

Eurobodalla Shire Council Information Package

Please find contained within this document an information package for two different positions:

- 1. Cadet Civil Engineer**
- 2. Cadet Development Engineer**

Contents:

- Important Information
- Position description for each position
- Conditions of employment for each position
- Organisation chart

Eurobodalla Shire Council
PO Box 99 Moruya NSW 2537
Phone: 02 4474 7378
Email: positions@esc.nsw.gov.au

Position 1

Position vacant: Cadet Civil Engineer (Fixed term up to 8 years)

Ref no: ESC920

Closing date: Thursday 21 March 2024 at 11:00pm

Eurobodalla Shire Council
PO Box 99 Moruya NSW 2537
Phone: 02 4474 7378
Email: positions@esc.nsw.gov.au

Thank you for enquiring about this position.
If you would like more information after reading this package,
please contact Tony Swallow on 02 4474 1369.

Position 2

Position vacant: Cadet Development Engineer (Fixed term up to 8 years)

Ref no: ESC920

Closing date: Thursday 21 March 2024 at 11:00pm

Eurobodalla Shire Council
PO Box 99 Moruya NSW 2537
Phone: 02 4474 7378
Email: positions@esc.nsw.gov.au

Thank you for enquiring about this position.
If you would like more information after reading this package,
please contact Alister Robertson on 0437 308 669.

Important information

Use our online application system to apply for this position. This can be accessed through the Vacant positions page of Council's website at www.esc.nsw.gov.au/jobs-at-council.

Applicants found suitable through this recruitment process may be contacted for fixed term contract opportunities of less than 12 months where the position is similar in nature – meaning the position requires the same nature of duties, abilities, qualifications, experience and standard of work performance.

Claims against the selection criteria

This is the most important part of the application:

- Only applicants who have commenced or have eligibility to enrol in relevant tertiary studies will be considered for the position. Proof of enrolment will be required prior to any offer being made to the preferred candidate.
- Only applicants who address the selection criteria will be considered for the position.
- The job description outlines the duties of the role and describes the selection criteria that your application will be checked against. It is recommended that you include examples to demonstrate your knowledge and experience.
- Selection for interview is based on the responses you make to these criteria.
- Each question relates to an important aspect of the job. You will need to make responses that explain your training and experience to date regarding the question asked. Include any experience that you have had at school, in sporting or other groups, or in paid or unpaid work experiences.

Prepare your resume (or CV)

- Prepare or update your resume (or CV) including your personal details, education and training, any relevant licences or certificates, employment history and contact details for at least two referees.
- Save your resume as a Microsoft word document or a PDF document, so it is ready for you to attach to your online application.
- Your resume should include a description of your skills, knowledge, personal qualities, experience and how they relate to the position.

School reports

If you have completed schooling within the last 5 years your most recent school report is required as part of your application. If your schooling was completed more than 5 years ago this is not a requirement.

Referees

- If you are a recent school leaver (i.e., If you have left school within the last 2 years) you will need to include at least one referee in your application who is a teacher/mentor from school. Other referees could be employers, sporting coaches or members of volunteer groups that you have worked with.
- We may contact your referees to verify the information provided in your application and at interview. We will not contact any of your nominated referees without seeking your permission first.

Upload your resume, complete all sections of the online process and press submit to lodge your application.

For further information on how to make a great application please contact Council's Recruitment Team on 02 4474 7378.

Position 1

Overview of a Civil Engineer Cadetship

The Cadet Civil Engineer position offers an opportunity to develop on the job experience whilst gaining professional qualifications as an Engineer in conjunction with the relevant experience for a successful career in works or construction engineering.

A Civil Engineer Cadetship is a training position in the Infrastructure Services Directorate, and similar to an apprenticeship or traineeship. The cadet program has been developed to ensure that upon completion of tertiary studies, the graduate commences their professional career with a sound background in infrastructure operations, maintenance, project development, construction and project management. Initially, Cadets will work alongside Council's operational staff performing routine operations, maintenance and construction tasks. Cadets will then assist in the delivery of maintenance and construction works in accordance with Council's works program. During these stages of development, Cadets will undertake additional relevant training such as Work Health & Safety Construction Induction, Traffic Control and Project management in Civil works.

