



Shire of  
**Katanning**  
Heart of the Great Southern

## Cleaner

No. K013



## Application Package

Closing date: 4.00pm, 21 February 2026



Heart of the Great Southern

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## ADVERTISEMENT

### Cleaner

We are seeking to appoint an experienced, self-motivated cleaner to become a part of the Shire team.

This position will provide a high-level cleaning service for all operational and public areas including The Shire Administration Building, Shire Depot, Town Hall, Council Chambers, Library, and other Shire facilities.

Situated in the heart of the Great Southern Region, Katanning offers the perfect mix of picturesque country location with conveniences of city living. Excellent schools, hospital, doctors, dentist, shopping, community and sporting facilities are available in town.

To discuss this role further please contact Moh Aeson on (08) 9821 9999 or email [moh.aeson@katanning.wa.gov.au](mailto:moh.aeson@katanning.wa.gov.au).

To be considered for this position applicants must address the Selection Criteria as detailed in the Application Package.

Applications addressed to the undersigned should be sent to [moh.aeson@katanning.wa.gov.au](mailto:moh.aeson@katanning.wa.gov.au) or mailed to PO Box 130 Katanning, WA 6317 by 4.00pm 21 February 2026.

The Shire of Katanning is an Equal Opportunity Employer and is committed to creating an equitable and diverse workplace.

We are actively encouraging people with disability, people from culturally diverse backgrounds and Aboriginal and Torres Strait Islanders to apply for available positions.

Peter Klein

**CHIEF EXECUTIVE OFFICER**

## SHIRE PROFILE

Katanning is located 283kms south of Perth in the Great Southern Region of Western Australia. The Shire of Katanning has 7 elected members and employs approximately 65 staff. Emphasis is placed on working together and recognising that every individual, regardless of the type of work they do, makes a valuable contribution to building a better community for Katanning.

The Shire of Katanning is undertaking several transformational projects including the development of a new welcome precinct and visitor facilities, man-made lake and residential land development.

Significant industries include the sheep saleyards, CBH grain handling facilities, export abattoir, major transport operators and agribusinesses.

The town has a range of key facilities including supermarkets, cafes, retailers, regional hospital, childcare, primary schools, senior high school and TAFE.

Katanning is a true multicultural community, featuring over 40 language groups. Katanning is a harmonious community, embracing different cultural and religious backgrounds. One of the highlights of the year is the Katanning Harmony Festival where everyone comes together to learn about the various cultures in town – food, entertainment, personal stories and shared experiences.



## COUNCIL INFORMATION

### COUNCIL

**Shire President:** Cr Kristy D'Aprile  
**Deputy Shire President:** Cr Ian Hanna

**Councillors:**  
Cr John Goodheart  
Cr Matthew Collis  
Cr Danny McGrath  
Cr Gemma Trolove  
Cr Paul Totino

|                   |                   |
|-------------------|-------------------|
| <b>Office:</b>    | <b>Postal:</b>    |
| 52 Austral Tce    | PO Box 130        |
| KATANNING WA 6317 | KATANNING WA 6317 |

Email: [admin@katanning.wa.gov.au](mailto:admin@katanning.wa.gov.au)  
Website: [www.katanning.wa.gov.au](http://www.katanning.wa.gov.au)

Telephone: (08) 9821 9999

### COUNCIL STATISTICS

|                      |                              |
|----------------------|------------------------------|
| Population:          | 4,197                        |
| Area:                | 1,518 km sq.                 |
| Distance from Perth: | 283km                        |
| Length of Roads:     | 255km sealed, 528km unsealed |

Local Industries: Agribusiness, sheep saleyards, grain handling facilities, export abattoir, major transport operators.

Suburb & Localities: Badgebup, Carrolup, Cobline, Coyrecup, Ewlyamartup

Council meets on the fourth Wednesday of each month.

