City of South Perth

Employee Benefits Guide

Working at the City of South Perth

The City of South Perth is committed to attracting and retaining first-rate and dedicated employees. Our talented workforce is vital to delivering excellent service to the community and achieving our mission of 'Working Together to Create a City for Everyone' and becoming an "Employer of Choice".

With projects in a variety of fields, we can offer career paths to suit many different types of skills. We take pride in our diverse, dynamic and progressive team, and support our staff in achieving a positive work/life balance through a range of policies and services.

This guide provides a general summary of the conditions and benefits available to employees at the City of South Perth. If you would like more information about these conditions and benefits, including eligibility criteria, please contact the Human Resources team on 9474 0777.

Disclaimer: *Conditions and benefits may vary depending on the position with the City. Some benefits apply to Part Time employees on a pro rata basis. Not all benefits apply to Casual employees.*

WORKPLACE	
Induction Program	All new employees participate in a comprehensive Induction Program that covers: - Corporate Induction - Safety Induction - Departmental Induction
Flexible Work Arrangements	Flexible work arrangements to assist employees in balancing work and personal life – by agreement between the City and employee. Arrangements include: - Flexitime, which can be arranged between the employee and their supervisor for balancing extra hours worked by agreement, with appropriate, reasonable time off - 9 day fortnight for most outdoor employees
Lunch Room Facilities	Full kitchen facilities and communal lunch room provided for employees
Staff Car Park	Free car park available to all employees
Shower Facilities	Access to shower, change room and locker facilities for employees at the workplace.
Social Activities	The City organises social activities throughout the year for all employees to attend including the annual Christmas Party
Commute Bicycles	Two commute bicycles are available for use by employees

FINANCIAL	
Superannuation	In addition to the compulsory (9.5%) Occupational Superannuation contributions paid by the City, employees have the option of contributing additional superannuation where the City will match contribution percentage up to 4%. If employee contribution is 5% or 6%, the City will contribute 6%, having a maximum of 15% of contribution paid by the employer
EBA Salary Increases	In accordance with current Workforce Enterprise Agreements. Increases apply to most staff

HEALTH AND WELLBEING	
Employee Assistance Program	Four fully funded counselling sessions per year provided by the City for employees and members of their immediate family. Most employees can access the service online, on the phone or face to face.
Health Assessments	The City is given an allocation of Health Assessments every year through a nominated provider and all employees will have the opportunity to have confidential regular health assessments which involve: - Blood Analysis - Physical Health Assessment - Results, Feedback and Recommendations
Flu Vaccinations	Provided on an annual basis, free of charge for all employees
Skin Cancer Screenings	The City receives a number of Skin Cancer Screening allocations each year and all employees will have the opportunity to participate

CAREER	
Study Assistance	By agreement the City may pay in advance or make a reimbursement payment of tuition fees for approved units of study partially or in total. Either payment will only be made upon production of relevant documentation. Conditions apply. To clarify please contact HR Services.
Local Government Management Challenge	The City fund team participation in the Local Government Management Challenge every year. The Challenge is designed to deliver personal, team and organisational development
Training and Skills Development	As part of the Performance Review process, Individual Training & Development Plans that are relevant to the role are developed each year

LEAVE	
Annual Leave	5 weeks leave paid annually - 17.5% leave loading - Cashing out of Annual Leave option available, providing a balance of at least 4 weeks leave is maintained - Employees may purchase up to 4

	additional weeks leave by taking a reduced 48/52 salary over a 12 month period
Personal Leave	Depending on individual circumstances, different types of paid personal leave are available to employees that include: - Sick leave - Carer's leave - Compassionate leave Unused portions of the entitlement to paid personal leave shall accumulate from year to year
Parental and Adoption Leave	- 6 weeks paid by the City of South Perth at employee's pay rate. This type of leave is available to employees who are the primary carer immediately following birth or adoption - Father entitled to 1 weeks leave at the time of birth or adoption Conditions apply. To clarify please contact HR Services
Long Service Leave	Paid in accordance with Local Government Long Service Leave (LSL) Regulations. 13 weeks after 10 years of service. Employees may take pro rata LSL earned after 7 years
Public Holidays	Paid leave on: - New Year's Day - Good Friday - Easter Monday - Christmas Day - Boxing Day - Australia Day - Anzac Day - WA Day - Queen's Birthday - Labour Day