

Staff benefits

2014



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. Our vision is to provide valued water solutions to our customers.

To do this, we:

- have a customer focus in all we do
- strive for business excellence
- are forward thinking.

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 are the foundation of how we 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

A safe workplace

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

We encourage staff to be 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.

Work arrangements

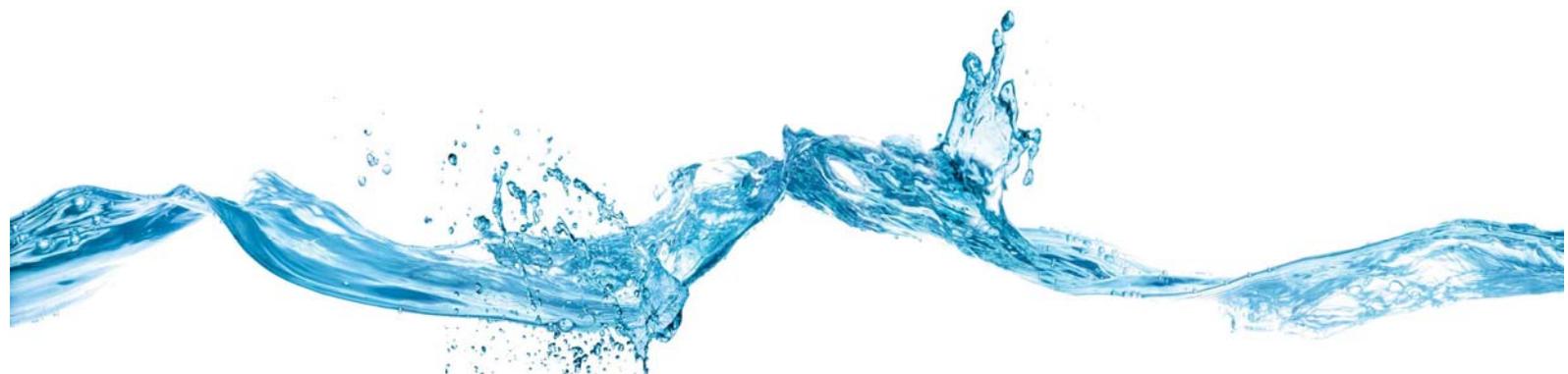
Sydney Water is a family friendly employer. In 2009, we were awarded Silver Flexible Employer Accreditation from Managing Work Life Balance. In 2010, we were also named in the top ten of the inaugural 'Dream Employers Survey' because of our commitment to work life balance.

To help you balance the demands of work and your personal life, you can build flexibility 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 rostered day off for every 19 days worked (19 day month)	7 hours & 25 minutes
	2 rostered days off for every 18 days worked (9 day fortnight)	7 hours & 55 minutes
38 hour week	1 rostered day off for every 19 days worked (19 day month)	8 hours
	2 rostered days off for every 18 days worked (9 day fortnight)	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.

* Individual Contract of Employment (ICE) staff are not entitled to rostered days off, 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. Part-time staff accrue annual leave on a pro-rata basis. Public holidays during a period of annual leave are not counted as annual leave. Staff can save up to 40 days of leave for special purposes.

Other flexible leave arrangements include:

- **annual leave in advance** – take up to two weeks annual leave in advance of accrual
- **packaged additional leave** – ‘buy’ and take up to four weeks additional annual leave
- **cashing out excess leave** – cash out accrued annual leave of over 20 days as a lump sum payment

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, rostered days off, annual leave and long service leave.

Compassionate leave

You can take three days of paid compassionate leave when a member of your immediate family or household passes away or suffers a life threatening injury or illness.

Leave without pay

Leave without pay lets 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.

