



GEORGES RIVER COUNCIL

WORK EXPERIENCE PROGRAM

Designed to give students an insight into the varied departments and professions within our local government area.

ABOUT COUNCIL

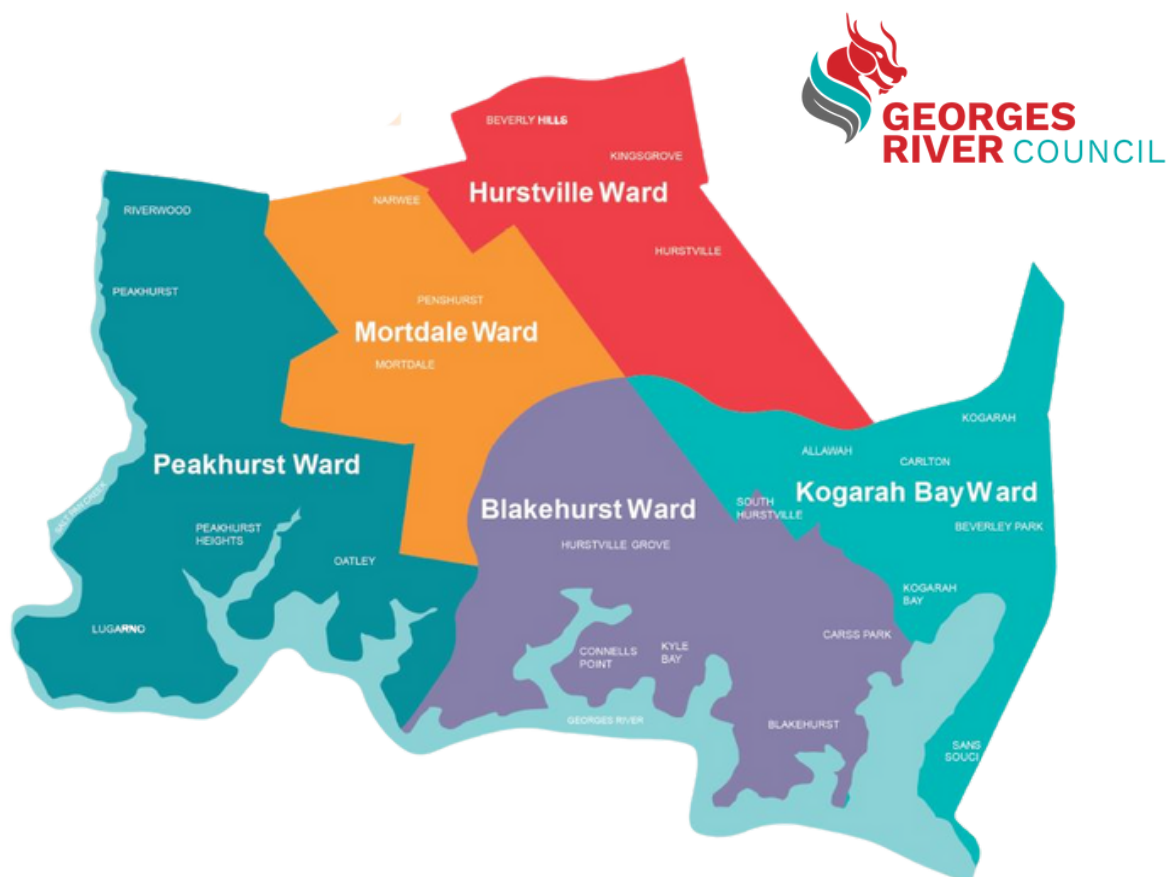
Georges River Council is responsible for providing various local services to the community. We also show community leadership and recognise the cultural and linguistic diversity of the area we serve.

As well as planning and promoting local needs, Council manages, develops, protects, restores, enhances and conserves the local environment.

As the custodian and trustee of public assets and the Council effectively accounts for and manages the assets it is responsible for.

Georges River is divided into five areas known as wards: Blakehurst, Hurstville, Kogarah Bay, Mortdale and Peakhurst. There are three elected Councillors for each ward.

Council consists of our Civic Centre, Carlton and Mortdale Depots, Libraries (5) and Childcare Centres (6).



ABOUT THE WORK EXPERIENCE PROGRAM

Purpose of the Work Experience Program

Participating in Council's Work Experience Program allows students gain insight into the many, varied professions available within our local Council. It provides them with the opportunity to develop their skills, enabling a behind the scenes look into Council operations. It can also help kick start their future careers. Students will be able to work in an area that is relevant to their area of study and interest to find out if it's aligned to what they want to pursue as a career.



