



APPLICATION PACKAGE

Community Resource Centre Manager



Vision Statement

To assist our community towards a prosperous future by providing a positive environment in which to work and live.

SHIRE OF MUKINBUDIN

COMMUNITY RESOURCE CENTRE (CRC) MANAGER

(Part-Time)

Situated in the north-eastern Wheatbelt of Western Australia, the Shire of Mukinbudin is enthusiastic and progressive, with an abundance of community spirit. Mukinbudin is friendly and safe, with a relaxed and informal lifestyle.

This position is based in Mukinbudin located 296kms north-east of Perth in the Wheatbelt. The town is well-equipped with shopping and banking facilities, medical services, excellent sporting amenities, day-care and a district high school.

The Shire of Mukinbudin is seeking a highly motivated and enthusiastic individual with a strong passion for delivering exceptional events and outstanding customer service. This is an exciting opportunity to join our CRC team as the CRC Manager, where you will play a key role in coordinating, managing and enhancing community programs, events and services that engage and benefit the local community.

The successful applicant will be responsible for managing the Mukinbudin Community Resource Centre (CRC) and coordinating initiatives that support social, cultural, recreational and economic development within the community. This role involves collaborating closely with local businesses, organisations and stakeholders to deliver programs and opportunities that enhance community engagement and well-being.

Appropriate training and ongoing support will be provided to the successful candidate to ensure they are well equipped to carry out the responsibilities of the role. This makes it an excellent opportunity for someone looking to grow their career in local government and develop their skills in a supportive and community-focused environment.

Depending on skills and experience, we are offering between Level 9 to 10 of the Local Government Industry Award 2020. A rental property may be available to the successful applicant, if required, with relocation expenses negotiated in accordance with Council policy. For full details regarding the remuneration and entitlements, please refer to page 5 of the Application Package.

Written applications clearly marked "CRC Manager", including a cover letter, a statement addressing the selection criteria and a detailed resume outlining relevant experience and the contact details of two (2) professional referees, should be submitted to the Chief Executive Officer by the closing date.

Applications close: 4:00pm, 18 December 2025.

For additional information regarding this vacancy, please contact Renee Jenkin, Deputy Chief Executive Officer, on (08) 9047 2100 or via email at renee.jenkin@mukinbudin.wa.gov.au.

Tanika McLennan
CHIEF EXECUTIVE OFFICER

Prior to commencement, the successful applicant will be required to provide an up to date National Police Clearance and undergo a medical examination, both at the Shire's expense. Please note that the Shire reserves the right to conduct random alcohol and drug testing as necessary.

Canvassing of elected members is strictly prohibited.

POSITION DESCRIPTION



POSITION DETAILS

TITLE:	Community Resource Centre Manager
PURPOSE OF ROLE:	To coordinate the Mukinbudin Community Resource Centre (CRC) in facilitating social, cultural, recreational, and economic development opportunities within the community, working alongside relevant businesses and organisations.
DEPARTMENT:	Community Resource Centre
CLASSIFICATION:	Local Government Industry Award 2020 (Level 9-10)
ORGANISATIONAL RELATIONSHIPS:	Reports to: Deputy Chief Executive Officer
<div> <div> <u>Internal Liaison</u> <ul style="list-style-type: none"> CRC staff members Deputy Chief Executive Officer Chief Executive Officer Administration Staff Other Executive staff members Communications & Engagement Officer </div> <div> <u>External Liaison</u> <ul style="list-style-type: none"> Residents/Ratepayers Community Groups Businesses Consultants/Contractors and other representatives </div> </div>	
EXTENT OF AUTHORITY:	Authority to act in accordance with the Local Government Act, the Shire of Mukinbudin's Code of Conduct, Shire policies and procedures appropriate to the position and under the direction of the Manager of Corporate & Community Services. Prioritises own work to ensure all tasks are performed within a satisfactory timeframe.

Physical Requirements

- No specific physical requirements, however the ability to lift and carry items during events is necessary.

General Requirements

- Strong communication skills, both written and verbal.
- Strong literacy skills.
- Strong computing skills.
- Strong organisational skills
- Good social media skills
- Good interpersonal skills
- High level of analytical and problem-solving skills.
- Ability to exercise initiative and/or judgment within clearly established procedures and guidelines.
- Ability to manage staff and resources effectively, to achieve specific objectives within allocated budget and timelines.
- Ability to work in a team environment.
- Completion of Year 10 secondary schooling with passing in English, Word Processing and Maths.