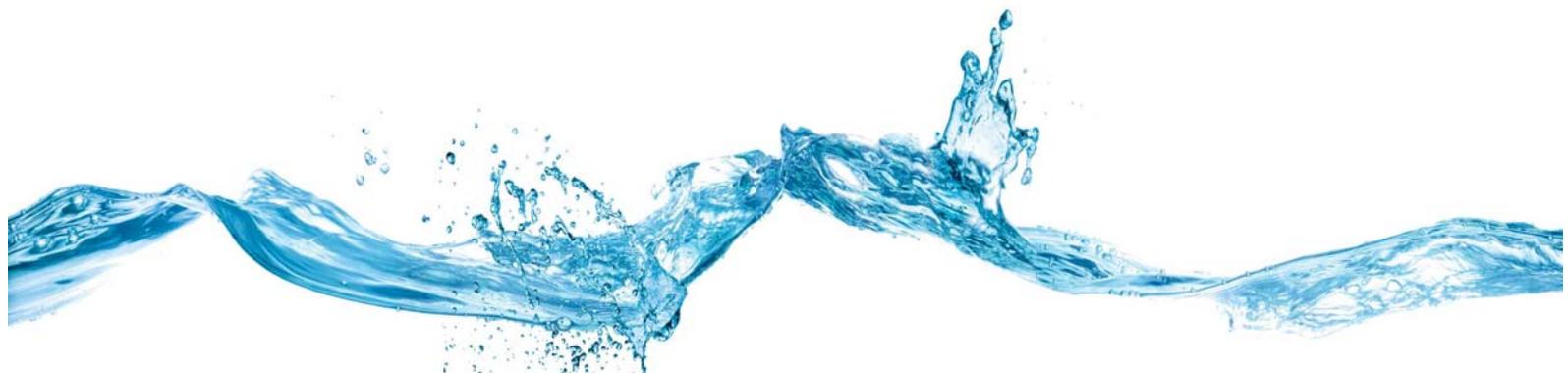
Parental leave

Sydney Water recognises the importance of family. Parental leave options include:

- **maternity leave** – 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 leave.
- **adoption leave** – primary caregivers, who have completed 40 weeks of continuous service, can take up to 12 months combined paid and unpaid leave.
- **partner's leave** – you can take paid and unpaid 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.



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 practise and expand your skills by exposing you to different tasks and projects.

Traineeships

You can receive 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.

Training

Training is an important way of gaining new skills. Sydney Water has a range of courses that you can search through and book using Compass, Sydney Water's learning management system. Alternatively, you can contact one of our learning and development consultants to find the best solution to fulfil your training needs.

Educational assistance

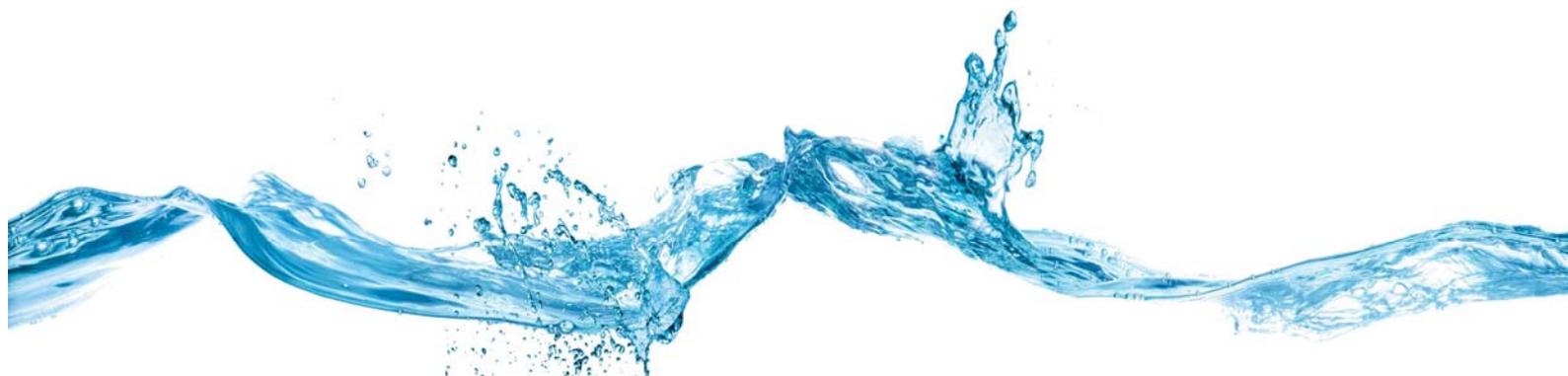
We encourage you to complete external study programs that help develop your career and our business. You can receive financial assistance and leave for approved study.

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.



