



City of
Kalgoorlie
Boulder

Employee Benefits

Because you're worth looking after



Starting with the City

Making the transition that little bit easier



Welcome

At the City of Kalgoorlie Boulder we are committed to being a great workplace and ensuring our people have access to a range of benefits which support both their professional and personal lives.

Relocation Allowance

The City will provide financial assistance to employees recruited who do not live in the City boundaries and need to relocate to the City for their employment. For full terms and conditions ask our People and Culture Team (P&C Team) for our Removal and Relocation Assistance Procedure.

Temporary Housing

The City understands the hardship of finding accommodation in a new town and offers temporary housing at a reduced market rental rate. The housing is made available to those relocating to the City for a temporary period. For full terms and conditions speak to our P&C Team.

Induction & On-boarding

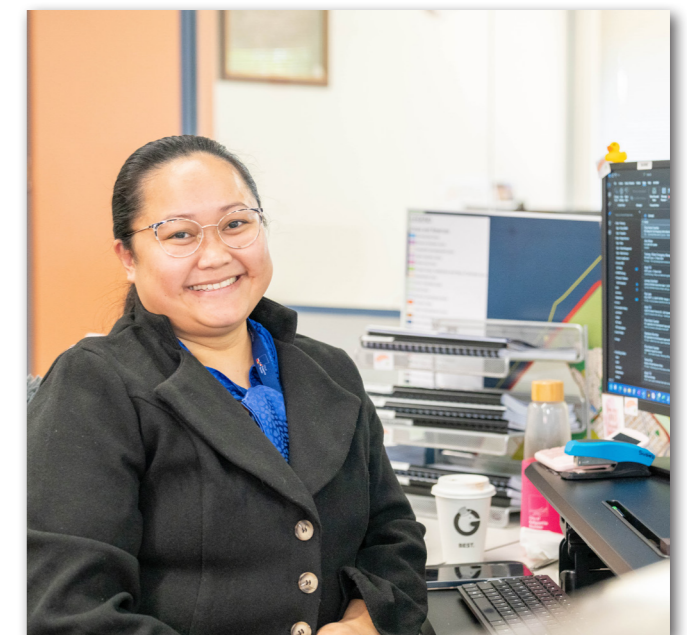
All new full time and part time employees that join the City take part in a comprehensive induction day as part of our employee on-boarding.

The induction day gives the new employee an overview of the City and provides an introduction to the Executive members of the Organisation.

You will be advised of your induction day prior to commencement.

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Families

Taking the stress out of family commitments

First Day of School Leave

We understand 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 length of service. (This can only be used once per child, not for each year of school).

Child Care Subsidies

Childcare subsidies are available for employees with children that are placed in a licensed childcare facility during working hours. The City will subsidise payments of 25% of the gap payment. For full terms and conditions ask our P&C Team for our Child Care Subsidy Procedure.

After School & School Holiday Child Care

The After-School Care Program is for primary school aged children to support employees located at the Administration Building. After school care operates during the school term from 3:00pm to 5:00pm. Employees who do not work in the Administration Building may apply for a Child Care subsidy payment.

During the school holidays, staff located at the Administration building can access school holiday care. A school holiday program is developed by our creche staff to care for your primary school aged children while you attend work.



Work-Life Balance

Taking time out when you need it

Flexibility in working arrangements

We recognise that life doesn't always fit into an eight-to-five schedule, so we offer the option of flexible work hours to ensure that our employees can achieve a healthy work-life balance. Flexibility options can be discussed with your direct supervisor, and are based on the operational needs of the organisation.

Rostered Day Off

Employees may be entitled to a paid RDO (Rostered Day Off), when accumulation of required hours has been worked. RDO approval is at Supervisor/Manager's discretion and subject to the operational requirements of the City.



Career Break

Here at the City, we understand 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 months extended unpaid leave for consideration as a career break.





Health & Wellbeing

Keeping physically and mentally healthy

Discounted Gym Membership

Discounted memberships are available at the Goldfields Oasis Recreation Centre for employees and their immediate family members. Membership includes the use of Centre facilities, including the use of swimming pools, gym, access to group fitness classes and so much more. Contact the Goldfields Oasis for full terms and conditions.

Income Protection Insurance

In the event of injuries or 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 2 years. Under this insurance we aim to help you meet your financial obligations, ensure mental well-being and encourage a fast rehabilitation. Contact our P&C Team for more information.

Private Health Discounts

City employees are eligible to receive a discount on private health insurance through HBF or Medibank. You can be an existing member or can apply to join to be eligible. Discounts vary for each insurer. Contact the relevant insurance company for more information.

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 all of us sometimes face difficult or challenging personal or work related situations where additional support may be needed. Contact our P&C Team for assistance and more information.



