

Employee Benefits Guide

Contents

A career at Transport for NSW	3
Career development	4
Employee networks	6
We're diverse because you're diverse	8
Flexible hours and leave	10
Health and Wellbeing	11
Salary packaging	13

Information in this document is accurate as at 21/02/2023

A career at Transport for NSW

Here at Transport, our people are at the heart of everything we do. Fostering a diverse, inclusive and flexible work environment for our people helps us deliver the best for our customers and communities all over NSW.

At Transport, you'll be joining a community of people dedicated to making NSW a better place to live, work and visit.

Working with Transport means that you may have access to a range of benefits help you balance work with the things that matter to you.

These benefits may include flexible working arrangements, professional development opportunities, health and wellbeing programs, gender neutral parental leave and a certified Family Inclusive Workplace™.

This guide will help you understand the benefits you may be able to access when you join Transport.

Please note that procedures and benefits can vary across Transport's agencies and work environments. For more information on which benefits may apply to you, ask your leader or talent specialist.

When you join Transport, you'll get acquainted with your agency's intranet, policies and benefits through the orientation program and talking with your leader.

Career development



We're passionate about supporting our people to pursue their career goals and deliver great work. We offer a range of learning and development opportunities designed to grow your skills, get experience in different areas and plan for the future.

It's your career. Own it.

Taking ownership of your career starts right here. Our career hub, "It's Your Career. Own It", is full of advice, tools and strategies. These resources will help you get a clear picture of where you're at, what to work on and how to plan for your future career.

Study assistance

Keep learning while you work. Study assistance may be available for employees enrolled in an eligible course. You may be eligible for financial contributions to help cover tuition and course-related expenses, as well as study leave for exams and study commitments.

Transfers, temporary transfers, secondments and acting opportunities

Transfers, temporary transfers, secondments and acting opportunities are a great way to get experience in a different role within Transport's agencies and divisions. You may also have the opportunity to gain experience working with another government agency for a short period of time, while still having the option to return to your substantive role.

These opportunities are a great way to build on your skills and experience in areas outside of your main role. Role changes also help Transport meet short and long-term organisational goals by matching up your skills with available opportunities.

Five Ways of Leading

Leadership isn't about a position, title or role — everyone is considered a leader at Transport. The [Five Ways of Leading](#) website covers the five key behaviours of strong leaders and promotes practical ways of applying these in our everyday interactions with each other. A range of podcasts, tool kits, videos, guides and activities are available to all Transport employees.



Online and classroom-based courses

Stay curious and keep learning, with access to a variety of online and classroom-based courses to build your skills in a range of areas. We also offer a huge range of internally-run courses and workshops, access to LinkedIn Learning, subsidised programs, conferences and seminars to further your development and professional networks.

Entry Level Talent Programs

Our Entry Level Talent Programs (ELTP) help entry-level candidates at all different stages begin their career journey with Transport for NSW. We offer six structured work/study programs for Graduates, Cadets, Scholars, Aboriginal HSC Scholars, VET Cadets and Humanitarian Cadets. Program participants get professional experience with real projects and teams across Transport, as well as career support from a dedicated team. Learn more on the [Entry Level Talent Programs](#) webpage.

Employee networks



Transport Aboriginal online community

We are committed to making Transport a place that celebrates Aboriginal culture and is an inclusive and proud work environment for our First Nations people. The Transport Aboriginal online community is where Aboriginal and Torres Strait Islander employees can connect and access a variety of programs, initiatives and resources.

Aboriginal Cultural Education Hub

The Aboriginal Cultural Education Hub provides information, support and guidance on making Aboriginal people feel welcome and valued at Transport. The Hub includes programs such as Aboriginal cultural awareness, initiatives and events, progress updates on our Reconciliation Action Plan commitments and how you can get involved, protocols for community consultation, events, meaningful engagement and programs.

Driving gender equity

Achieving workplace gender equity is a necessity for our organisation. We aim to attract and offer long-term career growth opportunities to women through a range of policies and initiatives that support diversity, fairness and flexibility.

