

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

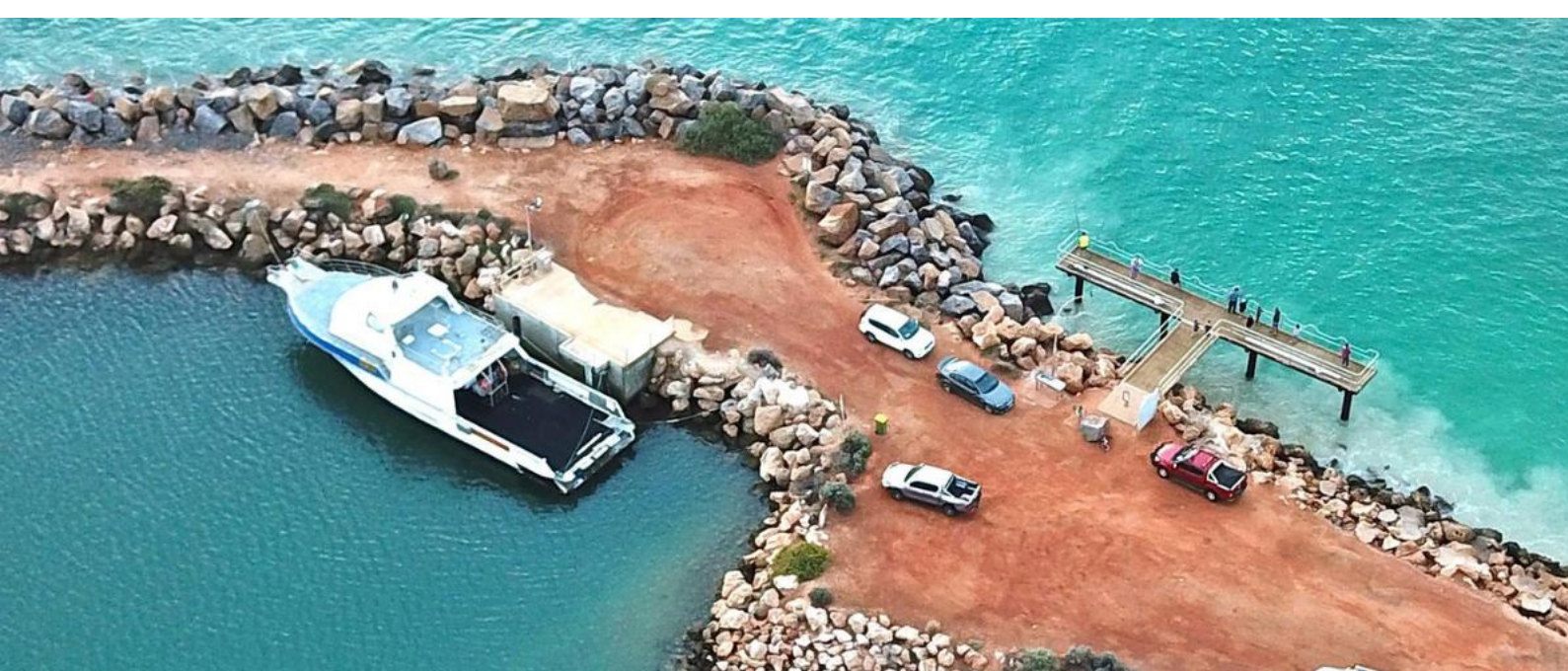
With a wide range of caravan parks and camping grounds, the Shire of Irwin caters for tourist and locals alike with a brilliant blend of beautiful beaches and agriculture; there is a variety of activities including surfing; fishing; nature and heritage trails and a host of events from Easter and monthly 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

Recreation Officer/ Gymnasium Instructor (Full Time)

The Shire of Irwin is seeking a suitably qualified local candidate to join our team in the position of Recreation Officer/Gymnasium Instructor at the Irwin Recreation Centre. This is a full-time position working 76 hours per fortnight between 6.00am and 8.00pm Monday to Friday, some weekend hours may be required.

As a Recreation Officer/Gymnasium Instructor, you will contribute to the efficient and effective operation of recreation facilities providing quality service to the Centre customers. You will be highly motivated and provide positive participation as a member of the team.

About You

You will preferably hold relevant qualifications, training, or appropriate experience in the following areas:

- A minimum of Certificate III in Fitness
- Level 2 First Aid Certificate
- Excellent Customer Service
- Strong Organisational Skills
- Ability to set priorities to meet deadlines

Interested? Confidential enquiries can be made to Laurie Smith on telephone 08 9927 0000, email lsmith@irwin.wa.gov.au



SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

A Brilliant Blend

How to Apply

Applicants are required to submit a cover letter of no more than two pages outlining your skills and experience and how you are suitable for the position.

