

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 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

Parks & Gardens Officer

The Shire of Irwin is seeking a motivated Parks and Gardens Officer who ideally has experience and skills to operate a range of equipment used to maintain parks and gardens, including reticulation experience either in a local government environment or commercial context.

About You

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

- Parks and garden maintenance including reticulation and landscape tasks.
- Have a positive attitude, good communication skills and excellent customer service skills to work collaboratively with an operational team.
- Current MR Class Licence.
- White Card
- First Aid Certificate.
- Basic Worksite Traffic Management Certificate; and
- Accreditation in herbicide application is desirable.

Interested? Confidential enquiries can be made to Operations Supervisor on telephone 08 9927 0000.

How to Apply

Applicants are required to submit a cover letter, resume and answer the selection criteria detailed in the position description. 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 5:00 pm on Monday 23 March 2026

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 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.

1.0 Position Details	
Position Title	Parks and Gardens Officer
Classification	Level 5
Employment Type	Permanent Full Time
Award	Local Government Industry State Award
Reporting to	Operations Supervisor
Department	Operations
Location	Shire of Irwin Depot, 34 Bailey Street, Dongara, Western Australia
Supervision	Nil
Internal Relationships	Management, staff and contractors.
External Relationships	Councillors, community, residents, visitors and other stakeholders.

2.0 Position Objective

- Maintain a neat and high standard of appearance of parks and gardens and provide gardening and labouring skills as required.
- Strive for continuous improvement in the workplace and provide efficient, friendly and confidential customer service whilst being helpful and courteous to staff, councillors and the public.
- Work harmoniously as part of a team ensuring that development and maintenance of nominated parks and gardens are met and duties are performed safely and to the required standard.

3.0 Position Specific Tasks and Activities

KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Asset Maintenance	<ul style="list-style-type: none"> ▪ Undertake duties relevant to the position, including but not limited to the following: <ul style="list-style-type: none"> - Plant and tree (Flora) maintenance - Grounds maintenance - Construction, installation and maintenance of relevant equipment and parks furniture; - Reticulation installation and maintenance - Turf care - Grave digging and preparation - Mowing operations - Fertilising and weed control 	<ul style="list-style-type: none"> ▪ Tasks are carried out in a safe and timely manner. ▪ Plant and equipment are maintained to a high standard.
	<ul style="list-style-type: none"> ▪ Assist with various townscape, beautification and gardening projects; 	
	<ul style="list-style-type: none"> ▪ Assist with general event management duties as required; 	
	<ul style="list-style-type: none"> ▪ Assist with general transport of goods and material as required; 	

	<ul style="list-style-type: none"> ▪ Report ongoing asset maintenance requirements directly the Leading Hand Parks and Gardens as part of daily observations/operations 	
	<ul style="list-style-type: none"> ▪ Provides support to the Town Maintenance or other operational team within known skills, knowledge and capabilities as required, including leave coverage, and 	
	<ul style="list-style-type: none"> ▪ Undertake other duties as directed by the Leading Hands Parks and Gardens and/or line management within known skills, knowledge and capabilities. 	
Customer Service	<ul style="list-style-type: none"> ▪ Undertake duties in a professional and timely manner and provide services to residents and community in accordance with the Shire's Customer Service Charter. 	<ul style="list-style-type: none"> ▪ Positive representation of the Shire is demonstrated in accordance with the Customer Service Charter.
	<ul style="list-style-type: none"> ▪ Contribute individually or in a team environment within other sections of the workforce to ensure works programs are completed efficiently and effectively. 	<ul style="list-style-type: none"> ▪ Collaboration within the team is demonstrated in achieving assigned duties in a harmonious and safe work environment..
Work Health and Safety	<ul style="list-style-type: none"> ▪ Duties are undertaken in accordance with the Shire's Safe Operating Procedures, Policies and guidelines. 	<ul style="list-style-type: none"> ▪ WHS requirements are followed and maintained in operating equipment.
General	<ul style="list-style-type: none"> ▪ Undertake other duties as directed by the Leading Hand Parks and Gardens and/or line management within known skills, knowledge and capabilities. 	<ul style="list-style-type: none"> ▪ Assigned duties are undertaken efficiently and effectively.

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 stacked words: 'innovation' in blue, 'accountability' in orange, 'integrity' in red, and 'respect' in green. Each word has a stylized circular graphic element integrated into its design.</p>

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 Knowledge, Skills and Qualifications

JOB REQUIREMENTS

Qualifications and experience

- Experience and/or certification in the use of plant and equipment applicable to parks and gardens environment.

Knowledge and skills

Essential

- Relevant qualifications, training, or appropriate experience within the following areas:
 - Horticulture or Landscaping
 - Grounds maintenance
 - Reticulation installation and maintenance
- 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
- Demonstrated knowledge of Work Health and Safety procedures.
- Basic First Aid Certification;
- Current White Construction Safety Card; and
- Current WA Manual Class “MR” Driver’s License.

Desirable

- Previous experience in a similar role within Local Government.
- General parks and gardens experience.
- Current WA Manual Class “HR” Driver’s License.
- Certification in Insecticide and Herbicide Applications;
- Plant Operation Certificates (i.e. Chainsaw, Quick Cut/Concrete Saw, Excavator, Telehandler and Bobcat).

7.0 Selection Criteria

- Relevant qualifications, training, or appropriate experience within the following areas:
 - Horticulture or Landscaping
 - Grounds maintenance
 - Reticulation installation and maintenance
- 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
- Demonstrated knowledge of Work Health and Safety procedures.
- Basic First Aid Certification;
- Current White Construction Safety Card; and
- Current WA Manual Class “MR” Driver’s License.

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:	March 2026