

Cleaner

Application Package 2024

## EMPLOYMENT OPPORTUNITY

### Cleaner – Full Time

(Applications for part-time appointment will also be considered)

- **Excellent work-life balance, working 9 days a fortnight.**
- **Attractive remuneration of \$28.884 per hour (this includes the base hourly rate of \$24.07, plus the Shire's 20% over Award payment).**
- **Industry allowance.**
- **Generous superannuation contributions.**

#### The opportunity

The Shire of Bruce Rock is seeking the services of an enthusiastic and suitably skilled person to join our organisation as a full-time (or part-time) Cleaner. Ideally, the applicant will be a self-motivated person, who can work both with limited supervision and as part of a team to maintain the Shire's properties in a clean and presentable state.

#### Required knowledge and skills

- Ability to work both autonomously and as part of a team.
- Ability to handle sensitive and confidential information.
- Good time management skills.
- Developing knowledge of Work, Health and Safety requirements.
- Previous experience in a similar role.
- C class driver's licence.

#### Employment conditions

- Permanent appointment upon completion of a three-month probation period.
- Conditions in accordance with the Municipal Employees (Western Australia) Award 2021, with the hourly pay rate set at Level 3 (\$24.07 on commencement) plus a 20% over Award allowance.
- Generous superannuation options (11% on commencement, plus employee contributions matched by the Shire up to 6%).
- One Rostered Day Off per fortnight if working full time, or apportioned time if working part time.

#### How to apply

Please provide a written application including a covering letter outlining your suitability for the role, plus a CV detailing your work history and providing two recent work-related referees.

You can post, personally deliver or email your application to:

*Post*

Shire of Bruce Rock  
PO Box 113  
BRUCE ROCK WA 6418

*In person*

Shire of Bruce Rock  
54 Johnson Street  
BRUCE ROCK WA 6418

*Email*

[shenae.negri@brucerock.wa.gov.au](mailto:shenae.negri@brucerock.wa.gov.au)

**Applications close at 4.00pm on Friday, 10 May 2024.**

#### Application package and more information

An application package and more information can be obtained at the Shire's website ([www.brucerock.wa.gov.au](http://www.brucerock.wa.gov.au)) or by contacting Shenae Negri (on 9061 1377 or [shenae.negri@brucerock.wa.gov.au](mailto:shenae.negri@brucerock.wa.gov.au)).

## POSITION DESCRIPTION

<b>Position Title</b>	Cleaner
<b>Department</b>	Governance and Community Services
<b>Award/Agreement</b>	Municipal Employees (Western Australia) Award 2021
<b>Classification</b>	Level 3
<b>Status/Hours</b>	Full time (76 hours) or part time

### Position Objective

To carry out and maintain a high standard of cleaning to various Shire-owned buildings within the Shire of Bruce Rock.

### Key Responsibilities and Duties

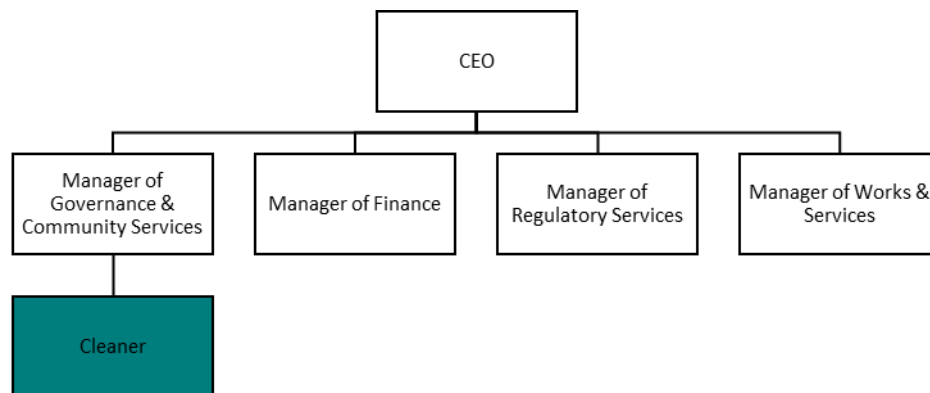
Key Areas of Accountability	
<b>Recreation Centre</b>	Clean basins, toilets, sweep and mop floors, replace toilet rolls and hand towels as needed, vacuum carpet in pavilion, remove cobwebs, clean windows, clean skirting boards, clean timekeeper's box.
<b>Squash Courts</b>	Clean and vacuum carpet as required.
<b>Machinery Museum Toilets</b>	Sweep and mop floors, remove cobwebs, clean basins and toilets, replace toilet rolls and hand towels as needed.
<b>Museum</b>	Sweep and mop floors, remove cobwebs, dust surfaces, clean basins and toilets, replace toilet rolls and hand towels as needed.
<b>Aquatic Centre Toilets</b>	Clean basins and toilets, replace toilet rolls and hand towels as needed, remove cobwebs, remove black floor mats and sweep and mop floor.
<b>Amphitheatre Toilets</b>	Clean basins and toilets, replace toilet rolls and hand towels as needed, remove cobwebs, sweep and mop floor.
<b>Amphitheatre</b>	Clean lounge and general area before and after any event held at the amphitheatre.
<b>Shire Depot</b>	Clean basins and toilets, replace toilet rolls and hand towels as needed, remove cobwebs, sweep and mop floor, clean staff room, kitchenette and offices.
<b>Cemetery Toilets</b>	Sweep and mop floors, remove cobwebs, clean basins and toilets, replace toilet rolls and hand towels as needed.
<b>Airstrip Toilets</b>	Sweep and mop floors, remove cobwebs, clean basins and toilets, replace toilet rolls and hand towels as needed.
<b>Main Street</b>	Clean street bins (external) and parklets.

