



Shire of Kulin

Aquatic Centre Manager

Information Package 2025



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Council are seeking the services of a dedicated and energetic person to fill the position of Manager at the Kulin Aquatic Centre. As an added attraction the centre also boasts the largest waterslide in regional WA standing at 18m high and 180m long.

Conditions of employment are in accordance with the Local Government Industry Award 2020, Industrial Agreement.

An attractive remuneration package will be negotiated with the successful applicant and other benefits apply such as kiosk rights and subsidised accommodation options.

Kulin is located three hours south east of Perth, has a district population of 700 and is well serviced in terms of health care and schooling (to year 10). It is a vibrant, active community with amazing recreation facilities.

Qualifications acceptable to the Executive Director, Public Health are required as a minimum with experience relevant to the operation of a public facility highly desirable. All qualifications are to be current and the successful applicant must possess acceptable qualifications to use breathing apparatus. While an experienced applicant is preferred, if necessary, Council will provide training to enable the incumbent to meet these requirements

To obtain the application package visit Council's website www.kulin.wa.gov.au

Further enquires in relation to the position can be directed to the Acting CEO Peter Clarke via email ceo@kulin.wa.gov.au or mobile 0497 801 204.

Applications outlining employment history and including the names of two recent referees must be received by **4:00pm on Friday 24 October 2025** and should be addressed to the CEO and sent via email to ceo@kulin.wa.gov.au

POSITION DESCRIPTION

Position Title	Aquatic Centre Manager
Award/Agreement	Local Government Industry Award 2020 Industrial Agreement
Classification	Negotiated
Status	Contract 3 – 5 years

Position Summary

As a member of the Shire of Kulin, manage the Shire of Kulin Aquatic Centre in accordance with Council's Policy and Procedure Manuals and the Health Act (Swimming Pool) Regulations to provide a safe and attractive environment for patrons. Actively pursue activities which promote the use of the facility to patrons.

Position Acknowledgement and Acceptance

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Signature: _____

Date: _____

Alan Leeson
Chief Executive Officer
Shire of Kulin

Signature: _____

Date: _____

Employee Name: _____

Key Duties

Key roles of the Aquatic Centre Manager are:

Management:

- Maintain in a clean and safe condition, the internal and external areas of all buildings including but not limited to, the office, ablutions, kiosk, first aid room, plant room and storeroom.
- Maintain the grounds, lawns, paved areas and pool covers in good order.
- Ensure that all routine and general maintenance of plant and equipment is undertaken on a regular basis.
- Testing and balancing water chemistry, maintaining filtration to required turnover and filter pressures at all times.
- Ensuring facility equipment and venue is compliant with current Australian standards such as cleanliness, maintenance and maximum capacity

Supervision:

When the centre is open, the Aquatic Centre Manager shall;

- Be alert and in attendance at all times during opening hours, and not leave the pool unsupervised;
- Supervise ALL persons within the pool;
- Maintain public safety and manage offensive or dangerous behaviour;
- Maintain wet deck and slide presence through regular inspections of the pool and surrounds;
- Operate the kiosk, undertake cleaning and gardening in such a way so as not to limit required standards of safety for patrons;
- Supervise slide staff, relief staff and volunteers as required.

Maintenance Of Centre, Plant & Equipment:

- Ensure that all plant and equipment in the centre including the pool pumps and chlorinator plant are operating properly at all times;
- If any plant or equipment fails to operate properly, immediately organise repairs;
- Ensure the maintenance of all plant and equipment during the off season;
- Report monthly (in season) on the performance, maintenance and general condition of the centre;
- Maintain and update written procedures on the pool operation including procedures for vacuuming, backwash etc.

Stores:

The Aquatic Centre Manager shall;

- Order and make arrangements for the delivery of stores, materials, chemicals required for operations;
- Ensure that sufficient quantities of stores materials and chemicals are available so as not to disrupt the operations, and that they are stored in accordance with OSH and manufacturers recommendations;
- Obtain stores materials and chemicals in accordance with Council's purchasing and delegation requirements.

