



Shire of Kulin

Freebairn Recreation Centre Manager & Bar Manager Information Package 2022



Freebairn Recreation Centre - Manager Information Package 2022

An exciting opportunity has arisen for an energetic and self-motivated person for the position of Freebairn Recreation Centre Manager at the Shire of Kulin. The successful applicant will be responsible for the daily operations of the Freebairn Recreation Centre including bar, staff, stock control and reconciliation of bar products as well as the bookings, scheduling and promotion of sporting fixtures and other functions.

Our recreation centre is the home to all local sporting clubs and is busy in both winter and summer sports seasons. Facilities within the complex include 2 large function rooms with commercial bar and kitchen facilities, two indoor netball/basketball courts, a hockey field, football/cricket oval, 12 rink bowling green, 8 tennis courts, an 18 hole golf course and a small gymnasium/fitness centre.

The position will be offered a fixed term contract (initially four years) with a cash remuneration of \$60,000 to \$70,000 per annum. The package includes superannuation, subsidised Council housing and other benefits.

To obtain the application package either visit Council's website www.kulin.wa.gov.au or email eso@kulin.wa.gov.au. Further enquires can be directed to the Chief Executive Officer, Garrick Yandle on (08) 9880 1204.

Applications, addressing the selection criteria, marked "Confidential – Freebairn Recreation Centre Manager" should be addressed to the Shire of Kulin CEO and sent via email to eso@kulin.wa.gov.au. Applications close **Friday 22nd April 2022 at 4:30PM**.

Bar Manager

The Shire of Kulin will also consider applications for the role of a Bar Manager, in either a Full Time or Part Time capacity. Local applicants are encouraged to apply if you believe that you have what it takes to undertake any aspect of the Bar Managers role. The applicant would be an enthusiastic and organised individual who would be available to work a mixture of office hours, after hours and weekend hours. The role would include management of facility bar, cleaning and maintenance as well as some scheduling of sports fixtures and event management.

Further enquires can be directed to the Chief Executive Officer, Garrick Yandle on (08) 9880 1204. Applications close **Friday 22nd April 2022 at 4:30PM**. Applications should be addressed to the CEO and sent via email to eso@kulin.wa.gov.au.

POSITION DESCRIPTION

Position Title	Freebairn Recreation Centre Manager
Award/Agreement	Local Government Industry Award 2020
Classification	Level 6 – Negotiated Salary
Status/Hours	Full-time 76 hours per fortnight

Position Summary

The FRC Manager role is responsible for the daily operations of the Freebairn Recreation Centre including bar, staff, stock control and reconciliation of bar products as well as the bookings, scheduling and promotion of sporting fixtures and other functions. The specific roles and responsibilities of the position include:

- Daily operations of the Freebairn Recreation Centre including, bar, staff, stock control and reconciliation of bar products.
- Oversee and participate in the delivery of services to ensure functions and events are delivered effectively and efficiently.
- Work with wider Shire staff to deliver events, functions and projects.
- Provide advice and assistance to Council, Freebairn Recreation Advisory Committee, staff, members, public, clubs and associations using the Freebairn Recreation Centre.

Position Acknowledgement and Acceptance

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

Signature: _____

Date: _____

Garrick Yandle
Chief Executive Officer
Shire of Kulin

Signature: _____

Date: _____

Employee Name: _____

Key Duties

Key roles of the Freebairn Recreation Centre Manager are:

FRC Operational Management

- Management of the bar within the Freebairn Recreation Centre including, staff, stock control and reconciliation of bar products.
- Plan and organise special functions and events.
- Oversee and ensure the effectiveness and integrity of the booking system for the Centre.
- Other duties as directed by the Chief Executive Officer consistent with Council policies and procedures.

Community And Stakeholder Liaison

- Manage Freebairn Centre and associated facilities in a manner which provides the maximum function opportunities for the community.
- Liaise with the community and key stake holders to identify and initiate and/or conduct services within the Centre with a view to providing high level services to the community whilst maximising the return to the Centre.
- Ensure client satisfaction with the delivery of services from the Centre, including the taking of reservations for individual and groups functions

External Promotion

- Actively promote and advertise the Freebairn Centre and their unique facilities, and activities to users and community and corporate groups.
- Prepare promotional material relevant in marketing the centre's for local, regional and State functions and corporate events.
- Liaise with outside bodies, including corporate and community groups, to market the availability of the facilities for hosting regional events, training courses, conferences, corporate days etc with the aim of increasing the utilisation of the centre and the promotion of Kulin throughout WA and the region.

Administration

- Provide secretarial service as well as attend and prepare reports to the regular meetings of Freebairn Recreational Centre Committee.
- Maintain an appropriate filing and data retention system at the Centre.
- Maintain a current knowledge of word processing and financial packages appropriate to the operations the Centre.
- Oversee the recruitment and management of all (part-time / casual staff), ensuring their development and training as required.

Finance

- Assist with the preparation of an annual budget for the Centre for each financial year and assume responsibility for budgetary monitoring and control of finances.
- Ensure banking and end of day accounting procedures are completed in consideration of agreed parameters. Prepare weekly financial report for the DCEO.
- Oversee stock control procedures including weekly stocktake, ordering, receipting, pricing, and reviewing margins.
- Prepare monthly debtor vouchers for account sales and community contributions.
- In consultation with CEO/DCEO maintain an asset register and ensure accountability of all equipment and furniture within the Centre.
- Maintain financial systems and provide financial reports as required to the CEO/DCEO
- In consultation with CEO/DCEO maintain an asset register and ensure accountability of all equipment and furniture within the Centre.

