

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

Casual Transfer Station and Container Deposit Scheme (CDS) Officer

The Shire of Irwin is seeking a motivated and community-minded casual Transfer Station & CDS Officer to support the daily operations of the Dongara Transfer Station and Containers for Change facility. This role is ideal for someone who enjoys hands-on work, engaging with the public, and contributing to a cleaner, more sustainable community.

About the Role

You will be responsible for:

- Providing friendly, professional customer service in line with the Shire's Customer Service Charter.
- Directing customers to the correct use of the facility and promoting reduce-recover-recycle values.
- Ensuring accurate recording of transactions, container counts and operational data, including cash handling.
- Maintaining compliance with site licence conditions, safety requirements and operational procedures.
- Managing traffic flow, pedestrian safety and correct disposal and recycling methods.
- Assisting with scheduled deliveries/collections and updating the Mandalay system.
- Identifying and reporting hazards and participating in safe work practices.

What You'll Bring

- Well-developed communication and customer service skills.
- Good organisational and time-management abilities.
- Ability to work independently with limited supervision.
- Basic computer skills and sound literacy/numeracy.
- OHS Construction Induction (White/Blue Card).
- Current unrestricted WA Driver's Licence.
- Proficient manual handling experience.

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 and a current résumé including the contact details of two recent referees

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 Monday 23 March 2026

Shane Ivers

Chief Executive Officer



Making application



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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	Transfer Station and Container Deposit Scheme (CDS) Officer
Classification	4
Employment Type	Casual
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	
The Transfer Station and CDS Officer will be responsible for the daily operational duties at the Dongara containers for change and Transfer Station.	

3.0 Position Specific Tasks and Activities

KEY AREA	DUTIES AND RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
Transfer Station and CDS	<ul style="list-style-type: none"> ▪ Respond to all enquiries in accordance with the Customer Service Charter and established policies, standards and procedures. ▪ Direct all customers to the correct use of the facility. ▪ Ensure correct and adequate recording of transactions and information according to audit requirements, including cash handling; ▪ Assist with ensuring the site is operationally compliant at all times, working in accordance with the site license conditions, and maintenance requirements; ▪ Promotion of the reduce, recover and recycle values; ▪ Control site operations, including traffic management, pedestrian movements, correct disposal and recycling methods; ▪ Assist with the scheduled deliveries / collections as required; ▪ Record information as required and update the Mandalay system; ▪ Ongoing compliance with the Shire's Safety Management System and audit programs in line with the relevant Workplace Health and Safety Act, Regulations, Codes of Practice, Health and Safety Policies and Procedures; ▪ Apply the Shire's Values and Behaviors every day; ▪ Compliance with the Shire's Code of Conduct; ▪ Ensure all container count data is recorded and made available for operational records and/or statistics. ▪ 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. ▪ Undertake other duties as directed by the Manager Operations within competent skillset, knowledge and capabilities. 	<ul style="list-style-type: none"> ▪ Ensure correct and adequate recording of transactions and information according to audit requirements, including cash handling; ▪ Comply with site rules and regulations at all times; ▪ Form and maintain a constructive, cooperative relationship with other staff, contractors, customers, supervisors and senior management, while working towards maximum productivity. ▪ Adhere to the provisions of the State Records Act and the Shire's Record Keeping Plan at all times - creating records which would not otherwise be created, registering them into electronic and/or paper systems and retaining and protecting records as required;

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.
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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> <div style="text-align: center;">  <p>innovation accountability integrity respect</p> </div>

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 Skills, Experience and Qualifications

ESSENTIAL REQUIREMENTS

Qualifications and experience

- No formal qualifications required.

Knowledge and skills

Essential

- Well-developed communication skills – interpersonal, written and verbal.
- Good organisational, time management and prioritising skills in order to meet deadlines.
- Well-developed customer service and public relations skills.
- Good knowledge of customer service practices and culture.
- Basic computer operations skills.
- OHS Construction Induction (White / Blue Card).
- Basic Literacy and Numeracy skills.
- Ability to work independently with limited supervision.
- Current unrestricted WA Driver's License.
- Well-developed time management skills.
- Proficient manual handling experience

Desirable

- Previous experience in a similar role within Local Government.

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 Selection Criteria

- Well-developed communication skills – interpersonal, written and verbal.
- Well-developed customer service and public relations skills.
- OHS Construction Induction (White / Blue Card).
- Good organisational, time management and prioritising skills in order to meet deadlines.

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:	Feb 2026