Employment Opportunity

CLEANER

PART TIME ROLE – 38 HOURS PER FORTNIGHT

Hourly Wage $33.7741
Level 2, Municipal Employees (Western Australia) Award 2021

The Shire is seeking a Cleaner who is an energetic and self-motivated person, who takes pride in their work, can ensure our facilities are cleaned and well maintained, whilst providing a friendly, professional service.

Ideally the successful candidate will possess the following:

- High level use of initiative and a self-starter able to work as a contributing team member in an un-supervised work environment.
- A current "C" class Motor Drivers Licence.
- Proactive problem solver who takes great interest in the buildings in which they work.
- A fit and active person able to meet the requirements of this physical work.
- Able to work flexible hours to suit change in cleaning roster.
- Experience with cleaning products and equipment.

In return the Shire is offering a remuneration package inclusive of:

- An hourly wage rate of $33.7741 per hour.
- Superannuation of up to 15.5%.
- 4 weeks annual leave per annum with 17.5% leave loading on a pro-rata basis.
- Pro-rata personal leave
- 2 recreation days between Christmas & New Year.

The Shire of Brookton offers great benefits such as a health and wellbeing program, additional matching co-contribution superannuation and free access to the Brookton Gym and the Brookton Aquatic Centre.

Further information is available on the Shire's website at
https://www.brookton.wa.gov.au/council/employment/employment.aspx

Confidential enquiries about the position should be directed to Mr Stuart Billingham, Manager Corporate and Community on 9642 1106.

Applications should be addressed to the Chief Executive Officer, or emailed to hr@brookton.wa.gov.au, marked "Confidential – Cleaner", by **4pm, Monday, 16 November 2026.**
The Shire of Brookton is an equal employer committed to an equitable, diverse, and socially inclusive work environment.

APPLICATION INFORMATION

Thank you for expressing interest in this position, we welcome your enquiry. It is Council's intent to select the best possible applicant for this demanding position and we wish you well with your application.

Your application should consist of at least:

Covering Letter
A letter addressed to the CEO applying for the position and stating your anticipated commencement date if successful.

Resume/Curriculum Vitae
A detailed resume/curriculum vitae setting out your personal details, contact details, work history, periods of employment, positions held with details of duties and other relevant information such as personal interests.

The details of your academic qualifications and identifying information such as institution, certificate number and date of issue. Details of any ongoing professional development.

The details of your nominated referees including contact information and their position or working relationship with you. At least three referees who can confirm your work history and attributes should be nominated.

You are not required to address the individual selection criteria, however, please ensure that your resume/curriculum vitae includes sufficient information to allow assessment of your ability against the Selection Criteria and more generally to assess your skills, knowledge, experience, and suitability for the position. You may provide any other information that will support your application.

Applications
Please provide your cover letter on a single sided A4 paper.

Applications can be mailed, emailed to hr@brookton.wa.gov.au or hand delivered.

Applications should be addressed as follows:

CONFIDENTIAL APPLICATION
Chief Executive Officer
Shire of Brookton
PO Box 42
BROOKTON WA 6306

Short listed applicants will be contacted to arrange an interview if required. The Shire of Brookton is keen to make an early appointment with commencement as soon as possible.

The closing time and date for applications is **4pm, Monday, 16 November 2026.**

EMPLOYMENT CONDITIONS

Salary Package:
The offered Salary Package includes:

COMPONENT	Level 2	
Base Salary (cash component)	$	33,368.81
Superannuation (12%)	$	4,004.26
Superannuation 3.5% - subject to employee matching	$	1,167.91
Package Total	**$**	**38,540.98**

