



Shire of
Narrogin
Love the life



Employment Package

Lifeguard

Your Career. Our Community. A Shared Future

SHIRE OF NARROGIN | WESTERN AUSTRALIA

Shire of Narrogin

About Narrogin

Located approximately two hours southeast of Perth, the Shire of Narrogin is a vibrant regional community in Western Australia's southern Wheatbelt, surrounded by rolling hills, natural woodlands and rich agricultural landscapes. Situated on the traditional lands of the Noongar people of the Gnaala Karla Booja region, Narrogin is home to approximately 4,500 residents and serves as a key commercial, agricultural and service centre for surrounding communities. Combining country charm with modern conveniences, Narrogin offers an appealing regional lifestyle with easy access to Perth and neighbouring towns.

Narrogin offers excellent healthcare, education, retail and recreational facilities, complemented by a welcoming community and a strong regional economy. As a major service centre, the town provides diverse employment opportunities across local government, healthcare, education, agriculture and business. Working with the Shire of Narrogin offers the opportunity to build a rewarding career, develop professionally and make a meaningful contribution to the community. With its balance of career opportunities, essential services and relaxed country living, Narrogin is an ideal place to live, work and grow.

A thriving regional community



Great location



Strong community



Lifestyle & recreation



Excellent services



Growing opportunities

Working with the Shire of Narrogin

Governed by a Council of seven elected members, including a publicly elected Shire President, the Shire of Narrogin is committed to delivering quality services, supporting community wellbeing and promoting sustainable regional development in accordance with the *Local Government Act 1995*.

As an Equal Opportunity Employer, the Shire fosters an inclusive and collaborative workplace guided by five core values: Accountability, Respect, Excellence, Trust and Teamwork. Our employees play a vital role in serving the community while enjoying opportunities for professional growth and work-life balance.

The Shire offers a range of benefits and opportunities, subject to position and employment eligibility, including:



Health and Wellbeing

Health and wellbeing programs, including confidential counselling support.



Rostered Days Off (RDO)

RDO and flexible working arrangements to support work-life balance.



Salary Packaging

Salary packaging options available for eligible employees.



Recreation

Discounted gym and swimming pool memberships at the Narrogin Regional Leisure Centre.



Superannuation

Up to 15% employer superannuation contributions (12% statutory plus up to 3% matching for eligible employees).



Professional Development

Training, professional development and study assistance.



Leave Entitlements

Annual leave loading and long service leave entitlements.



Career Opportunities

Career progression and internal advancement opportunities.

The Opportunity

Position Overview

Position Title:	Lifeguard
Department:	Recreation Services
Responsible To:	Duty Supervisor (Aquatics)
Employment Type:	Full-Time
Hours of Work:	76 hours per fortnight
Award Level:	LGIA 2020 – NSI Award Level 4
Location:	Narrogin Regional Leisure Centre

About the Role

The Shire of Narrogin has an excellent opportunity for an enthusiastic, self-motivated, team-oriented, accurate and dedicated individual to fill the role of Lifeguard in the Recreation Services Department

This position is responsible for maintaining a safe aquatic environment through active supervision, accident prevention and prompt emergency response, while providing excellent customer services to facility patrons.

KEY RESPONSIBILITIES

- Actively supervise pool areas and monitor patron safety.
- Enforce facility safety rules and regulations.
- Respond to emergencies, perform rescues and administer first aid.
- Identify potential hazards and prevent accidents.
- Provide assistance and information to facility patrons.
- Inspect and maintain rescue and first aid equipment.
- Maintain accurate incident and water quality records.
- Participate in emergency drills and ongoing training.
- Assist with facility cleanliness and maintenance.

QUALIFICATIONS

- Valid Pool Lifeguard Certification.
- Current First Aid Certification.
- Current unrestricted C Class Driver's Licence.
- Current Working with Children Card (essential).
- Knowledge of water rescue, CPR and emergency procedures.
- Strong communication, teamwork and problem-solving skills.
- Ability to work independently and demonstrate initiative.
- Customer service experience and a safety-focused approach.
- Previous lifeguarding experience and willingness to obtain a Pool Operations Certificate (desirable).

The Package

SALARY PACKAGE

Component	\$ Minimum (per annum)	\$ Maximum (per annum)
Salary*	\$51,910	\$51,910
Over Award Payment	-	\$988
Total Salary Payable	\$51,910	\$52,898
Superannuation @ 12%	\$6,229	\$6,348
Matching Superannuation @ 3 %	\$1,557	\$1,587
Leave Loading 17.5% (not payable to contract or casual employees)	\$699	\$712

ADDITIONAL BENEFITS



Vehicle
Provision**

N/A



Housing
Allowance

N/A



Phone
Allowance

N/A



Uniform
Allowance

To be Provided



Gym Membership (full)
50% discount

\$606



Rostered Day Off

19-Day Working Month (One accrued rostered day off every four weeks)



Notes:

* The package is calculated on a full-time wage of 76 hours per fortnight for a full year. Wages will be paid on actual hours worked.

