The Benefits of Working for Narrandera Shire Council

Our staff members are offered a range of benefits and conditions that will improve their working lives. The following benefits, programs and services are available to Narrandera Shire Council Staff.

Working Arrangements

Narrandera Shire Council strives to be a family friendly employer and sees this as an area of continual improvement. The Council provides the following opportunities for work life balance.

Subject to business requirements and approval by your manager you may be able to use some or all of the innovations outlined in this booklet, to balance the demands of work and home life, flexibility may be built into your work hours, work arrangements and leave provisions.

If you’re working a 35 hour week, the following work arrangements may be available

<table>
<thead>
<tr>
<th>Type of arrangement</th>
<th>Roster Days</th>
<th>Working hours each day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nine day fortnight (nine days in ten)</td>
<td>One rostered day off every fortnight</td>
<td>Seven hours and 55 minutes</td>
</tr>
<tr>
<td>19 day month (19 days in 20)</td>
<td>One rostered day off every four weeks</td>
<td>Seven hours and 30 minutes</td>
</tr>
<tr>
<td>20 day month (20 days in 20)</td>
<td>None</td>
<td>Seven hours</td>
</tr>
</tbody>
</table>

Individual requests will also be considered on application for example, working school hours to fit with carer’s responsibilities or if you usually work full-time, you may be able to arrange part-time hours so you can balance your work and other commitments.
If you’re working a **38 hour** week, you have two rostered days off a month. These days are generally taken on pre-determined dates.

If you are a senior manager and not entitled to rostered off days, you may still be allowed the flexibility to attend to personal business, with the General Manager’s approval.

### Leave

#### Annual Leave

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

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

#### Annual Leave in Advance

Annual leave may be taken in advance of being accrued. This is available up to a maximum of two (2) weeks and only after you have completed six (6) months service.

#### Packaged Additional Leave

You may be able to ‘purchase’ additional leave to assist you in maintaining a work life balance. Packaged additional leave provides you with more flexibility.

You may have the ability to purchase additional leave after a qualifying period of one year. This benefit is commonly referred to as 48/52 and allows staff to purchase additional recreation leave to the maximum of two weeks. The process works by reducing your yearly income by the equivalent of two (2) weeks’ pay with the remaining salary spread across 52 weeks.

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'It is great coming to work knowing that my contribution is valued and also the fact that I’m guaranteed to have a bit of fun.'

*Liz Lawton*
**Eg:**

Yearly salary before purchasing additional leave = $40,000

OR

Gross weekly = $769.23
Purchase two (2) weeks leave cost $1538
Yearly salary after purchasing additional leave = $38,462

OR

Gross weekly = $739.65
Annual leave entitlement = Six (6) weeks

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**Long Service Leave**

At the completion of the first five (5) years of continuous service, full-time staff members receive 6.5 weeks long service leave (32.5 days). Your long service leave continues to accrue at 1.3 weeks per year for the next ten years. On completion of 15 years service your credit will accrue at 2.2 weeks per year. Part time staff members accrue long service leave on a pro-rata basis.

**Picnic Day**

As an employee of Council, you are entitled to an additional days leave each year. This leave is taken on Councils picnic day which is usually held near the end of October each year.

**Sick Leave**

You may take sick leave when you are incapable of performing your duties because of illness. Full time staff members are allocated 15 days sick leave on full pay each year.

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

Unused sick leave accrues to the following year.

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“I like working for NSC because it has the option of flexible working conditions which allows me to work full time without adverse effects on my young family.”

Ingrid Hopwood
Carers Leave

You may take carers leave to care for and support certain family members who you are responsible for. This leave can be taken when your family member is ill and requires care by another person.

Carer’s leave entitlements are taken from your sick leave balance. Subject to certain criteria, carers leave is not meant to be a long term solution to carer responsibilities; you may also cover this type of situation by applying to take unpaid leave, time in lieu or rostered days.

Leave Without Pay

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

**Parental Leave**

Narrandera Shire Council recognises the importance of family. We therefore offer staff a number of benefits above statutory requirements. Primary care givers are entitled to take up to two (2) years combined paid and unpaid leave.

Parental leave options include:

- **Parental leave (paid)** for staff members that have completed one (1) year’s continuous service immediately before the birth of their child, is nine (9) weeks full pay or 18 weeks half pay.

- **Adoption leave (paid)** is available to the primary caregiver who has completed one (1) year’s continuous service. When adopting a child aged less than 12 months of age the same leave entitlements are available as for maternity leave.

- **An employee other than a casual, who is a supporting parent may be entitled to up to 10 days paid concurrent parental leave from their accrued sick leave balance at the time their partner gives birth to or adopts a child**
• **Parental leave (unpaid)** includes unpaid adoption leave. You may take other leave such as recreation and/or long service leave with or instead of, unpaid parental leave.