Some of these initiatives include access to our leadership program, mentoring and sponsorship opportunities, secondments, industry-specific

networking opportunities, succession planning, fast-track programs and providing flexible work options.

Learn more at

www.transport.nsw.gov.au/about-us/careers/women

Women in STEMC Employment

Women in STEMC Employment (WiSE) Network is open to all Transport employees and works to bring about greater representation of women across science, technology, engineering, mathematics and construction disciplines. WiSE provides forums for members to connect, as well as partner with people across Transport to provide advice and actions. WiSE aims to remove barriers for women considering a career in STEMC, change behaviours at work, and strengthen the talent pipeline from entry-level to senior roles by working with schools, universities and industry groups.

Women in Technology

The Women in Technology (WiT) Transport Network provides opportunities for technology employees to contribute towards increasing the representation of women in technology and developing our future women leaders.

The network has launched various initiatives, including Lunch & Learn sessions, providing opportunities for our existing talent to further develop their skills, as well as holding annual forums to encourage women in the network to exchange ideas, experiences and information.



Another key initiative is Project Wahine, which focuses on gender diversity recruitment within IT, as well as young, diverse talent across the business.

Pride and Ally Transport Network

The Pride and Ally Transport Network (PATN) is a visible body of people across Transport who identify as lesbian, gay, bisexual, trans, gender diverse, non-binary, intersex, asexual or queer. It includes people who are proud allies, family members and supporters of the LGBTIQ+ community. Anyone at Transport can become a member.

PATN's mission is to ensure Transport embraces LGBTIQ+ inclusion and provides a safe, equitable, respectful and supportive environment where members can connect and come together as a group. PATN works to educate and raise awareness of LGBTIQ+ matters, advocate for equality and challenge discrimination, advise and consult on LGBTIQ+ inclusion and engagement, run events and celebrate LGBTIQ+ days of significance.

Enabled Network

Enabled stands for Enhancing abilities and leveraging diversity. The Enabled Network supports and connects employees living with disability and carers of people living with disability.

Around 18 per cent of people in New South Wales live with a disability. They represent our stakeholders, our customers, our co-workers, friends and family. The Enabled

Network aims to provide a voice for people with a lived experience of disability. It is also an advisory body to Transport which assists us to be an inclusive employer.

Transport Young Professionals Network

Transport Young Professionals Network (TYPN) is targeted towards Transport's younger employees (aged 35 or younger), or those just starting out in the workplace. TYPN aims to enhance professional development and career progression, provide a forum for young people to contribute ideas and suggestions, encourage networking across agencies and share knowledge and communicate with senior management.

NEW Employee Network: Multicultural Employee Network

Our Multicultural Employee Network was established in order to provide a space for our culturally diverse people, and allies to come together to learn about all of our rich cultural heritage. Australia, and therefore NSW, is one of the most culturally diverse places in the world, so if we want to understand and ultimately represent the communities we serve every day, we can do that by hearing the lived experiences of our people. It also supports our aspiration to be a NSW Government Employer of choice.

These networks, when working well together build an inclusive and psychologically safe workplace for our people at Transport, and provide a powerful symbol of our commitment to celebrating the intersectionality of the diversity of our people.

We're diverse because you're diverse



We are deeply committed to creating an inclusive and diverse workplace where our people can be their whole selves at work. We champion people of all backgrounds, abilities, sexual orientations, gender identities, ages, family statuses and lived experiences. Here we celebrate what sets us apart because it brings us together and moves us forward.

As part of our efforts to create an inclusive and diverse workplace, our strategy incorporates the Premier's Priorities – a series of long and short-term goals to drive public sector diversity. These targets and goals aim to tackle many of the issues that have been put in the too hard basket for too long.

