**Conditions of Employment**

**Manager of Technical Services**

SALARY:

The position is offered under a performance-based contract of up to five (5) years as negotiated with an attractive remuneration package, ranging from $150,000 to $175,000, including cash component, superannuation, personal development and vehicle.

TERM OF CONTRACT:

Fixed term contract up to five (5) years.

HOURS OF WORK

Ordinary hours are 7.6 hours per day, 76 hours per fortnight. Alternate start and finish times may be negotiated depending on operational requirements.

There is a reasonable expectation that this position will attend after hours meetings, including Council meetings and Information Sessions with Council. No overtime or time in lieu will be accrued as part of this position. It is an expectation of the job.

This position does not benefit from additional RDOs, however subject to the hours worked and by agreement, RDOs may be provided for in the contract.

ANNUAL LEAVE:

Six (6) weeks per annum (no 17.5% loading).

PERSONAL LEAVE:

Ten (10) days per annum.

LONG SERVICE LEAVE:

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

Employees with seven (7) continuous years’ service at the City may apply to take Pro Rata Long Service Leave of 9.1 weeks.

HOUSING:

An executive air conditioned, unfurnished residence within Tammin townsite is available for this position. The housing is provided free of rent. Occupants are responsible for the payment of utilities expenses that exceed the Utilities Allocation outlined in the terms of the contract. There is an expectation by the Shire that the garden at the property is maintained and upkept to a high standard and this includes the regular watering of lawns and gardens.

UTILITIES ALLOCATION

You are allocated an annual allowance of up to $2,200 per financial year. This allowance is for the purposes of water, electricity and gas. Utility charges that exceed $2,200 will be required to be paid by the occupant of the property.

RELOCATION EXPENSES:

Household and personal relocation expenses will be paid by Council up to $4,000 (inclusive of relocation, air fare/s and reasonable accommodation costs). New employees are required to provide 3 removalist quotes to the Shire; 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.

MOTOR VEHICLE:

This position has an entitlement to a Council vehicle for unrestricted personal use up to a maximum distance of 250 Kilometres from the Shire’s district. Larger distances may be approved subject to agreement. The vehicle is considered to be a pool vehicle and may be used by other staff for business purposes during business hours. The vehicle will be required to be returned to the Shire during times of unpaid leave, workers comp or long service leave and will not be available for use by the employee.

WELLNESS PROGRAM:

Council offers a full Employee Assistance Program including family members, with advice provided on life matters, family, health, work and money. Other benefits include skin checks and flu vaccinations.

PROFESSIONAL MEMBERSHIP AND DEVELOPMENT:

Up to $3,500 per annum towards fees for professional membership and development with attendance at conferences.

CLOTHING ALLOWANCE:

Councils offers an annual clothing allowance.

SUPERANNUATION:

Council’s default superannuation fund is Aware Super.

Council makes the legislative contribution plus an additional contribution (total 11.5% - 12% in July 2025) for all staff. Employees may make an extra personal contribution either by direct contribution or by salary sacrifice, which will be matched up to a maximum of 4% by Council.

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 Chief Executive Officer. Immediately prior to completion of the probationary period, an assessment of the employee’s performance during the probationary period will be undertaken by the CEO.

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

POLICE CERTIFICATE:

It is a requirement of this position for an applicant to provide a National Police Certificate (cost approximately $62.40, applications 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.

MEDICAL

It is a requirement of this position for the preferred applicant to undertake a medical examination prior to commencement. This will be paid for or reimbursed by the Shire.