



City of
Joondalup

A photograph of a group of people in a meeting room. A woman in a pink shirt is in the foreground, clapping and smiling broadly. Behind her, a man in a blue checkered shirt is also clapping and smiling. Other people are visible in the background, also clapping. The setting appears to be a professional meeting or presentation.

Short Guide to
**EMPLOYEE CONDITIONS
& BENEFITS**

August 2011

The Collective Agreements include a set of terms and conditions of employment for City of Joondalup employees including:

- Wages;
- Flexible working arrangements;
- Hours of work, rosters, rest breaks and meal breaks;
- Overtime;
- Penalty Rates;
- Allowances;
- Leave; and
- Consultation, representation and dispute settling procedures.

The City also provides and funds a number of programs, on top of the conditions in the Agreements, that provide additional benefits to City employees. These include initiatives to:

- Improve employee health and wellbeing;
- Provide financial benefits;
- Assist with career development; and
- Improve the working environment.

This Short Guide provides a summary of the conditions and benefits available at the City of Joondalup.

If you would like more information about these conditions and benefits, including eligibility criteria, please contact Human Resources.

Disclaimer: Not all conditions and benefits apply to the Chief Executive Officer, Directors, and Managers.

| HEALTH AND WELLBEING | |
|-------------------------------------|--|
| Benefit | Description |
| Health Assessments | The City is given an allocation of 150 health assessments every year and all employees will have the opportunity to have confidential regular health assessments which involve: <ul style="list-style-type: none"> ▪ Blood analysis ▪ Physical health assessments ▪ Result feedback and recommendations |
| Flu Vaccinations | Provided on an annual basis free of charge to all employees. |
| Skin Cancer Screening | Professional skin cancer screen provided on an annual basis to employees. |
| Hepatitis B Vaccinations | Provided for high risk occupations (Rangers, Operations, and Community Services) on an annual basis. Fully funded vaccinations plus required boosters. |
| Employee Assistance Program | A fully funded service provided by the City for employees and members of their immediate family to access counselling services. Any employee can access the service. Sessions are limited to 6 per employee. |
| Access to Mini Gym in the Workplace | Access to mini gym in the workplace for employees at a one-off cost of \$100. |
| Shower Facilities | Access to shower, change room and locker facilities for employees at the workplace. |
| City Bicycles | 5 bicycles available for business trips or recreational purposes during work hours. |
| Leisure Centre Membership | A salary sacrificing option is available for membership fees. |

| FINANCIAL | |
|-------------------|---|
| Benefit | Description |
| Salary Packaging | A range of salary packaging opportunities are available in line with Australian Taxation Office guidelines. The City uses an external provider to administer the Program. Common applications include: <ul style="list-style-type: none"> Superannuation, Novated lease for vehicles, Laptops and PDA's (provided they are for work purposes). |
| Journey Insurance | City provided Journey Insurance provides insurance cover for bodily injury to employees while engaged in a journey to and from their residence and place of work or from their residence to a place of training for work purposes. Journey Insurance does not cover damage to employee vehicles. |
| Superannuation | Matching contributions to 5% (over the 9% guarantee) for employees commencing with the City after 27 March 2002. |

| CAREER | |
|---|--|
| Benefit | Description |
| Study Assistance | City will pay the full cost of tuition fees for approved units of study up front (subject to employee providing receipts). Paid Study Leave to attend lectures is also available. |
| Mentoring Program | The City funds and is a partner in the Joondalup Learning Precinct Mentoring Program along with ECU, Police Academy and West Coast Institute of Technology. The Mentoring Program provides employees with the opportunity to participate as Mentors or Mentees in a supportive and structured program. The Program has been designed to identify and develop employee potential and develop management and leadership competencies. |
| Leading Edge Program | The City funds employee participation in the Joondalup Learning Precinct's Leading Edge Program delivered through ECU, WA Police Academy and West Coast Institute of Technology. The program is designed for first level or middle managers to enhance their leadership capabilities and assist in achieving organisational goals. The course involves a series of workshops held over 12 months presented by academics, industry trainers and peer mentors. |
| Local Government Management Challenge | The City funds team participation in the Local Government Management Challenge every year. The Challenge is designed to deliver personal, team and organisational development. |
| Individual Training and Development Plans | Fully funded training and conference expenses as detailed in individual Training and Development Plans which are developed every year. |