In the latter stages of development, Cadets will join Council's technical staff providing technical and administrative support and will work on a range of tasks including:

- Providing administrative and technical support in relation to Infrastructure Services operations, maintenance, and construction.
- Liaising with and advising internal staff, contractors, consultants and the community regarding Council's requirements on engineering policies, standards and practices.
- Preparing and delivering a variety of project management related tasks, including procurement, cost estimates, programs, planning or environmental documentation, etc.

While the Cadet training program has been developed to accommodate students commencing tertiary studies, applicants who have already commenced relevant tertiary studies are encouraged to apply.

Training

As a Cadet you will combine on-the-job experience with the experienced team while you complete tertiary study to gain a professional qualification in Engineering. This tertiary study will be completed via correspondence.

Travel to and from work and off-the-job training is the responsibility of the Cadet.

Position description

Cadet Civil Engineer (Fixed term up to 8 years)

Position code:	CADCIVENG2
Division:	Works
Location:	Moruya Depot
Band/Grade:	From: T8 – Administrative Band 1 Level 1 to: Grade 14 – Professional / Specialist Band 3 Level 2

Council values

At Eurobodalla Shire Council we embrace diversity and inclusion and value the contribution and experience of all our people. We are proud to work on Yuin Country.

Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



We are collaborative

We ask for and share ideas, insights and knowledge.
We find strength and reward in working together.

We are respectful

We show respect and compassion to each other and our community. When there are issues, we go to the sources.

We show team spirit

We nurture and value our relationships, bringing out the best in each other.

We are professional

We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

We are open and trusting

We are upfront and sincere and trust our colleagues to respect our honest and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

To obtain relevant on the job experience while completing external tertiary degree level training.

Continued employment is dependent on satisfactory progress towards the completion of relevant undergraduate engineering studies, i.e., Bachelor of Engineering (Civil Major). Progression within the salary system is based on both satisfactory progress at work and the accrual of credit points towards completion of the degree estimated over an eight-year part-time study period.

Main duties and key result areas (KRA):

1. Provide administrative and technical support in relation to Infrastructure Services operations, maintenance and construction. Including Construction, Maintenance and Special Projects teams within the Works division.

KRA: Competent administrative and technical support on all projects is provided to Council and its officers in a professional and timely manner. High level of collaboration and open communication with the Infrastructure Services team and other staff.

2. Liaise with and advise internal staff, contractors, consultants and the community regarding Council's requirements on engineering policies, standards and practices.

KRA: Advice provided is professional, timely, accurate, appropriately recorded and in accordance with Council's policies, standards and practices.

3. Carry out investigations and prepare concept plans for infrastructure construction works.

KRA: Investigations and concept designs meet current best practice, are timely, to agreed standards and are in accordance with Council's policies, standards and practices.

4. Carry out environmental assessments and prepare "Review of Environmental Factors" reports for infrastructure projects.

KRA: Impacts of proposed works are adequately assessed and REF reports are timely and to an agreed standard and format.

5. Prepare cost estimates and programs for construction works and projects.

KRA: Accurate cost estimates and detailed construction programs are prepared consistent with Council's policies/procedures, programs, resources and budget allocations.

6. Procurement of professional construction services including preparation of briefs for investigation, contract documentation for service contracts and minor construction projects, and quotations and tenders including the evaluation.

KRA: Procurement is in accordance with Council's policies and procedures. Consultant's briefs, contract documentation and tender evaluation reports prepared are accurate,

completed in a timely manner, to a high standard, and to the agreed standard and format.

7. Prepare Project Management Plans (**PMPs**) for projects.

KRA: PMPs prepared are accurate, completed in a timely manner, to a high standard and to the agreed standard and format.

8. Supervise service contracts and minor projects, including monitoring and reporting on project expenditures as well as preparation of progress reports for internal and external stakeholders.

KRA: Projects completed within agreed timeframes and meet all safety, quality and environmental obligations. Project expenditures are monitored and anticipated departures from approved budgets are reported promptly. Progress reports prepared are completed in a timely manner, to a high standard, and to the agreed standard and format.