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, superannuation and additional leave. Some of these items are salary packaged through a third party.

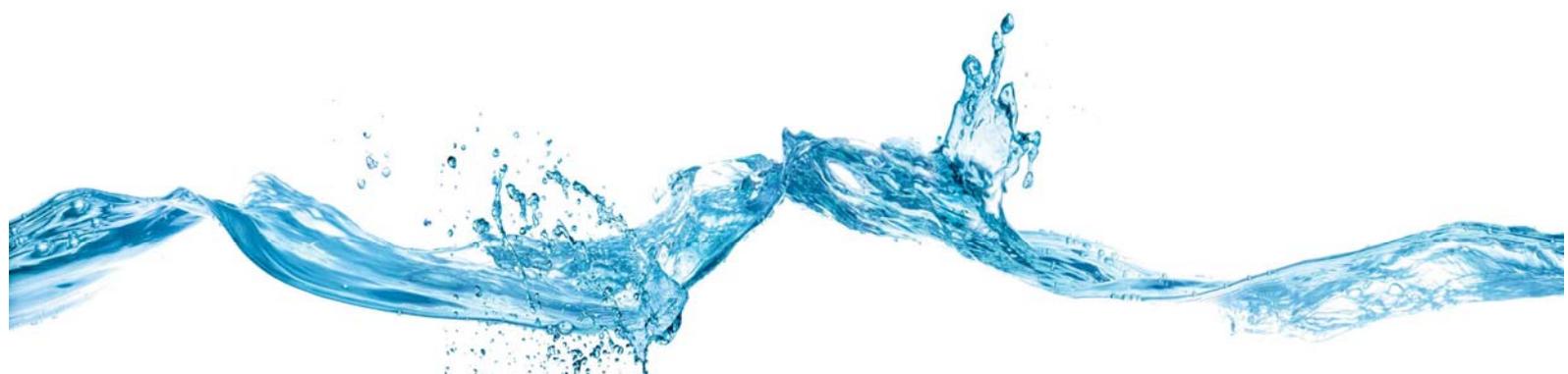
You should consult a professional financial adviser before starting any salary sacrifice arrangement.

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.

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

Aqua Awards



Recognising good performance is important. The Aqua Awards Program recognises staff who have gone above and beyond for the organisation, their workmates or the community by improving safety or demonstrating customer focus, business excellence and forward thinking.

There are three levels of awards:

Award	Prize	Nomination process
Aqua Award	\$100 EFTPOS card	Staff or managers can nominate any individual or team for an Aqua award or Safety Aqua Award
Quarterly Aqua Award	\$250 EFTPOS card	Each quarter, the Executive considers selected Aqua award winners for the Quarterly Aqua Awards
Annual Aqua Award	\$1,000 EFTPOS card	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.

