



Working @ City West Water What's in it for you?

We believe in providing flexible, family-friendly arrangements, so you can perform at your best both at work and at home. To assist you in achieving this we have a range of leave, options and benefits which include:

- **Leave**
- **Work/Life Balance Options**
- **Learning & Development**
- **Remuneration & salary package options**
- **Other Benefits**

Our wide range of leave options include:

- **Annual leave**
The usual 20 working days of annual leave apply to full-time, part-time (pro-rata) and fixed term employees who complete a year with us. If you need more leave, you can also take advantage of the 48/52 option.
- **Sick leave/Carer's leave**
Employees who have a personal or family related illness can take sick leave of 15 working days (pro-rata for part-time) per year. Those taking care of family members are able to take 10 of these days per year as carer's leave.
- **Parental leave**
Parental leave is available once you have been with us for a year. The primary care giver is eligible for 52 weeks with 14 weeks of that paid or 28 weeks at half pay. The secondary care giver is eligible for 1 week paid leave.
- **Bereavement leave**
If you experience the death of a family member, a maximum of 3 days paid leave, plus any annual leave or long service leave, will be available.
- **Donor leave**
If you are donating blood or plasma, leave is also available for this purpose.

Work/life balance options

Healthy, happy people make great employees. We encourage you to consider the many work/life balance benefits available:

- **48/52**
If you're going overseas or need some more leave to look after children, this option allows you to accrue an additional four weeks leave by reducing your salary to 48 weeks.
- **Flexible work arrangements**
You can negotiate your start and finish times.
- **Compressed working options**
City West Water offer staff a range of flexible working arrangements including working a 19 day month and other various arrangements. All work arrangements are subject to business approval.
- **Make-up time**
This time allows you to meet personal commitments, such as a visit to the dentist or doctor, during normal working hours which you can make-up at a later date.
- **Time in lieu**
Time in lieu recognises the overtime you work and gives the equivalent time off during future working hours.
- **Job Sharing**
This arrangement can be discussed with your manager and gives you the opportunity to share a fulltime role with another employee.
- **Telecommuting**
You may have the flexibility to do some work from home. You can log into our network from a home computer or we can provide a computer.

Learning and development

Whether you're keen to attend a work-related course or simply want to brush up your skills online, our learning and development program is here to help you hone your skills and develop skills in new areas.

To facilitate this process, your manager will work with you to formulate a development plan that will identify your key performance indicators, learning needs, goals and aspirations.

- **Development plan**
This process is designed to help you improve your current career performance and prepare for future roles and challenges. We provide online training, facilitator-led training, coaching and manager mentoring, 'on-the-job' tasks, as well as projects and secondments. The development plan is undertaken yearly with a six monthly review.

- **Professional memberships**

We encourage you to become a member of a relevant professional association as this gives you access to courses, knowledge and information that is valuable to your role. We provide up to \$550 per employee, per year for these memberships.

- **Education assistance**

We are committed to supporting employees in their career development. If you wish to undertake further education, we offer study leave as well as financial reimbursement.

- **Online learning**

The online learning system, available via the internet at work or at home, contains a comprehensive catalogue of courses on a wide range of subjects, from highly technical topics to business skills development.

- **External conferences or short courses**

Staying up to date with contemporary standards, new ideas and legislative changes is important to your role and to our business. We therefore encourage you to attend relevant conferences and short-courses. If you are interested in attending a conference or short course, talk to your manager.

Remuneration benefits

Our remuneration benefits are not just about your salary and super. We offer additional benefits as part of your employment with City West Water.

- **Group salary continuance insurance**

We have income protection insurance which will pay up to 75% of your salary (excluding superannuation) if you come down with an illness or injury. A 90 day waiting period applies from the date of the injury or illness before anything is paid but will extend for a maximum of five years.

- **Group life insurance**

All employees are insured under the City West Water Group Life policy. Upon the accidental death of a City West Water employee, \$100,000 will be paid to the beneficiaries nominated by you.

- **Salary packaging**

Flexible packages are available via our finance team. You can choose to take remuneration as cash or select a combination of salary and remuneration benefits that suit your needs. These can include:

- Novated car leasing
- Contributions to superannuation
- Personal Digital Assistants (primarily for business use)
- laptop and notebook computers (primarily for business use – limited to one per employee per FBT year. Note that employees will be required to sign a Statutory Declarations to this affect.

Other benefits of working here

- **Dry cleaning**

If you need a suit dry cleaned or even a doona, we provide a cheap and easy dry cleaning service.

- **Employee assistance program**

Get easy access to professional psychological assistance. Counsellors are available 24 hours a day, 7 days a week. It's private and confidential. An interpreter service catering for 14 different languages is available.

- **Worklife essentials – www.worklifeessentials.com**

If you need assistance with finding a balance between your work and personal life, Worklife Essentials, a confidential online resource, makes it easy to access information on caring for your family and yourself.

- **Childcare**

We have an agreement with a local Child Care Centre in Sunshine, we have 15 child care places available across three different age groups:

- babies (new born to two years old)
- juniors (two to three years old)
- toddlers (three to four year olds).

- **Out of hours child care** If you need to attend a work function or commitment out of normal working hours, we will reimburse your child care costs for this period.