

# My Benefits

Because you're worth looking after

*City of Kalgoorlie-Boulder Employee Brochure*






# Welcome. ●

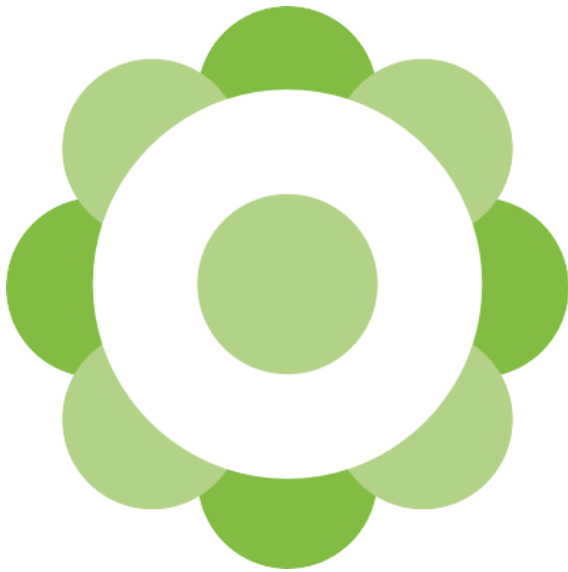
At the City of Kalgoorlie-Boulder we are committed not only to being a great workplace, but also in ensuring that our people enjoy a collection of benefits, which support both their professional and personal lives.

As an employee of the City, you will enjoy generous employee benefits, reward and recognition programs, career development opportunities, flexible work arrangements, as well as the chance to give something back to the community as part of your role at the City.



# Develop your talent.

Turn potential into performance



## Recognising Success

The City acknowledges and rewards outstanding performance through a range of informal and formal reward and recognition initiatives. It is applied across all levels to reward employees who exhibit exemplary performance, achievements and positive behaviours that are consistent with the City's Values, Qualities and Behaviours.

The City aims to recognise those employees that have made a real difference either in their roles or in some other capacity in the organisation.

## My Performance

Our performance management framework is called PARMS (Performance and Recognition Management System). It is designed to support your individual performance and ongoing personal development, and build and drive a high performing culture. Ultimately it ensures that we're all working towards building a strong and sustainable organisation, aligning our individual performance with the City's goals and objectives, and sets clear standards for performance, results, and behaviours.

The process of PARMS is a continuous two-way conversation with your supervisor/manager, which enables you to agree and work toward your objectives, track your progress and identify development opportunities.

Reward and recognition for achievements are assessed on both the individual performance results, behaviours, and the overall performance of the organisation.

## Job Swap

The Job Swap Program aims to encourage employees to expand their knowledge and skills across the organisation. It is also an opportunity to get valuable insight into a specific business unit or develop skills in another position.

# My Benefits

## Induction and On-boarding

All new employees that join the City take part in a comprehensive, fun, and interactive induction program as part of employee on-boarding. The induction program deepens understanding of the strategic objectives of City, the functions and purpose of council and the culture of our organisation.

## Study Support

The City supports and provides assistance to employees who wish to further their skills and knowledge, and undertake study towards a formal tertiary qualification.

If approved, the support offered can range from study leave, paid time off to attend lectures/sit exams or monetary assistance for study fees. Study must be related to the field of work.

## Building Individual Careers

The City is committed to developing our people and creating a supportive environment to encourage learning, professional development and career progression.

We offer various in-house industry training programs, on the job training, internal transfers and secondments, career advancement opportunities and opportunities to act in higher grade positions.



## Traineeships, Apprenticeships and Work Experience Programs

We offer 12 month traineeships, 3 and 4 year apprenticeships and work experience opportunities across the organisation and various fields of work.

This is a fantastic and rewarding opportunity for employees to apply their skills, knowledge, and experience to mentor/ coach a Trainee, Apprentice or Work Experience student to complete their training.

# Flexible working.

Take time out when you need it

## Flexible Work Arrangements

We recognise that life doesn't always fit into an eight-to-five schedule, so we offer the option of flexible work arrangements to ensure that our employees can achieve a healthy work-life balance.

## Working From Home

In some circumstances and depending on the nature of the work, employees can submit a request to work from home for a short period. (This is subject to operational requirements).

## Rostered Day Off (RDO)

Employees may be entitled to a paid RDO (Rostered Day Off), when accumulation of appropriate hours has been worked. Approval for the RDO system is done at the supervisor /manager discretion and subject to operational requirements of the City.

## Transition to Retirement

Retirement can be phased, (e.g. moving from full-time to part-time to casual). This is subject to the area of work, position, and operational requirements.