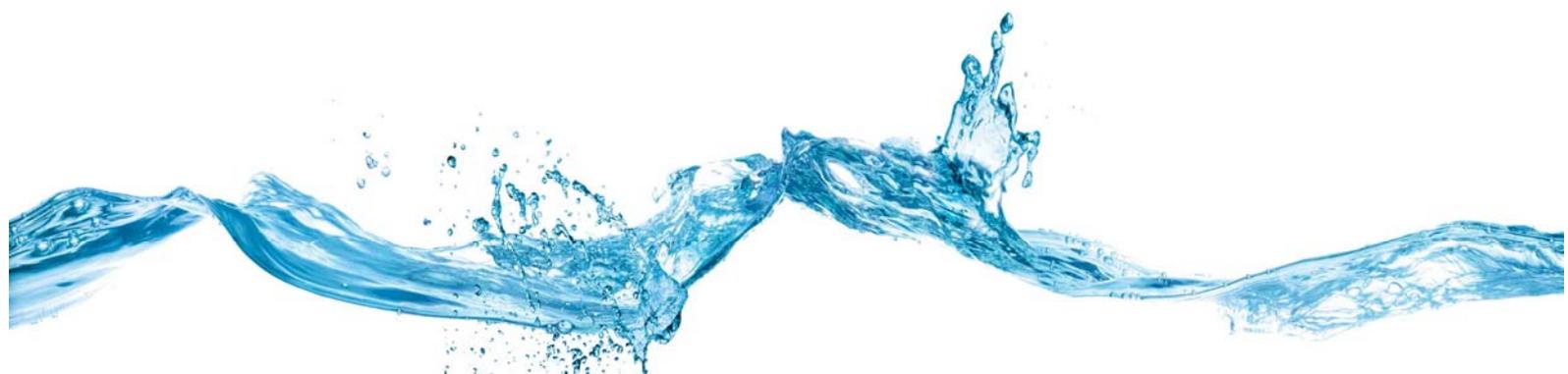
Informal awards

Throughout the year you can nominate other staff for informal awards to say thank you and recognise a job well done. These can be movie tickets or gift cards, up to a value of \$40.

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

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

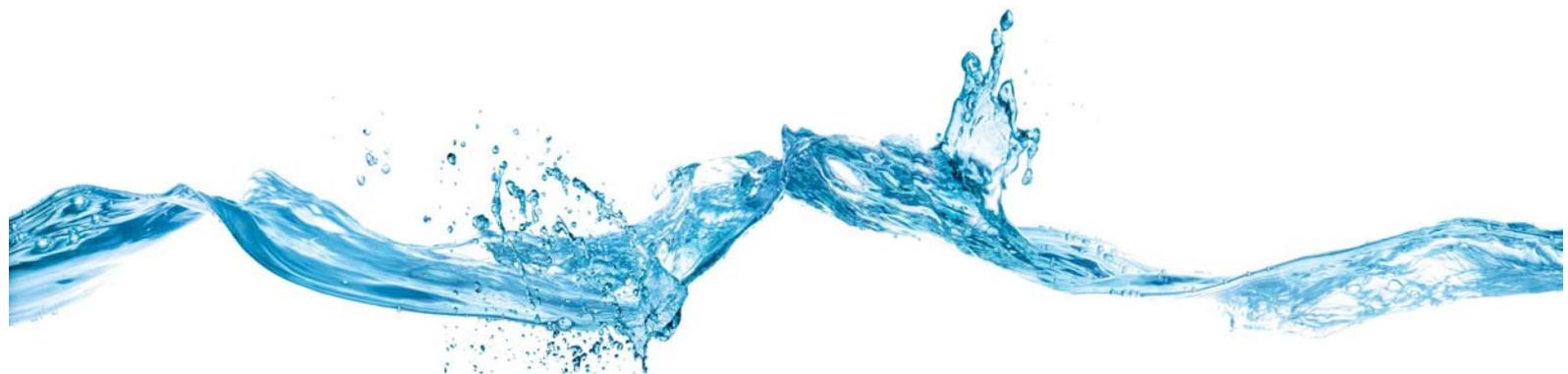
Finding and choosing quality child care is a major challenge for many working parents trying to balance work and child care responsibilities. Sydney Water subscribes to a child care information kit that includes information on how to choose a child care centre, help with fees and government schemes,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

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

An International Exchange scholarship for children of Sydney Water staff 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.



Other benefits

Fitness classes

Sydney Water provides free fitness classes at several locations to help staff maintain a healthy lifestyle.

Flu vaccinations

Each year, in the run up to flu season, we provide free flu vaccinations for staff at major Sydney Water sites.

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.

Elder care

Staff can access an elder care information kit on the intranet 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. Other staff discounts include:

- corporate health insurance rates and benefits to current or new BUPA members
- corporate membership at health clubs/gyms

These discounts will vary from time to time. The latest information is available on the intranet.