Collection Of Fees And Charges:

The Aquatic Manager is required to;

- Coordinate point of sale, gate admissions, explaining conditions of entry, count and process end of day takings;
- Deliver all monies collected to the offices of the Shire on a daily basis;
- Deliver a record of the number of persons admitted to the centre. The record shall be delivered in the form, time and manner as specified by the shire.

Cleaning:

- Maintain the facility in a clean and safe condition in accordance with the Swimming Pool Operations manual;
- Ensure all internal and external areas of all buildings including the office, kiosk, plant room and store rooms are maintained in good condition;
- Ensure that the centre is maintained in a clean and tidy condition after the centre is closed each day during the season.
- Ensure that the centre toilets and change rooms are maintained in a clean and sanitary condition at all times during the season.

Note: A gardener can be provided to support the Aquatic Centre Manager to mow and maintain the lawns and general garden areas, when situations arise that justify such, but in all cases, expectations are that the ACM will undertake gardening at the swimming pool.

Security:

The Aquatic Centre Manager shall;

- Ensure that at all times all stores, chemicals, plant equipment and any other materials of the centre are safely and securely stored so as to be protected from weather, theft, loss, damage or access by the public.
- Ensure that all gates, doors, windows, and other means of entrance to any building or are in the centre to which the public are not permitted to enter are kept locked and secure.
- Ensure that after the centre is closed each day during the season:
 - All persons have left the centre;
 - All gates and points of entrance to the centre are locked and secure;
 - All doors and windows to building within centre are locked and secure;
 - All lights and electrical appliances except for security lights are switched off.
 - All security systems are in operation.

Management And Reporting of Accidents:

The Aquatic Centre Manager shall;

- Provide assistance to any person involved in an accident at the pool, including the administering of first aid procedures where applicable.
- Record the details of any known accidents occurring at the pool using the appropriate documentation and forward this information to Chief Executive Officer as soon as completed or practical.
- Administration Representative for Work Health & Safety is to make available forms for inspection and signing to the Chief Executive Officer. Following this process a copy will be forwarded to you and the person involved in the accident/incident.
- Identify potential hazards and take appropriate action in accordance with the Shire policies and procedures.

General Responsibilities and expected behaviour or conduct:

The Shire of Kulin Code of Conduct provides employees with clear guidelines for the standards of professional conduct expected of them in carrying out their functions and responsibilities. The Code addresses the broader issue of ethical responsibility and encourages transparency and accountability. The Code expresses the Shire's commitment to high standards of ethical and professional behaviour and outlines the principles in which individual responsibilities are based.

Knowledge and Skills – Selection Criteria

Qualifications / Training:

- Pool Operations Certificate WA
- Senior First Aid Certificate
- Pool Lifeguard Certificate
- Hold a current C Class Motor Drivers Licence
- Police Clearance (including working with children check)
- Chlorine Gas Handling & SCBA training

Selection Criteria	
Skills	▪ Current experience in managing and maintaining a public swimming pool; ▪ Demonstrated knowledge of the provisions of the health act, regulations and bylaws applying to the maintenance and operations of public swimming pools; ▪ Sound marketing, programming and promotional skills; ▪ Well developed communications and customer service skills; ▪ Sound knowledge of the safety procedures and requirements for the handling of hazardous chemicals used for water treatment and experience in conducting water chemistry tests.
Knowledge	▪ Knowledge of the provisions of the Health Act, Regulations and By-laws applying to the maintenance and operation of Public Swimming Pools. ▪ Knowledge of the conducting of water chemistry tests and water management. ▪ Knowledge of the operations and maintenance of computerised water treatment. plant comprising of pressurised sand filters and auto controlled chlorine, soda ash etc. ▪ Sound knowledge of the safety procedures and requirements for the handling of hazardous chemicals and chlorine gas used for water treatment. ▪ Sound knowledge and practice in OSH and public safety risk as applies to public facilities. ▪ First Aid knowledge as applies to Public Swimming Pools.
Qualifications	▪ Aquatic Technical Operator ▪ Pool Lifeguard ▪ Provide First Aid and Advanced Resuscitation and Oxygen Therapy ▪ Breathing Apparatus ▪ LIWA accreditation
Essential	▪ Previous experience in a similar position, preferably in Local Government; ▪ Ability to work cohesively, efficiently and effectively in a team environment, with consideration, respect, honesty integrity and accountability; ▪ Hold a current National Police Clearance Certificate; ▪ Hold a current Working with Children Check; ▪ Hold valid Australian Work Rights; ▪ Hold a current national "C" class drivers licence; ▪ Be proactive with the ability to work with minimal supervision; ▪ Demonstrated time management skills; ▪ Good level of physical fitness required to meet the selection criteria; ▪ Good interpersonal and presentation skills; ▪ Ability to communicate with people of diverse ages and backgrounds; ▪ Able to see initiative and problem-solving skills as required; ▪ Ability to use initiative and judgement to resolve issues that arise.

