



Yorke Peninsula Council

*'To be a thriving peninsula, proud of our heritage, lifestyle and diverse, vibrant communities.
A great place to live, work and play.'*

Marion Bay Caravan Park Management Position APPLICATION KIT

Important

Applicants must submit applications in accordance with the principles outlined within the Guidelines for Applicants contained in this kit.

Each application must address the selection criteria within the Application Kit.

Applications can be submitted by:

MAIL

Muriel Scholz
Caravan Parks Coordinator
Yorke Peninsula Council
REF: Marion Bay Caravan Park
PO Box 57
MAITLAND SA 5573

IN PERSON

Reception via:

- Maitland Office – 8 Elizabeth Street
- Minlaton Office – 18 Main Street
- Yorketown Office – 15 Edithburgh Road

EMAIL

admin@yorke.sa.gov.au

(Council will bear no liability for email applications submitted but not received)

Application Closing Date Monday 31 October 2022 at 5.00pm.

Council is committed to a safe and healthy workplace. We thrive in an environment that is welcoming, inclusive and safe, and celebrates diversity.

Andrew Cameron
CHIEF EXECUTIVE OFFICER

Guidelines for Applicants

If you require additional information about the position, you may speak to Muriel Scholz, Caravan Parks Coordinator on (08) 8832 0000 or admin@yorke.sa.gov.au.

Your application

The key to gaining an interview is your written application. A good application shows why you are the best applicant/s for the position and how your knowledge, skills and experience match the selection criteria. Your application should contain:

- A completed Application Form (**essential**)
- Your statement addressing the selection criteria (**essential**)
- Your resume with at least two professional referees (**essential**)
- A brief covering letter (**optional**)

Statement addressing the selection criteria

Short listing (or selection for interview) is based on how well your skills, knowledge and experience meet the selection criteria. Therefore you must include a statement addressing the selection criteria in your application. If not, you are unlikely to get an interview.

Make a separate heading for each selection criterion and for each one, describe your knowledge, skills and experience and how they relate to the job. One way to do this is by providing relevant examples of the work you have completed in your previous and current employment. For example, it is not sufficient just to state, "I have strong project management skills." Ideally you should give a description of the projects you have managed, what you did on those projects, and what was achieved. This will enable the selection panel when assessing your application, to develop a good understanding of your capabilities. You should also emphasise your major achievements as well as any transferable knowledge and skills that may have been gained outside of paid employment.

Your resume

Prepare a resume (or curriculum vitae) which is clear, concise, up-to-date and includes:

- Personal details
- Education and training
- Employment history (name of organisation, period of employment, job title, major duties and responsibilities, main achievements)
- Skills/experience gained outside of paid work
- Contact details for two referees

The application form

Complete the 'Application Form' and enclose it with your application.

Important notes

- Please ensure that your application and attachments are securely held together and avoid sending them in folders or binding.
- Applications submitted past the closing date are not accepted unless written advice of intention to apply was received before the closing time and the formal application is received within an agreed time frame.
- Applications that are unsolicited or do not address an advertised position will not be considered and are discouraged by Council.

Interview and Selection

Reviewing Applications and Preparing a Shortlist

The first step in the selection process is to review all received applications and prepare a shortlist.

Applications are assessed against the essential and/or desirable selection criteria found in the position description. Applicants who best meet the selection criteria will be short-listed and contacted for an interview. Those who do not meet the selection criteria or who are not competitive with other applicants (due to lesser experience or qualifications) will not be short-listed for an interview and will be notified in writing as soon as practicable.

The Interview and Other Work Tests

Relevant members of council staff will conduct the interview. Interviews are conducted in a structured manner and questions based on the selection criteria.

Applicants will be asked to give examples of how they have performed in situations similar to those they will face in the job. The interview allows the selection panel to create a clear picture of the applicant's past knowledge, skills and experience as they relate to the functions and responsibilities of the job. The selection panel may use a number of methods in addition to the interview to assess the applicant's ability to perform a job. For example, applicants may need to demonstrate competency by completing a problem-solving exercise.

