



SHIRE OF MORAWA

CASUAL CLEANER

APPLICATION PACKAGE

www.morawa.wa.gov.au

The Shire of Morawa acknowledges the Yamatji People as the Traditional Owners of the land where the Shire is situated. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples living within the Shire of Morawa.

JOB VACANCY

Cleaner



Work Type	Casual
Remuneration Package	Hourly rate based on Level 2 Municipal Employees (Western Australia) Award 2021 with an additional over award allowance, 25% casual employee loading and additional Superannuation guarantee of 12% of your ordinary time earnings. Penalty rates for weekend and public holidays.
Location	Shire of Morawa - various locations and facilities
Closing Date	4pm on Friday, 12 December 2025

The Shire of Morawa

The Shire of Morawa is one of iconic remote country landscapes with roots embedded in agriculture and mining. The beauty of the land is balanced between its history, modern industrial operations, and small-town community spirit. The Shire has a modest local population with approximately 70% of residents living in the town centre and approximately 17% Aboriginal identifying representation.

The incredible wildflower season carpets the region in colour from late winter through to early October and sees the town bustling with visitors. Morawa is featured as one of the 21 stops in the Wildflower Country's Wildflower Way driving trail, which extends from Dalwallinu to Geraldton. The Shire is also home to numerous other attractions including heritage architecture, historic Canna, natural wonders like Bilya Rock and Koolanooka Springs, the museum, walking trails, the Biennial Art Exhibition, and the Speedway.

Located only 3.5 hours drive from the city of Perth, Western Australia, or 1.5 hours from Geraldton, Morawa is a diverse place to visit, live and work.

Population:	650-750
Location:	370km from Perth in the Mid West region
Environment:	Wheat and sheep farming town situated in the heart of wildflower country
Education:	Morawa District High School (Kindergarten to Year 12), WA College of Agriculture, a trade training centre, and Family Day Care Centre
Facilities:	Medical centre, community health centre, childcare centre, youth centre, swimming pool, aged care accommodation, community resource centre, police, St John Ambulance services, 24/7 gym, recreation centre, various seasonal sporting teams including AFL, netball, and hockey
Retail/Commercial:	Australia Post, IGA, Morawa Traders, pharmacy, banks, agricultural supplies, trades, hardware, community resource centre
Hospitality:	Morawa Hotel, Wildflour Bakery & Café, Everlastings Guest House, Morawa Caravan Park
Transport:	TransWA Bus services

The Shire is forward thinking and provides employees with opportunities to learn and develop. Our staff is approximately 30 strong, operating across Executive, Corporate and Community Services and Works and Assets Teams.

The Position

Applications are invited from individuals interested in joining our team for Casual Cleaning positions at the Shire of Morawa.

The Shire of Morawa is committed to providing clean and safe facilities for the community and visitors.

This position has varied hours which are dependent of the usage of Council facilities. Training is provided on the job.

Skills required for this position:

- Reasonable level of fitness.
- Attention to detail.
- Punctual, reliable, and trustworthy.
- Ability to manage time effectively.
- Ability to work both alone and in a team.
- Awareness of health and safety procedures.
- Reading skills for following instructions.
- Math skills for measuring cleaning fluids.

Submitting an Application

Your application should include a cover letter outlining your interest in the position and a current resume detailing your qualifications, experience, suitability for the position against the selection criteria and at least two referees.

More information on the position can be obtained by contacting Jenny Whitmore at caretaker@morawa.wa.gov.au or 0460 598 945.

Applications can be submitted via the Shire website, in person at the Administration Office, or emailed to caretaker@morawa.wa.gov.au

Applications close at 4pm on Friday, 12 December 2025.

