

Candidate Information Package



The Shire of Irwin

Spanning 2,232 square kilometres, the Shire is located along the picturesque Batavia Coast of Western Australia, just 60 km from Geraldton and 350 km north of Perth. Dongara and Port Denison, the historic twin towns, are part of the Shire of Irwin, with Dongara serving as the administrative centre and the Irwin River offering a scenic landmark between the two.

Traditionally known for its lobster fishing industry and acre farming, the area has evolved into a vibrant coastal community. It is now celebrated for its welcoming atmosphere, rich heritage, and strong opportunities in employment and tourism, all contributing to its authentic coastal village charm.

The Shire of Irwin is truly an enviable lifestyle choice.



Find out more at www.irwin.wa.gov.au/

our vision - a safe place to live, an exciting place to visit and a progressive place to work
our mission - delivering excellence in service, driving growth and building strong relationships

Community



The Community is well equipped with a range of essential facilities including a public hospital facility which includes emergency services, a domiciliary care unit and a nurse home care unit, St John Irwin Ambulance, pathology, GP medical centre, district high school, transfer station and various local businesses.

There is an abundance of community and sporting groups that offer great opportunities for people of all ages to get involved and actively participate. The Shire has a modern recreation centre which offers multiple health and fitness options, plus boasts a newly refurbished skate park and pump track for people of all ages to enjoy. In the warmer months, the Dongara Denison Drive-Ins offers hours of fun and entertainment for local and visiting families.

Events

A variety of events are held throughout the year including monthly town markets, Easter Races, Hanging of the Quilts, Port Denison Race Car Sprint and the Mid-West Show and Shine.

Tourism

With a wide range of caravan parks and camping grounds, the Shire of Irwin caters for tourist and locals alike with a brilliant blend of beautiful beaches and agriculture; there is a variety of activities including surfing; fishing; nature and heritage trails and a host of events from Easter and monthly markets; Easter Races; Mixed Lawn Bowls Carnival; Hanging of the Quilts; Moreton Bay Fig trees, Irwin River; Fishermen's Lookout; historic museum; marina and WA's premier annual kitesurfing event, Kite stock. The Shire provides many other attractions in the region.

Industry

Known historically for its lobster fishing industry and broad acre farming, the area has developed to include oil and gas production/exploration and mineral sands extraction industries offering a range of employment opportunities.

Development

The Shire of Irwin is becoming a highly active environment due to the vested interest from the diverse industries with 'green' energy a primary focus. This is an exciting time to join the Shire, as it is positioned for growth in a sustainable environment.



Shire of Irwin

Dongara | Western Australia

Cleaner

Permanent Full Time & Casual Pool Opportunities

The Position

Are you a diligent and detail-focused individual with a passion for cleanliness and hygiene?

The Shire of Irwin is currently seeking a dedicated Full-Time Cleaner, along with expressions of interest for a pool of casual cleaning staff.

As a Cleaner, you will be a key player in maintaining the cleanliness, safety, and upkeep of the Shire of Irwin's buildings and facilities. Working as part of a small, supportive team, your role will involve cleaning Shire buildings, facilities, and public amenities, ensuring a high standard of cleanliness and hygiene for both employees and the public.

About You

The ideal candidates will have experience with commercial cleaning methods, products, and equipment, and will be capable of working independently while demonstrating a strong commitment to honesty and integrity.

To be successful in the role, previous experience as a cleaner will be highly regarded, and a current 'C' Class driver's licence is essential.

Interested? For confidential enquiries about the position, please contact Deb Molgaard, Coordinator Infrastructure Services, at 08 9927 0000.

How to apply

Applicants are required to submit a cover letter and resume, and details of their two most recent professional referees. For further information about the vacancy, please visit our website at www.irwin.wa.gov.au

Applications can be emailed to hr@irwin.wa.gov.au

The successful candidates will be required to provide proof of eligibility of working rights in Australia; hold a National Police Clearance (no older than 6 months), a Working with Children Check and willing to undergo a pre-employment screening to include a medical and drug and alcohol testing.

Applications close at 5pm on Monday 28th April 2025

The Shire of Irwin reserves the right to commence short-listing prior to the closing date and is an equal opportunity employer proudly promoting an all-inclusive and safe work environment.

