

# BARKLY REGIONAL COUNCIL



## Cleaner (Casual)

### 1. Position Objectives

The Cleaner position is responsible for maintaining the cleanliness and sanitation of Council facilities and buildings. The role contributes to the provision of safe, clean, and welcoming facilities for staff, residents, visitors, and community members.

### 2. Our Vision, Purpose and Values

#### VISION

“We will strive to be innovative and sustainable Council that listens to our communities and empowers future generations of the Barkly”.

#### PURPOSE

“Our commitment is to serve and support our communities by delivering strong local leadership, purposeful advocacy, and impactful services”.

#### VALUES

- Integrity:** Upholding honesty and transparency in everything we do.
- Diversity:** Embracing and celebrating the unique identities, traditions, and strengths of every community.
- Empathy:** Understanding and valuing the needs and experiences of others.
- Accountability:** Taking ownership of our actions through commitment to BRC and our communities.
- Service:** Dedicating ourselves to excellence, putting people first, and creating a positive impact.

### 3. Key Responsibilities

#### Cleaning Duties

- Perform cleaning duties across multiple venues in accordance with schedules and required standards.
- Maintain the cleanliness and sanitation of offices, buildings, and common areas.
- Clean and disinfect surfaces including sinks, countertops, tables, chairs, and appliances.
- Clean and maintain bathrooms and toilets, including replenishing supplies such as soap, paper towels, and toilet paper.
- Sweep, mop, and vacuum floors; undertake additional floor care such as polishing to maintain safe surfaces.
- Dust furniture, equipment, partitions, and fittings.
- Clean windows, door panels, walls, woodwork, and other surfaces as required.
- Empty waste and recycling bins, replace liners, and ensure proper disposal.
- Clean carpets, rugs, and upholstered furniture using appropriate equipment (e.g. backpack or hip vacuum).

- Maintain kitchen and lunchroom areas, including sinks, benches, and appliances.
- Operate and load dishwashers where provided.
- Polish metal fixtures and fittings as required.
- Maintain cleaning equipment and ensure supplies are stocked and in good working condition.
- Monitor and report maintenance issues, damage, or safety hazards.
- Follow workplace health and safety procedures, including the safe handling and storage of cleaning chemicals.
- Assist with basic facilities support, including restocking consumables and setting up meeting spaces.

#### **Other Duties**

- You will be required to perform your duties within the Barkly Regional Council authority area as reasonably directed by Council.
- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.
- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council's policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their manager.

### **4. Key Accountabilities**

- Deliver high-quality cleaning services across multiple Council facilities in accordance with schedules and established standards.
- Maintain a high standard of cleanliness and sanitation across offices, amenities, kitchens, and common areas, including waste management and surface disinfection.
- Undertake routine and periodic cleaning tasks including sweeping, mopping, vacuuming, dusting, and floor polishing to ensure safe and presentable environments.
- Maintain cleaning equipment in good working order and ensure adequate stock levels of cleaning materials and consumables.
- Adhere to WHS requirements, including the safe handling of chemicals, hazard identification, and contributing to a safe work environment.
- Support general facility operations, including setting up spaces, and promptly report maintenance issues, damage, or safety concerns.
- Demonstrates and actively promotes Council's values in all interactions and decision-making.
- Contribute to the effective implementation and achievement of the objectives outlined in the Regional Plan.

### **5. Organisational Relationship**

|                        |                          |
|------------------------|--------------------------|
| <b>Position Title:</b> | Cleaner                  |
| <b>Reports to:</b>     | Council Services Manager |
| <b>Department:</b>     | Operational Services     |

|                          |  |
|--------------------------|--|
| <b>Supervises:</b>       | N/A  |
| <b>Internal Liaison:</b> | Chief Executive Officer<br>Chief Operating Officer<br>Regional Manager Operations<br>Council Services Manager<br>Other Council Staff |
| <b>External Liaison:</b> | Government and Non-Government Departments, Organisations and Representatives<br>Ratepayers, Residents, and Visitors                  |

## 6. Wages and Other Benefits

|                        |   |
|------------------------|---|
| <b>Classification:</b> | Level 2<br><i>Barkly Regional Council Enterprise Agreement 2024</i><br>Casual (up to 38 hours per week)   |
| <b>Status:</b>         | 25% casual loading applies  |
| <b>Casual Loading:</b> | 12%   |
| <b>SCG:</b>            | The Supervisor will set a weekly roster that is no more than 38 hours within a given week and/or 7.6 hours within a given day. The roster will be, within the span of ordinary hours of work, currently 6:30 am to 6:00 pm, Monday to Sunday. |
| <b>Roster:</b>         |   |

## 7. Knowledge and Skills

### Organisational:

- Demonstrated knowledge and understanding of Aboriginal culture.
- Excellent time management and organisational skills.
- Ability to work within a team environment while also achieving results independently.
- Ability to manage multiple tasks effectively, with flexibility in a changing work environment.

### Interpersonal:

- Willingness to work in a remote and sometimes demanding environment.
- Demonstrated ability to meet tight deadlines and regularly monitor deliverables.
- Ability to successfully interact with people at all levels.

### Change Management:

- Ability to recognise issues, use initiative to identify and propose effective solutions.
- Ability to respond promptly to changing circumstances and make sound decisions to ensure the efficient delivery of key responsibilities in the best interests of Barkly Regional Council.
- Always ensure compliance with all legislative requirements and best practice standards.