Other Information

The requirements and responsibilities in this position description are a general guide only and are not all inclusive. The Position Description may be reviewed at any time based on operational requirements.

Extent of Authority

- The position operates under the Chief Executive Officer
- Position operates within the confines of Council's Annual Budget, Policy Manual and Strategic Plans and the Occupational Safety and Health Act, Regulations and Code of Practice.

Organisational Relationships

Position reports to:	Chief Executive Officer
Supervision of:	Slide attendants
Internal Liaison:	Staff - Administration Staff - Environmental Health Officer - Freebairn Recreation Centre Manager
External Liaison:	General Public Suppliers

Remuneration Package and Terms and Conditions of Employment

POSITION:

The duties of this position are outlined in the Position Description (PD) above. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience.

PROBATION:

A 3-month probationary period applies. During this time, we will assess your progress and performance in the position.

TERMS AND CONDITIONS OF EMPLOYMENT:

Unless more generous provisions are provided in this letter, the terms and conditions of your employment will be those set out in the Local Government Industry Award 2020 Industrial Agreement (the Agreement) and applicable legislation.

HOURS OF EMPLOYMENT:

Currently the opening hours of the Kulin Aquatic Centre are:

School Term Weekdays

6:00am – 7:30am

10:00am – 12 noon

2:30pm – 6:30pm

School Holidays

6:00am – 7:30am

12 noon – 6:30pm

Weekends

11:00am – 6:00pm

These hours are subject to change prior to the pool opening this season. The Shire are currently surveying the community for feedback on opening times being varied.

REMUNERATION

The Aquatic Centre Manager is a negotiated rate. In line with the duties as per the position description the proposed salary range is as per the below schedule, to be negotiated dependent on experience and qualifications. Other payments and benefits are outlined in the table below:

Cash Component	\$79,040	\$92,872
Leave Loading (17.5% When taking Annual Leave)	\$1,064	\$1,250
Superannuation (compulsory SG of 12%*)	\$9,484	\$11,144
Housing Subsidy	\$6,432	\$6,432
Uniform allowance	\$600	\$600
Key to Kulin allowance	\$250	\$250
Total package	\$96,870	\$112,548

*As an added incentive, the Shire of Kulin will also match voluntary employee superannuation contributions up to 7% based on length of service.

Shire employees also receive free membership for employees to local recreational clubs and facilities including the Kulin Aquatic Centre.

Your remuneration will be reviewed annually and may be increased at the employer's discretion.

LEAVE

You are entitled to leave (e.g. annual, personal, carers, compassionate, parental, and long service leave) in accordance with the Agreement.

PERFORMANCE APPRAISALS

The Shire of Kulin has an ongoing Performance Appraisal system. Discussions with your Supervisor occur regularly throughout a working fortnight and conversations about your performance and duties are usually included; it is the responsibility of all staff to ensure these engagements with the Supervisor are maintained.

