



Shire of Kulin

Facilities Cleaner / Town Maintenance

Information Package 2023



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The Shire of Kulin is seeking an organised and reliable person to join our team undertaking cleaning of Shire facilities within the Kulin townsite. The successful applicant would need to provide and maintain a high level of service to ensure each facility is always clean and presentable.

The ability to work with limited supervision and good interpersonal skills are a requirement. Experience in cleaning commercial facilities is desirable (but not essential).

The Shire offers flexible work hours. Cleaning hours will be 20-25 hours per week. Full time work is optional with additional hours working with our town maintenance and gardening team.

A full-time base remuneration package between \$72,000 - \$77,000 per annum is offered in accordance with the Local Government Industry Award 2020 Industrial Agreement dependent on experience and qualification. If you work part time or as a casual this will reduce proportionately to hours worked.

Housing may be available if full time work is undertaken. The Shire offers generous superannuation and other allowances.

Kulin is located three hours southeast of Perth, has a district population of 700 and is well serviced in terms of health care and schooling (to year 10). It is a vibrant, active community with amazing recreation facilities.

For more information go to www.kulin.wa.gov.au. Applications outlining employment history and 2 recent referees should be addressed to the Executive Manager of Financial Services and sent via e-mail to emfs@kulin.wa.gov.au or posted to PO Box 125 Kulin 6365.

POSITION DESCRIPTION

Position Title	Facilities Cleaner
Award/Agreement	Local Government Industry Award 2020 Industrial Agreement
Classification	Level 3
Status/Hours	Flexible – either full time permanent including hours worked with town maintenance team or part-time/casual 20-25 hours per week as a cleaner only.

Position Summary

Professionally clean Council facilities, ensuring a high quality of cleanliness and hygiene.

Ensure the provision of adequate resources to ensure continuity and maintenance of existing cleaning programs, as well as additional services to meet expected needs, and requests for cleaning.

Operational

Key Duties
<p>Key roles of the Facilities Cleaner are:</p> <p>Cleaning:</p> <ul style="list-style-type: none">• Clean Shire buildings in the Kulin townsite including public toilets, caravan park toilets, hostel and laundry, medical centre, memorial hall, emergency services building and administration offices.• Provide a clean and safe environment for both community members and Shire employees• Perform all cleaning duties to a high standard• Report any cleaning equipment failure, security problems or maintenance requirements to the Shire Customer Service Officer• Organise ordering of cleaning materials and equipment in conjunction with the Shire Customer Service Officer. <p>Town Maintenance</p> <ul style="list-style-type: none">• Maintenance of town streets and footpaths around the townsite.• Assist with street rubbish removal as required.• Maintenance of town parks, reserves and the Visitor Discovery Zone.• Weed control in and around townsite.• Assist with maintenance of Council properties and reserves including private works and work for community service organisations. <p>Health & Safety</p> <ul style="list-style-type: none">• Report any problems with facilities including building issues, damaged property or equipment• Report all accidents or incidents arising in the course of work• Operate plant, equipment and chemicals/cleaning products in accordance with appropriate health and safety procedures• Ensure correct Personal Protective Equipment (PPE) is worn at all times• Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work.• Undertake risk assessment, hazard identification and control, and conduct accident/incident/near misses investigation and documentation as required within scope of this position;• Maintain Safe Work Procedures and combined with Job Safety Analysis sheets (JSA's) as required within scope of the work for this position.• Follow all Occupational Health and Safety guidelines, policies and procedures.

Customer Service:

- Treat all members of the public in a respectful and courteous manner

Other

- Follow all procedures as specified in Council's Policy and Procedure Policy.
- Other duties consistent with the level of this position

Knowledge and Skills

Selection Criteria	
Skills & Knowledge - Desirable	<ul style="list-style-type: none"> ▪ Relevant knowledge of the commercial cleaning industry, including methods, equipment, materials, chemicals and work practices; ▪ Developed interpersonal skills; ▪ Ability to work independently with limited supervision; ▪ Experience in pruning & garden maintenance, lawn care and cleaning ▪ Evidence of capacity to work in a gardening environment. ▪ History of attention to detail in the presentation of townsite parks, gardens and reserves
Other	<ul style="list-style-type: none"> ▪ A negative drug screen must be provided prior to commencement of employment and maintain a clear record as it pertains to the requirements of the role, duties and obligations of the position. ▪ A National Police Clearance must be provided within the first 3 months of appointment. ▪ A clear record must be maintained as pertains to the duties and obligations of the position. ▪ Minimum Current C class Drivers Licence is to be provided at interview, but LR or higher would be preferable ▪ An employment medical must be attended within the first 3 months of appointment, preferably prior to. ▪ First Aid Certificate preferable