Occupational Safety and Health

- Sound knowledge of safe work practices, to care for their own health and safety and that of others.
- Sound knowledge of safe operational procedures and proper use of equipment.
- Participation in developing safe work procedures and training.
- Report hazards and incidents to Supervisor/Manager.

Key Activities

- Supervise and delegate tasks to CRC staff, supporting their development.
- Supervise and support trainees, including administration of their TAFE enrolment requirements.
- Plan, organise, and deliver projects and events, including planning, execution, and post-event reporting.
- Ensure compliance with all contractual obligations and deadlines, including those with the Department of Primary Industries & Regional Development (DPIRD) and Services Australia.
- Manage the delivery of the Staying In Place Program.
- Promote the services and facilities offered by the CRC.
- Manage the CRC's social media accounts.
- Prepare monthly reports for the Council.
- Apply for relevant grants in alignment with the CRC's objectives.
- Serve as Secretary for the Mukinbudin District Club, preparing meeting materials and attending meetings.
- Foster and maintain positive relationships with business partners and stakeholders.
- Report operational issues to the Deputy Chief Executive Officer
- Complete any required training as directed by the Deputy Chief Executive Officer.
- Oversee staff timesheets, leave requests and other necessary records.
- Perform additional duties within the scope of the role as required.
- Be adaptable and willing to work extra hours when needed, including supporting events and initiatives beyond standard working hours and days.
- Develop annual Activity Plans.
- Support the preparation of the CRC budget, focusing on income and expenditure.
- Prepare event budgets and proposals for approval by the Deputy Chief Executive Officer and Chief Executive Officer.
- Review the DPIRD Service Variation annually, submitting any required adjustments to the Deputy Chief Executive Officer before final submission.
- Oversee daily sales, including till management, end-of-day balancing, and invoicing.
- Provide friendly and efficient customer service.
- Assist with inquiries via phone and in person, including tourism-related questions.
- Manage facility bookings.
- Promote CRC services to the community.
- Ensure public access to essential services (e.g., Centrelink, ATO) is maintained.
- Assist in the maintenance and functionality of CRC facilities and equipment.
- Ensure the CRC is kept clean, tidy, and presentable at all times.
- Monitor and maintain office supplies, consumables, and stock.
- Track and report on centre usage statistics as required by DPIRD.

Selection and Performance Criteria

All are essential unless otherwise denoted

Skills, Knowledge & Experience

- Strong communication skills, both written and verbal.
- Strong literacy skills.
- Strong computing skills.
- Good interpersonal skills
- High level of analytical and problem solving skills.
- Ability to exercise initiative and/or judgment within clearly established procedures and guidelines.

- Ability to manage staff and resources effectively, to achieve specific objectives within allocated budget and timelines.
- Ability to work in a team environment.
- Completion of Year 10 secondary schooling, with passing in English, Word Processing and Maths.
- Previous cash handling/reconciliation experience (Desirable).
- Previous telephone answering experience (Desirable).
- Previous customer service experience (Desirable).

Qualifications and or Training

- Working With Children Check (Desirable)
- First aid certificate (Desirable)

Licences/Clearances & Checks

- Unrestricted C class of WA Drivers' Licence (Desirable)
- National Police Clearance
- Medical Clearance

ENDORSEMENT

The details contained in this position description are an accurate reflection of the broad duties, responsibilities and other requirements of this role. These may be amended from time to time to meet organisational needs of the Shire.

CHIEF EXECUTIVE OFFICER

NAME: _____ SIGNATURE: _____

As occupant of the role; I have read and understood the duties, responsibilities and other requirements outlined in this position description. I understand that these duties may be amended from time to time in line with requirements and needs of the Shire.