9. Follow EEO and diversity principles and practices.

KRA: Work practices are compliant with EEO and diversity policies and procedures.

10. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.

KRA: Council's WHS Policy and procedures complied with.

Qualifications/experience (selection criteria)

Essential

1. Progress toward (or eligibility for acceptance into) relevant industry undergraduate studies, i.e. Bachelor of Engineering (Civil Major) via distance education.
**Students who have already graduated (or expect to graduate in 2025), based on part time study, are not eligible for the position.*
2. Good verbal and written communication, advanced literacy and numeracy and ability to utilise technology and software programs.
3. Ability to work productively and harmoniously in a team environment and autonomously.
4. Good problem solving, decision making and negotiation skills.
5. Computer literacy with expertise in MS office (eg. Word, Excel) and MapInfo (or similar).
6. Willingness and ability to follow EEO and diversity principles and practices and knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Licence and qualification requirements

Mandatory licences and qualifications required prior to commencement

1. Current Class C Driver's Licence.
2. General Construction Induction Card (White Card) (or willingness and ability to obtain prior to commencement).

Mandatory licences and qualifications required to obtain with Council assistance (if not currently held)

1. First Aid Certificate.
2. Working Safely Near Live Electrical Apparatus.
3. Traffic – Traffic Controller.
4. Traffic – Implement Traffic Control Plans.
5. Worker On Foot.

The requirements outlined in Eurobodalla Shire Council's Policies and Codes of Practice apply to all employees of Council.

Supervisor:	Division Manager, Works
Date:	March 2024

Conditions of employment

Position title: Cadet Civil Engineer (Fixed term up to 8 years)

Reference number: ESC920

Grading: This training position is offered across a range of grades from T8 to Grade 14 of Council's salary system. Commencing salary and progression through these grades will be determined by the level of:

- Study completed;
- On the job experience and;
- Responsibility required for the work undertaken.

Duties will be assigned based on experience and progression through studies/training. As a general guide, duties assigned and progression through the salary system will be as indicated below:

Stage 1 – Commencement – T8

Stage 2 – Completion of 12.5% of tertiary program – T9

Stage 3 – Completion of 25% of tertiary program – T10

Stage 4 – Completion of 37.5% of tertiary program – Grade 9

Stage 5 – Completion of 50% of tertiary program – Grade 10

Stage 6 – Completion of 62.5% of tertiary program – Grade 11

Stage 7 – Completion of 75% of tertiary program – Grade 12

Stage 8 – Completion of 87.5% of tertiary program – Grade 13

Stage 9 – Completion of 100% of tertiary program – Grade 14

Continued employment is dependent on satisfactory progress towards the completion of degree level studies and satisfactory job performance.

Award: Local Government (State) Award 2023

Salary range: In the range of \$2,370.03 to \$3,717.47 gross* per fortnight comprising:

- \$2,135.17 to \$3,349.07 base salary
- \$234.87 to \$368.40 superannuation (calculated at 11%)

*Please note per the provisions of the award, this role will undertake operational duties on a rotating basis. Implications for working hours, rates of pay and relevant allowances will be adjusted as necessary and reflected within the fortnightly salary.

Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Pre-employment medical:	An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-employment medical examinations are at Council's expense.
Hearing test:	A hearing test must be completed within eight weeks from the date of offer. A copy of the report must be provided to WHS for review in order for probation to be signed off.
Completion:	<p>This is a fixed term placement for the term of the study, estimated to be approximately 4 years or 8 years part-time.</p> <p>Subject to satisfactory performance, a permanent, full-time position may be offered upon completion of studies.</p>
Hours of work:	<p>This fixed term Cadetship will involve a rotation of working hours and duties, alternating between an administrative and operational based environment. The successful Cadet's level of experience will determine their initial commencement into either administrative or operational duties and will be discussed in the onboarding stage. Hours are currently arranged for:</p> <p>Full-time, 76 hours per fortnight (Operational):</p> <p>Monday to Thursday 6.55am to 4.05pm Fri – Week 1 6.55am to 2.05pm Fri – Week 2 RDO</p> <p>Full-time, 70 hours per fortnight (Administrative):</p> <p>8.30am to 4.30pm Monday to Friday</p> <p>with variations from time to time to meet work requirements.</p> <p>Eurobodalla Shire Council has a Council Agreement which provides for flexibility in these hours by individual agreement between employees and managers.</p>
Location:	Based from the Moruya Depot and will be required to work at various locations across the Shire.
Leave entitlements:	4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

Tertiary study: Cadets will be required to undertake tertiary studies in a Council approved course which will lead to eligibility for as a full member of Engineers Australia (EA).