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

Equal Opportunity Statement

The Shire of Morawa is committed to creating a diverse environment and is proud to be an equal opportunity employer. The Shire maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

SHIRE OF MORAWA

POSITION DESCRIPTION



POSITION DETAIL	
Position Title	Cleaner
Department	Community Services
Work Location	Various locations throughout the Shire of Morawa
Date (revised)	November 2025
Award	Municipal Employees (Western Australia) Award 2021
Classification	Level 2

THE ORGANISATION	
Our Community Vision is: <i>"A welcoming and inclusive community that embraces what makes it unique, offering livability, variety, and opportunity for all."</i>	
Our Organizational values are: <ul style="list-style-type: none"> • We will be open and accountable • We will have informed decision making • We will be collaborative • We will listen, communicate and respond 	Our Foundational Cultural Values are that we put C.A.R.E into what we do: <ul style="list-style-type: none"> • Commitment • Attitude • Respect • Excellence

THE POSITION	
Reports to	Caravan Park Manager
Direct Reports	Nil
Summary and Objectives	<ul style="list-style-type: none"> • To perform tasks and duties as assigned with the aim of achieving a high standard of presentation of Council owned premises. • Accept responsibility for the quality and standard of work performed. • Be responsible for allocated materials, tools, equipment, vehicles and plant in use • Comply with all Workplace Health & Safety directives

DUTIES & RESPONSIBILITIES

Key Responsibilities

- Arrive for each shift on time, fit for work, and with a positive attitude.
- Notify the Caretaker/Lead Cleaner as early as possible if unable to attend a scheduled shift.
- Ensure the allocated cleaning kit is fully stocked before starting each shift.
- Complete all assigned cleaning tasks for each location as outlined in the cleaner's checklist.
- Use allocated materials, tools, equipment, and machinery responsibly.
- Perform all tasks professionally, meeting agreed standards and timeframes.
- Maintain all cleaned areas in a safe condition, following Council policies and procedures, and take responsibility for the quality of work performed.
- Adhere to the Council's Employee Code of Conduct, policies, and executive guidelines.
- Attend toolbox meetings and training sessions as required.
- Treat colleagues with respect and contribute to a positive work environment.

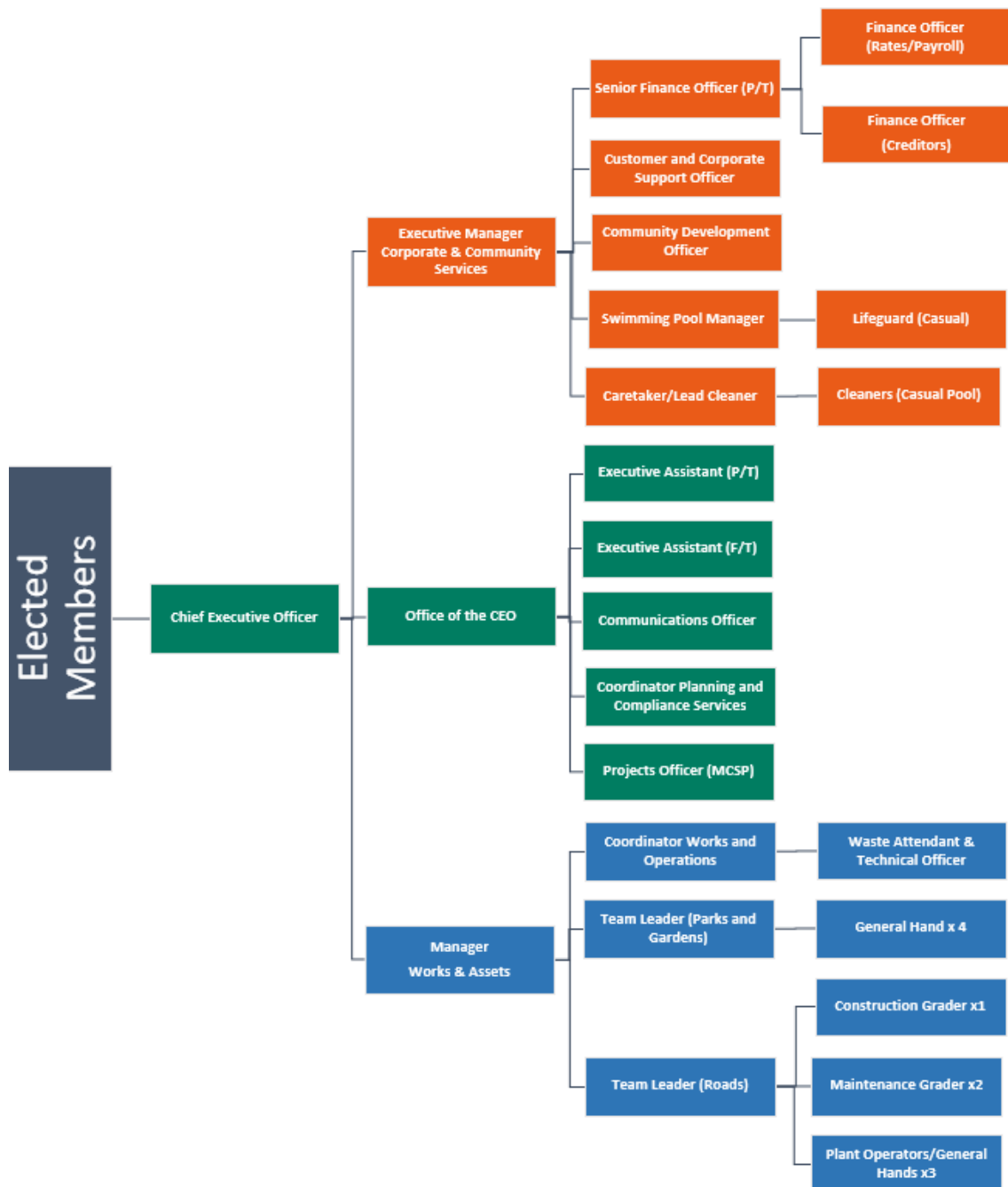
Workplace Health & Safety (WHS)

