



Shire of
Wongan-Ballidu

Employment Information Package



Cleaner

Applications close: 4pm Monday 1st December 2025

For more information contact:

Manager Regulatory Services, Melissa Marcon

on 9671 2500 or

email: hr@wongan.wa.gov.au



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Cleaner - Casual

Are you looking for a couple of hours a day work and prefer working alone? Then we have the job for you!

The Shire of Wongan-Ballidu is seeking an experienced and highly motivated individual with a "C" class motor vehicle licence, to join our team in the role of Cleaner on a casual basis. Hours are negotiable, however, do include weekdays and weekends plus relief as required.

These positions report to the Manager Regulatory Services and is responsible for working unsupervised to complete various cleaning tasks in a safe and efficient manner throughout the Shire.

Conditions of Employment are in accordance with the Local Government Industry Award 2020 Level 2 (\$33.3750 per hour including 25% casual loading) plus adverse working conditions allowance and weekend penalties, plus 12% superannuation.

Applicants should first refer to the Position Description, available at www.wongan.wa.gov.au

Written applications clearly marked "Cleaner", full resume with work experience and the names of two (2) work related referees should be forwarded to the Chief Executive Officer by the closing date.

Applications close: 4.00pm, Monday 1st December 2025.

For additional information regarding these vacancies, applicants are encouraged to contact Melissa Marcon, Manager Regulatory Services on (08) 9671 2500 or by email hr@wongan.wa.gov.au

Sam Dolzadelli

Chief Executive Officer

Shire of Wongan-Ballidu

PO Box 84

WONGAN HILLS WA 6603





Shire of
Wongan-Ballidu

About the Shire of Wongan Ballidu

Welcome to the Shire of Wongan-Ballidu, a rural community situated within the Western Australian Wheatbelt Region. Located 180km north-east of Perth, the Shire consists of the towns and locales of Ballidu, Burakin, Cadoux, Kondut, Lake Hinds, Lake Ninan, Mocardy and Wongan Hills and is bordered by the Shires of Dalwallinu to the north, Moora to the north-west, Victoria Plains to the south-west, Goomalling to the south, Dowerin to the south-east and Koorda to the east.

Covering 3,368m², the Shire is one of the most liveable communities in regional Western Australia with a current population estimated at 1129. The Shire 's landscape is undulating with various soil types and granite outcrops and its main industry is based around agriculture. With clean air, minimal traffic, low crime and a caring and resilient community, the Shire offers a great country lifestyle with a good range of services and facilities.

The area is renowned for its grain, legume and livestock production and local industries include sheet metal works, a stock feed mill and agricultural equipment manufacturing and home to three large machinery dealerships based in Wongan Hills.

Wongan-Ballidu enjoys a Mediterranean climate which is ideally suited to the region's agricultural pursuits. The hotter summer months provide many cloud free days for outdoor sporting and recreational activities. The cooler months provide an ideal climate for grain production. The area's average rainfall measures 400mm which falls largely during Winter and early Spring with the occasional heavy summer thunderstorm. The area has to date, not experienced drought conditions.

The community enjoy modern facilities, well-presented clean streets, a good variety of retail shops, a hospital, medical centre, dental services and a pharmacy. Sporting clubs and activities are well supported with an Olympic size swimming pool and a newly renovated sporting complex offering squash, a gymnasium, hockey, tennis, football, basketball, netball, cricket and lawn bowls.

Wongan Hills has an 18-hole public golf course catering for both adults and children. Both Wongan Hills and Ballidu offer safe and convenient shared purpose footpaths for cycling, walking and running and well-maintained parks, play areas and nature parks.

Cultural and social life is well supported through the many active service groups, clubs and organisations. Significant festivals and events are held throughout the year attracting thousands of visitors. Events include Bike it to Ballidu, an annual cycling event catering for all fitness levels, Reynoldson Reserve Wildflower Festival and Stargazing Event, and the annual Harvest Festival.

The region is home to over 1400 species of flowering plants, 24 of which are unique and found only in Wongan Hills. The area abounds with scenic walk trails, nature reserves and breathtaking outlooks. A short 20km drive from Wongan Hills leads you to Reynoldson Reserve, renowned for its spectacular displays of Verticordia, commonly known as "feather flowers".

Both Wongan Hills and Ballidu offer visual arts venues with Ballidu hosting regular artist-in-residence programs throughout the year.

The history of the area is preserved at the Wongan Hills & District Museum, the Ballidu Heritage Centre and Cadoux Earthquake Memorial Site. Stargazing and astrophotography enthusiasts can enjoy a unique and intimate experience at any of the Shire's dark sky venues. Wongan Hills was among the first towns in Western Australia to be named an official Astrotourism town and in 2006 was named the first official RV friendly town in Australia.