It is a good idea to prepare for your interview. Some handy tips include:

- Think about the types of questions you might be asked at an interview and practise your answers out loud
- Think about your strong points and major achievements
- Think about how your knowledge, skills and experience relate to the requirements of this job

During the interview it is a good idea to:

- take your time – think about your answer
- ask for clarification if you don't understand any of the questions
- give relevant and complete information
- describe what you were responsible for and what you achieved
- talk with confidence and in a positive manner
- give specific examples of your past work to support your answer
- avoid exaggerating

Council will endeavour to meet any special requirements you may have to enable you to attend the interview, such as building access or communication assistance. Please inform the HR Officer of any requirements at the time you are invited to attend an interview. The Yorke Peninsula Council does not reimburse interview expenses.

Reference Checks

After the interviews have taken place, Council will contact the nominated referees of the preferred applicant(s). It is important that the referees you nominate can support the information you provided in relation to your work behaviour and performance and are aware that they may be contacted.

Notification

If your application is successful, you will be telephoned and offered the position. A written offer including conditions of employment will then be forwarded by mail.

After an offer has been made and accepted, all other applicants will be notified of the outcome by letter. This process is normally completed within two weeks of the interviews being conducted.

Application Checklist

Your application ***must include:***

- The completed application form;
- A copy of your full resume or curriculum vitae;
- Your statement addressing the selection criteria; and
- A covering letter (optional).

Specifications

Management Contract Marion Bay Caravan Park

Section Corporate and Community Services

The Job Management Contract to run the Marion Bay Caravan Park in accordance with the parameters set by Council in the Management Agreement.

Term

The Term shall be a fixed term of five years, renewable per mutual agreement.

Exclusivity

Given the nature and conditions of the Services required to be performed by the Managers, the Managers may not provide any other external services to any third parties during the Term without the prior written approval of the Council. Council as a general principle will support businesses that are complementary to the running of the Caravan Park and will not unreasonably refuse consent as long as in doing so, it shall not detrimentally affect the performance of the Managers in this agreement.

Not an Employee of the Council

The Managers are engaged as independent Managers (Contractors to Council) and should have, or willing to obtain an ABN

The Services

The Managers shall provide the following Services to the Council:

- a) The maintenance upkeep and repair of the Marion Bay Caravan Park.
- b) The operation of the existing business of a caravan and camping ground at the Marion Bay Caravan Park.

In particular:

- to operate the Council's business of granting licences to the public for the occupation of caravan and camp sites in the Caravan Park, and at all times keep accurate records and statistics
- to issue a receipt to persons for all transactions, and accurately record all nominated details
- to provide to the Council on or before the 7th day of each month a written report containing a summary of occupancy of the Caravan Park, a report on repairs and maintenance requirements and a report on all promotional activity during the preceding month
- to keep all gardens and lawns in good health and in clean and tidy condition to the reasonable satisfaction of the Council
- to clean all buildings, grounds and other places of public use and recreation and maintain the same in a sanitary condition
- to keep all buildings and other structures in good repair and condition but this does not include a requirement to paint existing internal and external surfaces
- to arrange the removal of waste and rubbish from all buildings and grounds for disposal
- to maintain security over all buildings, grounds, plant equipment and property in the Caravan Park;
- to display tourist and promotional literature and other materials supplied by the Council to the Company and

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- supply information to visitors and tourists as requested
 - to provide a copy of Caravan Park rules in accordance with the Caravan Park Policy to every person or group of persons granted a licence of occupation in the Caravan Park and to supervise the conduct of persons present on the Caravan Park to ensure the observance of these rules
 - to clean the amenities block on a daily basis before 12.00 noon and implement an additional clean, at a time to be determined by the Manager during the busier summer and Easter holiday periods
 - to maintain all legislative requirements as applicable
 - to comply with all Policy and Procedure requirements as deemed applicable and directed by the Yorke Peninsula Council
 - to attend wider marketing meetings and trade shows at least once per year
 - to maintain the Park's Social Media Channels and other marketing initiatives
 - to promptly assess the monthly budget provided by Council and to be involved in all budget preparation discussions and reviews
 - to ensure office hours of operation are between the hours of 8.00am and 6.00pm each day unless in the event of extenuating circumstances which are to be negotiated with Council