- Complying with WHS legislation, workplace procedures for risk identification, risk assessment and risk control.
- Participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace.

Accountability

- Complete all tasks professionally, meeting agreed-upon standards and deadlines.
- Maintain all cleaned areas safely, following Council policies and procedures, and take responsibility for work quality.
- Participate in performance reviews and feedback processes.
- Uphold the Shire's Code of Conduct and policies with a positive and committed attitude.
- Support and adapt to changes that help achieve the Shire's goals and objectives.
- Maintain strict confidentiality as required for all employees of the Shire.
- Suggest improvements and strategies that encourage a culture of continual improvement and best practices.
- Promote, maintain, and enhance workplace standards to ensure compliance with employment awards, workplace health and safety regulations, equal employment opportunity (EEO) legislation, and Council policies and procedures.

SHIRE OF MORAWA ORGANISATIONAL STRUCTURE





CLEANER

Applications are invited from individuals interested in joining our team for Casual Cleaning positions at the Shire of Morawa.

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This position has varied hours which are dependent of the usage of Council facilities. On job training is provided. This position is classified as a Level 2 under the Municipal Employees (Western Australia) Award 2021 with an additional over award allowance, 25% casual employee loading and additional Superannuation guarantee of 12% of your ordinary time earnings.

Skills required for this position:

- Reasonable level of fitness.
- Punctual, reliable, and trustworthy.
- Ability to manage time effectively.
- Ability to work both alone and in a team.
- Awareness of health and safety procedures.
- Reading skills for following instructions.
- Math skills for measuring cleaning fluids.

An application package containing the position description for the role can be obtained from the Shire of Morawa website on www.morawa.wa.gov.au. Further information or any queries can be obtained by contacting Jenny Whitmore on 0460 598 945.

Your application should include a covering letter outlining your interest in the position and a current resume detailing your qualifications, experience, suitability for the position and at least two referees.

Applications can be submitted via the Shire website, in person at the Administration Office, or emailed to Jenny Whitmore, Caravan Park Caretaker-
caretaker@morawa.wa.gov.au

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Marty Symmons
Chief Executive Officer