Working at the Shire of Wongan-Ballidu

The Shire has a current annual operating budget of \$7.2 Million. As an equal opportunity employer, a diverse workforce of 42 permanent staff members are employed. Active participation and teamwork is encouraged within a harmonious and collaborative work environment. Staff are based at various locations including the Administration Facility, Community Resource Centre, Works and Services Department and Swimming Pool. Employees enjoy a progressive and inclusive working culture with several social activities arranged for team members throughout the year. The Shire supports a smoke free working environment.

For those with children, the Shire Administration Office is within close proximity to the Wongan Hills District High School (catering for Years K - 12) and the Wongan Hills Cubbyhouse offering daycare services.



Completing and Lodging Your Application

Your application should include the following:

Covering Letter

Address your covering letter addressed to the Chief Executive Officer telling us why you are interested in the position and provide details of how you can be contacted by telephone during office hours (Monday-Friday 9.00am to 4.30pm).

Addressing Selection Criteria

The Position Description contained in this package details specific Selection Criteria for the Shire to base its initial determinations when selecting its preferred candidates. You should indicate how you meet each criterion providing examples of events, projects or initiatives that demonstrate your experience, skills and knowledge. It is recommended that your responses to each selection criterion are presented in a precise format and where possible, include previous working experience in undertaking the function. APPLICATIONS NOT ADDRESSING THE SELECTION CRITERIA WILL NOT BE CONSIDERED.

Curriculum Vitae (Resume)

A resume/curriculum vitae which includes your personal details, education, qualifications, work history, and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment.

Provide a brief summary of the duties and responsibilities for each position. The details of your academic qualifications should identify the institution and date of issue. You should also include details of any ongoing professional development

Qualifications

Copies of your qualification(s) or academic record(s) of current studies should be attached. Do not submit original copies of your qualifications or academic records

Referees

The names and contact details of at least two referees who can confirm your work history. Referees may be contacted to verify your claims in relation to your prior work performance. Do not submit original copies of references.

Lodging your Application

Your application, addressed to the Chief Executive Officer, must be marked "Private & Confidential – Application: "Cleaner" and can be emailed to hr@wongan.wa.gov.au (preferred), posted to the Shire of Wongan-Ballidu, PO Box 84, WONGAN HILLS WA 6603 or hand delivered during office hours to the Shire of Wongan-Ballidu and Wongan Hills CRC Customer Service Centre "The Station" 1 Wongan Road, Wongan Hills. Applications must be received by the specified closing date and time. Late applications will not be accepted. If you are forwarding your application by Australia Post, please ensure you allow enough time for it to reach the Shire of Wongan-Ballidu and Wongan Hills CRC Customer Service Centre before the closing time. All applications lodged will be acknowledged.



Shire of
Wongan-Ballidu

Closing Date

Vacancies with the Shire of Wongan-Ballidu are advertised for a specific period and close at 4.00pm on the closing date shown in the advertisement.

Late Applications

Late applications will not be accepted.

Pre-employment Medical

All new appointees to Council staff are required to undertake a medical examination prior to confirmation of appointment. Council will pay for the cost of this examination.

The Shire of Wongan-Ballidu maintains a smoke free working environment.

Canvassing of Councillors will disqualify applicants.

The Shire of Wongan-Ballidu is an Equal Employment Opportunity Employer and is committed to selecting the best applicant for each vacancy.

Forwarding Applications for the Position

Your applications can be submitted:

In Person

Private and Confidential
Chief Executive Officer
Shire of Wongan-Ballidu and Wongan Hills CRC Customer Service Centre
"The Station" 1 Wongan Road
WONGAN HILLS WA 6603

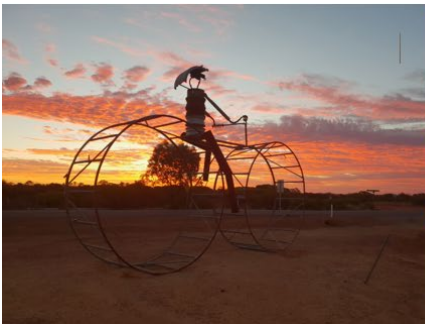
By Mail

Private and Confidential
Chief Executive Officer
Shire of Wongan-Ballidu
PO BOX 84
WONGAN HILLS WA 6603

By Email

hr@wongan.wa.gov.au

Please ensure the subject field is marked:
Private and Confidential – Cleaner



The Interview Process

What to Expect

Behavioural interviewing techniques are normally used. The aim is to obtain examples of past situations which actually occurred, how the situation was handled and the outcome of the action taken. For example, “provide the panel with a situation where you had to resolve a very difficult customer complaint and explain how the situation was resolved”.

During the interview, panel members will take notes and assess your answers to questions. This enables each candidate to be assessed in an equitable and fair manner.

If you do not understand a question, you should seek clarification before providing a reply.

After the Interview

In some cases, preferred applicants may be asked to undertake other selection tests.

Preferred applicants may be required to undertake a pre-employment medical to determine the applicant's suitability to carry out the inherent requirements of the position description. Some positions will require a Police clearance.