Tertiary studies will be via correspondence.

Continued employment at Council will require satisfactory progress to be made in both on the job performance and in the completion of tertiary studies.

Tertiary fees: Council will pay the upfront tertiary fees for Cadets undertaking Council approved undergraduate studies.

Study leave: Cadets will also be given study leave to attend residential schools, examinations or other workshops which are compulsory components of their course.

Reimbursement of travel, food and beverage expenses will also apply in accordance with Council policies.

End of information for Cadet Civil Engineer

Position 2

Overview of a Development Engineer Cadetship

The Cadet Development Engineer position offers an opportunity to develop on the job experience whilst gaining professional qualifications with the view to becoming a qualified professional Engineer with the relevant background for a successful career in the Local Government industry.

A Development Engineer cadetship is a training position in the Development Services Directorate, and similar to an apprenticeship or traineeship. The cadet program has been developed to ensure that upon completion of tertiary studies (ie Bachelor of Engineering), the graduate commences his/her professional career with a sound background in all facets of development engineering, including:

- Review engineering elements of planning applications and provide direction when necessary to gain compliance with Council's Design Specifications and Australian Standards.
- Liaise with and provide technical information to builders, developers, architects, solicitors, engineers, designers, and the community.
- Assist planning staff to make informed decisions related to development in the Eurobodalla Shire, when there are elements of engineering complexity.
- Complete inspections for subdivisions and other private development works where Council will inherit assets such as roads, footpaths, drainage, sediment erosion control measures, traffic management, and water quality devices.
- Provide input into reviewing and updating Council's engineering policies and practices.

While the Cadet training program has been developed to accommodate students commencing tertiary studies, applicants who have already commenced relevant tertiary studies are encouraged to apply.

Training

As a Cadet you will combine on-the-job experience with the experienced team while you complete tertiary study to gain a professional qualification in Engineering. This tertiary study will be completed via correspondence.

Travel to and from work and off-the-job training is the responsibility of the Cadet.

Position description

Cadet Development Engineer (Fixed term up to 8 years)

Position code:	54
Division:	Development Services
Location:	Moruya Administration Office
Band/Grade:	From: T8 – Administrative Band 1 Level 1 to Grade 14 – Professional / Specialist Band 3 Level 2

Council values

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Our Council Values represent “the way we do things around here.” We value collaboration, respect, teamwork, professionalism, openness and trust. Our values guide our decision-making and behaviour and underpin the interactions and professional relationships we have with others in our day-to-day work.

Values also contribute to our organisation's strategic direction and reinforce our commitment to creating a safe and mentally and physically healthy workplace. We strive to build a workforce culture that embraces work-life balance, wellbeing, and flexibility.

We encourage applications from people of all backgrounds and abilities.



We are collaborative

We ask for and share ideas, insights and knowledge.

We find strength and reward in working together.

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We show team spirit

We nurture and value our relationships, bringing out the best in each other.

We are professional

We act with integrity, take pride in our work and always think first of our community. We aim for excellence in all that we do.

We are open and trusting

We are upfront and sincere and trust our colleagues to respect our honest and vulnerability. We look for the best in people and expect that in return.

Primary purpose of the position

- To obtain relevant on the job experience while completing external tertiary degree level training.
- To assess the impact of development on Council's public infrastructure and facilitate the approval of appropriate development ensuring public infrastructure and assets are designed and approved to Council standards having regard to the principles of Ecologically Sustainable Development.

Continued employment is dependent on satisfactory progress towards the completion of relevant undergraduate engineering studies, i.e., Bachelor of Engineering (Civil Major). Progression within the salary system is based on both satisfactory progress at work and the accrual of credit points towards completion of the degree estimated over an eight-year part-time study period.

