

Staff benefits 2011



Make a splash

The benefits of working for Sydney Water

Sydney Water is a world leader in an industry that is as essential to our community as the water it delivers. We do this by using knowledge, looking ahead and taking action. It's what we call Sydney Water KNOW H₂OW.

Work flexibility is very important at Sydney Water and we provide staff with a range of benefits and conditions to help balance the demands of work and personal life.

The following benefits, programs and services are available to permanent Sydney Water staff.

A great work environment

Our clear vision, purpose and a common set of behaviours, combined with a friendly work environment and interesting roles make Sydney Water a great place to work.

Key behaviours

We have four key behaviours to create a focused and healthy workplace. These behaviours form the foundation of how staff work and achieve results. This ensures Sydney Water remains a leader in the water industry. Our four key behaviours are:

- Honesty
- Teamwork
- Achievement driven
- Personal responsibility.

Safe workplace

Sydney Water is committed to a safe workplace with zero injuries to staff, contractors and visitors.

We encourage staff to get involved in safety activities and committees. Health and Safety Representatives are selected from each business to represent staff interests at regular Health and Safety Committee meetings.

Some business areas take part in the Giving Through Safety Program as an extra incentive for a safe workplace. This program donates money to charities chosen by our staff when they meet safety targets. In 2009-10 teams raised \$262,500 for 33 charities.

Charities include:

- Camp Quality
- The Cancer Council NSW
- The Children's Hospital at Westmead
- Sydney Children's Hospital Foundation.



Work arrangements

Sydney Water is a family friendly employer. We give you opportunities to achieve work life balance.

In 2009, we were awarded Silver Flexible Employer Accreditation from Managing Work Life Balance. In 2010, we were also named in the top ten of the inaugural 'Dream Employers Survey' because of our commitment to work life balance.

To help you balance the demands of work and your personal life, flexibility can be built into your work hours, work arrangements and leave. Subject to business requirements and approval by your manager, you may be able to vary your normal working hours. The following types of work arrangements may be available to you:

Weekly hours	Type of arrangement	Work hours each day
35 hour week	1 day off for every 19 days worked (19 day month)	7 hours & 25 minutes
	2 days off for every 18 days worked (9 day fortnight)	7 hours & 55 minutes
38 hour week	1 day off for every 19 days worked	8 hours
	2 days off for every 18 days worked	8 hours & 27 minutes

If you usually work full-time, you may be able to arrange part-time hours so you can balance your work with other commitments. In some circumstances, you may also arrange with your manager to work temporarily from home.

Senior managers are not entitled to roster days, but you may still have the flexibility to attend to personal matters.

Leave

Annual leave

Full-time staff are entitled to four weeks annual leave a year, accumulated on a daily basis. Public holidays during a period of annual leave are not counted as annual leave.

Part-time staff are entitled to annual leave on a pro-rata basis.

Staff can save up to 40 days of leave for special purposes.

Annual leave in advance

Up to two weeks annual leave can be taken and paid before it is accrued. This is available up to a maximum of two weeks.

Packaged additional leave

You may be able to 'buy' up to four weeks of additional leave to help you maintain a work life balance. This gives even more flexibility.

Cashing in of excess annual leave

Staff can clear annual leave balances of over 20 days by cashing them in. This means instead of taking leave, you can apply to be paid out for it.

Long service leave

Full-time staff receive 44 days of long service leave after the first 10 years of continuous service. Long service leave then accrues at 10.9 days each year, accumulated on a daily basis. Part-time staff receive long service leave on a pro-rata basis.



Additional holiday

You are entitled to one additional leave day each year. You can take it on the nominated Picnic Day or on another day between Christmas Day and New Year's Day.

Sick leave

You may take sick leave when you can't perform your duties because of illness or injury. Full-time staff are allowed 20 days sick leave on full pay each year.

Part-time staff may take sick leave on a proportional basis.

Unused sick leave accrues to the following year.

Carer's leave

You may take carer's leave to care for or support members of your immediate family or household who are ill or injured.

Carer's leave entitlements are generally taken from your sick leave balance. You may also be able to use unpaid leave, time off in lieu, roster days, annual leave and long service leave.

Compassionate leave

Compassionate leave can be taken when a member of your family or household passes away or suffers a life threatening injury or illness.

Staff receive three days of paid leave.

Leave without pay

Leave without pay enables you to take time off for personal and professional development, community service or to attend to an important personal matter. Each case is assessed on its merits.

Parental leave

Sydney Water recognises the importance of family.

