

Manager Waste, Fleet And Depot Services (Fixed Term Contract)

1 SALARY:

Total remuneration package is \$155,000 per annum inclusive of superannuation.

2 TERM OF CONTRACT:

Fixed term contract for up to 5 years.

3 UNIFORMS:

It is a requirement that staff wear the City of Karratha Uniform at all times at work. Sets of clothing are issued initially as per policy and are replaced on a "fair wear and tear" basis in consultation with relevant Supervisor. Staff are responsible for alterations required.

4 ANNUAL LEAVE:

Six (6) weeks per annum.

5 PERSONAL LEAVE:

Twelve (12) days per annum.

6 LONG SERVICE LEAVE:

The Manager is entitled to long service leave in accordance with the City's Enterprise Agreement and the *Local Government (Long Service Leave) Regulations*.

The Manager may apply to take pro rata Long Service Leave (6.5 weeks) after completion of each seven (7) years of continuous service with the City.

7 HOUSING:

An air-conditioned, unfurnished residence will be provided to the Manager. A subsidised rent, determined having regard to the Government Regional Officers Housing (GROH) scheme, will be payable on a fortnightly basis. The rental payment is salary sacrificed and will be reviewed annually with changes taking effect 1 July of each year. Occupants are responsible for organising connection of electricity and telephone connections.

8 RELOCATION EXPENSES:

Household and personal relocation expenses will be paid by Council up to \$8,000 for couples and families or \$5,000 for singles (inclusive of relocation, air fare/s and reasonable accommodation costs). New employees are required to provide 3 removalist quotes to the Human Resources department; a purchase order will be supplied up to the above relevant amount. The employee is responsible for any additional cost, which is to be paid direct. Employees will sign a contract agreeing to repay Council on a pro rata basis should they leave for any reason prior to completing 2 years' service.

9 MOTOR VEHICLE:

This position has an entitlement to a Council vehicle for business and unrestricted personal use within the State in accordance with Council's policy. The vehicle is considered to be a pool vehicle and may be used by other staff for business purposes during business hours.

10 UTILITIES:

The City will pay up to \$2,000 per annum towards the cost of utilities (including electricity, water, gas, home telephone and internet usage) incurred by the Manager.

11 JOURNEY INSURANCE:

All direct employees of the City of Karratha are covered whilst engaged in the journey between their residence and place of work or a place of training for work unless otherwise covered by union membership.

12 WELLNESS PROGRAM:

The City will provide to the Manager one individual full membership of either the Karratha Leisureplex, Wickham Recreation Precinct or Roebourne Aquatic Centre each year. The Manager may salary sacrifice up to \$500 per annum for specific programs and/or family membership.

13 SUPERANNUATION:

Council's superannuation plan is WA Super.

Council makes the legislative contribution of 9.5% for all staff who earn more than \$450 per calendar month. Managers may elect to contribute more.

14 PROBATIONARY PERIOD:

A probationary period is applicable to this position and will be discussed at the time of offer of the position to the successful applicant. Midway through an employee's probationary period or earlier should the need arise, a performance review will be undertaken by the relevant manager/supervisor. Immediately prior to completion of the probationary period, an assessment of the employee's performance during the probationary period will be undertaken by the relevant manager/supervisor.

Should the employee's performance not meet the standards set down by the City, the probationary period may be extended by up to three months in consultation and agreement with the employee prior to the end of the probationary period.

The employee shall be offered counselling and/or further position specific training during the extended probationary period to assist in meeting the required level of performance. Regular assessments will be carried out during the extended probationary period.

After successful completion of a probationary period the employee shall be offered continuing employment.

15 POLICE CERTIFICATE:

It is a requirement of this position for an applicant to provide a National Police Certificate (cost approximately \$62.40, *applications now only available from the Post Office*) prior to an offer of employment being confirmed. This Certificate remains the property of the applicant, however, a notation of sighting the original Certificate will be kept on the employee's personal file.