** Unrestricted Private Use (radius if 250km) from Narrogin Townsite.

HOW TO APPLY

Application Requirements

- Current résumé.
- Cover letter outlining their interest and suitability for the position.
- Written response addressing the Selection Criteria in the Position Description.
- Contact details of at least two professional referees, preferably current or recent supervisors.
- Applicants must submit all required documents to be considered for the position. Candidates who demonstrate their suitability against the Selection Criteria may be shortlisted for an interview.

Pre-Employment Checks

The preferred applicant may be required to undergo qualification, identity and employment history verification, National Police Clearance, medical assessment and drug and alcohol screening.

Interviews

Applicants must provide a current phone number and email address. Shortlisted candidates may be invited to interview at the Shire Administration Office or the position's designated work location.

Equal Employment Opportunity

The Shire of Narrogin is committed to equal opportunity, inclusion and merit-based recruitment.

Application Submission and Enquiries

Email your application to hrpayrollofficer@narrogin.wa.gov.au. Applications will remain open until a suitable candidate is appointed.

For enquiries, visit www.narrogin.wa.gov.au or contact HR/Payroll Officer on (08) 9890 0900 or via email above.



Position Description

Lifeguard

POSITION DETAILS

Position	Lifeguard
Directorate:	Corporate and Community Services
Department:	Recreation Services
Position Classification:	LGIA 2020 – NSI Award Level 4
Employment Type:	Full-Time / Part-Time / Casual
Location of Work:	Narrogin Regional Leisure Centre

ORGANISATIONAL RELATIONSHIPS

Responsible To:	Duty Supervisor (Aquatics)
Internal and External Liaison	
Internal:	Manager Recreation Services Recreation Services Coordinator (Aquatics)
External:	Narrogin Regional Leisure Centre Members General Public Community Groups

POSITION WITHIN THE ORGANISATION



POSITION OBJECTIVES

- Primary objective is to ensure the safety of all individuals using the aquatic facilities.
- Include actively preventing accidents and responding promptly and effectively to water-related emergencies.

KEY DUTIES AND RESPONSIBILITIES

- Maintain constant vigilance over facility patrons, actively scanning the water, and ensuring swimmers are adhering to safety rules and regulations.
- Respond swiftly and effectively to emergencies, performing water rescues as necessary and administering first aid when required.
- Enforce safety rules and regulations to ensure the safety of all patrons.
- Assist facility users by answering questions, providing information, and offering support as needed.
- Ensure the proper functioning and cleanliness of rescue equipment, including oxygen, defibrillator, and first aid supplies.
- Maintain accurate records of incidents, injuries, and pool water quality as per facility protocols.
- Participate in regular training and skill development sessions to maintain and improve lifeguarding skills.
- Collaborate with facility's emergency response team during drills and real emergencies.
- Contribute to the cleanliness and maintenance of the Narrogin Regional Leisure Centre.
- Demonstrate actions in keeping with Shire's adopted values, council policies, executive instructions, and code of conduct and the highest principles of ethics and integrity.

SELECTION CRITERIA

Qualifications

- Possess a valid Pool Lifeguard Certification.
- First Aid Certification (current).
- Be willing to obtain Pool Operations Certificate (desirable).
- Hold a current unrestricted C-Class Driver's Licence.
- Provision of a current Working with Children Card (essential).

Experience

- Relevant experience in a similar role (desirable).
- Experience working with a collaborative attitude with the ability to work effectively as part of a team.
- Experience in customer-focused environments.
- Relevant experience in supporting staff, suppliers, and user groups.

Skills

- Developed verbal, written, and interpersonal communication skills, including negotiation, mediation, conflict resolution and problem-solving skills.
- Highly developed sense of initiative, with an ability to work as part of a team or autonomously with minimal supervision.

Knowledge

- Life-saving techniques and water rescue procedures.
- Facility rules and regulations.
- CPR and first aid protocols.
- Use of aquatic safety equipment.
- Emergency response procedures and evacuation plans.

EXTENT OF AUTHORITY

- Free to act within established guidelines and may exercise judgement in some circumstances.
- Operates under the general direction of the Duty Supervisor (Aquatics).
- Within established guidelines, procedures and policies of the Shire as well as statutory provisions of the Local Government Act and other legislations.
- Provides supervision and support to all facility members.
- Maintain constant vigilance over the pool area and aquatic facilities, including any associated water features.
- Responsible for recognizing potential hazards, identifying unsafe behaviours, and taking immediate action to prevent accidents and injuries.
- Enforce the NRLC's rules and regulations; Lifeguards have the authority and responsibility to take immediate action. This may involve performing water rescues, administering first aid, and initiating emergency response protocols, including calling for additional assistance or medical help if necessary.

- In the case of severe emergencies, such as pool contamination, inclement weather, or equipment malfunctions, lifeguards may have the authority to initiate pool evacuation and closure procedures to ensure the safety of patrons.

WORK HEALTH AND SAFETY REQUIREMENTS

- Follow all Work, Health & Safety guidelines, policies and procedures.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.
- Oversee safety management across the Recreation Services Department in conjunction with the relevant Work, Health & Safety representatives.
- Undertake risk assessment, hazard identification and control and conduct accident/incident/near misses investigation and documentation.
- Assist with any Work Injury Management Programs.
- Assess possible hazards, recommend and initiate appropriate solutions.
- Report all accidents, incidents, near misses and hazardous situations arising in the course of work.



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