

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

Plant Operator/Labourer (Casual)

The Shire of Irwin is looking for a skilled and reliable Plant Operator / Labourer to join our Operations team on a casual basis. This role is ideal for someone who takes pride in maintaining local roads and community assets, enjoys hands-on work, and values being part of a small, supportive team that keeps our Shire moving.

As a Plant Operator / Labourer, you'll carry out a variety of road construction and maintenance activities across the Shire, operating plant and machinery such as graders, rollers, loaders, trucks, bobcats and excavators. You'll also assist with general labouring duties, asset maintenance reporting, and the safe upkeep of worksites and equipment.

We're looking for someone who can work safely under remote supervision, contribute positively to the team, and deliver high-quality outcomes for our community.

About You

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

- Demonstrated experience in road construction and gravel road maintenance.
- Competency in operating road construction plant and equipment.
- Side tipper experience.
- Five years' experience in construction and maintenance activities.
- HC Driver's Licence (WA).
- White Card and Basic First Aid.
- Strong work ethic, integrity, initiative and customer service skills.
- Understanding of WHS requirements, pre-starts, JSAs and safe work practices.
- Basic knowledge of traffic management and associated road maintenance tasks.

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

A Brilliant Blend

How to Apply



Applicants are required to submit a cover letter and a most up to date resume.

Applications can be emailed to hr@irwin.wa.gov.au. Please refer to the Application Package available on our website at www.irwin.wa.gov.au for full details of the position.

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

Applications close at 5:00 pm on Tuesday 7 April 2026

The Shire of Irwin is an equal opportunity employer proudly promoting an all-inclusive safe work environment. The Shire of Irwin also reserves the right to fill the position prior to the closing date.

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 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	Plant Operator/ Labourer
Classification	6
Employment Type	Casual
Award	Local Government Industry Award
Reporting to	Operations supervisor
Department	Operations
Location	Shire of Irwin Depot, 34 Bailey Street, Dongara, Western Australia
Supervision	Nil
Internal Relationships	Shire of Irwin CEO, Workers and Officers.
External Relationships	Elected members, community residents and visitors.

2.0 Position Objective
<p>Undertake road infrastructure activities involving operation and maintenance of plant and machinery and associated labour duties in a safe and efficient manner as directed by the supervisor.</p> <p>Complete works to the required standard effectively in accordance with set programs, budgets and compliant with legislation, Shire policies, procedures and applicable Australian Standards.</p>

3.0 Position Specific Tasks and Activities		
KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Rural Operations	<ul style="list-style-type: none"> Maintain the Shire's unsealed rural roads operating plant and specialized road maintenance equipment whilst exercising precision skills in the following equipment, specifically grading within specifications and construction guidelines. rollers, loaders, trucks, graders, bobcats, excavators and other machinery 	<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"> Cart materials i.e. gravel, sand, blue metal, culvert pipes etc., necessary to carry out road maintenance and construction throughout the Shire 	<ul style="list-style-type: none"> Understand, evaluate, plan and execute various work orders;
	<ul style="list-style-type: none"> Assist the Coordinator Rural Maintenance in the planning and coordination of the annual works programs and designated projects. 	

	<ul style="list-style-type: none"> ▪ General operation of plant and hand tools to carry out maintenance and/or labour duties, as required. 	<ul style="list-style-type: none"> ▪ Deliver quality outcomes and/or correctly using hand tools to perform tasks.
	<ul style="list-style-type: none"> ▪ Report ongoing asset maintenance requirements when undertaking duties. 	<ul style="list-style-type: none"> ▪ Provide updates on works identified to be undertaken.
	<ul style="list-style-type: none"> ▪ Secure all vehicles, plant and equipment in a safe and appropriate area when on site and in the Depot compound. 	<ul style="list-style-type: none"> ▪ Plant and equipment are maintained in a safe and secure area daily.
Customer Service	<ul style="list-style-type: none"> ▪ Undertake duties in a professional and timely manner to and provide services to residents and community in accordance with Shire's Customer Service Charter. 	<ul style="list-style-type: none"> ▪ Positive representation of the Shire is demonstrated.
Work Health and Safety	<ul style="list-style-type: none"> ▪ Contribute individually or in team environment within other sections of the workforce including general operation of other plant types, maintenance and/or labour duties, to ensure works programs are completed efficiently and effectively. 	<ul style="list-style-type: none"> ▪ Works Programs tasks are carried out effectively and efficiently within the specified time frame in a safe manner.
	<ul style="list-style-type: none"> ▪ Work safely and efficiently within a small group under remote supervision 	<ul style="list-style-type: none"> ▪ Tasks are carried out in a safe manner ▪ All accidents, incidents and hazards, including near misses, are reported promptly in accordance with procedures
	<ul style="list-style-type: none"> ▪ Maintain a safe and tidy worksite. 	<ul style="list-style-type: none"> ▪ Plant and equipment are maintained and kept clean and tidy. ▪ Safety inspections are undertaken of work areas that are maintained to the expected level.
General	<ul style="list-style-type: none"> ▪ Undertake other duties as directed by the Coordinator Maintenance Grading and/or line management within known skills, knowledge and capabilities 	<ul style="list-style-type: none"> ▪ Duties are undertaken efficiently, effectively and safely as directed.

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: '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

- Demonstrated experience in road construction and maintenance techniques with specific experience performing gravel road maintenance; and
- Experience in the safe use of plant and equipment associated with road construction and maintenance.

Knowledge and skills

Essential

- Side Tipper experience
- Five years demonstrated ability in construction and maintenance activities.
- Demonstrated competency in operating road construction and maintenance plant and equipment;
- Practical competency in operating other plant and equipment associated with road construction and maintenance;
- High level of personal integrity, confidentiality and initiative.
- Developed customer service and time management skills;
- Basic level of numeracy and literacy skills;
- Attention to detail and an awareness of working in high profile areas;
- Basic knowledge of traffic management standards and procedures;
- Developed understanding of occupational safety and health for maintaining a safe working environment including plant and vehicle pre-starts, risk analysis and job safety assessments (JSAs);
- Basic knowledge of associated road maintenance activities including (but not limited to) slashing, weed management, storm water management, sign installation and maintenance, patching, sweeping and vegetation trimming;
- Current WA Manual "HC" Driver's Licence;
- Basic First Aid Certification;
- White Construction Safety Card..

Desirable

- Experience in final trim grading
- MC-Driver's License
Current Traffic Management Certificate - Basic Worksite Traffic Management & Traffic Controller
Previous experience in a similar role within Local Government.

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:	March 2026