Parental leave options include:

- Primary caregivers, who have completed 40 weeks of service immediately before the birth of their child, can take up to 12 months combined paid and unpaid **maternity leave**.
- **Adoption leave** (paid and unpaid) is available to the primary caregiver who has completed 40 weeks continuous service.
- We also offer paid and unpaid partner's leave if your partner is the birthing mother and you have completed 40 weeks of continuous service. You may take other leave, such as recreation and/or long service leave, with or instead of, unpaid **parental leave**.

Depending on business needs, **other flexible work arrangements** to help you balance your work and family life, include:

- up to one year extra unpaid parental leave
- up to eight weeks unpaid partner's leave from the time the child is born
- the option of returning to work part-time until your child reaches school age.

At the time of printing this booklet conditions of parental leave for 2011 were not finalised. For current information on parental leave benefits visit iConnect.



Ways we develop our staff

On the job development

Gain knowledge, skills and experience while working in your current role to improve your effectiveness. On the job development provides you with opportunities to practice and expand your skills by exposing you to different tasks and projects.

Traineeships

You can undertake a nationally recognised vocational training qualification while continuing to work in your current role. Traineeships are generally two years long and include some face-to-face training, on the job development and assignments.



Formal training

Formal training is an important way of gaining new skills. Sydney Water has a yearly calendar and catalogue of courses designed to improve your abilities to meet our goals.

Educational assistance

You are encouraged to complete external study programs that contribute to the development of your career and our business. You can receive a financial allowance and leave for approved study.

Secondments, rotations and fellowships

Work outside of your normal role to gain new knowledge, skills and experience. This will improve your effectiveness in your current role, bring benefits back to Sydney Water and prepare you for future roles.

Management development

Sydney Water provides managers with a leadership framework that defines what is expected of them. Supervisors, managers and executives are given training and experiences to prepare them for their management roles.

Speak with your manager or visit iConnect for more information on how Sydney Water's training and development opportunities can grow your career.



Financial benefits

Salary packaging

Salary packaging is available to all staff. You can salary sacrifice a range of items, including motor vehicles, personal/professional education, professional subscriptions, child care (at Sydney Water owned centres), superannuation and additional leave. Some of these items are salary packaged through a third party. See iConnect for more information.

You should consult a professional financial adviser before starting any salary sacrifice arrangement.

Superannuation

You can specify the superannuation fund of your choice. If you don't specify a fund, the default fund is First State Super. You can also boost your superannuation by adding personal contributions. First State Super runs regular information seminars to help you better manage your superannuation.

Employee Payroll Giving Program

The program provides a simple, effective way for staff to donate to their favourite charity. Regular donations can be made through automatic deductions from your post-tax pay. At the end of each financial year, the total amount of your yearly donation will be shown in your yearly payment summary or we will issue a statement to you.

Travel pass scheme

Under the travel pass scheme, Sydney Water will buy your quarterly or yearly MyMulti or MyTrain ticket for travel to and from work. You repay the cost through regular payroll deductions over the life of the ticket. Travel passes are often more cost effective than shorter term tickets and allow you to spread the cost of your travel.

Recognition awards

Aqua Awards

Recognition of good performance is important. The Aqua Awards Program recognises staff who have gone above and beyond for the organisation, their workmates or the community. They reward staff for showing KNOW H₂O by either using knowledge, looking ahead or taking action.

There are three levels of awards:

Award	Prize	Nomination process
Aqua Award	\$100 Westfield gift voucher	Staff or managers can nominate any individual or team for an Aqua Award or Safety Aqua Award.
Quarterly Aqua Award	\$250 Westfield gift voucher	Each quarter, the Executive considers selected Aqua Award winners for the Quarterly Aqua Awards.
Annual Aqua Award	\$1,000 Red Balloon Days voucher	At the end of each financial year, the Executive chooses Annual Aqua Award winners from those individuals and teams that have won a quarterly award.

Managers can also organise a recognition lunch to reward individuals and teams for achieving major project milestones. This recognition lunch is for up to \$120 a person.

Long service awards

Sydney Water recognises staff who reach key milestones in length of service. Staff who achieve 30 and 40 years of service receive a gift in recognition of their service.



Benefits for working parents

Sydney Water owned child care centres

Sydney Water supports child care for its staff and currently has child care centres at Liverpool and Paddington. These two centres are open 50 weeks a year for children aged from six weeks to six years. Priority is given to staff members and fees may be paid through salary sacrifice.

Child care allowance

Sydney Water provides a child care allowance of \$21 a day for each pre-school aged child in approved care. This allowance helps staff who are the primary caregivers of pre-school age children to return to work on a part or full-time basis. Eligibility conditions apply.