We've developed a range of initiatives that support and develop great people from all backgrounds and experience, encouraging a culture built on respect. Some of these include:

- Gender-balanced interview lists and panels in the recruitment process
- Aboriginal representation on panels for Aboriginal Identified roles

- Tracking and monitoring how we support the employment of Aboriginal and Torres Strait Islander people, people living with a disability, and women in under-represented roles
- Closely monitoring and reporting on gender pay equity
- Accelerating progress for gender equality through the Male Champions of Change Program and our employee reference group, the WiSE Network (Women in STEM and Construction Network)
- Striving for 50:50 gender representation across our Entry Level Talent Programs
- Delivering our Reconciliation Action Plan to bring about better employment, economic and social outcomes for Aboriginal and Torres Strait Islander peoples reducing barriers for employment through our Jobs for People with Disability Action Plan and Tailored Talent Program for recruiting Autistic and Neurodiverse talent at Transport for NSW.



Hybrid way of working

At Transport, we support a hybrid way of working, providing a balance of attending the office to connect and collaborate in person, mixed with working virtually to achieve the best outcomes.

Hybrid working requires everyone to strike the right balance between where, when and how you work to deliver the best outcomes for you, your customers and the communities.

Leaders and teams are supported with the tools and resources to make hybrid working a success.

In September 2022, Transport received the 'Best remote work strategy' at the Australian HR Awards. From the beginning of the pandemic, we've been rethinking how we work to make the experience great for our people. Together, we shaped our hybrid work strategy, testing and exploring new ways of working to create a hybrid approach.

The hybrid working model is based on a number of factors, including operational requirements, ability to deliver business outcomes, type of work the employee does, employee circumstances, and maintaining the health and wellbeing of our employees.

Please note, the Flexible Work Arrangements Policy does not apply to labour hire, contractors and consultants.



Flexible hours and leave



We want our people to feel empowered to work in ways that work for them and their teams. We know balancing work and life looks different for everyone, so we've developed workplace flexibility policies that are, well...flexible. That might mean working virtually some days. Or having the option to start and finish a bit earlier or later and, for some of our people, allocating extra hours worked towards a day off from time to time - we call this flex leave. We offer paid annual leave, study leave, sick leave, family leave, and community service leave for things like volunteering.

Flexible working

There's no one-size-fits-all approach when it comes to flexible working. That's why your flexible working options will depend on your role and the work you do.

Options may include:

- Job sharing
- Part-time arrangement
- Working from different office locations, including remotely
- Variable start and finish times and shift swaps
- A range of leave types
- Accrued flex leave, purchased leave and career breaks
- Transition to retirement support.

Our flexible working arrangements offer more structured arrangements, which require approval from

your leader to ensure the arrangement works best for you and your team. If you want to know more about the flexible work options available for a particular role, have a conversation with your recruiter.

FlexReady Certification

As of August 2022, Transport for NSW is one of only three organisations to receive the highest-level FlexReady Certification ever granted in Australia from FlexCareers for our flexible work policies, offerings and practices.

We enable our people to work in ways that work for them, and our hybrid way of working for our non-operational teams is a great example of this. By reimagining how we lead and even redesigning our offices, we've provided flexibility and choice in how our people work while delivering the best outcomes for the people of NSW.

Family Inclusive Workplace™

As of 29 September, 2021, Transport was officially certified as a [Family Inclusive Workplace™](#), in recognition of our focus to support our people to meet their work, family and wellbeing needs.

As part of this certification, Transport has been benchmarked against external [National Work + Family Standards](#). It clearly defines our future goals and ambitions towards continually improving our policies and practices in order to foster a culture where all employees can thrive. We are one of the first organisations in Australia to achieve this recognition.

Health and Wellbeing



We're committed to providing a healthy workplace for our people, both mentally and physically. This includes a range of partnership initiatives to promote wellness across our organisation.

Our initiatives include:

- Access to discounts and reimbursements for selected health and fitness activities, which vary each year
- A range of free health workshops throughout the year where you can learn about a variety of topics such as nutrition, resilience and ergonomics
- Health Fair programs are organised and run by allied health professionals, where employees can get free and confidential health assessments and learn about healthy lifestyle strategies
- To help arm yourself against the flu, we offer all our people free influenza vaccinations each year.

Staywell hub

The Staywell hub covers a variety of resources and initiatives that support a mentally healthy work environment. Here you can find webinars, activities and resources that cover topics like finding balance, managing stress, practising mindfulness, building and sustaining resilience, supporting others and many more useful topics that cater to a wide range of needs.