<b>Posa Flat</b>	Clean thoroughly before and after use, wash and replace bed linen.
<b>Cleaning of Other Amenities (as Required)</b>	FESA Building Batching Plant
<b>Cleaning Products</b>	Stocktake and ordering of cleaning products.
<b>Work Health and Safety and Risk Management</b>	Demonstrate a strong commitment to Work, Health and Safety, including risk management.  Must take all reasonable care in the performance of duties to prevent injury to self and others.

### Position Requirements

Skills	Knowledge	Experience/Qualifications
Ability to work autonomously.	Developing knowledge of Work, Health and Safety.	Previous experience in a similar role.
Ability to work as part of a team.		C class driver's license
Ability to handle sensitive and confidential information.		
Good time management skills.		

### Organisational Relationship



Responsible to	Responsible For
Manager of Governance and Community Services	N/A

### Internal/External Liaison

Internal	External
Shire President and Councillors	General Public
Chief Executive Officer	
Manager of Governance and Community Services	
Other staff and employees	

### Extent of Authority

Works under direct supervision and work outcomes will be regularly monitored by the Manager of Governance and Community Services.

Freedom to act is limited by set standards and office procedures.

<b>Selection Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>		
Ability to work autonomously.	✓	
Ability to work as part of a team.	✓	
Ability to handle sensitive and confidential information.	✓	
Good time management skills.	✓	
<b>Knowledge</b>		
Developing knowledge of Work, Health and Safety requirements.		✓
<b>Experience/Qualifications</b>		
Previous experience in a similar role.	✓	
C class driver's license.	✓	

## **PREPARING YOUR APPLICATION**

When preparing your application (covering letter and CV):

- consider the position requirements for the role, which are listed in the Position Description in this information pack;
- think of examples of your work experience, skills and knowledge that demonstrate you meet the position requirements; and
- provide those examples in your application.

## **REFEREES**

You are required to nominate two work referees in your application. These referees should be able to comment on your work experience, skills and knowledge.

## **PREPARING FOR THE INTERVIEW**

If you are invited to attend an interview, there is no need to hire or buy special clothes for it. Dress as you would usually do for work.

The interview questions will relate to the position requirements in the Position Description. Before you attend the interview, you may want to think of examples of your work experience, skills and knowledge that demonstrate you meet the position requirements.

## **AFTER THE INTERVIEW**

You will be notified of the outcome of your application. If you are advised that your application was unsuccessful, you are encouraged to seek feedback.

If your application is successful, you will be required to undergo a pre-employment medical examination and to provide a current police clearance. The Shire will cover the costs of the medical examination and the police clearance.

## **CANVASSING OF COUNCILLORS**

Canvassing of elected members is prohibited, and any applicant known to have done so may be disqualified.

## THE ORGANISATION

The Shire of Bruce Rock is a Local Government organisation governed by an elected Council, consisting of 9 Councillors including the Shire President. The Council currently meets on the third Thursday of every month, with meetings commencing at 3.00pm. Council does not meet in January.

The Shire of Bruce Rock currently employs 49 staff, including administrative and external officers as shown in the table below. Additional external contractors and services include rubbish collection and Ranger Services.



## THE STAFF

Chief Executive Officer (CEO)  
Manager of Governance and Community Services  
Manager of Finance  
Manager of Works and Services  
Manager of Regulatory Services  
Executive Services Manager (part-time)  
Community Development Officer (part-time)  
Senior Finance Officer  
Administration Staff  
Roads Supervisor  
Town Supervisor  
Depot Manager / Plant Mechanic  
Town Maintenance  
Outside Workforce  
Gardeners  
Cleaning Staff  
Aquatic Centre Manager  
Recreation Centre Manager  
Building Staff  
Medical Centre Staff

## **PHYSICAL CHARACTERISTICS**

### **Location**

The Shire of Bruce Rock is situated in the Western Australian Central Wheatbelt 245km east of Perth, and includes 3 satellite town sites: Shackleton, Babakin & Ardath, and the Kwolyin locality.

### **Population**

The permanent population of Bruce Rock townsite is approximately 700. The permanent population of the Shire of Bruce Rock is approximately 1100.

### **Area**

The Shire has a total area of 2,772 km<sup>2</sup> consisting of agricultural land and some nature reserves.