Regulation Compliance

- Ensure the centre complies with the Freebairn Recreation Club Inc. constitution and liquor licensing requirements/regulations.
- Provide a comfortable environment for patrons of the Centre.
- Manage Occupational Safety and Health at the Centre including training and monitoring safe workplace practices.
- Ensure the centre complies with health requirements and is kept clean and tidy at all times.
- Ensure adequate security and safety measures are in place and administered for all users of the Centre.

Knowledge and Skills

Selection Criteria	
Skills	<ul style="list-style-type: none">▪ Experience in the management of bar and related facilities.▪ Experience in budgeting and budgetary control.▪ Experience in the management of human resources.▪ Excellent written and verbal communication skills.▪ Developed time and personal management skills.▪ Organisational and programming skills.▪ Marketing and public relation skills.▪ Financial management skills.▪ Ability to work independently with limited supervision.
Qualifications	<ul style="list-style-type: none">▪ Relevant qualifications or experience in managing bar/restaurant facilities and associated services▪ Current C class Drivers Licence▪ Current Working with Children Check accreditation
Essential	<ul style="list-style-type: none">▪ Significant experience in the identification, marketing, and hands on delivery of bar and function activities.▪ Highly developed interpersonal, organisational and public relations skills.▪ Previous experience in the preparation, monitoring and control of budgets.▪ Demonstrated human resource management skills.▪ Ability to work independently with limited supervision.
Necessary	<ul style="list-style-type: none">▪ Experience in hospitality/bar management▪ Previous experience in the co-ordination/management of functions and sporting fixtures.

General Responsibilities

Personal Attributes
<ul style="list-style-type: none">▪ Ability to work cohesively, efficiently and effectively in a team environment, with consideration, respect, honesty integrity and accountability.▪ Good interpersonal and presentation skills.▪ Ability to lead staff and promote a positive workplace culture.▪ Ability to communicate with people of diverse ages and backgrounds.▪ Innovative and strategic thinker who can deliver organisational and corporate priorities.▪ Political awareness.▪ Ability to use initiative and judgement to resolve complex issues

Extent of Authority

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

Organisational Relationships

Position reports to: Chief Executive Officer (Shire of Kulin)

Supervision of: Hospitality Staff
Cleaners
Various Casual Staff
Centre Volunteers
Contracted Workers as appropriate

Internal Liaison: Chief Executive Officer
Staff
Council

External Liaison: Public
Centre Members
Schools
Community Groups
State Government Agencies

Remuneration Package and Terms and Conditions of Employment

POSITION:

The duties of this position are outlined in the attached Position Description (PD). 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. During the probation period you or the employer may end your employment by providing notice in accordance with the Fair Work Act 2009.

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 2020 (the Award) and applicable legislation. This includes, but is not limited to, the National Employment Standards in the Fair Work Act 2009. Neither the Award nor any applicable legislation are incorporated into your contract of employment.

HOURS OF EMPLOYMENT:

The Full Time Equivalent of this position is 38 hours per week. This role would be required to work a mixture of office hours, after hours and weekend hours.

Normal working hours are 8:30am to 5.00pm with a half-hour lunch break plus any reasonable additional hours that are necessary to fulfil your duties or as otherwise required by the employer. Depending upon hours worked, this position has the potential to accrue Time in Lieu.

REMUNERATION

The FRC Manager duties as per the position description in the Award describes the role as a Level 6. In line with the Award, you will be paid fortnightly at the rate of \$27.22 per hour, which includes an over award allowance of at least \$3.14 per hour. Other payments and benefits are outlined in the table below:

The position is full time staff role with a Remuneration Package comprising:

▪ Cash Component	\$60,000	\$70,000
▪ Leave Loading (17.5% When taking Annual Leave)	\$808	\$942
▪ Superannuation (compulsory SG of 10%)	\$5,777	\$6,740
▪ Housing Subsidy (**indicative)	\$5,590	\$5,590
▪ Uniform	\$400	\$400
▪ Key to Kulin	\$400	\$400
	<hr/>	<hr/>
	\$72,974	\$84,072

**Difference between rental cost (\$185) of property less rent contribution by you (\$77.50).

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 Award and the National Employment Standards.

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 Fair Work Act 2009 the employer may terminate your employment at any time by providing you with notice in writing in accordance:

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

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 criterion separately. Use each criterion as a heading and provide your statement underneath that heading.
- Provide a brief statement, which relates your experience, skills and knowledge to the particular criterion. The length of your statement for each criterion 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.
- 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, Statement of claims responding to the selection criteria and written references.
- 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 **4.30pm on Friday 22nd April 2022**.

Mark your application:

"Confidential Application - Freebairn Recreation Centre Manager"

Attention: CEO – Shire of Kulin

Via Email: eso@kulin.wa.gov.au

Should you require any further information or assistance please contact:

Fiona Jasper

Tel: 08 9880 1204

Email: eso@kulin.wa.gov.au

The Interview

Preparing for the Interview

An interview will be conducted by the CEO and Members of the WSN 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 Activity Precinct.

The town also boasts modern recreational facilities with an extensive aquatic centre which includes the longest regional slide, 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