## POSITION DESCRIPTION

### 1. Position Identification

|                          |                                      |
|--------------------------|--------------------------------------|
| <b>Title:</b>            | Cleaner                              |
| <b>Position Number:</b>  | K013                                 |
| <b>Classification:</b>   | Local Government Industry Award 2020 |
| <b>Base Level:</b>       | Level 3                              |
| <b>Employment Basis:</b> | Permanent                            |
| <b>Department</b>        | Infrastructure and Assets            |

### 2. Position Objectives

- To ensure Shire premises are maintained as a clean and hygienic environment.
- To contribute to a safe, clean, welcoming, and comfortable environment for all Shire staff, visitors, and users.

### 3. Key Responsibilities & Duties

#### 3.1. Cleaning:

- Maintain a high level of cleanliness in all operational and public areas including:
  - Shire Administration Building
  - Shire Depot
  - Town Hall
  - Council Chambers
  - Library
  - All outdoor facilities
- Routine Cleaning Tasks - Perform daily cleaning duties such as dusting, sweeping, vacuuming, mopping, sanitising surfaces, and cleaning restrooms to maintain high levels of cleanliness.
- Waste Management - Empty, clean, and replace waste bins as required, and ensure waste is disposed of in accordance with facility policies and environmental guidelines.
- Surface Sanitisation - Ensure surfaces, such as desks, doors, windows, and countertops, are sanitised regularly, with particular attention to high-traffic areas to promote health and safety.
- Restroom and Facility Upkeep - Clean and sanitise restrooms, including sinks, toilets, mirrors, and floors, while maintaining adequate supplies such as soap, toilet paper, and hand towels.
- Handling Cleaning Chemicals - Safely handle and use cleaning chemicals in accordance with manufacturer guidelines and health and safety regulations, including the use of personal protective equipment (PPE)
- Equipment Maintenance - Operate and maintain cleaning equipment such as vacuum cleaners, floor polishers, and mops, ensuring they are in good working order and reporting any faults or damage promptly

- Adherence to Safety Standards - Follow established safety protocols to prevent accidents and maintain a safe working environment, including the proper labelling and storage of cleaning supplies.
- Stock Control - Monitor and report the need for reordering cleaning supplies, ensuring appropriate stock levels are maintained.
- Communication - Report any damages, maintenance needs, or safety concerns within the facility to the appropriate supervisor
- Customer Service - Maintain a friendly, approachable demeanour when interacting with staff, visitors, and facility users, and respond to cleaning requests and concerns in a timely manner.
- Flexibility - Adjust cleaning schedules and tasks as needed to accommodate special events or other unique requirements of the facility.

#### **4. General**

- Any other duties consistent with the level of this position.

#### **5. Records Management**

- To ensure records are managed according to the WA State Records Act 2000 and other relevant legislation in consultation with the Senior Admin/ Records Officer.

#### **6. Behaviour and Conduct:**

- Perform duties efficiently, responsibly and ethically and in accordance with the Shire's Code of Conduct.
- Contribute positively to the team and support team efforts.
- Ensure that you maintain and enhance the reputation of Shire of Katanning at all times.

#### **7. Work Health and Safety and Risk Management Responsibilities**

- Perform work in a safe and healthy manner and abide by the Shire's and legislative safe work procedures, instructions and safety management practices.
- Correct or report unsafe situations, workplace incidents, accidents or damage and use safety equipment and devices as specified.
- Participate in activities associated with the management of workplace health and safety.
- Use appropriate personal protective equipment as directed.
- Comply with the Shire's Risk Management Policy Procedures.
- Must comply with the Council Work Injury Management Program.

#### **8. Organisational Relationships**

##### **8.1. Responsible to**

- Executive Assistant-Operations

#### **9. Internal and External Liaison**

##### **9.1. Internal**

- Chief Executive Officer
- Executive Managers
- All Shire employees

##### **9.2. External**

- Ratepayers
- Community groups
- General public

**10. Level of Authority**

- Operates under direction of the Executive Assistant Operations within established guidelines, procedures and policies of Council.

**11. Selection Criteria**

- Ability to work autonomously as well as part of a team
- Basic oral, written and number literacy skills
- Previous cleaning experience
- "C" Class Driver's Licence
- Senior First Aid (desirable)

**12. References**

The details of two referees will be requested during the application process.



