

Candidate Information Package



The Shire of Irwin:

Is a friendly coastal community with a population of approximately 3,800 residents located on the idyllic Batavia coast of Western Australia. The area comprises of 2,223km with a brilliant blend of coastal and rural landscapes.

Situated on Arurine Bay beside the Irwin River estuary are the twin towns of Dongara and Port Denison, forming the urban area of the Shire of Irwin. The bustling City of Geraldton is 60 kms north with the capital city of Perth 360kms south.

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



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, Kitestock. 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

Container Deposit Scheme Officer (Casual)

The Shire of Irwin is seeking an enthusiastic and flexible Casual Container Deposit Scheme Officer who is motivated in delivering exceptional customer service and able to undertake the day-to-day-operations of the four-day per week services provided to our community.

The Position

- You will proactively assist customers with container drop-off.
- Ensure contaminants, and ineligible containers are removed prior to processing eligible containers at the refund point.
- Count and tally eligible container quantities efficiently and accurately and ensure all container count data is recorded and made available for operational records / statistics.
- Ability to follow policies and procedures specifically safe work procedures and undertake WHS training relevant to work being performed.
- Sound level of customer service and interpersonal skills, including the ability to assist assertive customers
- Sound literacy and numeracy skills and basic computer skills
- Ability to undertake weekend work
- Ability to actively contribute and work as part of a team
- Current unrestricted C Class Western Australia drivers' licence

If this sounds like you, we would love to hear from you! For further information, please contact HR on hr@irwin.wa.gov.au

This position is classified at a Level 4 within the Local Government Industry Award 2021 with an hourly rate of \$26.83 per hour plus casual loading and allowances.

A Brilliant Blend

How to Apply

Applicants are required to submit a cover letter, and resume. **Applications can be emailed to hr@irwin.wa.gov.au.**

The successful candidate will be required to provide eligibility of working rights in Australia; a current National Police Clearance and pre-employment screening which includes a medical and drug and alcohol testing.

Applications close at 5:00 pm on Monday 6th October 2025

*The Shire of Irwin reserves the right to commence short-listing prior to the closing date.
The Shire of Irwin is an equal opportunity employer.*

Shane Ivers

Chief Executive Officer
Shire of Irwin

Making application

The Shire of Irwin has a variety of employment types including full and part time, casual, temporary (fixed term) contract, maximum term contract, apprentice and trainee. All the Shire's job opportunities are posted on our website.

Selection Process

The principles of merit and equity in our recruitment processes are applied to all applications. After the closing date, or earlier, candidates will be selected for an interview based on their ability to demonstrate the required skills, experience, and qualifications to our selection panel for the advertised vacancy."

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

Be thorough in your research before making application and be sure to read through all the attachments so you have a clear understanding of the job requirements.

Your application will need to contain the following documents:

Covering Letter this is an opportunity to introduce yourself and highlight your capabilities and your interest in this position

Resume Your current Resume is to include your name, address and contact details; your work history; education and training achievements.

Essential Criteria

(if required) Address each essential selection criteria set out in the Position Description providing relevant examples using the STAR method below. This is an important part of your application.

Situation Describe a work situation that you were faced with

Task Describe the task that you had to complete

Action Describe the action that you took to complete the task

Result Describe the result of your action

Closing Date Your application is to be received prior to the closing date in fairness to all applicants

Interview

If you are selected for an interview, you will be notified by telephone and a confirmation email will be sent after the call. Unsuccessful candidates who were interviewed will be notified by telephone.

Good Luck in your Application.

Position Description



1.0 Position Details

Position Title	Container Deposit Scheme Officer (Casual)
Classification	4
Employment Type	Casual
Award	Local Government Industry Award 2020
Reporting to	Manager Operations
Department	Operations
Location	Irwin Transfer Station
Supervision	Nil
Internal Relationships	Chief Executive Officer, Management, Employees

2.0 Position Objective

The position is responsible for the day to day operation of this four day per week service to the community, whilst providing a high level of customer service.

3.0 Position Specific Tasks and Activities

KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Customer Service	<ul style="list-style-type: none"> • Provide exceptional customer service at all times; 	<ul style="list-style-type: none"> ▪ Adherence to the Shire of Irwin Customer Service Charter.
	<ul style="list-style-type: none"> • To operate customer contact points and to proactively assist customers with container drop off; 	
	<ul style="list-style-type: none"> • Ensure contaminants, and ineligible containers are removed before processing eligible containers at the refund point; 	
	<ul style="list-style-type: none"> • Ensure that materials received are sorted into specific categories when required; 	
	<ul style="list-style-type: none"> • Count and tally eligible container quantities, efficiently, accurately and in a timely manner; 	
	<ul style="list-style-type: none"> • Assist supported workers and other staff as appropriate and where required; 	
CDS	<ul style="list-style-type: none"> • To ensure all container count data is recorded and made available for operational records and/or statistics; 	
	<ul style="list-style-type: none"> • Have good knowledge of safe work procedures and OSH training relevant to work being performed; and 	
	<ul style="list-style-type: none"> • Maintain a foundation level of understanding of the CDS scheme and be able to provide accurate advice to customers and members of the public when requested; 	
	<ul style="list-style-type: none"> • Where a customer complaint relates to container counting accuracy, immediately requesting the Shire CEO to review security camera footage to validate the quantity of containers accepted and processed by the operation; 	
	<ul style="list-style-type: none"> • To carry out the above duties in an accurate and diligent manner for correct compilation of customer information; 	
	<ul style="list-style-type: none"> • Keep work areas clean during operations and ensure entire facility is clean at end of day; 	
	<ul style="list-style-type: none"> • Ensuring that customers comply with the work site safety requirements; 	

Work Health & Safety	<ul style="list-style-type: none"> Undertake other duties as directed by the Manager within known skills, knowledge and capabilities. 	
	<ul style="list-style-type: none"> Maintain a thorough understanding of the Shire of Irwin's Work Health and Safety policies and procedures 	<ul style="list-style-type: none"> Adhere to the Shire's Work Health and Safety policies and procedures

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> 

5.0 Behavioural Competencies

VALUE DESCRIPTION	EXPECTED 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 Knowledge, Skills and Qualifications

SELECTION CRITERIA – ESSENTIAL REQUIREMENTS

Qualifications and experience

- No formal qualifications required.

Knowledge and skills

Essential

- Sound level of customer service and interpersonal skills, including the ability to assist assertive customers.
- Sound literacy and numeracy skills.
- Basic computer skills.
- Efficient time keeping and attendance skills.
- Ability to undertake weekend work.
- Ability to actively contribute and work as part of a team.
- Police Clearance Certificate.

Desirable

- Previous experience in a similar role.

Attributes

- High level of personal integrity, confidentiality and initiative;
- Ability to maintain productive and efficient output in a busy work environment;
- Ability to work in a team environment and individually;
- Ability to embrace, accommodate and implement change;
- Ability to prepare and interpret financial information in accordance with asset management principles;
- Committed to ongoing professional development;
- Committed to learning and personal development; and
- Committed to the organisation.

7.0 Position Description Agreement

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. This position description may be subject to change as required; any change of duties shall be discussed with the undersigned.

Date:	
Name:	
Signature:	
Review Date:	September 2025