## First Day of School Leave

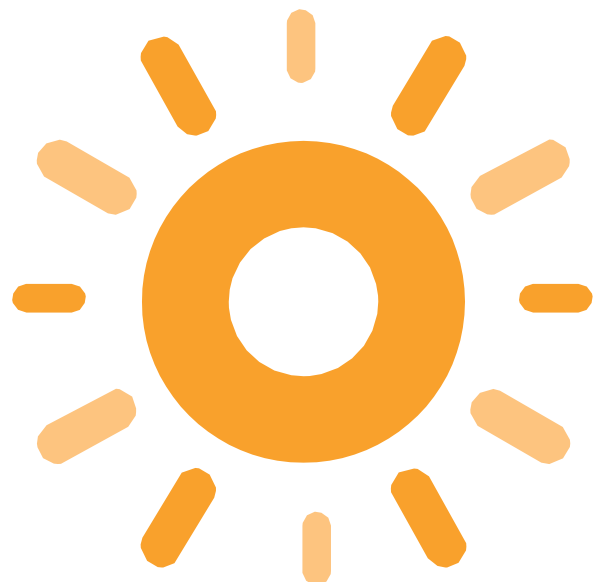
We understand that commencing school for the first time is an important milestone for both you and your child; therefore we give all permanent employees one day paid leave for this purpose - irrespective of your length of service.

## Career Break

Here at the City we understand that taking a break in your career can be a way of enhancing personal and professional development. Employees may be eligible to apply for up to 3, 6, or 12 month's extended unpaid leave for consideration as a Career Break.

## Volunteer Recognition Program

Employees have the opportunity to volunteer in our community events, community organisations and internally across our various business units. There are great incentives and recognition awards offered for those employees who volunteer regularly.



# Taking time off work.

To assist you in managing personal aspects of your life

## Annual Leave

Permanent full time employees are entitled to accrue 22 days annual leave every year. Part-time employees accrue pro rata annual leave.

## Purchase of additional leave

An employee may purchase one additional week's annual leave over a 12 month period. (An additional amount is deducted from employee their pay each fortnight).

## Personal Leave

If you need to take time off because you're unwell, or if you need to care for an immediate family member, permanent employees receive 10 personal leave days per year. This is 5 days upon commencement, 10 days after 1 year of service and 12 days after 3 years of service. Part-time employees accrue leave pro rata.

## Leave Without Pay

In special circumstances an employee may request to apply for Leave Without Pay. This can only be granted with prior approval and if all other forms of leave/entitlements have been exhausted

## Parental Leave

A period of 52 weeks unpaid parental leave is applicable to those employees that have worked for the City for 12 months or more. The City supports their employees' before and during periods of Parental leave and in achieving an effective work-life balance on return to work.



## Compassionate and Bereavement Leave

We provide up to 2 paid days paid bereavement/compassionate leave, to support you in spending time with your immediate family, or to meet cultural and travel needs. This ensures you don't have the added stress of worrying about work or money at an already stressful time.

## Community Service Leave

Employees can apply for Community Service Leave (unpaid) for a reasonable period to participate and engage in eligible community service activity.

## Long Service Leave

Employees will receive 13 weeks of long service leave after 10 years of service.

# Health and well-being.

## Keeping well

### Discounted Gym Membership

Discounted rates are available at the Goldfields Oasis Recreation Facility for employees and their immediate family members. Membership includes the use of the center facilities, including the use of swimming pools, gym, access to group fitness classes and so much more.

### HBF Health Memberships

If you are an existing member of HBF or consider joining, City employees are able to receive various discounts on their membership.

### Return to Work Programs

We offer an early intervention program whether employees have been injured, or they have been off work for a long period of time, the City will assist the employees' return to work. Our injury management and rehabilitation program, aims to return the employee back to pre-injury duties.

### Income Protection Insurance

In the event of injuries and illnesses that occur outside the workplace, you may be eligible to apply for Income Protection Insurance and receive up to 80% of fortnightly income for a period of up to two years. Under this insurance we aim to help you meet your financial obligations, maintain your lifestyle, ensure mental well-being and encourage a fast rehabilitation.

### Free Yoga

The City offers seasonal Yoga for all employees, held at various locations throughout the year. Yoga increases employee productivity and promotes health and well-being in the workplace.

### Wellness Day For Me

Permanent employees may be eligible to take one additional day of leave to use as a personal wellness day.

### Kalgoorlie Golf Course Membership

Golf is a great way to increase cardiovascular fitness as well as improve eye hand coordination. Golf is a sport adaptable to suit all ages, genders and fitness levels. The Kalgoorlie Golf Course is one of the City's facilities, it is an award winning course, and it has excellent facilities to Tee Off. Employee can choose to salary sacrifice Golf Membership fees.

### Bicycle to Work

If you prefer to be clean and green and opt to ride your own bike to work, the City has plenty of bike paths, bike lanes to make your trip to work enjoyable. A detailed Cycle and Walkways map is available to all employees. End-of-trip facilities (including changing rooms and bicycle storage) are also available.



# My Benefits

## Social Clubs and Team Building

Employees can choose to join a very active social club with a friendly and welcoming atmosphere. Events are run throughout the year and on a regular basis, and there is always something for everyone.

Joining the social club is a great way to get to know your fellow colleagues and make new friends in a fun and relaxed environment. Membership fees are \$8.00 per fortnight. Social Club members get special discounts at Orana Cinemas Kalgoorlie and discounts at Goldfields Art Centre on some performances.