Performance Indicators

Performance Appraisal
<p>This position is subject to ongoing performance appraisal and supervision support. As a minimum – the formal review of the duties, position description and ongoing compliance will be assessed every 6 months. You will be assessed on your performance in:</p> <ol style="list-style-type: none"> 1. Successfully carrying out the duties as described above. 2. Continued eligibility to meet the Selection Criteria and Appointment Factors as defined below. 3. Your continued capacity to maintain strong interpersonal boundaries so that your personal health is not affected by work stresses. No evidence of developing personal health issues as a result of unbalanced work requirements and/or work stresses. 4. Continued compliance with legislative requirements that apply to this position as an employee of the Shire and the upholding of the Shire of Kulin Code of Conduct and organisation policies that apply to the position and appointment. 5. Client feedback and/or formal complaint process outcomes completed during the period of review. 6. The level of assistance provided to a range of Shire clients and community members. 7. Your capacity to work as a valued team member of the Shire Works Department and Administration

Extent of Authority

- The position operates under the general guidance of the Executive Manager of Financial Services.
- Position operates within the confines of Council's Annual Budget, Policy Manual and Strategic Plans, Occupational Safety and Health Act, Regulations and Code of Practice.

Organisational Relationships

Position reports to: Executive Manager of Financial Services (cleaning) and Executive Manager of Works (town maintenance)

Supervision of: N/A

Internal Liaison: Customer Service Officer
Executive Manager of Community Services
Manager of Freebairn Recreation Centre
Chief Executive Officer, Staff & Council

External Liaison: Public and stakeholders

Position Acknowledgement and Acceptance

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Signature: _____

Date: _____

Alan Leeson
Chief Executive Officer

Signature: _____

Date: _____

Employee Name: _____

Remuneration Package and Terms and Conditions of Employment

POSITION:

The duties of this position are outlined in the Position Description (PD) above. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience.

PROBATION:

A 3-month probationary period applies. During this time, we will assess your progress and performance in the position.

TERMS AND CONDITIONS OF EMPLOYMENT:

Unless more generous provisions are provided in this letter, the terms and conditions of your employment will be those set out in the Local Government Industry Award 2020 Industrial Agreement (the Agreement) and applicable legislation.

HOURS OF EMPLOYMENT:

20-25 hours per week with exact hours each day to be negotiated with the EMFS on a cleaning needs basis. Public toilets and caravan park toilets are cleaned daily. If a full-time position is taken, remaining hours will be working with the town maintenance and gardening team.

REMUNERATION

The Facilities Cleaner / Town Maintenance duties as per the position description in the Agreement describes the role as a Level 3. In line with the Agreement, you will be paid fortnightly with the nominal minimum rate being \$28.94 per hour, which includes an over award allowance. Other payments and benefits are outlined in the table below:

	20 Hours per Week (permanent part time)	Full time
Cash Component	\$30,101	\$57,192
Leave Loading (17.5% When taking Annual Leave)	\$405	\$770
Superannuation (compulsory SG of 11%*)	\$3,311	\$6,291
Adverse Working Conditions Allowance	\$905	\$1,719
Housing subsidy/allowance (payable if working over 50 hours per fortnight)	\$0	\$6,209
Uniform allowance	\$300	\$300
Key to Kulin allowance	\$250	\$400
Total package	\$35,272	\$72,881

Note: If working full time there is the opportunity to work overtime hours with the town maintenance team. A higher hourly rate may be offered depending on qualifications and experience.

*As an added incentive, the Shire of Kulin will also match voluntary employee superannuation contributions up to 8% based on length of service.

Shire employees also receive free membership for employees to local recreational clubs and facilities.

Your remuneration will be reviewed annually and may be increased at the employer's discretion.

LEAVE

You are entitled to leave (e.g. annual, personal, carers, compassionate, parental, and long service leave) in accordance with the Agreement.

PERFORMANCE APPRAISALS

The Shire of Kulin has an ongoing Performance Appraisal system. Discussions with your Manager occur regularly throughout a working fortnight and conversations about your performance and duties are usually included; it is the responsibility of all staff to ensure these engagements with the Manager are maintained.

