requirements;
- 7.1.8 Knowledge of cleaning standards required in the operation of a caravan park;
- 7.1.9 Knowledge of lawn and garden maintenance;
- 7.1.10 Hold a current WA "C" class drivers licence;
- 7.1.11 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. Hold a Senior First Aid Certificate;
- 7.2.3. Experience in Tourism or Hospitality industry;
- 7.2.4. Knowledge of smooth operation of a Caravan Park or Motel;
- 7.2.6. 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 Quality of Work
 - 9.1.2 Quantity of Work
 - 9.1.3 Relationships with Others
 - 9.1.4 Initiative
 - 9.1.5 Level of Customer Service
 - 9.1.6 Tourism Promotion
 - 9.1.7 Commitment and attitude

10 **LEAVE/ DAYS OFF**

This is a casual position (7 days / week). Any days off will be required during the working week and arrangements to be made with the shire administration and shire cleaner prior to the days of leave.



POSITION DESCRIPTION

11 SALARY PACKAGE DETAILS:

Hours based on 7 day week (payments made on days worked only)

Up to:

Cleaning 9 hrs per week

Gardening 3 hrs per week

Administration 7 hrs per week

19 hrs per week

Package Includes:
Hourly Rate Level 4 \$28.67/hr
Hours worked (up to 988 hrs pa)
Superannuation Guarantee as per legislation.
Location Allowance \$24.80/fortnight (Single) pro rata
Adverse Working Conditions \$54.72/fortnight pro rata
Mobile phone provided – Business use only
Accommodation (Furnished, 1 bed room, plus kitchenette and office)
Uniform (2 x Shirts) supplied

12 CERTIFICATION:

12.1 The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of this position.
CHIEF EXECUTIVE OFFICER –

SIGNATURE: _____

DATE: _____

12.2 As occupant, I have noted the statement of the duties, responsibilities and other requirements as detailed in this document.
CARAVAN PARK CARETAKER –

SIGNATURE: _____

DATE: _____

12.3 DATE OF APPOINTMENT/REVIEW: ____/____/____



POSITION DESCRIPTION

Appendix 1 – Dispute Resolution

PURPOSE

To outline the procedure for the satisfactory resolution of a Shire of Westonia Caravan Park dispute.

SCOPE

The Shire of Westonia has in place a consultation procedure to deal with disputes & safety concerns, should they arise. If an issue arises that cannot be resolved satisfactorily, the steps explained below should be followed. The Shire of Westonia actively promotes consultation and encourages that regular and consistent two-way communication occurs during each step of the resolution process.

RESPONSIBILITIES

All employees of the organisation have a responsibility in the resolution of Shire of Westonia Caravan Park issues. Specific responsibilities are described in the procedure below.

APPLICATION

Step 1

The Shire of Westonia encourages and promotes active consultation between the caravan park caretaker and visitor and therefore requires that the first point of communication occurs between the visitor and caretaker. This will allow the caretaker to take appropriate action to resolve the issue at the time when the dispute or incident occurs. It is imperative at all stages of dispute or incident that the caretaker take appropriate notes in a diary provided and if needed, photos taken when required.

Step 2

Should the matter remain unresolved or unsatisfactorily actioned, the Caretaker should seek the intervention of their immediate supervisor. The caretaker should raise the issue, providing evidence (notes/photos), with administration and discuss ways in which the issue can be resolved in an agreed and appropriate time-frame. It is imperative at all stages of dispute that the caretaker take appropriate notes in a diary provided.

Step 3

Should the matter remain unresolved or unsatisfactorily actioned, the issue should be escalated to the CEO for action in an agreed and appropriate time-frame. It is imperative at all stages of dispute that the caretaker take appropriate notes in a diary provided.

About Westonia

Westonia is a small country town in the Wheatbelt of Western Australia, with a unique mix of broad acre wheat and sheep farming and mining industries within the Shire. The town is situated 316km east of Perth, and 52km east of Merredin the Shire of Westonia is renowned for its stunning natural woodlands, breathtaking granite rocks, beautiful wildflowers and vast open skies. The shire population consists of approximately 300 people spread across an area of 3,268 square kilometres and includes the towns of Walgoolan, Carrabin, Warralakin and the main centre Westonia.

The Westonia community offers all the benefits of country living, and the town provides for a variety of sporting and recreational interests.