Position	Cleaner
Location	Shire of Brookton
Industry Award	Municipal Employees (Western Australia) Award 2021
Classification	Level 2
Gross Salary (cash component)	$33,368.81
Tenue	Permanent Part Time Position
Hours of Work	38 hours per fortnight
Superannuation	12% Guarantee fee plus up to an additional 3.5% employer matching
Housing	There is no Shire accommodation allocated to this position
Leave Entitlements	Four (4) weeks annual leave per year (pro-rata) 17.5% loading
	Public Service Holidays – two (2) additional public service holidays per year to be taken between the Christmas and New Year period as per Shire Operational Guidelines
	Other personal leave as set out in accordance with the Award
Uniform	As per Shire Operational Guidelines Employee Uniforms
Probationary Period	A six-month probationary period applies to this position
Pre-Employment Medical	Candidates may need to complete a health-assessment and drug and alcohol screen as part of the selection process
National Police Clearance	Candidates may need to complete a National Police Clearance (dated within 3 months of the position closing date) as part of the selection process

Work Place Address:
Across all Council facilities in the Shire of Brookton.
Your "workplace" i.e. your normal place of commencement of duties each day, may change to suit the Shire's requirements. Should this occur, reasonable notice will be given.

Award and Enterprise Agreement
All conditions are in accordance with the Municipal Employees (Western Australia) Award 2021.

GENERAL EMPLOYMENT INFORMATION

Salary
Wages will be paid on a fortnightly basis by the Thursday of that week, by electronic funds transfer to your nominated bank account(s).

Hours of Work
The regular hours of work are 38 ordinary hours per fortnight as per the Municipal Employees (Western Australia) Award 2021

The 38 hours may be completed on set roster:

Day	Location	Hours Worked	Comment
Wednesday	Public Toilets	1	Permanent Part-time
Wednesday	Admin Office	1	Permanent Part-time
Wednesday	WB Eva Pavilion	1	Permanent Part-time
Wednesday	Caravan Park	4	Permanent Part-time
Friday	WB Eva Pavilion	3	Permanent Part-time
Friday	Town Hall	1	Permanent Part-time
Monday	WB Eva Pavilion	3	Permanent Part-time
Monday	Admin Office	2	Permanent Part-time
Tuesday	Admin Office	1	Permanent Part-time
Tuesday	Brookton CRC	2	Permanent Part-time
Wednesday	Public Toilets	1	Permanent Part-time
Wednesday	Admin Office	1	Permanent Part-time
Wednesday	WB Eva Pavilion	1	
Wednesday	Caravan Park	4	
Friday	Town Hall	1	Permanent Part-time
Friday	WB Eva Pavilion	3	Permanent Part-time
Monday	WB Eva Pavilion	3	Permanent Part-time
Monday	Admin Office	2	Permanent Part-time
Tuesday	Brookton CRC	2	Permanent Part-time
Tuesday	Admin Office	1	Permanent Part-time
	TOTAL:	**38**	

Meal Break
An unpaid meal break is provided and must be taken no longer than five hours after commencement of work. This break must be a minimum of half an hour and maximum of one hour as agreed between you and your supervisor.

Overtime
Eligibility for payment for and the conditions associated with the working overtime are in accordance with the provisions of the Municipal Employees (Western Australia) Award 2021.

Except as otherwise provided, overtime will be paid at the rate of time and a half for the first two hours and double time thereafter. Overtime worked on a Sunday will be paid at the rate of double time

Salary Increases
Your salary will increase automatically in accordance with the provisions of the Municipal Employees (Western Australia) Award 2021.

Superannuation
Compulsory Occupational Superannuation contributions (currently 12% of salary) will be paid on your behalf into a complying superannuation fund of your choice. In the event that you do not nominate a fund, contributions will be paid directly into your membership account of the Aware Super Pty Ltd.

In addition to Compulsory Occupational Superannuation contributions paid by the Shire, you also have the option of contributing additional superannuation from your salary. Should you elect this option, the Shire will match your contribution percentage up to 3.5%. Subject to compliance with legislative requirements, your additional superannuation contributions may be made on a salary sacrifice basis.

