



Blowholes Camp Host

Position Number:	-	Department	Regulatory Services
Reports to:	Community Safety Coordinator	Direct Reports:	Nil
Last Reviewed:	People & Culture Officer	Date:	8/05/2025
Approved:	Chief Executive Officer	Date:	8/05/2025

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	Authenticity	Respect	Excellence	Cohesion	Humility	Inclusion	Passion

POSITION OVERVIEW

The Shire of Carnarvon is seeking to appoint Campground Hosts to monitor the Blowholes Camping Area for the upcoming tourist season, commencing in April and concluding in October.

Campground hosts are community members who enjoy the natural environment and are interested in its conservation. They volunteer their time and carry out a variety of roles associated with park and visitor management of campgrounds throughout WA.

The Blowholes Camp (Quobba Station) is located 75km north of Carnarvon. The campground is accessible to all vehicles along a bitumen road. The campground is suitable for people who are self-sufficient, and includes a chemical toilet. Generators can be used onsite from 9am - 9pm.

As the Blowholes Camping Area Campground Host, you will be required to provide your own mobile accommodation (caravan) which will be set up onsite at the park for the agreed period of time between April and October.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.

- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.
- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

KEY ROLE OUTCOMES

- ★ Demonstrate successful application through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- ★ Ensure compliance with the Local Government Act (WA) 1995 and any relevant legislation.
- ★ A commitment to a safe work environment and WHS legislation, policy and processes.
- ★ Check online booking receipts and confirm visitor numbers (Report non-compliance to Shire Rangers)
- ★ Collect campsite fees – electronic system
- ★ Check campsites each morning and pick up “micro rubbish” such as bread clips, bottle tops, etc.
- ★ Offer local information to campers
- ★ Monitor activity and report anti-social behaviour as soon as practical to the Shire of Carnarvon Ranger Service
- ★ Monitoring and removal of litter
- ★ Twice daily cleaning of day-use ablution facilities
- ★ Check campers have the required chemical toilets

In exchange for Camp Host Duties, you will receive:

- ★ \$250 per week Living Allowance (own ABN preferred).
- ★ Free camping valued at \$30 p/night
- ★ Face-to-face induction training on arrival
- ★ Onsite access to potable water
- ★ First Aid kit
- ★ Pre-paid Telstra mobile phone for connectivity and reporting purposes only
- ★ Starlink data provided for duration of tenure
- ★ Basic fire and incident training
- ★ Regular onsite visits from the Ranger Services Team – Minimum 3 days per week
- ★ Phone support
- ★ Uniforms
- ★ Long Term (12 weeks) preferred, open to negotiation

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ To take reasonable care for their own safety and health and to avoid harming the safety and health of other people through any act or omission at Shire workplaces. And as relevant:
- ★ Proactively comply with all Shire WHS Policies, Procedures, and Guidelines, Practice, duties and other relevant conditions. As well as with the WA WHS Act 2020, WHS (General) Regulations 2022, all other relevant Regulations, Codes of Practice and Australian Standards
- ★ As far as reasonably possible comply with instructions given by their employer or an authorised person in the interests of safety and health and in accordance with the WHS Act.
- ★ Must report to their manager, supervisor, WHS Representative, PC&S and/or other relevant contact person work related injuries, near misses and any hazards at the workplace that they cannot correct themselves.
- ★ Must use, store and maintain personal protective equipment as properly instructed, and not damage or misuse any equipment or facilities provided in the interests of safety and health.

- ★ Participate in and where possible provide leadership for a continuous improvement culture of safety where best practice initiatives are entrenched in daily business activities.

LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License.
- ★ Working with Children's Check.

ESSENTIAL CRITERIA

- ★ Previous Camp Host Experience
- ★ Good communication skills
- ★ A love for the great outdoors
- ★ Knowledge of the Shire of Carnarvon region.

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ Alcohol and Other Drug screening
- ★ Pre-employment Medical
- ★ Completion of Online Induction

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.