The Social club also hosts Free Dress Days on the first Friday of each month for employees located at the Administration Building to raise funds for nominated charities.

## Healthy Eating

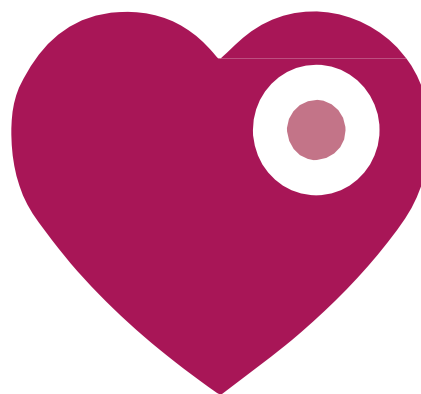
Keeping our employees healthy and happy is important to us. Healthy eating initiatives are promoted throughout the year to encourage healthy eating and well-being of our employees. Sharing lunch with your work colleagues increases positive connections with each other and increases morale.

## Safety Representatives and First Aid

The City has trained safety representatives and first aiders who will be able to assist in the event of an emergency.

## Shower and Change Room Facilities

Changing rooms, showers, and lockers for personal storage are available at most of the City's facilities.



## Employee Assistance Program

The City offers free, confidential counselling and support services via an external provider to assist employees and their immediate family with personal or work-related concerns. Emotional and mental well-being is important and the City cares for the health and well-being of our employees. We recognise that sometimes all of us regardless of our positions often face difficult or challenging personal or work-related situations where additional support may be needed.

## Smoke Free Environment

The City of Kalgoorlie-Boulder is a smoke free workplace. No smoking is permitted at any of our facilities. We do provide designated smoking areas to be used in designated lunch breaks only.



# My Facilities.

What's on offer in my workplace

### Prime Central Location

Most of the City's locations and business units are only a short 5-minute drive or walk to the CBD centre.

### Free Car Parking

Free car parking available for all employees who work at the City of Kalgoorlie-Boulder.

### Centennial Park

Situated next to the Administration Building is Centennial Park, a large grassed area used for main events throughout the calendar year. The park has pop-up food and outlet businesses such as the popular Queen Bees coffee, Fat Buddha Thai food, fresh fruit and vegetable market and fresh seafood van.

### Free Library Membership

The William Grunt Memorial Library has more than 45,000 items for loan. The centre also has free WiFi, computer facilities, a tranquil courtyard garden to sit and read and play equipment for children to enjoy.

### Men's Shed Memberships

A safe place to pursue practical interests at your own leisure, community projects, and a range of activities including woodwork, machinery, metalwork and more. Yearly Membership is \$45.00 or \$3.00 entry for a day pass.

### Tea and Coffee All Day Long

When you need to perk up throughout the day, the City's various locations offers complimentary tea and coffee stations for employees.



### After School Care

The After School Care is a program for school aged children to support employees located at the Administration Building with childcare. After School Care will operate during school terms from 3:00 pm to 5:00 pm. Employees who do not work at the Administration Building may apply for a subsidy payment.

### Lunch Room Facilities

Lunch room facilities are equipped with self-contained kitchens, fridge, microwaves, and oven facilities. There is ample seating and space to make employees feel at home. We also have multiple outdoor courtyards, garden gazebos and shady areas for an outdoor lunch.

# More My Benefits.

## More for me

### Salary Packaging

Salary Packaging is an arrangement between you and the City where you pay for items or services straight from your pre-tax salary. You can salary package superannuation, vehicles, rent, utilities and so much more.

### ANZ Personal Banking Discounts

As an employee of the City, both new and existing customers with ANZ Bank are eligible to receive a range of discounts, savings and additional benefits on home lending, everyday banking, savings accounts, credit cards, fixed term investing accounts, superannuation, general insurance and travel.

### End of year employee gift

The City values its employees and their dedication throughout the year. A gift of appreciation for continuous support, in working towards the City's vision, is our way of acknowledging employee commitment and saying thank you.

### Personal Protective Equipment

PPE is provided to employees to ensure they are working in a safe and healthy environment. PPE varies and is dependable on work location and requirements of the role.

### Corporate Uniform Allowance

The professional image of our employees reflects the City as an organisation to its community. Customer facing employees are provided with an annual corporate uniform allowance, and orders are placed online using an online self-service.



### Free Wi-Fi

Free Wi-Fi keeps everyone productive and connected. That is why we have designated areas/ designated times for employees to access free Wi-Fi.

### Child Care Subsidies

Child care subsidies available for permanent employees with children who are school aged and are placed in a licensed child care facility during working hours. The City will subsidise payments of up to 25% of total outlay.

# My Benefits Contacts.

To know more



For more information contact our  
People and Culture team:

P: (08) 9021 9600

E: [peopleandculture@ckb.wa.gov.au](mailto:peopleandculture@ckb.wa.gov.au)