Personal Leave:
Paid personal leave is available to you when you are absent due to the following:

- due to personal illness or injury; or
- for the purposes of caring for an immediate family or household member who is sick and requires the employee's care and support (carer's leave) or who requires care in an unexpected emergency.

Each year, full time and part time employees accrue paid personal leave equal to the number of hours they would ordinarily work in a 2 week period, up to 76 hours per year. Personal leave is a cumulative entitlement, and any leave not taken in one year is carried over and able to be taken in future years.

To be entitled to payment you are required, as soon as reasonably practicable, to advise your supervisor of your inability to attend work, the nature of your illness or injury or family carer requirement and the estimated duration of the absence. Unused portions of entitlement to paid personal leave shall accumulate from year to year.

Compassionate Leave
You are entitled to take up to 2 days paid Compassionate Leave each year on any occasion on which a member of your immediate family of household deceases, or contracts or develops a personal illness or injury that poses a serious threat to his or her life. Unused portions of entitlement to compassionate leave shall not accumulate from year to year.

Annual Leave
You are entitled to a period of 4 weeks of Annual Leave per year of service on a pro-rata basis.

Annual leave shall be given and taken at such times mutually convenient to the Shire and the employee.

A 17.5% loading calculated on your base rate of pay will apply to payment for period of Annual Leave.

TITLE: CLEANER

PURPOSE: The objectives of this position are to:

- To present Council buildings in a clean and tidy state for all venue hirers and users of public facilities.
- To perform periodical cleaning of Shire rental housing, including short stay holiday accommodation and ablution facilities.

KEY RESPONSIBILITIES	REQUIREMENTS
Cleaning Duties: • Liaise with relevant Administration Staff on venue hire bookings and periodical cleaning of Shire rental housing and short stay holiday accommodation. • Clean and service Council buildings to the best possible level and set up chairs and tables for external hirers, as required. • Clean short stay holiday accommodation and ablution facilities as well as change bed linen, as required. • Document and report all damage, theft, and maintenance requirements as they arise and indicate potential for damage as it becomes apparent. • Use the knowledge of each building, the facilities and equipment (tables, chairs, settings, and fittings, etc.) to ensure that damage to these smaller assets is repaired and missing items are reported. • Seek and provide advice on how cleaning and building care can be improved or where materials and time savings can be made. • Report to the Manager Corporate and Community on consumable materials and replacement of equipment as required. Additional: • Ensure one's own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work and ensure that OH&S responsibilities are met and promoted by complying with the Shire's OH&S policies and procedures and relevant legislative requirements to maintain safe work practices and a safe working environment. • Ensure all duties are carried out in a professional manner consistent with the Shires Code of Conduct, Council policies and procedures.	Experience & Qualifications Required: Essential: • High level use of initiative and a self-starter able to work as a contributing team member in an un-supervised work environment. • Proactive problem solver who takes great interest in the buildings in which they work. • A fit and active person able to meet the requirements of this physical work. • Developed communication skills both written (reporting and advising) and verbal (teamwork and engagement with clients). • Experience with cleaning products and equipment. • Able to flex hours to suit change in cleaning roster. • Current Police Clearance. Desirable: • Demonstrated experience in commercial cleaning. • Ability to operate cleaning equipment including industrial floor cleaners/polishers. • Licensed motor vehicle - "C" Class Licence.

	Behaviours: • Ability to work as a team member and autonomously with minimum supervision. • Friendly, discrete, sensitive, punctual and honest. • Ability to liaise with a wide range of people from diverse social and cultural backgrounds.
Conditions of Employment: CLASSIFICATION: Level 2. Municipal Employees (Western Australia) Award 2021 PERIOD: Permanent Part-time LOCATION: Across all Council facilities in the Shire of Brookton	**Reporting Relationships** Reports to: Manager Corporate and Community
This position has been reviewed in August 2025	**Incumbent:** Name: Date: Signature: Date: Signature

Organisational Structure

November 2026

Shire of Brookton