You will also need to submit your current resume which should include two recent referees.

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

The successful candidate 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 be willing to undergo a pre-employment screening which will include a medical and drug & alcohol testing.

Applications close at 5:00 pm on Monday 22nd September 2025

The Shire of Irwin is an equal opportunity employer proudly promoting an all-inclusive and safe work environment.

Shane Ivers

Chief Executive Officer

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.**

1.0 Position Details

Position Title	Recreation Officer / Gymnasium Instructor
Classification	4
Employment Type	Permanent Full Time
Award	Local Government Industry Award 2020
Reporting to	Recreation Centre Coordinator
Department	Community Services
Location	Irwin Recreation Centre
Supervision	Nil
Internal Relationships	Chief Executive Officer, Management, Employees


2.0 Position Objective

- Contribute to the efficient and effective operation of the Irwin Recreation Centre.
- Provide quality service to Centre customers and user groups.
- Be a part of planning, programming and administration duties.
- Champion the Shire of Irwin Recreation Centre in promoting fitness programs together with providing excellent customer service to clients to meet their needs.
- Provide physical assessment of clients to create appropriate exercise plans to be enjoyable and to improve client's fitness through exercise.
- Provide and follow applicable safety rules and regulations for the use of the Irwin Recreation Centre equipment.
- Undertake a major role in the cleanliness and presentation of all Centre facilities.

3.0 Position Specific Tasks and Activities

KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Customer Service	▪ Conduct safe, enjoyable and varied styles of programs and group fitness classes for a wide range of customers	▪ Adherence to the Shire of Irwin Customer Service Charter.
	▪ Undertake gym assessments and create individual workout programs for gym users	
	▪ Ensure the facility and equipment required is available for classes to begin on time	
	▪ Ensure all facilities are presented at the highest level of cleanliness and presentation at all times	

	<ul style="list-style-type: none"> ▪ Provide support to and undertake duties as directed by the Recreation Centre Coordinator in all aspects of Centre operations and programming 	
	<ul style="list-style-type: none"> ▪ Assist in venue promotion and support the delivery of the Rec Centre venue's competitions, programs, services, events and activities 	
Gymnasium Activities	<ul style="list-style-type: none"> ▪ Adopt a holistic training approach (e.g. exercise, strength) ▪ Oversee the use of fitness equipment to ensure clients exercise properly and safely ▪ Oversee completion of exercise routines and track clients physical progress ▪ Deliver equipment and facility inductions as required ▪ Conduct individual and group fitness training sessions ▪ Refer to and promote fitness packages and plans ▪ Modify exercise plans based on needs, potential injuries or health issues ▪ Carry out First Aid and CPR if needed 	
Work Health and Safety	<ul style="list-style-type: none"> ▪ To ensure all fitness equipment and surrounding fittings are safe, in good working order and the gymnasium is hazard free at all times. ▪ Maintain a thorough understanding of the Shire of Irwin's Work Health and Safety policies and procedures ▪ Report any unsafe gym or program equipment and facility maintenance needs to the Coordinator Irwin Recreation Centre. 	<ul style="list-style-type: none"> ▪ Adhere to the Shire's Work Health and Safety policies and procedures
	<ul style="list-style-type: none"> ▪ Participate in safety and risk management processes including but not limited to the delivery of inductions for new members, building and venue inspections and act as the Centre's Health Safety Representative (HSR) 	

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>  <p>The logo consists of four words stacked vertically, each with a stylized 'i' that incorporates a circular graphic element. The words are: 'innovation' in blue, 'accountability' in orange, 'integrity' in red, and 'respect' in green.</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

- Minimum Certificate III in Fitness
- Previous experience as a Gym Instructor or similar role
- Current level 2 first aid certificate
- Experience in conducting group fitness programs
- Demonstrated excellent customer service skills
- Developed communication skills
- Knowledge of diverse exercises and how to adjust plans according to each client's needs
- Ability to instruct and motivate people
- Excellent communication skills
- Demonstrated ability to positively work within a team
- Available to work on early or late shifts and on weekends
- Proven experience of CPR and First Aid
- Organised and methodical
- Eligible to work in Australia with proof of citizenship or permanent residency
- Valid unrestricted WA Driver's Licence; and
- National Police Clearance (less than 6 months validity)

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