



# APPLICATION PACKAGE

**Cleaner**

**Contact:**

**Ben Forbes  
Executive Manager Corporate Services  
Shire of Narembeen  
9064 7038**

# CONTENTS

ADVERTISEMENT.....	3
POSITION DESCRIPTION.....	4
POSITION DETAILS AND HOW TO APPLY.....	8
SALARY INFORMATION.....	9



## Cleaner

### *Friendly working environment - keep our facilities looking beautiful!*

The Shire of Narembeen is seeking a casual or (preferred) part-time cleaner for approximately 30 hours a week, or 0.8FTE, to help service the Shire's commercial facilities and public buildings. Our cleaners provide a vital service by ensuring that the physical representation of the Shire's operations are kept in as good a condition as possible, mirroring the strong spirit of the Narembeen community.

The ideal applicant will be well presented, self-motivated, energetic and keen to use their initiative to manage and plan their workload to ensure the achievement of outcomes. Attention to detail and enthusiasm will be extremely well regarded. The position offers a large degree of flexibility and autonomy to the successful applicant, with the ability to set your own hours and manage your own day-to-day workflow, within established parameters and guidelines

Starting as soon as possible, the position offers the successful applicants an above-award wage, Shire-owned accommodation (pending availability) and matching of additional superannuation contributions, up to 5%.

For more information refer to the remuneration section of the application package.

#### **Your Key Responsibility:**

- **Preserve and maintain**  
Keep assigned facilities clean and tidy

#### **How to Apply**

To learn more about the duties and responsibilities, download the application package available on our website: [www.narembeen.wa.gov.au](http://www.narembeen.wa.gov.au). For a confidential discussion about the role, reach out to Ben Forbes, Executive Manager Corporate Services, at [bforbes@narembeen.wa.gov.au](mailto:bforbes@narembeen.wa.gov.au) or call (08) 9064 7308 during office hours.

Submit your application by **4pm, Friday 31 January 2025**. Please include your current resume and a cover letter, clearly marked "Private & Confidential – Cleaner" and send it to [bforbes@narembeen.wa.gov.au](mailto:bforbes@narembeen.wa.gov.au).

# POSITION DESCRIPTION



<b>POSITION TITLE</b>	Cleaner
<b>DIRECTORATE</b>	Corporate Services
<b>AWARD</b>	Local Government Officers' (Western Australia) Award 2021
<b>LEVEL</b>	Level 3
<b>STATUS</b>	Part-time roster ~30 hours per week.* *May require occasional weekend hours *May require additional hours to assist with coverage of the caravan park from time to time.
<b>LOCATION</b>	Narembeen townsite

## POSITION OBJECTIVES

The Shire of Narembeen's cleaners are essential to maintaining and preserving its facilities. Our cleaners ensure that our facilities are well-presented, maintaining the high level of amenity that the Shire strives to offer the local community and tourists visiting the district.

## DUTIES AND RESPONSIBILITIES

### General

- Cleaning of all designated Council owned facilities, including commercial and residential premises, public amenities, and communal spaces
- Assist in the management and ordering of inventory
- Always ensure correct handling and storage of chemicals and cleaning supplies
- Identification and reporting of building maintenance issues
- Other duties commensurate with the position, as directed by the Executive Manager Corporate Services.

### Caravan Park (ad hoc, pending coverage)

- Maintain the caravan park cabins, laundry, ablution areas and public amenities
- Launder all linens in-between cabin bookings
- Assist with managing the caravan park inventory of supplies and consumables and assist with the associated purchases.

## KEY PERFORMANCE REQUIREMENTS

Reviews shall be conducted annually on the following Key Performance Indicators:

- Provision of effective and timely cleaning services
- Ability to work effectively whilst unsupervised
- Demonstrated use of initiative
- Ability to achieve outcomes when working unsupervised
- Adherence to Council policies, procedures and work health and safety requirements.

## RELATIONSHIPS

**Reports to:** Executive Manager Corporate Services

**Internal Liaison:** Councillors, Shire Staff

**External Liaison:** General public and residents

## EXTENT OF AUTHORITY

Operates under the direct supervision of the Executive Manager Corporate Services.

## CODE OF CONDUCT

Must at all times adhere to the Code of Conduct, ensuring compliance with its standards in all aspects of the role.

## DISABILITY ACCESS AND INCLUSION PLAN

Responsible for supporting the Shire of Narembeen's commitment to advancing the principles and objectives of the Disabilities Service Act 1993, including its 2004 amendments, ensuring compliance with the seven standards outlined in the Disabilities Services Regulations 2013, and contributing to the successful implementation of the Disability Access and Inclusion Plan 2024-2029.

## EQUAL EMPLOYMENT OPPORUNITY

Responsible for upholding the Shire of Narembeen's commitment to providing a working environment where every employee is treated equally, fairly, and without prejudice, in alignment with the Equal Employment Opportunity Policy and Management Plan.

## RISK MANAGMENT

Responsible for complying with the Shire's risk management policies and procedures, and for reporting any potential risks related to operational procedures.

## WORK HEALTH AND SAFETY

Responsible to ensure that a safe and healthy work environment is maintained:

- Undertake duties with compliance to WHS Act 2020, WorkCover Code of Practice and Shire's Policies and Procedures.
- Working safely at all times to protect your own health and safety, and the health and safety



of everyone with who you work, and any other person at the worksite.

- Actively participate in risk assessments to ensure high risk activities are identified and controlled. Suggest improvements where required.
- Identify and report workplace hazards and follow all reasonable directions from supervisors with regard to safety.
- Use personal protective equipment as directed by the employer.

### EMPLOYMENT CONDITIONS

- A pre-employment medical and current National Police Clearance Certificate is required.
- Signed declaration that the incumbent has read the Shire of Narembeen's Induction Manual and Employee Code of Conduct prior to commencement.

### CERTIFICATION

<b>Approved by</b>	Executive Manager Corporate Services	<b>Signature</b>	
<b>Authorised by</b>	Chief Executive Officer	<b>Signature</b>	
<b>Date reviewed</b>	19 December 2024		

## Position Details & How to Apply

If you decide to apply for this position, please include a cover letter outlining your relevant skills and experience and a copy of your resume.

The Shire is an equal opportunity employer and applies merit-based selection techniques. Please read these notes carefully as they are designed to help you understand the Shire of Narembeen's selection process.

### Application Checklist

Your application should include:

1. A cover letter introducing yourself
2. A current resume with the details of you experience
3. Names and contact details of at least 2 recent employment references.

### Further Information

For further information please contact:

Ben Forbes  
Executive Manager Corporate Services  
E: [bforbes@narembeen.wa.gov.au](mailto:bforbes@narembeen.wa.gov.au)  
T: (08) 9064 7308

### Closing Date

Closing date for applications – **4pm Friday, 31 January 2025.**

## Remuneration Information

The position offers the following remuneration package:

Remuneration component	\$ per annum
Cash Salary (30 hours a week at \$30.50 per hour**)	47,580
Superannuation Guarantee (11.5%)	5,472
Superannuation Matching (up to 5%)	2,379
Leave loading (17.5%)	641
Housing Allowance	5,200
Uniform Allowance	500
<b>Total</b>	<b>\$61,772</b>

*\*\*Final hourly rate will be decided by negotiation with the successful applicant.*

### Annual Leave

Entitled to 4 weeks pro-rata equivalent annual leave each year.

### Housing

Residential house available for rent, subject to availability and/or per policy

### Ordinary Hours

By negotiation.