



Position Vacancy

Cleaner

(Full Time)

The Shire of Meekatharra is seeking a reliable and motivated Cleaner to provide a high standard of cleaning services across Shire-owned buildings and facilities.

The successful applicant will have strong attention to detail, good time-management skills, a commitment to workplace safety, and the ability to work independently.

Previous commercial cleaning experience will be highly regarded.

This position offers varied work, supportive working conditions and an opportunity to help maintain clean, safe, and welcoming facilities for the community.

Application information, including remuneration and the position description for the role, can be obtained from the Shire of Meekatharra website at www.meekatharra.wa.gov.au or by contacting the Shire office on 08 9980 0600.

Your application should include a short cover letter outlining your interest in the position and alignment to the Desirable Criteria, a current resume detailing qualifications and experience, and at least two work references.

Completed applications should be forwarded to jobs@meekatharra.wa.gov.au and be clearly marked – **Position Application – Cleaner** – by 4:00pm on Friday 11 September 2026.

Interviews and appointment may be made prior to the closing date.

Nathan Cain
Chief Executive Officer



Application Information

Cleaner

FC.03

Position Details

Position Title and Number

Cleaner – FC.03

Work Area

Works / Facilities

Industrial Agreement

Local Government Industry Award 2020 (as a State Instrument)

Classification Level

3

Employment Type

Full-Time

Reviewed and / or Updated

September 2026

Direct Remuneration

The Shire of Meekatharra is offering a Level 3 full-time position payment (under the Award) as well as a location-based incentive payment (“Meekatharra Payment”).

Ordinary Rate	Level 3	\$29.03 / hour
Meekatharra Payment	Step 1	\$6.58 / hour
Adverse Conditions Allowance	Level 1	\$1.03 / hour
Effective Commencing Hourly Rate		\$36.64 / hour

Annual pay increases for successful performance will be provided.

Other Benefits

Mandatory Superannuation	Mandatory superannuation levels are set, and varied, by law. The current rate is 12%.
Superannuation Co-contribution	Council will match up to 5% superannuation based on a matching voluntary employee contribution.
Annual Leave	Additional 1 week per annum (5 weeks total), with leave loading of 17.5%.
Training and Professional Development	The Shire encourages further training and development, including ongoing studies and conference attendance, and is actively supportive of these opportunities.
Housing	Where available, a residence suitable for the successful applicant will be provided for free as part of the salary package. The residence will be offered furnished or unfurnished. Lawn maintenance and water will be included.
Housing Alternative	If the successful applicant has their own Meekatharra-based accommodation, a \$300 / fortnight “own-accommodation payment” is applicable.
Gym and Swimming Pool	Free entry to the Shire-operated gym and swimming pool.
Relocation	The Shire will cover up to \$10,000 to relocate you and your belongings to Meekatharra.
Uniforms	All uniforms tops, jackets, and safety gear will be provided by the Shire, with additional annual provisions.
Rostered Days Off	The successful applicant will be able to choose either a 9-day fortnight or a day off every 4-weeks.

Other Information

Probationary Period

A 3-month probationary period will be applicable.

Pre-Employment Medical

The successful applicant will be required to effectively complete pre-employment medical testing including drug and alcohol testing prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to the examination and costs will be paid for by the Shire of Meekatharra. Existing medical conditions will not preclude an appointment.

Community Service Leave

The Shire supports the important role volunteers play in the community. Employees who are volunteers will not be financially penalised for attending emergencies.

Commencing Total Remuneration Package Includes

Benefit	Amount
Salary	\$72,400
Superannuation	\$8,688
Superannuation Co-contribution (conditional)	\$3,620
Ongoing Development	\$5,000
Housing	\$17,500
Own-Accommodation Payment	\$7,800
Gym and Swimming Pool	\$500
Relocation (conditional)	\$10,000
Uniforms	\$1,000

Submitting an Application

Your application should include –

- A cover letter explaining your interest in the position with brief responses to each of the Desirable Criteria included in the Position Description to demonstrate you have the necessary knowledge, experience, and / or qualifications to successfully carry out the role,
- A current resume detailing your qualifications and work history, and
- Contact details for at least two work references.

It is essential any provided information is clear, concise, and relevant.

About Meekatharra

Meekatharra, located approximately 770 kilometres north-east of Perth, is the largest town and shire in the Murchison region of Western Australia. Positioned along the Great Northern Highway, it serves as a key service hub for the pastoral, mining, and transport industries which operate across this vast inland region.

Steeped in history, Meekatharra has long been associated with gold mining, pastoral activity, and exploration. While its historic roots remain a defining feature, the town continues to evolve as a modern outback centre, providing essential services to remote communities, pastoral stations, and a steady flow of travellers and freight moving through the state's interior.

The community is underpinned by resilience, diversity, and cultural heritage. Meekatharra retains a strong connection to Yamatji culture, offering opportunities to experience traditional knowledge and the deep relationship Aboriginal people hold with country. This cultural strength complements the pioneering spirit of the town's early settlers, contributing to Meekatharra's unique character.

Strategically located, Meekatharra is an important link between the Mid-West, Pilbara, and Goldfields regions. The town supports a range of industries including mining, pastoralism, and tourism, and is well-placed to benefit from ongoing exploration activity and resource development across inland Western Australia.

