

CONDITIONS OF EMPLOYMENT

Natural Areas & Horticulture Trainee

| | 1 st Year Trainee |
|----------------------|------------------------------|
| Base Salary | 42,687 |
| Allowances: | |
| PART A | 4,950 |
| PART B | 1,650 |
| PART C | 6,050 |
| | 55,337 |
| Superannuation 13% | 7,193 |
| Total Package | \$ 62,530 |

1 CONDITIONS:

Employment Conditions are in accordance with the *City of Karratha Enterprise Agreement 2019*.

2 SALARY:

The 1st Year salary is \$42,687 per annum. (55% of MEU Level 4A)

The 2nd Year salary is 75% of MEU Level 4A

The 3rd Year salary is 88% of MEU Level 4A

3 HOURS OF WORK:

Ordinary hours are 90 hours per fortnight consisting of 10 hours per day for 9 days in succession (weekends excluded) with the tenth day of the fortnight being an RDO (Rostered Day Off). The RDO is taken on alternate fortnightly Fridays. Daily work times are from 6.30am to 5.00pm, with 30 minutes for lunch.

4 UNIFORMS:

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

5 ANNUAL LEAVE:

Six (6) weeks per annum after twelve (12) months of service (no 17.5% loading).

6 ALLOWANCES: You will receive a percentage of the allowances as stated in *City of Karratha Enterprise Agreement 2019*. Percentages will be calculated at the same rate as your salary

1st Year

- A) An allowance of \$4,950 is paid as a fortnightly allowance, and replaces the previous location, dependent, and industry allowances.
- B) An Annual Leave Travel Assistance of \$1,650 per annum will be paid fortnightly to all employees.
- C) An allowance of \$6,050 per annum is paid to employees not covered by the Staff Housing Policy.

7 PERSONAL LEAVE:

As per the *City of Karratha Enterprise Agreement*, ten (10) days per annum for the first three years of employment. Each year five (5) single days can be uncertified, consecutive personal leave of three (3) or more days must be certified. After three (3) years' service, there are 12 sick days per annum. Unused personal leave accrues each year.

8 LONG SERVICE LEAVE:

Thirteen (13) weeks after ten (10) years continuous Local Government service, transferable between Local Authorities within Western Australia.

Employees with five (5) continuous years' service at the City may apply to take Pro Rata Long Service Leave of 6.5 weeks.

9 VEHICLE:

Permission to drive a Council Pool Vehicle, during work hours for business purpose only in accordance with Motor Vehicle Policy.

10 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.

11 WELLNESS PROGRAM:

Council offers a free membership to permanent full time and part time employees who utilise specific facilities at the City's Recreation Centre and Pool Facilities and a salary sacrificing option (up to \$500 per annum) for specific programs and / or family membership.

12 STUDY ASSISTANCE:

Up to \$3,000 per annum towards fees and authorised text books for approved study relevant to the employee's position.

13 SUPERANNUATION:

Council's default superannuation plan is WA Super.

Council makes the legislative contribution plus an additional contribution (total 13%) for all staff who earn more than \$450 per calendar month. Employees may make an extra personal contribution either by direct contribution or by salary sacrifice.

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. A Federal Police Certificate is required for interstate applicants.