Shane Ivers

**Chief Executive Officer
Shire of Irwin**

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Position Details

1.0 Position Details	
Position Title	Cleaner
Classification	4
Employment Type	Full Time & Casual Pool opportunities
Reporting to	Coordinator Infrastructure
Department	Operations
Location	Varied locations within the Irwin Shire (<i>see end of position description</i>)
Supervision	Nil
Relationships	Chief Executive Officer, Management, Staff, Contractors, Consultants, General Public; and Councillors
Extent of Authority	Operates under the directions of Coordinator Infrastructure or Manager Operations and within established delegations from the Chief Executive Officer in accordance with the <i>Local Government Act 1995</i> , Regulations and Policies.

2.0 Position Objective

This position is responsible for maintaining a professionally presented and safe environment for Shire of Irwin staff and customers. Maintaining an exceptional level of cleanliness of designated areas.

To ensure that the facilities are well maintained, clean and tidy and aesthetically pleasing to all users. From time to time there may be a requirement to provide cleaning at other facilities or a more thorough interval clean subject to mutual agreement.

3.0 Position Specific Tasks and Activities		
KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Cleaning	<ul style="list-style-type: none"> ▪ Action cleaning duties as requested by senior staff. 	
	<ul style="list-style-type: none"> ▪ Report any maintenance issues as soon as possible 	
	<ul style="list-style-type: none"> ▪ Ensure that the building's floors are mopped, carpets vacuumed. 	
	<ul style="list-style-type: none"> ▪ Ensure council chambers and kitchen are cleaned after each council meeting. 	
	<ul style="list-style-type: none"> ▪ Ensure effective proactive responses to incidents, hazards and near misses. 	
	<ul style="list-style-type: none"> ▪ Dishes after council functions, this may include handwashing and/or stacking the dishwasher and unpacking clean dishes. 	
	<ul style="list-style-type: none"> ▪ Ensure tea towels and tablecloths are washed and dried when required 	
	<ul style="list-style-type: none"> ▪ Ensure toilets, kitchen and office areas are thoroughly cleaned within the designated hours. 	
	<ul style="list-style-type: none"> ▪ Ensure all windows ledges, skirting boards etc are dusted / cleaned on a regular basis. 	
	<ul style="list-style-type: none"> ▪ Ensure all entrance doors have marks / smudges wiped clean on a regular basis. 	
	<ul style="list-style-type: none"> ▪ Ensure internal bins are emptied. 	
	<ul style="list-style-type: none"> ▪ Ensure cleaning chemicals, hand soap, toilet paper and hand paper towel and cleaning equipment stock is ordered. 	
	<ul style="list-style-type: none"> ▪ Maintain all cleaning equipment in good working order, reporting any damage as soon as possible. 	
<ul style="list-style-type: none"> ▪ Ensure all cleaning equipment and chemicals are stored securely after use. 		
<ul style="list-style-type: none"> ▪ Ensure that a high level of motivation is maintained. 		
Work, Health & Safety	<ul style="list-style-type: none"> ▪ To take responsibilities for safe working conditions including identifying and reporting hazards. 	<ul style="list-style-type: none"> ▪ Ensuring compliance with WHS legislation including but not limited to Occupational Health and Safety Act 1984, WHS Act (WA) 2020, WHS (General)
	<ul style="list-style-type: none"> ▪ To utilise equipment and applicable resources appropriately and as per manufacturer/supplier's instructions 	
	<ul style="list-style-type: none"> ▪ To protect the public, the environment, equipment and materials from injury, accidental loss or damage. 	

3.0 Position Specific Tasks and Activities		
KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> To conform with statutory requirements as a minimum standard. 	Regulations 2022, Codes of Practice, policies and procedures. <ul style="list-style-type: none"> Commitment and adherence to WHS policies and procedures.
Corporate Responsibility	<ul style="list-style-type: none"> To behave in a professional, supportive manner and cooperate with fellow officers 	
	<ul style="list-style-type: none"> To model behaviours which comply with the Shire's values and achieve high standard of service delivery to the organization, customers and the community that aligns with the Shire's Customer Service Charter 	
	<ul style="list-style-type: none"> To commit to a positive and productive work environment and culture that is respectful, takes accountability and works together as a team 	
	<ul style="list-style-type: none"> Comply with the Shire's Code of Conduct, management directives and approved policies and procedures 	
	<ul style="list-style-type: none"> Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position 	
	<ul style="list-style-type: none"> Exercise discretion and maintain confidentiality in dealing with sensitive and high-level issues. 	