Tourism in the region is steadily growing, with visitors drawn to its red-earth landscapes, expansive skies, and sense of remoteness that embodies the Australian outback. Attractions such as the Meekatharra Heritage Trail, Royal Flying Doctor Service base, and the annual Meekatharra Festival showcase the area's culture, history, and community pride.

Meekatharra also provides vital social and civic infrastructure including education, health, emergency services, and recreation facilities, ensuring it remains a sustainable and welcoming regional centre. For investors, residents, and visitors alike, the town represents both opportunity and authenticity – a place where heritage, industry, and outback lifestyle converge.

Meekatharra – A golden prospect



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Position Summary

The Cleaner assists and supports the Manager Works and Coordinator Facilities by providing cleaning services to Shire-owned facilities to ensure they are maintained to a high standard of cleanliness, hygiene, and safety during hours of operation.

The position requires conducting a variety of routine and deep-cleaning tasks including, although not limited to, -

- Sweeping,
- Mopping,
- Vacuuming,
- Sanitising surfaces,
- Emptying waste bins,
- Washing linen,
- Making up of accommodation rooms, and
- Cleaning restrooms and common areas.

This position may work on their own or as part of a small team and may be required to be available to work outside of normal work hours in emergencies.

Key Duties and Responsibilities

This position will –

- Perform cleaning duties such as dusting, sweeping, vacuuming, mopping, sanitising surfaces, and cleaning restrooms and common areas to maintain high levels of cleanliness.
- Wash linen for, and make up, accommodation rooms.
- Empty, clean, and replace waste bins, as required, and ensure waste is disposed of in accordance with facility policies and environmental guidelines.
- Ensure surfaces such as desks, doors, windows and countertops are sanitised regularly.
- Clean and sanitise restrooms, including sinks, toilets, mirrors, and floors, while maintaining adequate supplies such as soap, toilet paper, and hand towels.
- Safely handle and use cleaning chemicals in accordance with manufacturer guidelines and health and safety regulations, including the use of personal protective equipment.
- Operate and maintain cleaning equipment such as vacuum cleaners, floor polishers, washing machines, and other equipment, ensuring they are in good working order and reporting any faults or damage in a prompt manner.
- Follow established safety protocols to prevent accidents and maintain a safe working environment, including the proper labelling and storage of cleaning supplies.
- Monitor and report the need for reordering cleaning supplies, ensuring appropriate stock levels are maintained.
- Perform periodic deep-cleaning tasks such as carpet shampooing, window cleaning, and stripping and waxing of floors.
- Report any damage, maintenance needs, or safety concerns to the appropriate supervisor.
- Maintain a friendly, approachable demeanour when interacting with staff, visitors, and facility users, and respond to cleaning requests and concerns in a timely manner.
- Adjust cleaning schedules and tasks, as needed, to accommodate special events, facility requirements, or emergencies.
- Assist in the delivery of Shire events and activities, as required.
- Comply with obligations regarding workplace health and safety.
- Perform other duties as required and appropriate to this level.

Award Classification Alignment

Authority and Accountability

- Responsible for completion of regularly occurring tasks with general guidance daily.
- May supervise work or provide on-the-job training, based on their skills and / or experience, to employees of the same or lower levels.

Judgement and Problem Solving

- Personal judgement is required to follow predetermined procedures where a choice between more than two options is present.
- Work performed falls within general guidelines with scope to exercise discretion in the application of established practices and procedures.

Specialist Knowledge and Skills

- Application of developed skills acquired through on-the-job training or accredited external training over several months.
- Positions may require demonstrated competence in administrative areas.

Management Skills

- Not required at this level.

Interpersonal Skills

- Employees at this level require communication skills to enable them to effectively communicate with clients, other employees, and members of the public and in the resolution of minor matters.

Qualifications and Experience

- Qualifications or relevant experience in accordance with the requirements of work in this level, which may be acquired through a Certificate II or a non-trades Certificate III, however described.

Organisational Relationships

Responsible To

- Coordinator Facilities

Supervision Of

- Nil

Internal

- Other employees
- Contractors
- Service providers

External

- Community members
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Workplace Health and Safety

This position will –

- Work with care for their own health and safety and of others
 - Participate in developing safe work procedures and follow them
 - Participate in training
 - Use equipment properly and report any faults or damage
 - Use personal protective equipment as directed
 - Report hazards and incidents to the Supervisor
 - Participate in return-to-work plans
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Desirable Criteria

- Previous experience in performing a range of cleaning tasks, including routine and deep cleaning of facilities within designated timeframes.
 - Familiarity with cleaning chemicals, tools, and equipment, and the ability to use them safely according to established guidelines and workplace health and safety standards.
 - Effective communication skills to interact with staff, community members, and external stakeholders.
 - Capability to perform physical tasks which may involve lifting, bending, standing, and repetitive motion, as required by cleaning duties.
 - Willingness to adapt cleaning routines based on changing priorities, special events, or facility needs, including weekend or after-hours work in an emergency.
 - Valid C Class Driver's Licence.
 - Valid National Police Clearance certification.
 - Valid medical condition assessment.
 - Valid First Aid certification (or willingness to obtain).
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Acknowledgement

I acknowledge the information contained in this document describes the general nature and level of work required and, as such, is not an exhaustive list of all responsibilities, duties or skills required in the role.

Signature Date

Name