Liability

Without limiting any indemnity under this Agreement, the Managers are liable for:

- any loss, damage or destruction of any of the Council's property
- any loss or damage to, or costs associated with, the delayed return or non-return of the Council's property
- any Claims arising out of, or in connection with, any personal injury, illness or death to any person or damage to any property or any other loss or damage of any kind whatsoever while performing the Services to the extent caused or contributed to by the Managers or any other Employee employed by the Managers

Insurance and clearances

The Managers must at all times during the Term take out and maintain the following policies of insurance:

- all insurances required by law
- worker's compensation insurance (if required by law)
- public liability insurance for at least \$20 million
- all insurance in respect of the Managers' equipment and personal effects for its full replacement value
- such other insurances as are reasonably specified by the Council
- The Managers must provide the Council with certificates of currency evidencing these insurances within a month of the beginning of each Financial Year

The Managers must provide prior to being awarded the contract:

- a National Police Clearance no older than six months.
- a Working with Children Clearance Check.

Accommodation for Manager

The Council will provide the Managers with a three bedroom house located on the Premises to enable the Managers to live on the Premises.

Costs of Accommodation

In respect of any Accommodation referred to in this clause, the Council will cover the costs of:

- reasonable use of electricity, gas and water used at the Accommodation
- reasonable private local telephone calls made at the Accommodation (excluding all international calls)
- the installation, set-up, and use of private internet facilities at the accommodation

Managers' Employees

The Managers may employ Employees to assist the Managers with the provision of the Services during the Term, provided that the Employees remain subject to the ongoing supervision and direction of the Managers.

Fee

Subject to the terms of this Agreement, the Council will pay the Managers a fixed Fee on a monthly basis during the Term of the Contract

The yearly fee payment is \$20,000 per year plus GST.

Commission

In addition to the Fee, the Council will pay a commission of Twenty Five percent (25%) of the gross takings from the letting of sites and other income received through "NewBook" at the Premises received during the previous calendar month. An up to \$10,000 bonus may be awarded every year if the agreed KPIs have been achieved

Income generated by vending machines and other sources directly installed and paid for by the Managers will remain in its entirety the income of the Managers.

SELECTION CRITERIA

The position for which you have applied requires certain skills, knowledge and experience considered essential and desirable in performing the duties of the position. This selection criteria below will be used to assess your application.

Applicants must address each of the individual criteria listed below in their application. It is important that you demonstrate how you meet the selection criteria and when and where you did so.

ESSENTIAL CRITERIA

1. Experience in managing an hospitality tourism business
2. Proven ability to manage staff
3. Experience in the provision of a high standard of customer service skills
4. Experience in project management including liaising with contractors
5. Experience in administration and budgeting
6. General maintenance experience
7. Expertise in marketing and social media promotions
8. Understanding and commitment to Work Health Safety principles
9. Unencumbered Driver's Licence

DESIRABLE CRITERIA

1. Knowledge of Local Government
2. Experience in NewBook reservation software or similar
3. Knowledge of the Yorke Peninsula region and its main tourism destinations



Yorke Peninsula Council

Application for Caravan Park Management Contract

POSITION APPLIED FOR: MARION BAY CARAVAN PARK MANAGEMENT CONTRACT

PERSONAL DETAILS:

Surname: _____ Ms/Mrs/Miss/Mr

Given Names: _____

Home Address: _____ Postcode: _____

Postal Address _____ Postcode: _____

Contact Numbers: Home _____ Work _____

Mobile _____ Email _____

ADDITIONAL INFORMATION

Please indicate the basis on which you are eligible to work in Australia.

- Australian Citizen
- Permanent Resident
- On a Working Visa

Have you any known condition which the Council will need to accommodate either for interview or for you to perform the duties of the position for which you have applied? Yes No

If so, please give details _____

Where did you see this position advertised? _____