



POSITION DESCRIPTION

THE SHIRE OF BOYUP BROOK

Our people are passionate about their communities and connected to their teams. They're motivated by our genuine commitment to diversity and inclusion, as demonstrated by our Corporate Values.

OUR VALUES

We have 5 values that guide our everyday behaviours and reflect us at our best.



Proactive

Embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.



Leadership & Teamwork

Lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.



Accountability & Integrity

Demonstrate respect, transparency, honesty and inclusivity in all interactions with the community.



Commitment

Build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.



Engaging Community

Show respect, understanding and compassion for others and work collaboratively with community for better outcomes.

POOL LIFEGUARD

Position no:		Date effective	August 2026
Level:	2	Agreement/Award:	LGIA 2020 (MA000012) (State)
Division:	Community Services		
Responsible to:	Swimming Pool Manager		

1. POSITION OBJECTIVES

The key objectives of this position are:

- 1.1 Assist in the safe, efficient and effective operation of the Boyup Brook Swimming Pool by providing active lifeguard supervision, high standards of customer service and a clean, well presented facility.
- 1.2 Promote a safe, welcoming and enjoyable environment for all patrons through effective supervision, emergency response, enforcement of facility rules and proactive risk management.
- 1.3 Support the Swimming Pool Manager and/or Swimming Pool Operator in the delivery of pool operations, community activities and routine maintenance to ensure the facility operates safely and efficiently.
- 1.4 Contribute positively as a member of a safety conscious, professional and customer focused team.
- 1.5 Support the achievement of the Shire's Strategic Community Plan, Corporate Business Plan and organisational values.

2. KEY RESPONSIBILITIES

- 2.1 Lifeguarding and Patron Safety
 - Provide active supervision of all water spaces and surrounding pool areas.
 - Monitor patron behaviour and ensure compliance with pool rules and Shire policies.
 - Maintain minimum lifeguard supervision ratios in accordance with Royal Life Saving Guidelines.
 - Identify hazards and unsafe behaviours and take appropriate action.
 - Respond to emergencies including rescues, first aid and CPR.
 - Report incidents, hazards and unsafe conditions to the Swimming Pool Manager.
- 2.2 Customer Service
 - Deliver professional, courteous and responsive customer service.
 - Promote a safe, welcoming and enjoyable environment.
 - Assist with community events and activities conducted at the facility.
 - Respond appropriately to patron enquiries and concerns.
- 2.3 Facility Maintenance
 - Assist in maintaining a high standard of presentation throughout the facility.
 - Clean pool surrounds, change rooms, ablutions and other facilities.
 - Ensure equipment is used safely, maintained and stored correctly.
 - Report maintenance requirements promptly.

2.4 Teamwork

- Work collaboratively with the Swimming Pool Manager and other employees.
- Follow lawful directions and operational procedures.
- Undertake additional duties consistent with the level of the position.

3. PERFORMANCE OF DUTIES

- 3.1. Ensure that your work is carried out efficiently, economically and effectively and that the standard of work reflects favourably both on you and the Shire of Boyup Brook.
- 3.2. Perform your duties impartially and in the best interests of the Shire of Boyup Brook.
- 3.3. Comply with all applicable legislation, regulations, Shire policies, procedures and lawful directions including but not limited to Code of Conduct, Shire of Boyup Brook Policy, *Local Government Act 1995* and other relevant Legislation.
- 3.4. Role model a work environment free of discrimination, harassment (including sexual harassment), bullying, victimization, or vilification
- 3.5. Demonstrate and model our Corporate Values.
- 3.6. Act with integrity – being consistent with Shire’s core values in all your tasks and interactions with others. Demonstrating integrity includes:
 - Demonstrating a personal quality that shows a strong respect for ethical principles in all aspects of your work.
 - Being dependable and following through on your commitments.
 - Being respectful when communicating with others.
 - Taking responsibility for your actions and holding yourself accountable for your mistakes.

4. SAFETY AND DUTY OF CARE

The Shire of Boyup Brook recognises its legal obligations under the *Equal Opportunity Act 1984* and will actively promote equal opportunity based solely on merit to ensure discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.

The Shire is committed to Workplace Health and Safety in all areas of the Shire’s operations, and requires you to comply with the requirements of the *Work Health and Safety Act 2020* and accompanying *Work Health and Safety (General) Regulations 2022* which requires that while at work, a worker must:

- a) *take reasonable care for the worker’s own health and safety; and*
- b) *take reasonable care that the worker’s acts or omissions do not adversely affect the health and safety of other persons; and*
- c) *comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act; and*
- d) *cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.*

The Shire requires employees to ensure all volunteers, employees and contractors work or behave in a safe manner and to address or report as appropriate any hazards, behaviours or issues that may compromise health and safety.

5. ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.
- Medical assessment which may include drug and alcohol testing.
- Current National Police Certificate (less than 3 months).
- Working with Children Check
- Reference checks

6. Organisational Relationships

6.1. **Responsible to:** Swimming Pool Manager and/or
Swimming Pool Operator

6.2. Internal and External Liaison

Internal

CEO

Executive Manager Governance & Community Services

Manager Community Services

All Shire employees

External

General Public

7. SELECTION CRITERIA

Essential

1. Current Pool Lifeguard Certificate
2. Current Senior First Aid Certificate
3. Well-developed interpersonal and communication skills, with the ability to interact effectively with patrons and colleagues
4. Competent lifeguarding, First Aid, CPR and rescue skills
5. Knowledge and understanding of WHS requirements
6. National Police Clearance, not more than 3 months old
7. Pre-employment Medical Certificate.
8. Working with Children Check
9. Provide evidence of Right to work in Australia.

Desirable

1. Previous experience as a Lifeguard
2. Knowledge of Health (Aquatic Facilities) Regulations 2007
3. C class drivers licence.

8. NORMAL WORKING HOURS

Per roster.

9. KEY PERFORMANCE INDICATORS

At least once in each financial year the Manager Community Services will conduct an evaluation of the Lifeguard's performance. The annual review will include an assessment of achievement against position objectives in line with the key responsibilities outlined above, and within the context of the Shire's strategic planning.

The Lifeguard will be assessed on their ability to:

- Provide effective lifeguard supervision and maintain a safe aquatic environment.
- Respond promptly and effectively to emergencies.
- Deliver high-quality customer service.
- Maintain the presentation and cleanliness of the facility.
- Comply with legislation, policies and operational procedures.
- Work effectively as part of the Community Services team.
- Demonstrate the Shire's Corporate Values

10. OTHER RELEVANT INFORMATION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the CEO, in response to the strategic direction of the Shire, and the development of the skills and knowledge of the position.

11. GENERAL TERMS OF APPOINTMENT

- 11.1. All employees are bound by the requirements of the Local Government Act 1995 to act with integrity, and in a way that shows a proper concern for the public interest.
- 11.2. Shire's corporate values for serving the community are: quality of service; Proactive, Leadership and Teamwork, Accountability and Integrity, Commitment and; Engaging Community.
- 11.3. The values which govern the conduct of management and employees are: loyalty; respect and trust; corporate teamwork; excellence and best practice; open, fair, accountable and efficient work practices; and staff development.

12. CERTIFICATION

I, Shire of Boyup Brook Executive Manager Corporate Services, confirm the details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

As position occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant	
Date	
Executive Manager Corporate Services	
Date	