| WORKPLACE | |
|-------------------------------|--|
| Benefit | Description |
| Induction Program | All new employees participate in a comprehensive Induction Program that covers: <ul style="list-style-type: none"> Corporate Induction Safety Induction HR Induction Introduction to Local Government EEO, Access and Inclusion 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: <ul style="list-style-type: none"> Flexitime which allows employees to alter start and finish times and have 1 day off per month. Banking of hours which allows employees to work extra hours and take additional annual leave. |
| Lunch Room Facilities | Kitchen facilities and communal lunch room provided for employees. |
| Social Club | City provides: <ul style="list-style-type: none"> Facilities for Social Club to meet and hold events in the Staff Lunch Room and outside area. Intranet Page for Social Club to promote Social Club activities. Facility for employee payroll deductions of Social Club membership fees. |
| Annual Staff Conference | Annual full day Staff Conference providing staff with quality speakers, entertainment and learning opportunities. |
| Employee Recognition Programs | <p>CEO Awards – Annual:</p> <p>CEO Medal – \$1000 awarded to an employee who demonstrates:</p> <ul style="list-style-type: none"> Outstanding Achievement and Performance; Personal Interaction/Team Work; and Initiative and Creativity. <p>CEO Prize – \$500 awarded to an employee who demonstrates:</p> <ul style="list-style-type: none"> Consistent Achievement and Performance; and Team Work. <p>Employee Excellence Awards – Bi-monthly:</p> <ul style="list-style-type: none"> Service Excellence Award – Recognition of excellent customer service (team and individual awards). Exceptional Work Award – Recognition of tasks that have been done exceptionally well (team and individual awards). <p>On The Spot Rewards – monetary and non-monetary rewards for a job well done.</p> |

| LEAVE | |
|-----------------------------|---|
| Benefit | Description |
| Annual Leave | <p>4 weeks leave paid annually after 12 months continuous service.</p> <ul style="list-style-type: none"> 17.5% leave loading paid after 12 months service (Inside Workforce only). Cashing out Annual Leave (10 days in a 12 month period). Options to package leave loading and two public service holidays for one week annual leave. Options to purchase additional leave. |
| Study Leave | <p>Paid study leave up to 5 hours per week or accumulated to a maximum of 1 week for exams. Paid examination leave.</p> |
| Personal Leave | <p>Paid personal leave is available to employees for:</p> <ul style="list-style-type: none"> illness or injury caring for immediate family or household members who are ill and require care. <p>On commencement – 10 days. On commencement of 2nd and 3rd year of continuous service – 10 days. On commencement of 4th and subsequent years – 12 days. No cap on days to use for caring for family. Can be used to supplement compassionate leave. Unused personal leave is added to the next year's balance.</p> |
| Parental and Adoption Leave | <p>12 weeks paid for primary care giver. 18 weeks government paid parental leave. 1 week paid leave for non-primary care giver.</p> |
| Compassionate Leave | <p>2 days paid leave per occasion for:</p> <ul style="list-style-type: none"> Spending time with a member of immediate family or household who has a serious illness or injury. Death of a member of immediate family (see definition in Agreement). Note: refer to Agreement for definitions. |
| Community Service Leave | <p>Employees who are registered volunteer members of emergency services can attend emergency situations on full pay. 2 weeks paid leave each year for Reservists. Paid jury leave</p> |

| LEAVE | |
|--------------------|---|
| Benefit | Description |
| Public Holidays | <p>Paid leave on:</p> <ul style="list-style-type: none"> New Year's Day, Good Friday, Easter Saturday, Easter Monday, Christmas Day, Boxing Day, Australia Day, Anzac Day, Foundation Day, Queen's Birthday, and Labour Day. <p>Note: refer to Agreement for conditions. In addition to all public holidays, employees receive an additional 2 days in lieu of the old State Government holidays (Inside Workforce only).</p> |
| Long Service Leave | <p>Paid in accordance with Local Government Long Service Leave (LSL) Regulations (3 months after 10 years service). Employees may take pro rata LSL earned after 7 years. Ability to cash out LSL (conditions apply – see Agreement). Employees may take 1.3 weeks pro rata annually after 10 years service.</p> |



City of
Joondalup

T: 08 9400 4000

F: 08 9300 1383

Boas Avenue Joondalup WA 6027

PO Box 21 Joondalup WA 6919

www.joondalup.wa.gov.au

This document is available in alternate formats upon request.