NAME: _____ SIGNATURE: _____

DATE ____ / ____ / ____

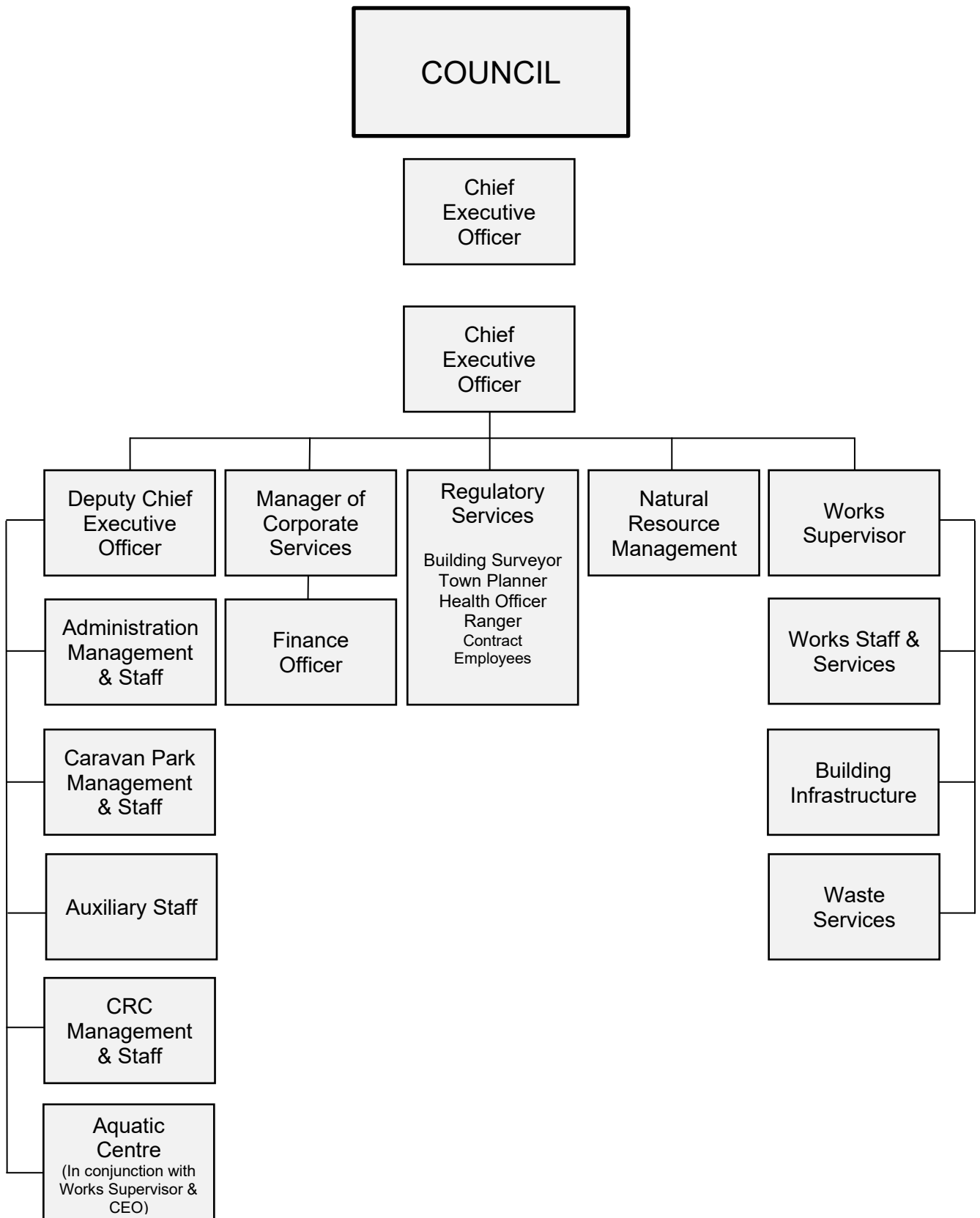
Remuneration & Benefits

The remuneration package and associated benefits outlined below are based on the full-time CRC Manager position. These will be adjusted on a pro-rata basis, in accordance with the part-time hours of work.

- Base Salary ranging from \$77,401 to \$92,692 (Level 9-10) - per annum, inclusive of a 3% over-award payment and as per the Local Government Industry Award 2020
- Service Allowance - \$780 per annum
- Housing Allowance - \$8,320 per annum
- Employer Superannuation Guarantee - 12%
- Additional Employer Superannuation - 5.5% (Voluntary, if the Employee contributes an additional 5%)
- 22 days of Annual Leave (4 weeks and 2 days) with 17.5% Leave Loading – per annum
- 10 days of Personal Leave – per annum
- Long Service Leave – As per the Local Government Industry Award 2020
- Other Leave entitlements – As per the Local Government Industry Award 2020
- Uniform allowance as per Council Policy.
- Professional development opportunities as required
- Annual Single Gym Membership
- Annual Family Aquatic Centre Pass
- Housing may be available upon request, with the first 500KL of water usage covered by the Shire

THE ORGANISATION

The Shire of Mukinbudin has total annual revenue of approximately \$8.0 million and consists of seven Councillors, including the Shire President.



GENERAL INFORMATION

Introduction

The Shire of Mukinbudin, nestled in the Northeastern Wheatbelt, boasts a strategic location just 296 kilometers northeast of Perth and 85 kilometers north of Merredin.