What we offer

Council offers a Work Experience Program that allows students to gain an insight into the different areas of Council.

Placements may be available in the following areas:

DIRECTORATE	DEPARTMENT
Assets & Infrastructure	Engineering, Project Delivery, Sport & Recreation
Business & Corporate Services	Information Technology, Finance, Human Resources
City Strategy & Innovation	Communications & Engagement
Community & Culture	Library Services, Early Learning Services, Museum & Gallery
Environment & Planning	Sustainability & Waste, Development & Building, Planning
Office of General Counsel	Legal Services

Please note that work experience may not always be available in every department listed. Council will however, try to accommodate your preference.

ABOUT THE WORK EXPERIENCE PROGRAM

About the Program

LENGTH



Length of Work Experience is tailored to suit your requirements. Generally it can range from 1 to 5 days in length. For students completing mandatory placement for their course this could be for a longer period of time.

MEAL ARRANGEMENTS & FACILITIES



Meals are not provided. Students may either bring their own lunch and morning tea. Council has lunch rooms on each floor for preparation of light snacks and meals.

These lunch rooms contain a refrigerator and microwave for proper storage or heating of food. Limited cutlery and plates are also available although it is recommended that you bring your own. Meals can also be purchased from the surrounding cafes / shops.

Filtered and cooled water is available on each floor within each lunch room.

There are separate male/female toilets on each floor.

IDENTIFICATION BADGE



An identification (ID) badge will be issued to all students on their first day and must be worn at all times during their placement. The badge must be returned to the Work Experience Coordinator/ Supervisor on the last day.

HOST COORDINATOR / SUPERVISOR



Students undertaking Work Experience will be allocated a host Coordinator / Supervisor from their chosen area of interest. Their role is to provide guidance and support throughout their Work Experience student's time at Council.

About the Program

EVALUATION REPORTS



If you have an evaluation report from your school / place of education please present it to the host Coordinator / Supervisor at the commencement of your placement.

DRESS CODE

- Smart Casual with appropriate footwear (enclosed shoes / flats)
- Neat and tidy attire
- Well groomed

VISITORS

Careers Advisors & Teachers who intent to visit students during their placement should arrange this through the Work Experience Coordinator/ Supervisor.

CONCERNS



If you have any concerns before or during your placement please direct these to your immediate supervisor or Council's People & Culture team.

Expectations

At Georges River Council we are committed to providing outstanding standards of service and safety to our community and city. The responsibility is therefore on every one of us to conduct ourselves in a manner that champions these standards and inspires continued confidence from the community.

Our Mission is to be a leading people-focused organisation delivering outstanding results for our community and city and our Values are to be United, Professional, Honest and Accountable. Students are encouraged to embrace these as a personal commitment when they are undertaking Work Experience with Georges River Council.



UNITED

We will work collaboratively as one team with common purpose and respect



PROFESSIONAL

We will act with integrity and seek opportunities to learn and grow



HONEST

We will be open and truthful with each other and our community



ACCOUNTABLE

We will own our decisions and actions as we strive for excellence

ABOUT THE WORK EXPERIENCE PROGRAM

How to Apply

ELIGIBILITY



We accept students who are required to undertake work placements in association with study and/or qualifications.

To be eligible for placement you must:

- Be currently studying (High School, TAFE, University or College).
- Apply for a placement that is relevant to your current study requirements; and
- Have current insurance coverage from educational provider (Certificate of Currency- Public Liability) covering the duration of your placement.

APPLICATION PROCESS



All applicants are required to complete and submit the online Work Experience Application form available on Georges River Council's Career Website.

For Childrens Services placements, please select the Work Experience Application – Childrens Services also located on our Careers Website.

When completing the form, ensure that all sections are filled out:

- Specify your dates for the Work Experience to take place
- Select up to (3) areas you would like to gain Work Experience
- Attach a copy of your current resume or curriculum vitae (CV)
- Provide documentation of Public Liability Insurance – this can be an email confirmation from place of education.

Check Eligibility



Complete and submit online work experience application form



Application is then reviewed by the relevant team in Council



A member of People & Culture will advise the outcome



If there is an opportunity, prepare to commence work experience

Please note that applications must be made at least one month in advance.

FURTHER INFORMATION

Further Support

For a free interpreter call us via the Translating and Interpreting Service (TIS) on 131 450.

If you have a hearing or speech impairment, please contact the National Relay Service:

- Voice Relay Number: 1300 555 727
- TTY Number: 133 677

Enquiries

For all general enquiries please contact the People & Culture team.



02 9330 6400 and ask for People & Culture



careers@georgesriver.nsw.gov.au

