



WORKING AT THE CITY OF ONKAPARINGA

At the City of Onkaparinga, we understand that the continued success of our organisation depends on the quality and wellbeing of our people.

We are a high performing, responsive and innovative organisation that strives to meet our communities' needs and achieve excellence in all areas. To do this, we need the very best people; people who

share our belief in community, commitment and values – and people who want to make a difference.

We are committed to creating an organisation that is known for customer responsiveness, community collaboration and quality service. Our professional and friendly workplace provides a vibrant environment in which individuals are supported to develop to their fullest

potential. Proactive work health and safety is a priority within our organisation and we offer equal opportunity for all employees; free from discrimination, harassment and unfair treatment.

As an employer of choice we provide a comprehensive package of employee benefits, to attract and retain the best possible people to meet our future needs.



WORK LIFE BALANCE

The City of Onkaparinga is strongly committed to ensuring all employees achieve a healthy work life balance. We provide a comprehensive wellbeing program, a range of flexible working arrangements and a variety of leave entitlements.

WELLBEING PROGRAM

Our wellbeing program aims to support and promote the health and wellbeing of all our employees.

Wellbeing hub

All employees have access to the online hub. The hub provides a wide variety of tools, health tips and other additional employee wellbeing offers and initiative to help you achieve your wellbeing goals.

Health assessments

Private and confidential consultations are offered onsite each year. The assessments provide analysis of your physical health including a review of lung function, back care, heart health, body composition, nutrition profile and stress profile.

Skin cancer screenings

Screenings are offered free of charge on an annual basis.

Flu vaccinations

Annual flu vaccinations are offered free of charge.

Fun runs and wellbeing events

Entry fees for active events held within our council area and some major fun runs, such as the City to Bay, are covered by the program.

Club Red

Club Red is a corporate blood donation program, in partnership with the Australian Red Cross Blood Service. Staff are entitled to 1-hour paid leave and are encouraged to take part in this program. It's a great opportunity to support the community in a practical way.

Employee Assistance Program

A free, confidential counselling service to support and assist employees and their immediate household. We recognise that various issues, whether they are work-related or not, can arise and impact on an employee's ability to work at their best.

Equity and diversity contact officers

Contact officers are available to ensure employees feel supported, have someone to talk to and are valued for their experience, knowledge and abilities.

Social clubs and team building events

A variety of social events and social clubs with a friendly and welcoming atmosphere, run throughout the year.

Local Government Income Protection Fund

This fund, set-up specifically for local government employees in South Australia, offers competitive rates and benefits.



Personal protective equipment

Personal protective equipment is provided to all employees, as required.

Return to work assistance

An early intervention program and rehabilitation processes are in place to manage both work-related illness or injury and any significant personal illness or injury.

PROFESSIONAL AND PERSONAL DEVELOPMENT

We provide a supportive environment to encourage the development of our employees' knowledge and learning.

Learning and development

On the job training is provided with opportunities for professional and personal development, as required. We also offer secondments, job shadowing, higher duties and internal promotion opportunities.

Onboarding education Session

All new employees will attend a half-day induction that deepens their understanding of the functions and purpose of council, along with the strategies and culture within
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our organisation. This comprehensive, fun and interactive session builds on the knowledge gained throughout the employee's first weeks and is also a great way to meet other new employees

Study assistance

Assistance for study towards a formal qualification, in the form of study leave or monetary assistance is available in some circumstances.

Employee recognition

This program provides opportunities to recognise and motivate individuals and teams, creating a positive working environment.

Professional membership fees

Where professional association membership is an essential requirement of employees' roles, fees will be refunded.

Traineeships and work experience

We offer traineeships, volunteer opportunities and work experience. Please refer to our website for more details.

FLEXIBLE WORKING ARRANGEMENTS

We recognise the benefits of a flexible working environment and ensure our employees are offered a range of options to achieve work-life balance.

Flexible working hours*

Full-time, part-time and casual employment is offered. We also offer flexible working hours such as varying start and finish times.

Time off in lieu (TOIL)*

TOIL is available to most employees. Additional time worked (over the standard 7.6 hour day), can be accrued and taken as TOIL, on an hour-for-hour basis.

Rostered day off (RDO)*

Some employees can choose to work additional hours over a period of two or four weeks, and in return receive one RDO. This is an alternative option to TOIL.

Working from home*

In some circumstances working from home arrangements can be made.



Job share arrangements*

Where agreed upon, positions can be job shared.

Transition to retirement*

Retirement can be phased, for example, moving from full-time to part-time to casual.

* All flexible working arrangements are subject to operational requirements.

LEAVE ENTITLEMENTS

A wide range of paid and unpaid leave options are available to assist employees in managing both the personal and professional aspects of their lives. Leave arrangements are also designed to meet legislative, Enterprise Agreement and operational requirements.

The types of leave available include:

- adoption
- annual
- blood donor
- carer
- compassionate

- crisis
- cultural
- defence force
- emergency
- foster
- grace days
- jury and witness
- long service
- parental
- partner
- professional development
- sick
- special leave
- study
- vocational development
- volunteer
- option to purchase an additional two weeks leave.

ADDITIONAL BENEFITS

Easy access to public transport

Our main council offices are close to the Noarlunga Interchange with access to train and bus services.

Our Field Operations Centre is located next to the Seaford Meadows railway station.

Lunch room facilities

All staff facilities include kitchen amenities and lunch rooms.

Smoke free environment

All City of Onkaparinga facilities are smoke free. There are designated smoking areas provided. The City of Onkaparinga also offers a Quit Smoking support campaign, please see the wellbeing hub for more details.

MORE INFORMATION

Contact Human Resources on (08) 8384 0197 or email recruitment@onkaparinga.sa.gov.au