• Subject to business requirements, **other flexible work arrangements** that help you balance your work and family life, include:
  
  o Up to a maximum of two (2) years paid and unpaid parental leave
  
  o The option of returning to work in a job share arrangement until your child reaches school age.

**Training and Development Opportunities**

**Training**

Narrandera Shire Council encourages and supports staff training. It helps broaden your skills and knowledge so you can perform better in your job. The council continually seeks training which will benefit staff and enhance their skills. Each staff member is provided with a training plan annually and this is a living document which is open to continuous improvement.

**Educational Assistance**

Narrandera Shire Council supports staff members who wish to do formal study to improve their skills and further their education.

Two forms of educational assistance are available from Narrandera Shire Council:

• Financial assistance - to help pay costs associated with study

• Leave assistance – to help you attend compulsory face to face lessons and examinations

‘Narrandera Shire is an enjoyable and developmental workplace. Staff are given opportunities which may not normally be presented by other employers. I like the fact that staff have the opportunity to develop their personal and career skills in a supportive environment.’

Andrew Brown
Cadetships and Apprenticeships

Narrandera Shire Council supports the recruitment of Apprentices and Cadets along with School Based Apprenticeships in accordance with the needs of the council as specified in the Integrated Management plan. Councils support in this area is to try to reduce the skill shortage in rural areas along with increasing the skills of local people.

Pay

Salary Packaging

Salary packaging is another area of continuous improvement. Packaging that is currently available to staff may vary depending on designation and include:

- Superannuation
- Professional subscriptions
- Personal/ professional education
- Personal digital assistants (PDAs)

Superannuation

The Local Government Superannuation Scheme is an employer sponsored superannuation fund. It is one of the larger super funds in Australia. LGS provides employees with a flexible superannuation that can be tailored to address your life style needs. Alternatively you are able to use an existing fund in which you already contribute to providing it meets the criteria stipulated by the LGSA.
Rewards and Recognition

Long Service Awards

Narrandera Shire Council recognises staff members who reach key milestones in length of service. Staff members who achieve 10, 15, 20, 25, 30 years of service receive a gift in recognition of their service.

'I love my job with Narrandera Shire Council, the people I work with are great & our clients are just lovely. Best job ever! (I really mean it too)'  
Jackie Betts

'I like working for NSC because of the people, they are of such a caring nature and everyone tries to help each other. It is one of the best places I have ever worked'  
Unknown

'I like working at NSC because I have been fortunate to have such generous colleagues when times are tough. They have organised several events in my time of need such as house makeovers and garage sales!!'  
Leanne Buchanan
Staff Gift

Each year Council hold a staff awards breakfast to recognise the efforts staff members have made during the preceding 12 months. This gift of appreciation is organised by a sub-committee of the Narrandera Shire Council Consultative Committee. Some previous gifts include:-

- Stress Ball 2008
- Multi-Tool 2009
- Water Bottle with Skipping rope and Pedometer 2010
- Thermos 2011
- Cooler Bag 2012

'I've found NSC to be a friendly and welcoming employer, that cares about the wellbeing of its staff and their family.'

Jo Wilson-Ridley

'Working at NSC can provide you with an opportunity to be a part of activities that can make a real and meaningful community benefit, which in turn can make a positive difference to people’s daily lives.'

Gerry McConnell

'I like working for NSC because of the challenges, its broad areas, the friendly staff, the continuous improvement, the flexibility, the high safety standards, and a sense of appreciation from staff and the public alike when a job is well done'.

Roger Evans
Other Benefits

Safe Workplace

Narrandera Shire Council strongly promotes a safe work environment and encourages staff to be involved in safety activities and committees. Health and Safety Representatives are selected from each work area to represent staff and their interests at bi-monthly Occupational Health and Safety meetings.

Personal Support and Counselling

Narrandera Shire Council has an Employee Assistance program (EAP) available to help you with:

- Personal concerns
- Work related issues
- Family issues
- Anxiety
- Depression
- Trauma
- Depression
- Alcohol and drug issues

This is a free, independent and confidential counselling service provided by qualified professionals with extensive experience from Drake Workwise.

Casual Clothes day and Charity fundraisers

The council holds regular casual clothes days, incorporated with a BBQ lunch and fundraiser for selected charities. This encourages team building and promotes a fun environment, whilst raising funds for the nominated charity.

More Information

This brochure is a brief guide to the programs, benefits and services available to permanent Narrandera Shire Council staff. It is not a comprehensive explanation of conditions.

For more information go to www.narrandera.nsw.gov.au to contact Council’s Human Resources Department email council@narrandera.nsw.gov.au or phone 02 6959 5535.
“Working at NSC feels like working with Family! Staff are always compassionate and caring giving overwhelming support in times of hardship! Staff look out for one another and genuinely care about others going out of their way to help staff members and the community alike which makes coming to work an absolute pleasure”

Unknown