Child care information kit

Finding and choosing quality child care is a major challenge for many working parents trying to balance work and child care responsibilities. Sydney Water subscribes to a child care information kit that includes information on how to choose a child care centre, help with fees and government schemes, special child care situations and contact numbers for agencies and other services. This kit is available on iConnect.



Carer's room

A carer's room is available at head office and other locations as required. This room is for mothers who want to express and store breast milk for their babies or for parents who want to feed and change their baby.

Scholarships

It is important to give young people experiences and skills that prepare them for employment. We provide two scholarships for children of Sydney Water staff.

The International Exchange Scholarship gives a secondary school student the opportunity to live and study overseas for one year. Applications for this scholarship are open between April and July each year.

The University Study Scholarship helps a university student complete their degree by providing up to \$10,000 a year for up to four years. Applications for this scholarship are open between November and December each year.



Other benefits

Women@Work Program

The Women@Work Program gives all women at Sydney Water fresh opportunities in career development, networking, communications and training.

Specific purposes of the program are to:

- identify and act on matters affecting women in the workplace
- increase employment equity
- provide information and development opportunities for women.

Some of the Women@Work Program's activities include:

- celebration of special days such as International Women's Day and recognising outstanding achievement by women at Sydney Water
- relevant information sessions that encourage career development and networking
- career development opportunities with yearly positions on the Women@Work organising committee.

The Women@Work Program won the award for the Women in Leadership at the Diversity@Work Awards 2008 and was runner up in 2009.

Fitness classes

Sydney Water provides free fitness classes at several locations to help staff maintain a healthy lifestyle. See iConnect for details on classes and venues.

Personal support and counselling

The Employee Assistance Program (EAP) is available to help you and your immediate family with:

- personal concerns
- work related issues, including dealing with customers
- family issues
- anxiety
- depression
- trauma
- alcohol and drug issues.

This is a free, independent and confidential counselling service provided by experienced and registered psychologists.

Professional memberships

To help update skills, knowledge and maintain professional networks, all full-time staff can claim up to \$500 a year for memberships to relevant professional associations.

Retirement planning seminars

Staff can attend yearly retirement planning seminars to help them prepare for retirement. The seminars cover many topics including career, finance, health, relationships and life goals.



Eldercare

Staff can access an eldercare information kit on iConnect to help them care for elderly family members.

Staff discounts

Staff receive a discount when buying computers and peripherals at the Dell online Home and Home Office web store. Staff also receive a 10% discount at Pacific Brands factory outlets including Bonds, KingGee, Sheridan and Clarks. See iConnect for more details.

Insurance

Our salary packaging partner, Maxxia, offer insurance packages for Sydney Water staff. Maxxia insurance offers car and home insurance at competitive premiums with features and benefits specifically tailored to you. See iConnect for more information.



Sponsorship Program

Our Sponsorship Program helps us give to the community through a diverse range of initiatives and activities. Occasionally, the sponsorship program provides negotiated benefits for staff, including free or discounted tickets for performances. Current sponsorships include Sculpture by the Sea, Taronga Zoo and the Powerhouse Museum.

Corporate charities

Every year Sydney Water donates a total of \$100,000 to four staff selected charities under the Charity of Choice Program. Each charity receives \$25,000 a year for three years. The charities for 2009-2011 are Red Cross, Barnardos, Canteen and Careflight.

Sydney Water also provides in-kind support and is a Foundation Member of WaterAid Australia.

Research Services (Library)

Sydney Water's library has a range of work related facilities and services including:

- reference and research materials covering a wide range of subject areas
- literature searches
- loans, including inter-library loans
- periodical circulations
- alerts for journals, tables of contents and new publications.

Online databases and electronic resources can be accessed on iConnect.



Senior managers

Senior managers can take advantage of most of the provisions in this brochure but they do not receive rostered days off.

Senior managers are offered the following additional benefits.

Financial planning

To help manage finances, senior managers can be reimbursed up to \$1,000 every two years for financial planning services from a certified practitioner.

Medical examinations

Senior managers can have comprehensive medical examinations every two years with a preferred service supplier. Managers who are over 50 years of age can have examinations each year. The examinations can be done during working hours and are completely confidential.

See iConnect for more details on senior management.



Want to know more?

To know more about the benefits and programs in this brochure visit iConnect or email askHR@sydneywater.com.au.



This brochure is a brief guide to the programs, benefits and services for permanent Sydney Water staff. It is not a comprehensive explanation of conditions.

For more detailed information contact your line manager, review the relevant policies on iConnect or email askHR@sydneywater.com.au.

If there is any inconsistency between this document and the relevant policy, the conditions in the policy will apply.

Sydney Water reserves the right to amend any staff programs, benefits and services referred to in this document.

All individuals in the photographs are staff of Sydney Water.