Sponsorship Program

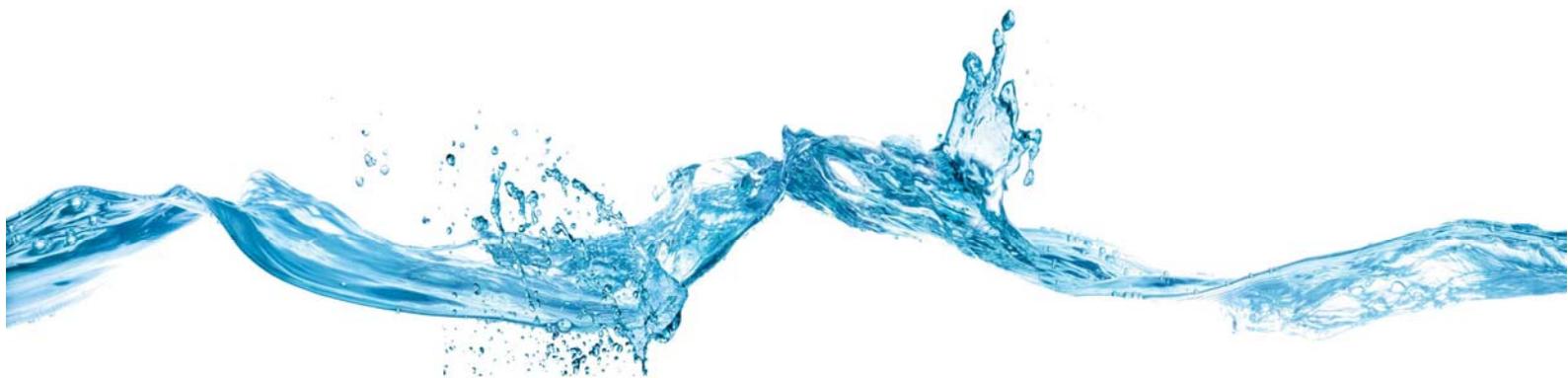
Our Sponsorship Program helps us give to the community through a diverse range of initiatives and activities. Occasionally, the sponsorship program provides negotiated benefits for staff, including free or discounted tickets for performances. Current sponsorships include Sculpture by the Sea and Taronga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

Individual Contract of Employment staff

Individual Contract of Employment (ICE) staff can take advantage of most of the provisions in this brochure, but they do not receive rostered days off.

We offer them the following additional benefits:

- **Financial planning** – staff can be reimbursed up to \$1,000 every two years for financial planning services from a certified practitioner.
- **Medical examinations** – comprehensive medical examinations are available every two years with our preferred service supplier One Life Live It (OLLI). Those over 50 years of age can have examinations each year. The examinations can be done during working hours and are completely confidential.



Want to know more?

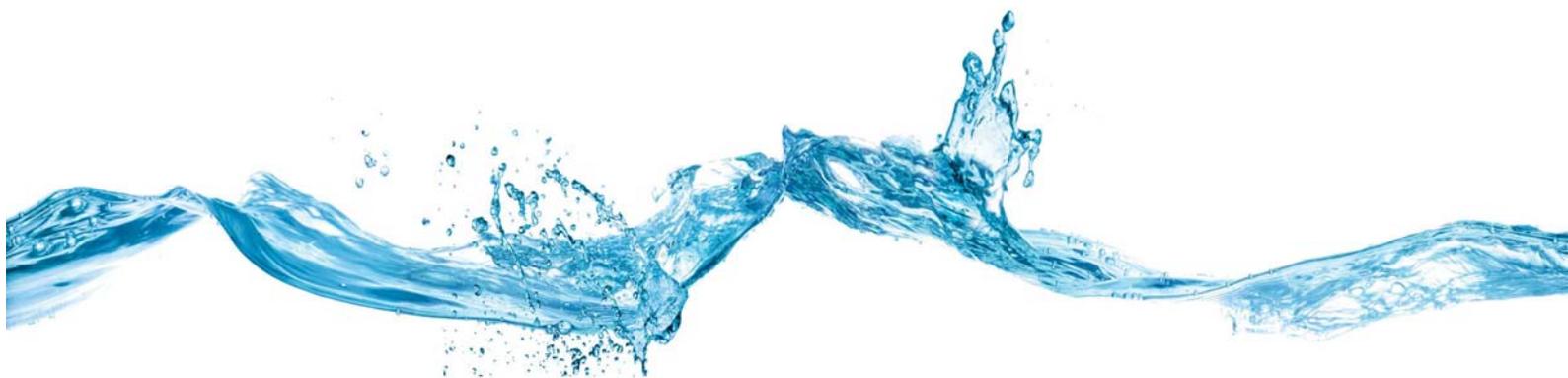
To know more about the benefits and programs in this brochure talk to your manager, review the relevant policies on the intranet or email askPLC@sydneywater.com.au

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.

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.



SW156 12/13

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