## REMUNERATION DETAILS

### EMPLOYMENT CONDITIONS

|  |   |
|--|---|
| <b>Location</b>  | The position is based at the Shire of Katanning Administration & Civic Centre.  |
| <b>Industrial agreement</b>                                  | Local Government Industry Award 2020, Level 3.  |
| <b>Salary</b>  | Up to \$28.7833 per hour, depending on experience.<br>\$0.98 per hour Level 1 Working Conditions Allowance.   |
| <b>Employment Basis</b>                                      | Permanent – full time 38 hours per week.  |
| <b>Superannuation</b>  | Superannuation of up to 15% based on 12% superannuation guarantee contributions and up to an additional 3% contingent upon the employee contributing 3%. Salary Sacrifice is available on the employees' contributions.   |
| <b>Annual leave</b>  | 4 weeks' leave paid annually.   |
| <b>Personal/carer's leave<br/>(recognised as sick leave)</b> | Paid personal leave is available to employees for illness or injury. Caring for immediate family or household members who are ill and require care  |
| <b>Compassionate Leave</b>                                   | 2 days paid leave per occasion for: Spending time with a member if an immediate family or household who has a serious illness or injury. Death of a member of immediate family  |
| <b>Long Service Leave</b>                                    | Thirteen (13) weeks after ten (10) years of continuous Local Government service, transferable between Local Authorities in Western Australia.   |
| <b>Clothing allowance</b>                                    | \$360.00 per financial year   |
| <b>Probationary Period</b>                                   | A three (3) month probationary period is applicable to this position. At the successful completion of this period, your permanency will be confirmed by the Chief Executive Officer.  |
| <b>Pre-Employment Medical</b>                                | All new staff are required to complete a pre-employment medical prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to examination and costs will be paid for by the Shire of Katanning. Existing medical conditions will not preclude an appointment. |
| <b>Police Clearance</b>                                      | The successful applicant will be required to provide a National Police Clearance.   |
| <b>Closing date</b>  | <b>4.00pm, 21 February 2026</b><br><b>In the interest of fairness and equity, late applications will not be accepted.</b>   |

## **SELECTION CRITERIA**

### **Cleaner**

#### **Selection Criteria**

- Ability to work autonomously as well as part of a team
- Basic oral, written and number literacy skills
- Previous cleaning experience
- "C" Class Driver's Licence
- Senior First Aid (desirable)

**\*To be considered for this position applicants must address the Selection Criteria.**

## INFORMATION FOR APPLICANTS

Applicants who meet the essential criteria and who from their application appear to be competitive will be short listed for interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

### **Covering letter:**

A covering letter introducing yourself and explaining why you are applying for this position.

### **Selection Criteria Responses:**

This is the most important part of your application. To be eligible for consideration, a person must meet all the essential selection criteria as part of the shortlisting process. This should include demonstrated capabilities by providing evidence of how you meet the selection criteria; provide specific details; and where possible, include an indicator of success or a result. An easy way to do this is to use the STAR model - that is:

**Situation:** provide a brief outline of situation /setting

**Task:** outline what you did

**Approach:** outline how you did it

**Result:** describe what the outcomes were

### **Resume (curriculum Vitae) which includes:**

- Personal details – name, address and telephone number
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance and achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

### **Other Documents (optional):**

It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

### **Referees:**

Referees should be contacted for approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your current or a recent supervisor/manager.

Provide names, work addresses and current contact telephone numbers for each referee.

Only referees that are able to comment on your work experience (preferably against the selection criteria) should be included.

### **Contact Details:**

Please provide a convenient telephone number and/or email address so that you can be contacted if you are invited for an interview, or if there are any queries regarding your application.

### **Lodging your applications:**

The closing date is **4.00pm, 21 February 2026**

**Email:** [moh.aeson@katanning.wa.gov.au](mailto:moh.aeson@katanning.wa.gov.au)

**By Hand:** Shire of Katanning Administration & Civic Centre, 52 Austral Terrace, KATANNING

**Attention:** Peter Klein, CEO

**Post:** PO Box 130, KATANNING WA 6317

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to closing date.