Should you be successful, a member of the panel will contact you verbally to offer you the position and agree on a commencement date. This would normally occur within a week of the interview. The Chief Executive Officer will forward an offer of employment in writing to the successful applicant.

If requested, the panel convenor will provide feedback to unsuccessful applicants who received an interview, indicating the reasons why their application was not successful.





Position Description

Title: Cleaner

Level: Local Government Industry Award 2020 – Level 2

Department: Regulatory Services

Position Objectives

Objectives of Position:

- To carry out cleaning tasks in a safe and efficient manner throughout the Shire.

Within Section:

- To operate effectively working unsupervised and/or within a small team by the completion of various cleaning tasks under the direction of the Manager Regulatory Services.

Within Organisation:

- To assist with the achievement of Council's Regulatory Services objectives by carrying out cleaning duties in a safe, efficient and effective manner.

Requirement of the Job

Skills:

- Developed commercial cleaning skills.
- Developed verbal and written communication skills.
- Developed time management skills.
- Developed team skills.
- Developed interpersonal skills.

Knowledge:

- Relevant knowledge of the commercial cleaning industry, including cleaning methods, equipment, materials, chemicals and work practices.
- Developing knowledge of local area.
- Relevant knowledge of Workplace Health and Safety.

Experience:

- Demonstrated experience in the cleaning of public holidays and amenities.
- Demonstrated experience in safe use of commercial cleaning equipment.

Qualifications and Training:

- Hold a current "C" class WA motor vehicle driver's license.
- Current First Aid qualifications.

Key Duties and Responsibilities

- Completion of various tasks involving the cleaning of Council buildings, including but not limited to: offices, halls and public amenities, in accordance with the schedule of cleaning duties.
- Operate maintenance of cleaning plant/equipment in a safe manner.
- Responsible for quality of work under routine direction.
- Required to ensure safety on work sites of self and public in accordance with safe working procedures.



Shire of Wongan-Ballidu

General

- Any other duties consistent with the level of this position and the principles of broad banding.

Work Health and Safety:

- There is an obligation to take reasonable care to ensure personal safety and health at work and that of other persons in the workplace.
- To observe all safe working practices as directed by the supervisor and use of personal protective equipment as provided.
- Report ALL accidents, incidents, near misses and hazardous situations arising in the course of work.
- Conform with the duty of care requirements ensuring their own safety and that of others through the prevention of any adverse acts or omissions.
- Must comply with safety procedures and directions agreed between management and employees with nominated or elected safety and health representatives.
- Must not wilfully interfere with or misuse items or facilities provided in the interest of safety and health of Council employees.
- Must use, store and maintain items, equipment and facilities provided in the interests of safety and health (protective clothing, machine guards, first aid provisions etc) in a manner in which he/she has been properly instructed.
- Must act in accordance with council procedures for accident and incident reporting, report potential and actual hazards and accidents/incidents to their supervisor and/or safety & health representative.
- Must co-operate with the employer in the carrying out of their obligations (WHS Act).
- Must comply with Council work injury management program.

Governance:

- Ensure that at all times you operate to the highest standards of integrity, corporate governance, and accountability, within an environment of transparency, trust, openness, honesty and fairness for all.
- Ensure that you operate at the highest level of governance and accountability at all times.
- Report any matters of non-compliance to your supervisor as soon as practicable after you become aware.

Risk Management:

- Comply with the Shire's Risk Management Policy procedures.
- Actively participate in the risk management program and organisational performance review and evaluation program.
- Actively participate in the Shire's Continuous improvement program.

Organisational Relationships

Responsible to:

- Manager Regulatory Services.

Supervision of:

- Not Applicable.

Internal Liaison:

- Chief Executive Officer.
- Other Council staff.

External Liaison:

- General public, ratepayers and residents.
- Community organisations.
- Contractors and Consultants.



Extent of Authority

- Works within confines of policy and procedures, under the general supervision of the Manager Regulatory Services.

Selection Criteria

Essential:

- Developed commercial cleaning skills.
- Developed verbal and written communication skills.
- Developed time management skills.
- Developed team skills.
- Developed interpersonal skills.
- Relevant knowledge of the commercial cleaning industry, including cleaning methods, equipment, materials, chemicals and work practices.
- Relevant knowledge of Workplace Health and Safety.
- Demonstrated experience in safe use of commercial cleaning equipment.
- Hold a current "C" class WA motor vehicle driver's licence.
- Supply of own transport.

Desirable:

- Demonstrated experience in the cleaning of public buildings and amenities.
- Developing knowledge of local government.
- Developing knowledge of the local community.
- Current First Aid qualifications.

Performance Measurement Criteria:

- Quality and standard of workmanship in cleaning tasks.
- Timeliness of completion of allocated tasks.
- Adherence to safe work practices.
- Effectiveness working unsupervised and/or within a small work team.