Main duties and key result areas (KRA):

Responsibility will be assumed in line with progress through university studies and on-the-job experience/training and duties may vary depending on work requirements.

1. Liaise with and advise builders, developers, architects, solicitors, engineers, designers and the community etc. via the provisions of technical/specialist information and clarify Council's requirements on engineering policies and practices. Provide design advice and direction to consultants where Council's assets are to be integrated into private development designs where elements of complexity exist. Assess and give direction when necessary to gain compliance with Council's Design Specifications and Australian Standards. Provide additional direction to advance proposal from conceptual stage through to acceptable standards for submission to Council as construction plans.
 - At grades up to grade 11: advice will be in consultation with Coordinator Development Engineering or another relevant professional officer.
 - At grade 12: advice will be independent on non-complex matters.
 - At grades 13-14: advice will be independent and include complex matters.

KRA: Advice to the customer to be timely, accurate and in accordance with the relevant Council guidelines, policies and/or appropriate standards and the negotiation and mediation of dispute outcomes undertaken appropriately and in accordance with Council's Code of Conduct.

2. Assess engineering referrals and provide engineering advice for development applications, including complex applications, and recommend appropriate conditions for consents. Provide specialist engineering advice and problem-solving solutions to; Development Assessment officers, Development Duty Officers and other Council officers on relevant matters related to parking, traffic, earthworks, services, roads, drainage, overland flow paths, stormwater disposal systems, Ocean Inundation, River Flooding and Sea Level Rise for Development Applications. Address counter enquiries, incoming correspondence, RM's and other related matters with elements of complexity involving conceptual designs. Undertake site inspections and assess

suitability of site and application in regard to compliance with relevant engineering standards for integration into Council's existing asset network. Determine need for design changes and implement to final approval.

- At grades up to grade 11: referrals will be carried out in conjunction with other officer or be of simple nature if carried out independently.
- At grade 12: referrals will be independent up to moderate complexity.
- At grades 13-14: referrals will be assessed independently and may be of complex nature.

KRA: Relevant AusSpec/Development Specification or Council standard for infrastructure or assets applied with consistency in application of design and LEP/DCP objectives to development assessments. The status, referrals and key assessment information accurately logged on the Approvals database.

3. Assist as part of a team in the development, implementation and review of Policies and Guidelines and contribute to the development of strategic plans associated with development engineering issues.

KRA: Input into development and review of policies and guidelines and into development of strategic plans is timely, well researched and accurate. Policies and guidelines are implemented effectively to promote best practice outcomes for Council.

4. Conduct special assignments and assessments with a degree of complexity dependent upon experience and knowledge, requiring a sound knowledge and practical experience in engineering policies and practices. Participate in user matrix group where required.

KRA: Special assignments and assessments are carried out as required and within agreed timeframes.

5. Assess and determine approval/refusal for those plans submitted to satisfy engineering issues prior to issue of Construction Certificate. Advise case manager and/or provide direction to applicant regarding plan amendments to achieve approval.

- At grades up to 11: assessment of plans only with recommendation to Coordinator Development Engineering.
- At grades 12-14: assessment and determination.

KRA: Relevant AusSpec or Council Development Specification for infrastructure or assets applied. Consistency in application of LEP/DCP objectives to designs.

6. Follow EEO and diversity principles and practices.

KRA: Work practices are compliant with EEO and diversity policies and procedures.

7. Maintain own health and safety and that of other people at the workplace or those who may be affected by the work being carried out.

KRA: Council's WHS Policy and procedures complied with.

Qualifications/experience (selection criteria)

Essential

1. Progress toward (or eligibility for acceptance into) relevant industry undergraduate studies, i.e. Bachelor of Engineering (Civil Major) via distance education.
**Students who have already graduated (or expect to graduate in 2025), based on part time study, are not eligible for the position.*
2. Good verbal and written communication, advanced literacy and numeracy and ability to utilise technology and software programs.
3. Ability to work productively and harmoniously in a team environment and autonomously.
4. Good problem solving, decision making and negotiation skills.
5. Computer literacy with expertise in MS office (eg. Word, Excel) and MapInfo (or similar).
6. Willingness and ability to follow EEO and diversity principles and practices and knowledge of, or the ability to quickly gain knowledge of, Council's WHS Policy and procedures.

