

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



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 Stunts and drift 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. 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

12-month Fixed Term Contract

Depot Stores Officer

The Shire of Irwin is seeking a reliable, organised and safety-focused Depot Stores Officer to join our Operations team on a 12-month fixed term contract, with the option to extend. This role is central to ensuring our depot runs smoothly, efficiently and safely, supporting the delivery of high-quality services to our community.

About the Role

Reporting to the Manager Operations, the Depot Stores Officer is responsible for the coordination, maintenance and security of Shire's depot stores, including stock control, procurement, fuel management, small plant monitoring and maintaining a clean, safe and compliant depot environment.

Key responsibilities include:

- Ordering, receiving, issuing and auditing store stock
- Maintaining accurate stock records and inventory reports
- Managing the issue and return of tools, small plant and equipment
- Monitoring fuel levels and servicing the fuel bowser
- Ensuring safe storage of chemicals and hazardous substances
- Maintaining depot grounds and ensuring a safe, tidy work environment
- Procuring goods and services in line with Council policies
- Supporting continuous improvement of depot processes

About you

We are looking for someone who brings:

- Experience in store or warehouse management, including stock control and stores layout
- Experience obtaining quotations and selecting materials/services efficiently
- Strong interpersonal skills and the ability to work cooperatively with staff, suppliers and contractors
- Effective time management and the ability to work independently
- Competence in computer systems, including Microsoft Office and database management
- A current WA C-class driver's licence
- Proficient manual handling skills.

For further information, please contact Manager Operations on 08 9927 0000

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How to Apply



Applications should include:

- A covering letter (maximum two pages) addressing the selection criteria detailed in the position description.
- A current résumé including the contact details of 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) and willing to undergo a pre-employment screening to include a medical and drug and alcohol testing.

Applications close at 5:00pm on Monday 2 February 2026.

The Shire of Irwin 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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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 of 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 interview based on their ability to demonstrate to our selection panel of the required skills, experience and qualifications for the job advertised.

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	Depot Stores Officer
Classification	5
Employment Type	Fixed Term Contract
Reporting to	Manager Operations
Department	Operations
Location	Shire of Irwin, Depot, 24 Bailey Street, Dongara, Western Australia
Internal Relationships	Manager Operations, Operations Staff, Chief Executive Officer, Management and Staff
External Relationships	Council, auditors, ratepayers, suppliers, community representatives, general public, government agencies, industry dignitaries and consultants
Extent of Authority	This position operates under the direction of the Manager Operations within established guidelines, procedures and policies of the Shire as well as statutory provisions of the local government act 1995 and other legislations.

2.0 Position Objective

Responsible for coordinating and maintaining the Shires depot and workshop supplies, stock control for plant and equipment.

3.0 Position Specific Tasks and Activities

KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Order, receive Issue and Audit of Store Stock	<ul style="list-style-type: none">Check incoming stock against orders and delivery documentation.Inspect items for damage, discrepancies and the like and follow up as required.Transport all stock to the appropriate storage area promptly, safely and without damage.Record stock levels accurately.Label stock accurately.Dispose of excess stock in accordance with Council policies and proceduresIssue/return stock through the MEX maintenance system	<ul style="list-style-type: none">Stock is available to Operations teams as required

3.0 Position Specific Tasks and Activities

KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
	<ul style="list-style-type: none"> ▪ Recording the issue and return of tools and small plant borrowed from the store. ▪ Maintain inventory of stock and create routine stock reports. ▪ Maintain a clean and safe work environment. ▪ Maintenance of Safety Data Sheets on all items held in store. ▪ Monitoring the condition of small plant items, organizing service/repair for plant and recommending the need for their replacement as required. ▪ Manage the shire's fuel requirements including the servicing of the fuel bowser. ▪ Monitoring fuel levels ▪ Gain quote estimates and order fleet parts as per councils' procurement policy. ▪ Undertake other duties as directed by the Manager Operations within competent skillset, knowledge and capabilities. 	
Maintain Security of the Store	<ul style="list-style-type: none"> ▪ Access and exit points are secured and monitored as required. ▪ Movement of people and goods is monitored. ▪ Losses are investigated and reported to the appropriate personnel. 	<ul style="list-style-type: none"> ▪ Regular stock takes
Maintain Council's Depot and surrounds	<ul style="list-style-type: none"> ▪ Depot grounds and surrounds are maintained to ensure a safe and clean work environment. ▪ Depot and surrounds are maintained to meet the presentation standards of the Council. ▪ Safe Operating procedures, take fives and MSDS are followed during depot and surrounds maintenance activities. ▪ All stores equipment, tools and machinery are safely and properly secured. 	<ul style="list-style-type: none"> ▪ Inspections are routinely carried out.
Manage Stock Levels	<ul style="list-style-type: none"> ▪ Current usage of stock is monitored for wastage. ▪ Determined optimum stock levels are maintained for constant productivity. ▪ Receipt, storage, and issue of stock/freight is undertaken when required. 	<ul style="list-style-type: none"> ▪ Maintain stores to minimize disruptions