### Commitment, Attitude, and Application to Duties:

- Provide courteous and timely attention to requests for information.
- Demonstrate a positive, proactive attitude with strong initiative.
- Always Promote Barkly Regional Council in a professional and positive manner.

- Encourage continuous quality improvement in the delivery of accurate and timely documentation.
- Take responsible care to ensure personal safety and the safety of other staff in the workplace.

## 8. Essential Criteria – Qualifications, Skills and Experience

- Demonstrated knowledge of workplace health and safety including manual handling.
- Previous cleaning experience.
- Strong communication and interpersonal skills.
- Ability to work with minimal supervision.

## 9. Desirable Criteria – Qualifications, Skills, and Experience

1. Knowledge of the Barkly region, including cultural awareness and the ability to engage respectfully with Aboriginal communities.
2. Previous experience working in Local Government.

## 10. Compliance, Training and Development

### Mandatory

- National Criminal History Check
- Working with Children Clearance (Ochre Card – Northern Territory)

### Desirable

- BSB20122 Certificate II in Workplace Skills or equivalent
- Corporate Induction
- Site Induction
- Driver Licence
- Workplace Health and Safety (WHS) Induction Training
- Respect @ Work – Prevention of Sexual Harassment in the Workplace Training
- Prevention of Workplace Bullying and Harassment Induction Training

## 11. Inherent Requirements / Job Fitness Requirements

This position has inherent physical requirements that must be met to perform the role safely and effectively. These requirements have been identified in accordance with Work Health and Safety obligations and reflect the actual duties of the position.

Physical Demand Classification:

This role is classified as **Medium Work**, involving continuous physical activity and repetitive cleaning tasks.

- This role involves manual handling tasks, including lifting, carrying, pushing, and pulling cleaning equipment and materials.
- Manual lifting is generally up to 20kg.
- Where loads exceed 20kg, mechanical aids or team handling are to be used.
- The role requires the ability to:

- Stand and walk for extended periods;
- Bend, kneel, squat, and reach frequently;
- Perform repetitive cleaning movements;
- Push and pull cleaning equipment (e.g. mops, bins, trolleys);
- Work in indoor and outdoor environments.

Inherent Physical Requirements:

- Ability to stand and walk for extended periods.
- Ability to perform repetitive physical tasks.
- Ability to bend, kneel, squat, and reach frequently.
- Ability to lift and carry cleaning equipment and materials.
- Ability to push and pull equipment such as bins and cleaning trolleys.
- Ability to work in varying environmental conditions.
- Ability to use cleaning equipment and chemicals safely.
- Ability to maintain sustained grip strength during cleaning tasks.

| Physical Requirements of Job Role                 |              |      |              |            |          |          |          |
|---|--------------|------|--------------|------------|----------|----------|----------|
| Job Role  | Cleaner      |      |              |            |          |          |          |
| Body Posture                                      | Not required | Rare | Intermittent | Occasional | Frequent | Constant | Comments |
| Standing  |              |      |              |            | X        |          |          |
| Sitting   |              | X    |              |            |          |          |          |
| Forward Reaching                                  |              |      |              |            | X        |          |          |
| Neck flexion / extension / rotation               |              |      |              |            | X        |          |          |
| Reaching above shoulder height                    |              |      |              | X          |          |          |          |
| Stooping & bending forward from standing position |              |      |              |            | X        |          |          |
| Kneeling / squatting                              |              |      |              |            | X        |          |          |
| Trunk rotation                                    |              |      |              |            | X        |          |          |
| Mobility  | Not required | Rare | Intermittent | Occasional | Frequent | Constant | Comments |
| Climbing step / platform                          |              |      |              | X          |          |          |          |
| Walking   |              |      |              |            | X        |          |          |
| Walking over uneven surfaces                      |              |      | X            |            |          |          |          |
| Ladder climbing                                   |              | X    |              |            |          |          |          |
| Manual Handling                                   | Not required | Rare | Intermittent | Occasional | Frequent | Constant | Comments |
| Unilateral lifting                                |              |      |              | X          |          |          |          |
| Bilateral carrying                                |              |      |              |            | X        |          |          |
| Lifting with weight away from body <10kg          |              |      |              |            | X        |          |          |
| Lifting with weight away from body >10kg          |              |      |              | X          |          |          |          |

|   |   |   |   |   |   |  |
|---|---|---|---|---|---|--|
| Lowering a vertical distance > 25cm from waist to floor           |   |   |   |   | X |  |
| Lowering a vertical distance > 25cm from waist to shoulder height |   |   |   | X |   |  |
| Lifting 0kg - 4.5kg   |   |   |   |   | X |  |
| Lifting 4.5kg - 9kg   |   |   |   |   | X |  |
| Lifting 9kg - 22kg  |   |   |   | X |   |  |
| Lifting 22kg - 45kg   |   | X |   |   |   |  |
| Lifting 45kg+   | X |   |   |   |   |  |
| Handling unstable objects   |   |   | X |   |   |  |
| Carrying  |   |   |   |   | X |  |
| Pushing / pulling   |   |   |   |   | X |  |
| Sustained / repetitive hand grip                                  |   |   |   |   | X |  |
| Tool use  |   |   |   |   | X |  |
| Exposure to vibration   |   |   | X |   |   |  |

**12. Certification**

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.

  
 \_\_\_\_\_  
 Peter Harder  
 Chief Executive Officer

17 / 06 / 2026  
 \_\_\_\_\_  
 Date

**13. Acceptance**

I, \_\_\_\_\_, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above

\_\_\_\_\_  
 Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Date