Trained Mental Health First Aiders and Aboriginal Mental Health First Aiders for Aboriginal Identified employees are also present across Transport and our agencies to recognise mental health warning signs and support those experiencing mental health issues and illnesses.

Employee Assistance Program

The Employee Assistance Program (EAP) is available to you and your family. It gives you access to free confidential professional counselling services for work and personal matters.

Our EAP provider, Benestar, has two key services available – MyCoach and Benehub.

MyCoach

Free and confidential coaching and support on all aspects of your life, including:

- Life: different life stages, change, grief and loss
- Body: weight loss, sleep, nutrition and adopting healthy habits
- Money: managing credit card spend, budgeting, debt and saving
- Relationships: work relationships, partner relationships and friendships.



- Work: from better work-life balance to enhancing performance
- Family: parenting, aged care, family violence, extended and blended families
- Mind: anxiety and depression, confidence and self-esteem, managing stress mindset.

BeneHub

Access to health and wellbeing blogs, podcasts, videos, meditations, activities, learning modules and more -view content or speak to a clinician on LiveChat.

Mental Health First Aid Network

All Transport employees have access to our network of trained Mental Health First Aiders (MHF Aiders). MHF Aiders are a point of contact for employees to confidentially discuss any issues that may be impacting their mental wellbeing.

MHF Aiders support a mentally healthy workplace by focusing on prevention, early intervention and raising awareness around mental health. They are trained to recognise signs of mental ill health and help/support someone experiencing a mental health problem.

Fitness Passport

We've partnered with Fitness Passport to offer permanent employees and immediate family members access to more than 400 gyms, pools and recreational centres across NSW at a competitive rate.

For further information including pricing, gym locations and how to become a member, visit portal.fitnesspassport.com.au/tns

Staying Connected

Staying Connected is Transport's parental leave program, designed to support you and your team before, during and after your parental leave. It includes a range of resources aimed at making the parental leave process as supportive as possible, to help you plan ahead and stay up to date with what's happening in your team.

The program offers group discussion forums, online resources, workshops and up to 10 paid Keeping in Touch (KIT) days to attend work, catch up with your team and get across the latest Transport news.

Salary packaging



We offer two main options for eligible employees to package a percentage of pre-tax earnings through superannuation contributions or novated lease repayments.

Salary packaging

As a Transport for NSW employee, you have the option of sacrificing additional superannuation contributions from your pre-tax salary.

Novated leasing is a three-way salary packaging agreement between you, your employer and a finance company that allows you to bundle car lease payments and running costs into one regular payment.

Information relating to salary sacrifice is general and may not be applicable to your individual circumstances. Contact the [Australian Tax Office \(ATO\)](#) to learn more about salary sacrificing limitations or talk to a financial planner for specific advice on [salary sacrificing into superannuation](#) or [contribution caps](#).

Leave options

We offer a range of leave options, which may include:

- Annual leave, which is generally 4 weeks per year, with leave loading for non-Senior Service employees
- Up to 15 days of sick leave/carer's leave per year
- 8 weeks of extended long service leave after 10 years of service

- Up to 14 weeks of paid parental leave, with a potential for 2 weeks bonus paid parental leave as part of up to 104 weeks of unpaid leave
- Eligible employees can purchase up to 4 weeks of additional leave over a 12-month period
- Flex leave for eligible employees (dependent on industrial award) that accrue hours outside of their contracted hours
- Study and exam leave for studies outside of work
- Community service leave
- We also have a range of other leave types available to help support you:
 - Family and community services leave (FACS)
 - Domestic violence leave
 - Military leave
 - Cultural or religious leave
 - Other types of special leave.

To learn more about why Transport for NSW is a great place to work and apply for jobs, visit www.transport.nsw.gov.au/about-us/careers

The intended audience for this document is employees employed in the Transport Service within Transport for NSW.

The information contained in this document should only be used as a guide and is not intended to create employee entitlements, be read as a policy or incorporated into any employment contract. Should an employee have any questions regarding their employee entitlements, they should speak to their P&C representative or seek legal advice.