During the course of physical work there may be requirements to climb, bend, kneel, crawl, vacuum, reach and grasp, push, lift and pull heavy objects, and undertake repetitive limb movements. The employee should ensure appropriate safety precautions are undertaken, and protective equipment is worn.

4.0 General Position Requirements	
Ethical Behaviour	Demonstrates a positive commitment and compliance with all legislation covering all forms of workplace discrimination, harassment, victimisation and bullying, compliant with the Shire's Code of Conduct and all policies.
Work Health and Safety	Ensuring duty of care which is compliant with WHS legislation and the Shire of Irwin policies and procedures. Follow all safety processes appropriately, including reporting injuries, accidents and near misses.
Risk management	Duties are performed according to the Shire of Irwin procedures and principles for risk management which includes WHS, appropriate to the position's duties as prescribed in our organisational procedures and according to legislative and regulatory requirements.
Human Resource and Leadership	Participates in performance management processes; participates in leadership and development activities including induction, recruitment, and succession planning.
Records Management	Ensures all documents are recorded in accordance with the Shire's Recordkeeping Plan, policies and procedures. Ensures confidentiality is maintained at all times.
Strategic Vision	Articulates a clear picture of the future direction of the team and describes how current decisions will impact the ability to achieve this. Creates realistic schedules and assesses opportunities and problems to assist in achieving the Shire's strategic objectives as required.
Values we are committed to	<p>Creates and maintains a positive working environment while upholding the Shire's values of:</p> <div style="text-align: center;">  <p>innovation accountability integrity respect</p> </div>

5.0 Behavioural Competencies

VALUE DESCRIPTION	EXEPECTED BEHAVIOURS
Innovation	<p>We are forward thinking and creative in our approach and strive to continuously improve the way we work.</p> <ul style="list-style-type: none">▪ I look for better ways of doing things.▪ I am open to feedback and change▪ I encourage and embrace new ideas▪ I foster creativity and think outside of the box▪ I am solution focused.
Accountability	<p>We will honour our commitments and responsibilities to achieve positive results in a transparent environment.</p> <ul style="list-style-type: none">▪ I lead by example▪ I learn from my mistakes▪ I am responsible for my actions▪ I am committed to achieving my goals▪ I acknowledge positive behaviour and successes
Integrity	<p>We always act in the public interest and are open, honest, fair and ethical in our interactions with others.</p> <ul style="list-style-type: none">▪ I am fair and consistent▪ I am honest, trustworthy and reliable▪ I effectively and actively communicate▪ I conduct myself in a professional manner▪ I am loyal and committed to the organisation
Respect	<p>We support and appreciate each other in an inclusive culture to ensure a sense of pride and enjoyment</p> <ul style="list-style-type: none">▪ I am considerate of the needs of others▪ I genuinely listen when others communicate▪ I respect the roles and opinions of others▪ I treat others how I wish to be treated▪ I support, help and encourage my colleagues

6.0 Skills, Experience and Qualifications

SELECTION CRITERIA

ESSENTIAL SKILLS, EXPERIENCE AND REQUIREMENTS

Qualifications and Experience

- Training in safe chemical use
- Relevant experience and motivation to deliver a quality service to the users and community
- Understanding of safety protocols and standards for using cleaning products
- Ability to work independently with initiative to solve problems without regular supervision
- Excellent work ethics (ie pride in work, reliable, well presented, punctual etc).
- Ability to work outside of normal office hours.
- Knowledge in using various commercial and industrial cleaning equipment.
- Good knowledge of and commitment to safe working practices.
- Experience in all aspects of general commercial cleaning.
- Relevant experience working in a similar role.
- Developed interpersonal skills with the ability to communicate with a wide range of people and groups and to positively influence others and ensure delivery of a high level of customer service.
- Developed time management and organisational skills
- Developed communications skills - both written and verbal.
- Adequate knowledge of the English language including spelling, grammar and vocabulary.
- Ability to work effectively under pressure both as a team member and autonomously with minimal supervision.
- Current, unrestricted WA Driver's License.
- Current National Police Clearance Certificate not more than 3 months old.

Desirable

- Understanding of the Local Government Act 1995, services and functions.

Attributes

- High level of personal integrity, confidentiality, and initiative.
- Highly motivated and analytical with attention to detail.
- Ability to work in a team environment and individually.
- Aptitude for learning.