DUTIES AND OBLIGATIONS

You will be required to:

- Perform all duties to the best of your ability at all times.
- Attend work in a state fit for work; including mentally alert and not under the influence of alcohol and/or drugs (suspension of employment provisions apply).
- Use your best endeavours to promote and protect the interests of the Shire of Kulin at all times.
- Follow all reasonable and lawful directions given to you by the Shire of Kulin, including complying with Shire policies and procedures as amended from time to time. These policies are not incorporated into your contract of employment.

TERMINATION OF EMPLOYMENT

Under the Agreement the employer may terminate your employment at any time by providing you with notice in writing in accordance with this table:

Length of continuous service with employer	Period of notice
Not more than 1 year	1 week
More than 1 year but less than 3 years	2 weeks
More than 3 years, but less than 5 years	3 weeks
More than 5 years	4 weeks

You are entitled to an additional week's notice if you are over 45 years old and have completed at least 2 years of continuous service with the employer on the day the notice of termination is given. If you wish to terminate your employment you are required to provide the employer with prior notice in accordance with the table above.

Submitting Your Application

Applications outlining employment history and 2 recent referees should be addressed to the Executive Manager of Financial Services and sent via e-mail to emfs@kulin.wa.gov.au or posted to PO Box 125 Kulin 6365.

Referees

- Applicants are required to nominate two work referees in support of their application. These referees should be able to comment on your work experience, skills and knowledge in relation to the selection criteria.
- Provide names, relationship to you (i.e. Supervisor), work addresses and daytime telephone numbers.
- We understand you may not wish us to contact current work referees initially, if this is the case please let us know.

General Application Information

- Applicants should submit typed applications.
- When lodging your application, submit a covering letter, Resume and details of referees
- Please only include photocopies of your attachments as the application will not be returned.
- Canvassing of elected members is prohibited and any applicant known to have done so may be disqualified.

Delivery of Application

You may email your application.

For more information, please contact Fiona Murphy on 9880 1204 or emfs@kulin.wa.gov.au or go to www.kulin.wa.gov.au

The Shire of Kulin - Overview

The Shire of Kulin is situated in the Central Wheatbelt 280km southeast of Perth. The Shire comprises of four townsites Kulin, Pingaring, Dudinin and Holt Rock. The main industry within the Shire is agriculture with most farmers growing cereal crops and sheep for meat and wool. With a population of approximately 700 people statistically we are a small town however when it comes to spirit this town is far from small.



The community has rallied together over the past few decades and worked together to create and construct community facilities and events which unite and ignite our town. Some of the remarkable achievements which have been realised are the Kulin Bush Races, a community owned and run bank, the Kulin Retirement Homes and the Cultivating Kulin Committee as a fundraising body fundraising for facilities such as the All Ages Precinct.

The town also boasts modern recreational facilities with an extensive aquatic centre which includes the longest slide in regional WA, football & hockey oval, indoor netball & basketball courts, competition sized bowling rink, tennis courts and an 18-hole golf course. Kulin also has an extensive town park which includes grassed area, shelter & seating, gardens, BBQ facilities, skate park, pump track, basketball court and ninja warrior course.

There are services available in town which include a District High School to Year 10, medical facilities with visiting doctor, nurses and visiting primary health specialists such as physiotherapist, infant health care, home and community care, Community Resource Centre, Visitor's Centre, Caravan Park, Police Station, supermarket, hotel, mechanic, hardware stores, Post Office, Library, beauty therapist and hairdressers.

The Shire itself covers an area of over 4,700km² with a road network of over 1,400km.

Our Shire services the community in several ways including:

- the construction and maintenance of local roads, footpaths & drainage, public buildings and facilities.
- the provision of recreation facilities, such as parks and gardens, sports fields, golf courses, swimming pools, recreation centres, town halls and caravan parks
- the provision and maintenance of community services such as childcare, aged care and accommodation, community care, community transport, emergency services, welfare services
- lobbying and working with State and Federal Government, regional organisations and agencies
- advocating for local needs whilst operating in a regional context, corporate governance to ensure it delivers good decision making, leadership and professional management

For more information on the Shire of Kulin and the Kulin Region please see our website:

www.kulin.wa.gov.au

www.visitkulin.wa.gov.au