Financial Benefits

What's on offer in my workplace

\$300 Facilities Reimbursement

Staff will be entitled to claim a reimbursement of up to \$300 per annum for the use of The Goldfields Oasis, Golf Course or Goldfields Arts Centre. Refer to the current Enterprise Agreement for more details.

Superannuation Co-Matching

Employees may apply for additional co-matching of voluntary superannuation for up to 3%, depending on length of service. For full terms and conditions refer to the current Enterprise Agreement and related procedure.

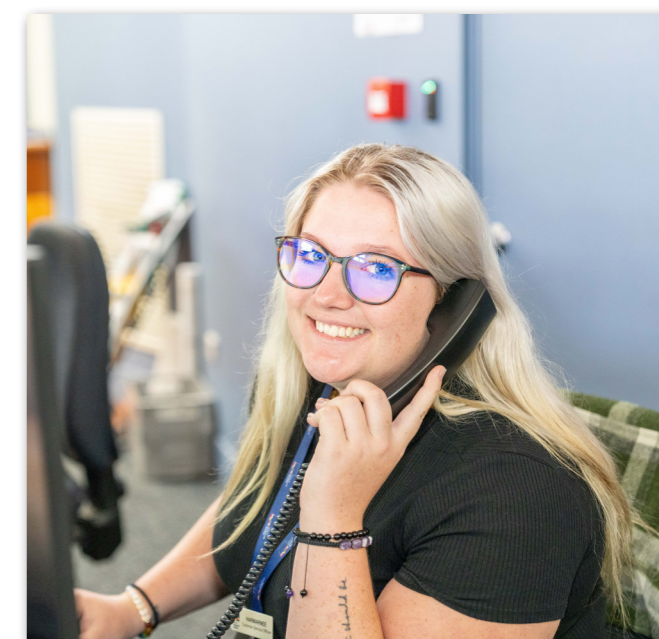
Salary Packaging

Salary packaging is an arrangement between you and the City where you pay for items or services from your pre-tax salary. For example, you can salary package superannuation, vehicles, rent, utilities and more. Contact our P&C Team for more information.

Corporate Uniform Allocation

The professional presentation of our employees reflects the City as an organisation to our community. Customer facing employees are provided with an annual corporate uniform allocation.

On commencement you will be advised of your uniform requirements and if you are working in the Administration building you will be issued with polo shirts. For full allocation details contact our P&C Team.





Recognition & Development

Turn Potential into Performance

Recognising Success

The City has an organisation-wide Reward and Recognition Program that recognises staff for length of service, outstanding health and safety initiatives and for living and working by our values.

Monthly Values and Health & Safety Awards are awarded to those staff that have been recognised by their peers. Staff celebrating a significant milestone for years of service are presented with their awards quarterly. For full terms and conditions please refer to our Reward and Recognition Guidelines.

Annual Appraisals

Our annual appraisal process is designed to support your individual performance and ongoing personal development. Ultimately it ensures that we're all working towards building a strong and sustainable organisation, aligning our individual performance with the City's Values and objectives, as well as setting clear standards for performance and behaviours. The annual appraisal process is a continuous two-way conversation between employee & supervisor.

Training & Development

The City is committed to developing our people and creating a supportive environment that encourages learning, professional development and career progression. We offer various in-house and external training opportunities as well as on-the-job training.

We also offer career development opportunities via internal transfers, secondments and acting in higher duties. Refer to our Training & Development Procedure for more information.

Study Support

The City supports and provides assistance to employees who wish to further their skills and knowledge by undertaking study relevant to their role. If approved, the support offered can range from study leave, paid time-off to attend lectures/sit exams or monetary assistance for study fees. Refer to our Training & Development Procedure for more information.





Compassionate/Bereavement Leave

We provide up to 2 paid days bereavement/ compassionate leave to support you in spending time with an immediate family member/household member following an injury, illness or death (1 day can be accessed for an extended family member). Additional days may be accessed for when interstate or overseas travel is required.

Long Service Leave

Employees will receive 13 weeks of long service leave after 10 years continuous service within the Local Government sector.

More information is included in the City's current Enterprise Agreement, which is available on the intranet or via hard copy from our P&C Team.



Taking time off Work

Easily 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 an additional week's annual leave over a 12-month period. (An additional amount is deducted from the employee's pay each fortnight).

Personal Leave

If you need to take time off because you are unwell, or need to care for an immediate family member - permanent employees receive 10 days personal leave each year. This is 5 days upon

commencement, another 5 days at 6 months, then 10 days at 1 year of service which is renewed yearly on your anniversary date. After 3 years of service full time employees will receive 12 days personal leave each year. Part-time employees accrue leave prorata.

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 upon returning to work.



Need assistance?

Our People and Culture Team are here to help.

Contact Information

Ph: 9021 9600

Email: peopleandculture@ckb.wa.gov.au

Location: Main Administration Building, 577 Hannan St. Kalgoorlie



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577 Hannan Street, Kalgoorlie WA 6430

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