3,414 square kilometers in area, the Shire's economy is based around wheat growing and with advances in farming practice and technology, the district is prospering. There has been a notable surge in tourist engagement, drawn by the abundance of captivating rock formations and stunning wildflowers.



The District

Mukinbudin shines as the sole developed Townsite within the Shire, boasting a vibrant population of 555 residents. Situated at the southern end of the Shire, it serves as a bustling service centre for a thriving farming community of 281 individuals. The extensive road network spans an impressive 930 kilometres, connecting various districts such as Bonnie Rock, Wialki, Wilgoyne, and Lake Brown.

Climate

The region enjoys a generally pleasant climate, especially during autumn, winter, and spring. Summers are characterised by high temperatures and low humidity, with evenings perfect for outdoor pursuits. The area receives an average annual rainfall of 300mm.

Administration and Services

The contemporary Shire Offices, erected in 1993, stand as a source of pride within the community. The Administrative Team comprises the Chief Executive Officer, Deputy Chief Executive Officer, Manager of Corporate Services, Finance Officer, Customer Liaison Officer and Communications & Engagement Officer.

The maintenance of the Council's extensive 930 kilometers of roads is overseen by the Works staff, under the coordination of a Works Supervisor who operates under the direction of the Chief Executive Officer.



Council

The Shire is represented by seven Councillors who advocate for the electors. Council convenes on the third Tuesday of every month, starting at 2.30pm and typically concluding by 4:30pm. The Council demonstrates strong support for its staff, fostering a culture that promotes continuous training and professional growth.

Sport & Recreation

Sports play a crucial role in the Mukinbudin Community, with outstanding facilities provided to support various activities. From football, hockey, cricket, and basketball to golf, netball, lawn bowls, swimming, tennis, pistol shooting, and a gym, there's something for everyone, especially those who are highly active. Additionally, the Council manages an Olympic-sized 50-meter pool, with an active Swimming Club and offers free seasonal pool passes to employees and their immediate family members (children aged 16 and under). Furthermore, the townsite hosts several art and craft groups along with community service organisations.





Shopping/Services

Mukinbudin proudly offers a diverse range of stores, including an IGA supermarket, butcher, clothing and giftware shops, café, newsagency, hotel, service station, Bendigo Bank branch, 24-hour fuel station, mechanic, auto-electrician, Community Resource Centre, two machinery dealerships, hardware store, tyre dealership, bookshop, hairdresser, beautician, and various local trades such as plumbers, electricians, carpenters, glaziers, and builders.

Medical

In the newly constructed \$5 million Health Centre, a dedicated Community Health Nurse offers services four days a week, complemented by weekly visits from a doctor. Despite the nearest hospital being located 45 kilometres away in Kununoppin, residents benefit from access to a range of Allied Health Services provided at the Mukinbudin Health Centre.



Education

The Shire of Mukinbudin proudly features a modern, purpose-built Early Learning Centre situated within the Department of Education grounds. In addition to the local Primary School, which includes Pre-Primary and Kindergarten classes, there is a District High School serving up to Year 10. For students in Years 11 and 12, assistance with online learning is provided through SIDE. Tertiary and Further Education, as well as Distance Education options, are also accessible within the region.



Above: Aerial photograph of the Mukinbudin District High School.

Mukinbudin thrives as an energetic, forward-thinking, and deeply proud community, brimming with a strong sense of unity. The town is experiencing growth, particularly in the southern subdivision, where numerous building projects by both the Local Government and private owners and businesses are underway. Additionally, new businesses are showing confidence in the district by investing here.



Above: The Annual Model T Fords visit to Mukinbudin, April 2024.



Above: The Annual Pre-Harvest Sundowner, October 2023.



Above: The Annual Pre-Harvest Sundowner, October 2023.



Above: The Annual Seniors Dinner, November 2024.



Above: Annual Gunfire Breakfast, following the traditional ANZAC commemorative Service.



Above: Centenary Celebrations – Yarns by the Campfire, September 2022.



Above: Centenary Celebrations – Long Table Breakfast, September 2022.

Known for its friendly and secure environment with minimal crime, Mukinbudin offers an informal yet vibrant lifestyle, characterised by high levels of community involvement and expectations. It's truly a wonderful place to call home and pursue career opportunities.

For more information, visit our website: www.mukinbudin.wa.gov.au or call Renee Jenkin, Deputy Chief Executive Officer, on 0458 445 162.

Tanika McLennan
CHIEF EXECUTIVE OFFICER