



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.

CLEANER

Position no:		Date effective	15 October 2024
Level:		Agreement/Award:	LGIA 2020 (State)
Division:	Various		
Responsible to:	Executive Manager Corporate Services		

1. OBJECTIVES OF POSITION

The key objectives of this position are:

- 1.1 To maintain the Shire of Boyup Brook's Facilities in a clean, tidy and presentable condition.
- 1.2 Promote and model professional behavior consistent with the Shire's Code of Conduct, WHS Requirements and Organisational Values.

2. KEY RESPONSIBILITIES

2.1. Performance

- 2.1.1. Ensure cleaning is undertaken at Shire facilities and amenities within the allocated times to the best possible level and in accordance with WHS and SafeWork Australia guidelines for COVID-19.
- 2.1.2. Cleaning duties may include, but are not limited to cleaning public toilets and showers, vacuuming, sweeping, cleaning surfaces, disinfecting, removing cobwebs and dust, handling rubbish, emptying bins, and other general duties in the act of cleaning ablution blocks, laundry, ensuites and other general buildings and structures.
- 2.1.3. Ensure that the rubbish bins provided are moved to verge for rubbish collection and then returned to position.
- 2.1.4. Maintain the Camper Kitchen and barbecue hotplates at the Flaxmill in a clean condition by cleaning the barbecue plates daily and emptying grease buckets when necessary.
- 2.1.5. Undertake minor maintenance such as changing light globes.
- 2.1.6. Face to face customer liaison may include dealing with customer maintenance requests and complaints.
- 2.1.7. Report damage and maintenance issues as they arise in accordance with guidelines.
- 2.1.8. Maintain cleaning equipment and ensure cleaning products and supplies are ordered when required.
- 2.1.9. Advise management of customer issues as soon as able and in the format directed by your Line Manager to ensure an efficient and timely transfer of information.

2.2. Teamwork

- 2.2.1. Work collaboratively with all other Shire staff

2.3. Compliance

- 2.3.1. Adhere to the Shire's Code of Conduct

2.4. GENERAL

2.4.1. Any other duties requested by the CEO.

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 Shire policies and procedures including but not limited to Code of Conduct, Shire of Boyup Brook Policy, Local Government Act 1955 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 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).
- Reference checks

6. Organisational Relationships

6.1. **Responsible to:** Executive Manager Corporate Services

6.2. Internal and External Liaison

Internal

Shire Staff and Contractors

External

General Public

Suppliers and contractors.

7. EXTENT OF AUTHORITY

7.1. Operates under direction of the Executive Manager Corporate Services within established guidelines, procedures and policies of Shire.

8. SELECTION CRITERIA

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.

8.1. Essential

- Demonstrated cleaning experience to a high standard including following SafeWork Australia guidelines for COVID-19.
- Ability to work independently
- Experience in safe manual handling techniques and use of chemicals
- Ability to work flexible hours including weekends and public holidays
- National Police Clearance
- Pre-employment Medical Clearance
- Right to work in Australia

9. NORMAL WORKING HOURS

Per roster (flexible)

10. KEY PERFORMANCE INDICATORS

At least once in each financial year the Executive Manager Corporate Services will conduct an evaluation of the Cleaner'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.

11. 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.

12. GENERAL TERMS OF APPOINTMENT

- 12.1. 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.
- 12.2. Shire's corporate values for serving the community are: quality of service; Proactive, Leadership and Teamwork, Accountability and Integrity, Commitment and; Engaging Community.
- 12.3. 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.

13. CERTIFICATION

I, Shire of Boyup Brook Chief Executive Officer (CEO), 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	
Chief Executive Officer	
Date	