DUTIES AND OBLIGATIONS

You will be required to:

- Perform all duties to the best of your ability at all times.
- Attend work in a state fit for work; including mentally alert and not under the influence of alcohol and/or drugs (suspension of employment provisions apply).
- Use your best endeavours to promote and protect the interests of the Shire of Kulin at all times.
- Follow all reasonable and lawful directions given to you by the Shire of Kulin, including complying with Shire policies and procedures as amended from time to time. These policies are not incorporated into your contract of employment.

TERMINATION OF EMPLOYMENT

Under the Agreement the employer may terminate your employment at any time by providing you with notice in writing in accordance with this table:

Length of continuous service with employer	Period of notice
Not more than 1 year	1 week
More than 1 year but less than 3 years	2 weeks
More than 3 years, but less than 5 years	3 weeks
More than 5 years	4 weeks

You are entitled to an additional week's notice if you are over 45 years old and have completed at least 2 years of continuous service with the employer on the day the notice of termination is given. If you wish to terminate your employment you are required to provide the employer with prior notice in accordance with the table above.

Submitting Your Application

Applications outlining employment history and 2 recent referees should be addressed to the Chief Executive Officer and sent via e-mail to ceo@kulin.wa.gov.au or posted to PO Box 125 Kulin 6365.

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.
- 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.
- When lodging your application, submit a covering letter, Resume and details of referees
- Please only include photocopies of your attachments as the application will not be returned.
- Canvassing of elected members is prohibited and any applicant known to have done so may be disqualified.

Delivery of Application

You may email your application. Applications must arrive by **4.00pm Friday 24 October 2025**.

For more information, please contact Peter Clarke Acting CEO on 9880 1204 or email ceo@kulin.wa.gov.au

Mark your application:

"Confidential Application – Aquatic Centre Manager"

Attention: CEO – Shire of Kulin

via email: ceo@kulin.wa.gov.au

The Interview

Preparing for the Interview

An interview will be conducted by the CEO and Members of the Shire Executive.

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 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.

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.
- Take time to answer each question.
- 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.

The Shire of Kulin - Overview

The Shire of Kulin is situated in the Central Wheatbelt 280km southeast of Perth. The Shire comprises of four townsites Kulin, Pingaring, Dudinin and Holt Rock. The main industry within the Shire is agriculture with most farmers growing cereal crops and sheep for meat and wool. With a population of approximately 700 people statistically we are a small town however when it comes to spirit this town is far from small.



The community has rallied together over the past few decades and worked together to create and construct community facilities and events which unite and ignite our town. Some of the remarkable achievements which have been realised are the Kulin Bush Races, a community owned and run bank, the Kulin Retirement Homes and the Cultivating Kulin Committee as a fundraising body fundraising for facilities such as the All Ages Precinct.

The town also boasts modern recreational facilities with an extensive aquatic centre which includes the longest slide in regional WA, football & hockey oval, indoor netball & basketball courts, competition sized bowling rink, tennis courts, 18-hole golf course and extensive town park which includes grassed area, shelter & seating, gardens, BBQ facilities, skate park, pump track, & basketball court.

There are services available in town which include a District High School, medical facilities with visiting doctor, nurses and visiting primary health specialists such as physiotherapist, speech therapist, infant health care, home and community care, Child Care Centre, Community Resource Centre, Visitor's Centre, Caravan Park, Police Station, supermarket, hotel, mechanic, hardware stores, Post Office, Library, beauty therapist and hairdressers

The Shire itself covers an area of over 4,700km² with a road network of over 1,600km.

Our Shire services the community in several ways including:

- the construction and maintenance of local roads, footpaths & drainage, public buildings and facilities.
- the provision of recreation facilities, such as parks and gardens, sports fields, golf courses, swimming pools, recreation centres, town halls and caravan parks
- the provision and maintenance of community services such as childcare, aged care and accommodation, community care, community transport, emergency services, welfare services
- lobbying and working with State and Federal Government, regional organisations and agencies
- advocating for local needs whilst operating in a regional context, corporate governance to ensure it delivers good decision making, leadership and professional management

For more information on the Shire of Kulin and the Kulin Region please see our website:

www.kulin.wa.gov.au

www.visitkulin.wa.gov.au