### **Soil Types**

Good fertile soil suitable for agriculture.

## **HISTORY**

### **The First Settlers**

The first settlers were sandalwood cutters who set up camps in the 1860's, and were closely followed by pastoralists. The land's potential for agriculture was realised and was surveyed for selection in the early 1900's.

### **Railway**

The official opening of the railway from Quairading to Nunagin (later renamed Bruce Rock) was on 29 March 1913 and was linked to Merredin on the 22 December 1913.

### **Townsite**

The town was gazetted as Bruce Rock in June 1913.

## **PHYSICAL INFRASTRUCTURE**

### **Roads**

Total Length in the district	1,258 km
Main roads	72 km
Sealed local	425 km
Unsealed local roads	761 km

## **PUBLIC UTILITIES**

### **Water**

Water Corporation

### **Sewerage**

Leach and Septic Individual Systems. A STED Scheme is currently being constructed for the Bruce Rock townsite.

### **Electricity**

Electricity is supplied by the Western Power electricity grid.

### **Telephone**

Telstra services the entire Shire district. The Shire has a good Next G Mobile telephone service operated by Telstra with a base station at Yarding and a repeater in Bruce Rock.



## **BUSINESS AND INDUSTRY**

### **Rural**

Mixed farming - wheat and other cereals, wool, sheep, cattle and pigs.

Expanding pulses, lupins, coarse grains, eucalyptus oil mallees and sandalwood.

### **Support Industries**

Metal fabrication, light industrial, agricultural agencies and transport operations.

### **Essential Services**

Supermarket

Chemist

Post Office

Café

Roadhouse

Two hotels/pubs

District Club

Hairdresser

Agricultural Suppliers

Hardware

Second Hand Shop

Craft Shop

Community Resource Centre

Mechanic

Auto Electrician Tyres



## **COMMUNITY SERVICES**

### **Health**

20 bed Hospital

Medical Centre

Full time resident Doctor

Full Time Dentist

Visiting Allies and Specialist Health Services

### **Emergency Services**

Police Station

St Johns Ambulance

Volunteer Emergency Services

Bush Fire Brigades

### **Education and Training**

Bruce Rock District High School caters for students from Kindergarten through to Year 10. A daily school bus takes students to Merredin for years 11 and 12.

Daycare is conveniently located close to the school and operates weekdays, 8:30am to 5:30pm.

There is also a Playgroup that meets weekly.

### **The Town and District Halls**

Halls have been built at Bruce Rock, Babakin and Shackleton.

## **Recreation Centre and Facilities**

Completed in April 2012, the new recreation centre includes a synthetic bowling green, ovals, tennis and netball courts, providing facilities for cricket, football, synthetic hockey turf, netball, tennis and squash.

A modern Aquatic Centre is located adjacent to the Recreation Grounds and Caravan Park. The shire also consists of 2 golf clubs, one 2km's from Bruce Rock and the other at Ardath as well as a tennis club at Ardath and a bowling club in Shackleton.



## **Other Services**

Bruce Rock Craft Shop with accommodation for workshops, exhibitions and an artist in residence. A recently constructed Men's Shed provides a great place for local men to meet and carry out hobbies.

## **Bruce Rock Federation Amphitheatre**

Officially opened on October 2001, the Amphitheatre seats up to 1200 people. Designed and built by the local community, it is the host for many get-togethers and community events including the annual Vietnam Veterans Reunion and many other shows, concerts and community initiatives.

## **Bruce Rock Remembrance Park**

Officially opened on the 6th November 2021, this park pays tribute to the men and women who served and continue to serve Australia in military conflicts and peacekeeping operations across the globe.

The Park features 11 specific memorials accompanied by information boards outlining the story and meaning behind each memorial. There are also eight sculptures and artworks featured throughout the park.



All of this is set amongst gardens, walk paths, seating, and a gazebo in the centre for people to rest, reflect, and remember those we loved and those who paid the ultimate price to defend our freedom and our way of life.

## **TOURISM**

### **Granite Way**

Tourist drive including free camping at Kwolyin and day facilities at Kokerbin Rock.

### **Museums**

Bruce Rock Museum, which depicts the development of the Shire and incorporates a settler's cottage, blacksmith shop and a one-teacher school. A machinery museum across the road also houses vintage vehicles and machinery used in the Shire.

### **Wildflowers**

During the months of July, August & September there is an abundance of wildflowers on the rural roadsides and nature reserves throughout the Shire which are ideal picnic areas with walk trails.

### **Other Places of Interest**

- Mosaic Pathway & Centenary Path in Bruce Rock
- Museums
- Shackleton Smallest Bank
- Bruce's Rock
- Kumminin Rock



### **Accommodation**

Bruce Rock Hotel Motel, Bruce Rock Roadhouse, Bruce Rock Chalet, Bruce Rock Caravan Park, Ardath Hotel.

### **Other Information**

Should you wish to obtain additional information on the Shire and services available you may contact the Shire office on 9061 1377.