Recreation Facilities

Westonia boasts comprehensive sporting facilities and has numerous recreational areas including picnic spots, parks and gardens.

Wanderers Stadium & Bowling Green

Wanderers Stadium and bowling green was completed in late 2008. The bowling green utilises state of the art artificial sports turf. The Sports Stadium boasts a fully air conditioned function room, a barbecue area, shaded deck and fully equipped bar. This community facility is utilised by Westonia's tennis and bowls clubs, as well as other community groups.



Wanderers Stadium & Bowling Green



Cement St Streetscape

Tennis Courts

The Westonia Tennis Club has 4 supergrass tennis courts with quality lights for evening games. Tennis season generally runs from October to March. The courts are available for hire and are located in Diorite Street near the playground and swimming pool.

Recreation Complex and Oval

Located near the centre of town the Westonia Recreation Complex has a grassed oval and artificial cricket pitch, function hall with kitchen facilities and meeting room all available for hire.

Playground

Recently upgraded, the children's playground is a pleasant place to stop and let the kids have a run around. The playground has a grassed area under shady trees, play equipment and well serviced public conveniences. Located on the corner of Diorite and Cement Streets Westonia.

Swimming Pool

Open November to March. The pool has a 25m eight lane pool and wading pool for younger children. A kiosk and barbecue facilities are available. Located in Diorite Street, Westonia.

Gymnasium

The Recreation complex also houses a state of the art gymnasium with enough commercial grade equipment to satisfy any prospective body builder or fitness junkie.



Westonia's Swimming Pool

Golf Course

The Westonia Golf Course is a short 5 minute drive east of the town on Della Bosca Road. The course has 18 holes with sand greens. Members of the public are welcome to play, green fees are \$5.00. Golf season is April to October.

Education

Primary School

A bus travels daily to Merredin College and St Marys Primary School which provides primary education from 4 year olds to year 7. For further information contact the school (08) 9041 0900.

Merredin Senior High School

A bus travels daily to Merredin Senior High School which provides secondary education for Year 8 to year 12. For further information contact the school (08) 9041 0900.

TAFE

TAFE courses can be arranged through the Westonia Community Resource Centre and the CY O'Connor TAFE in Northam.

Pre and Primary Schooling is available at Westonia with secondary Schooling to year 12 at the Merredin College.

Community Resource Centre

Open Monday to Friday, 9.00am to 5.00pm

Situated in the old shire building opposite the Westonia Tavern, the Community Resource Centre provides a range of facilities including internet access, lifestyle courses, occupational training and secretarial services. For further information



contact the Westonia Community Resource Centre on (08) 9046 7077.

Other Facilities

Public Halls

The Shire of Westonia has two historic halls available for hire in Warralakin and Westonia.



Old Miner's Hall - Westonia

Airstrip

Westonia has an unsealed airstrip located near to town which is regularly used by the visiting Royal Flying Doctor Service and is available for public use. For information about the airstrip contact the Shire Office on (08) 9046 7063.

Sporting Clubs

Wessy Wanderers Bowling Club
Westonia Golf Club
Westonia Tennis Club
Burracoppin Football Club
Burracoppin Hockey Club

For further information about local sporting clubs please contact the Shire Office on 9046 7063.



Medical Services

Royal Flying Doctor Service

Westonia is serviced by the visiting Royal Flying Doctor Service on a six weekly cycle. For information and appointments contact the Shire Office (08) 9046 7063.

Hospitals

Merredin District Hospital (08) 9081 3222
Southern Cross District Hospital (08) 9049 1101

Doctors

Merredin (08) 9041 2900
Southern Cross (08) 9049 1152

Dentist

Merredin (08) 9041 1735



Places to Visit

Westonia Historic Town site

Westonia has a unique charm, nestled amongst 4,000ha of salmon gum, morrell and gimlet woodland interspersed with granite outcrops and remnants of the town's gold mining past. The town has been preserved to reflect its days as a booming gold mining town, old buildings have been restored and new buildings constructed in a style that represents the past.

Wolfram Street Facades

The bright red doors on Westonia's Fire Station are part of the town's plan to step back in time. The colourful exteriors of the Façade Shop Front Project aim to recreate the look of the main street during the 1900's mining boom.

Down the street, the facades of the town's original bank, café and green grocer store have been recreated. The doors on these facades are real and open to the library and Shire Offices.



Wolfram Street, Westonia

Hood-Penn Museum

Located in a Façade of the original Club Hotel, the Hood-Penn Museum boasts a variety of social history scenes, complete with lifelike mannequins reflecting the early days in Westonia. The museum also includes a mine tunnel with blast simulation that aims to replicate work life in an early Westonia gold mine.

Open: Mon to Fri 9am-4:30pm

Sat to Sun 10am – 12pm



Westonia Caravan Park

Westonia Shire Caravan Park comes complete with NEW ablutions and NEW camper's kitchen. The Park is budget friendly with 9 x powered sites and overflow facilities available. Barbeque facilities are also available.



Westonia Nature Heritage Trail

Just outside the entrance to the caravan park you will find the start of the Westonia Nature Heritage Trail. This 4km walk trail will take you through the Westonia Common woodland and back to town past historic points of interest. Keep an eye out for wildflowers in season.

Elachbutting Rock

Elachbutting Rock is a spectacular natural rock formation with similar features to Wave Rock. The rock has a number of large cavern areas and is surrounded by natural bushland. Elachbutting has a reputation for being bigger, better and more pristine than any Wheatbelt granite rock formation that you may have seen before. The name Elachbutting is thought to mean "that large thing standing" which is quite feasible as the large granite rock formation is a prominent landmark standing out from the surrounding countryside. The rock is around 100km north of Westonia and is easily accessed via well maintained gravel roads. There are no facilities at Elachbutting so visitors are encourage to take all they need for a day trip and then take all they took home with them again.



Elachbutting Reserve



Yanneymoon Reserve

Located on the corner of Elachbutting and Echo Valley Roads 75kms north of Westonia, Yanneymoon is a 513ha reserve comprising granite rock formations and bushland. The abundant, ornate dragon lizard (*Ctenophorus Ornatus*) is an entertaining feature of the

Yanneymoon Rock.

Yanneymoon is on the road to Elachbutting and is ideally situated to visit on a day trip to Elachbutting Rock.

Chidarcooping Reserve

A CALM nature reserve, Chidarcooping is 5,262ha of bushland abundant with unique flora and fauna. The reserve is located 50km north of the Westonia Town site. Further information is available from CALM Merredin (08) 9041 2488.

Sandford Rocks

Sandford Rocks Nature Reserve is situated 10km north east of Westonia along the Boodarockin road. It protects 806ha of granite outcrop, pools, wildflowers, scrub and woodland. It has many diverse species of flora and fauna all visible from the bird hide.

The Sandford Rocks Discovery Trail guide booklet is available from the Shire Office.



Baladjie Rock

A popular picnic spot for locals and visitors, Baladjie Rock is located on the Koorda-Bullfinch Road 42kms north east of Westonia.

The extensive granite outcrops are situated in an attractive woodland adjacent to Baladjie Lake. A climb up the main rock provides a spectacular view of the nearby lake system and surrounding landscape.



Edna May Gold Mine

In 1911, Edmund John Annear a prospector applied for the first mining lease at a strike 1km north of the Westonia Townsite. He quickly established a mine at the claim which he named the Edna May after his aunt.

The Edna May mine produced 171,000 ounces of gold but by 1922 the mine was forced to close due to problems with underground water and the exhaustion of the high grade ore supply.

In 1935 mining resumed with around 355,000 ounces produced before the mine closed in 1947. Water was again a problem as well as labour supply shortages created by the war.

New mining techniques saw the Edna May reopened as an open pit operation by ACM Gold in 1985. The mine produced 274,000 ounces at an average grade of 1.97 grams of gold per tonne of ore. Underground water and low ore quality were again factors resulting in the closure of the mine in 1991.

Catalpa Resources Ltd (previously known as Westonia Mines Ltd) then took over ownership of the Edna May. After completing extensive drilling at the site, the company purchased a process plant from the Big Bell mine near Cue in Western Australia's north and transported it to the Edna May site in 2007. Catalpa Resources then commenced the process of re-building the Edna May mine and processing plant. This process is now complete and Catalpa have already poured the first gold from the Edna May. This signals the Edna May's movement into full mining production for the fourth time. Since purchased from Ramelius Resources the company are forecasting an effective mine life on the Edna May exceeding nine years.

More information is available from Ramelius Resources website at <https://www.rameliusresources.com.au/>



The Edna May Gold Mine – operated by Ramelius Resources