3.0 Position Specific Tasks and Activities

KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Apply up to date knowledge of storage of chemicals and other hazardous substances and store management	<ul style="list-style-type: none"> Demonstrates a wide and practical understanding of chemical and hazardous substance and store management. Uses up to date knowledge and applies it successfully in storing chemicals and other substances in the store. Uses knowledge to keep other staff up to date with the use of chemicals and any changes needed in the use of same. Demonstrates knowledge of relevant Australian Standards relevant to personal protective equipment. 	<ul style="list-style-type: none"> Keep updated SDS monitor chemical levels
Procurement	<ul style="list-style-type: none"> Procure goods and services as required within budget requirements, procurement activities are of a high standard and within Councils Policies and procedures especially regarding legislative requirements, and track budgets as required. 	<ul style="list-style-type: none"> Purchase Orders are raised for scheduled work and budget is tracked so that no overruns occur.
Undertake Process Improvement	<ul style="list-style-type: none"> Processes are monitored and inconsistencies are identified by comparing processes for similar tasks. Ideas for improvement are given prompt consideration and feedback. Co-ordinate with the Manager Operations and make sure staff are involved so that all aspects can be considered. All areas affected by change are to be advised promptly to the Manager Operations before implementing change to minimize disruption and encourage commitment. 	<ul style="list-style-type: none"> Skill and knowledge base is maintained and demonstrated in efficient
Work Health and Safety	<ul style="list-style-type: none"> Proactively identify, correct and report hazards in accordance with procedures. Actively participate in safe job planning, team meetings and workplace inspections when required. Report hazards and incidents to their Supervisor/Manager. 	<ul style="list-style-type: none"> Acknowledge and adhere to the Shire's Work, Health & Safety policies and procedures to ensure personal and team safety.

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	Creates and maintains a positive working environment while upholding the Shire's values of:  innovation accountability integrity respect

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 Skills, Experience and Qualifications

ESSENTIAL REQUIREMENTS

Qualifications and experience

- Experience and knowledge in store and/or warehouse management that includes stock control, stores layout, stores programs and maintaining a clean environment.
- Experience in obtaining quotations and subsequently the selection of materials/services in an efficient and effective manner.

Knowledge and skills

Essential

- Excellent interpersonal skills, including the ability to gain the cooperation of and liaise with all stakeholders.
- Ability to work as part of a team, communicate and contribute to team discussions and workplace improvement program.
- Effective time management skills and the ability to prioritize workload and manage a broad number of tasks concurrently.
- Ability to work unsupervised and maintain self-motivation.
- Demonstrate advanced competencies in computer operations particularly in the use of Microsoft Office Software (or Equivalent), managing databases.
- Current unrestricted WA C Class drivers' license.
- Well-developed time management skills.
- Proficient manual handling experience

Desirable

- Previous Local Government experience desirable.
- Experience in financial management, budgeting, and monitoring budgets
- Experience in the MEX maintenance system.
- Current forklift ticket

Attributes

- Ability to work in a team environment and individually.
- Highly motivated and analytical with attention to detail
- Ability to prepare written reports and presentations.

7.0 Selection Criteria

- Experience and knowledge in store and/or warehouse management that includes stock control, stores layout, stores programs and maintaining a clean environment.
- Experience in obtaining quotations and subsequently the selection of materials/services in an efficient and effective manner.
- Excellent interpersonal skills, including the ability to gain the cooperation of and liaise with all stakeholders.
- Effective time management skills and the ability to prioritize workload, manage a broad number of tasks concurrently and work unsupervised whilst maintaining self-motivation.

8.0 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: