

# **Shire of Trayning**



*Rock Solid*

## **Manager of Works**

## **Information Package**

## **APPLICATION INFORMATION**

The Manager of Works will be employed on the basis of a three year contract.

### Applicants

Applications in writing stating full details of relevant personal information, qualifications and experience, and inclusion of the names of two referees will be received up to 4.00 pm on Monday 12 June 2023.

Applications are to be forwarded by email marked "Confidential – Manager of Works" to:

Leanne Parola  
Chief Executive Officer  
Shire of Trayning  
ceo@trayning.wa.gov.au

### Other Conditions of Employment

- Prior to appointment the successful applicant will be required to undertake a medical examination, including drug and alcohol testing at Council's cost. The appointment to the position will not be confirmed until the medical has been completed.
- A national Police Clearance must be presented prior to appointment.
- A current HR class Drivers licence must be presented prior to appointment.
- The Shire of Trayning is an equal opportunity employer and provides a smoke free work environment.
- Canvassing of elected members is prohibited and any applicant known to have done so will be disqualified.

### Further Information

Applicants requiring further information are invited and encouraged to contact the Chief Executive Officer, Leanne Parola on (08) 9683 1001 or by emailing ceo@trayning.wa.gov.au.

## PACKAGE STRUCTURE

The agreed value of the remuneration package for the Manager of Works will be generally inclusive of the following components:

- Base Salary – Negotiated between \$80,000 and \$100,000
- Annual Leave – 4 weeks per annum
- Rostered Days Off – A rostered day off is granted once every two weeks
- Vehicle – in accordance with Council Policy, which includes unlimited private use within WA. The current vehicle is a Toyota Hilux
- Housing – A well-maintained and well-kept air-conditioned 3 x 2 residence at Lot 112 number 46 Coronation Street Trayning is offered, free of rent. The Shire will pay for water consumption on the provision that the officer maintains the gardens in good presentable order



- Superannuation – 11% council contribution plus up to an additional 5% for contributing members. Salary Sacrifice is available
- The Council shall provide a mobile phone and internet service with Council meeting the costs up to \$2,500 per annum
- Sick leave, long service leave and other benefits or conditions in the Local Government Industry Award are included in the package
- Council will meet the reasonable removal costs of employees joining the Council's workforce –
  - Should the employee resign from his/her employment for any reason whatsoever within six months of commencing employment, the employee shall reimburse the Council all relocation expenses paid by the Council; and
  - Should the employee resign from his/her employment for any reason whatsoever within twelve months of commencing employment, the

employee shall reimburse the Council 50% of the relocation expenses paid by the Council

- Unless otherwise stipulated in contractual documents etc, or agreed by Council, the maximum value of removal costs paid by Council is \$5,000
- Professional Development - Council encourages its officers to participate in their professional institute affairs and annual conferences and will support their participation if it can be demonstrated that their attendance would be of benefit to the officer and council. Approval is subject to the endorsement of the CEO. Council will meet all reasonable travel, accommodation and associated expenses

### COMPILATION OF REMUNERATION PACKAGE (PER ANNUM)

	Minimum	Maximum
Base salary	\$ 80,000	\$ 100,000
Superannuation 11%	8,250	11,000
Additional Super (up to 5%)		
Associated FBT	8,800	10,450
Personal benefit value of the provision of a motor vehicle for private use	23,715	23,715
Clothing allowance	500	500
Utilities allowance	2,500	2,500
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	\$ 123,765	\$ 148,165

## THE ORGANISATION

The Shire of Trayning has a total annual revenue of approximately \$3.2 million and consists of seven Councilors, including the Shire President. Council currently meets on the third Wednesday of the month with the exception of January, March, May, August and November.

## THE STAFF

Chief Executive Officer	1
Manager of Works	1
Manager of Corporate Services	1
Senior Finance Officer	0.6
Administration Staff	2.4
Leading Hand/Grader Operator	1
Town Maintenance & Gardening Staff	2
Plant Operators	5
Cleaning Staff	<u>1</u>
	15

## PHYSICAL CHARACTERISTICS

### Location

There are three townships within the Shire, being Trayning, Kununoppin and Yelbeni. The town of Trayning (235 kms from Perth) is the Administrative Centre.

### Population

Approximately 300 people live in the towns of Trayning, Kununoppin, Yelbeni and the surrounding farming district. (ABS 2021 Census)

### Area

The Shire has a total area of 1,632 km<sup>2</sup> consisting of agricultural land, the Billycatting Hill Nature Reserve and other nature reserves.

### Climate

Rainfall is mainly during the winter and spring months and averages approximately 300 mm. Temperatures range from moderate in winter up to 40°C plus in the summer.

## PHYSICAL INFRASTRUCTURE

### Roads

Total length in the district	815 kms
Highways and secondary roads	40 kms
Sealed local roads	181 kms
Unsealed local roads	594 kms

## PUBLIC UTILITIES

### Water

WA Water Authority supplies water from the Goldfields Pipeline Scheme

### Electricity

Electricity is supplied from the South West Grid

### Telephone

Telstra services the entire Shire district. The Shire has good 3G & 4G mobile telephone service, operated by Telstra, with the base stations located in Trayning (4G) and Kununoppin (4G)

### Internet

The Shire is part of the Crisp Wireless wireless network, receiving excellent internet service. Other services available include Telstra, Starlink and SkyMuster

### Airstrip

RFDS Lighted and sealed Airstrip.

## BUSINESS AND INDUSTRY

### Rural

Mixed farming - wheat and other cereals, wool, sheep, cattle and pigs.

### Support Industries

Light industrial, agricultural agencies, transport operations.

## COMMUNITY SERVICES

### Health

- \* District hospital at Kununoppin (8 minutes from Trayning Townsite)
- \* Resident Doctor at Kununoppin
- \* St John's Ambulance
- \* Royal Flying Doctor Service
- \* Aged hostel at Kununoppin (Ninghan Lodge)
- \* 5 Independent Living Units in Kununoppin, 6 Aged Units in Trayning

### **Emergency Services**

- \* Police – regular patrols from Bencubbin Police Station
- \* Volunteer Fire & Emergency Services Unit

### **Education and Training**

- \* Primary School in Trayning
- \* Bus service to Merredin and Wyalkatchem High Schools

### **Recreation and Culture**

- \* Library
- \* Multipurpose Basketball and Tennis Courts
- \* Lawn Bowls
- \* Trayning Aquatic Centre – 6 lane pool with separate toddlers pool
- \* Gymnasium – Ninghan Fitness Centre with modern gym equipment

### **Community and Service Organisations**

- \* P & C Association
- \* Church groups - Anglican, Catholic, Uniting

### **Other Facilities**

- \* Various Halls and Community Centres
- \* Caravan Park
- \* Trayning Sporting Club

### **Media Services**

The district is digital television VAST satellite service.