Mandatory Requirements

- Proof of working rights in Australia via copy of Australian birth certificate or passport.
- Current unrestricted WA 'C' Class drivers' license.
- National Police Clearance less than 6 months old, or ability to obtain.
- Willing to undertake a pre-employment medical assessment.

7.0 Shire Facilities for Cleaning & Position Description Agreement

Shire Facilities for regular cleaning listed below:

Shire Administration Office

- Council Chambers
- Planning and Infrastructure Office
- Dongara Public Library
- Operations Depot
- Dongara Medical Centre
- Irwin Recreational Centre
- Irwin Transfer Station Gate House
- Dongara Denison Drive-in
- Dongara Pavilion and Public Conveniences

- Public Ablutions to the following areas
 - Dongara Town Park
 - Seaspray Public
 - Memorial Park
 - Foreshore
 - Fishing Boat Harbor
 - Recreational Jetty
 - South Beach
 - Cliff Head Central and North
 - Freshwater
 - Knobby Head
- Other areas
 - Dongara Dump Point
 - Foreshore Shelter Sheds
 - Fish Cleaning Trough
 - Foreshore BBQ's and Tables
 - Henry Road BBQ

This Position Description is intended to describe the general nature and level of work performed by the employee assigned. It is not designed to be interpreted as a comprehensive list of duties and responsibilities of the position. The Shire of Irwin reserves the right to amend responsibilities as required to meet business and operational requirements.

I, *the undersigned* have noted and agreed to the values, statement of duties, responsibilities and other requirements as detailed in this document. I understand, this position description may be subject to change as required and any change of duties shall be discussed with the undersigned.

Date:	
Name:	
Signature:	
Review Date:	March 2025

Your application

Recruitment

The Shire of Irwin is an equal opportunity employer, promoting a workplace that values and fosters the diversity of our staff. We strongly encourage applications from people from culturally diverse backgrounds, people with disability, and people of all ages. The Shire has positions which include full and part time, casual, fixed term contract, apprenticeships and traineeships.

The Shire of Irwin is committed to ensuring that our recruitment and selection process is fair and equitable. We ask that you read through this document to familiarise yourself with the various stages of recruitment.

Application

Your application is the opportunity to showcase your personal attributes, skills, knowledge, experience and above all – your suitability for the job.

It is essential to thoroughly research the position before submitting your application. Be sure to carefully review the Job Vacancy Package, which includes the Position Description, to gain a clear understanding of the job requirements. Pay close attention to the competencies outlined in the Position Description and provide detailed information on how your qualifications, skills, and experience align with these competencies.

Your application will need to contain the following documents:

- Covering Letter which provides an opportunity to introduce yourself and highlight your capabilities and your interest in this position
- Resume to include your name, address and contact details; your work history; education, qualifications, achievements and two most recent referees.
- Closing Date: Your application is to be received prior to the closing date.

Selection Process

The principles of the selection process are based on merit and equity which are applied to all applications by the selection panel to seek the best person for the position. The overarching principles of merit, ethical behaviours, respect, fairness and natural justice will apply to all selection processes where there will be no unlawful discrimination.

- After the closing date, or earlier candidates will be selected for interview based on their ability to demonstrate to our selection panel the required skills, experience and qualifications for the job advertised.
- If you are selected for an interview, you will be notified by telephone with a confirmation email to follow.
- Unsuccessful candidates who were interviewed will be notified by telephone.
- This part of the process may take up to four weeks after the closing date.

Interviews

- All interviews will be conducted by the same panel members and assessed in the same manner.
- Generally, interviews will consist of a panel of three members including a representative from Human Resources.
- You are encouraged to ask questions throughout the interview and an opportunity will be provided at the completion of the interview to ask questions.
- During the interview, each applicant will be asked a set-list of questions related to the selection criteria and the position requirements. Panel members will take notes throughout the interview to assist the final decision.
- At the end of the interview, you will be informed when to expect to the next point of contact. This notification can be either via phone or email correspondence.

Pre-employment Screening

Successful candidates will be requested to undertake pre-employment screening which includes your eligibility to work in Australia, a pre-employment medical assessment, a National Police Clearance Certificate less than 6 months old, formal verification of employment history and detailed reference checking with most recent employers and formal verification of all claimed qualifications. Upon completion an offer of employment may be made.

Good Luck with your application!