Licence and qualification requirements

Mandatory licences and qualifications required prior to commencement

1. Current Class C Driver's Licence.

Mandatory licences and qualifications required to obtain with Council assistance (if not currently held)

1. General Construction Induction Card (White Card) (or willingness and ability to obtain prior to commencement).

A satisfactory outcome as a result of a National Criminal History Record Check is a requirement for this position.

The requirements outlined in Eurobodalla Shire Council's Policies and Codes of Practice apply to all employees of Council.

Supervisor:

Coordinator Development Engineering

Date:

March 2024

Conditions of employment

Position title:	Cadet Development Engineer (Fixed term up to 8 years)
Reference number:	ESC920
Grading:	<p>This training position is offered across a range of grades from T8 to Grade 14 of Council's salary system. Commencing salary and progression through these grades will be determined by the level of:</p> <ul style="list-style-type: none">• Study completed;• On the job experience and;• Responsibility required for the work undertaken. <p>Duties will be assigned based on experience and progression through studies/training. As a general guide, duties assigned and progression through the salary system will be as indicated below:</p> <p>Stage 1 – Commencement – T8 Stage 2 – Completion of 12.5% of tertiary program – T9 Stage 3 – Completion of 25% of tertiary program – T10 Stage 4 – Completion of 37.5% of tertiary program – Grade 9 Stage 5 – Completion of 50% of tertiary program – Grade 10 Stage 6 – Completion of 62.5% of tertiary program – Grade 11 Stage 7 – Completion of 75% of tertiary program – Grade 12 Stage 8 – Completion of 87.5% of tertiary program – Grade 13 Stage 9 – Completion of 100% of tertiary program – Grade 14</p> <p>Continued employment is dependent on satisfactory progress towards the completion of degree level studies and satisfactory job performance.</p>
Award:	Local Government (State) Award 2023
Salary range:	<p>In the range of \$2,370.03 to \$3,717.47 gross* per fortnight comprising:</p> <ul style="list-style-type: none">• \$2,135.17 to \$3,349.07 base salary• \$234.87 to \$368.40 superannuation (calculated at 11%)
Probation:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Criminal Record Check:	A satisfactory outcome as a result of a National Criminal History Record Check is required for appointment to this position. Preferred candidates will be asked to consent to this check as part of the pre-

employment process. Please note that people with criminal records are not automatically barred from applying for this position and each application will be considered on its merits.

Pre-employment medical: An offer of employment for this position is subject to medical clearance to verify that you are safely able to undertake the duties of the position. Pre-employment medical examinations are at Council's expense.

Completion: This is a fixed term placement for the term of the study, estimated to be approximately 4 years or 8 years part-time.

Subject to satisfactory performance, a permanent, full-time position may be offered upon completion of studies.

Hours of work: Full time, 70 hours per fortnight. Office hours are:

8.30am to 4.30pm

Monday to Friday

Eurobodalla Shire Council has a Council Agreement which provides for flexibility in working hours by individual agreement between employees and managers.

Location: Based from the Moruya Administration Offices and will be required to work at various locations across the Shire.

Leave entitlements: 4 weeks annual leave per full year of service. Annual leave accrues progressively over a 12 month service period and accumulates from year to year.

3 weeks sick leave on commencement. Additional 3 weeks accumulated on each anniversary of appointment.

Tertiary study: Cadets will be required to undertake tertiary studies in a Council approved course which will lead to eligibility for as a full member of Engineers Australia (EA).

Tertiary studies will be via correspondence.

Continued employment at Council will require satisfactory progress to be made in both on the job performance and in the completion of tertiary studies.

Tertiary fees: Council will pay the upfront tertiary fees for Cadets undertaking Council approved undergraduate studies.

Study leave: Cadets will also be given study leave to attend residential schools, examinations or other workshops which are compulsory components of their course.

Reimbursement of travel, food and beverage expenses will also apply in accordance with Council policies.

Organisation chart

