



Shellharbour  
CITY COUNCIL

# CADET, APPRENTICE AND TRAINEE PROGRAM





## ACKNOWLEDGEMENT

Shellharbour City Council acknowledges the Traditional Custodians of Dharawal Country and recognises their continued connection to the land. We pay our respects to Elders past, present and emerging and the contribution they make to the life of this city.

# SHELLHARBOUR CITY COUNCIL

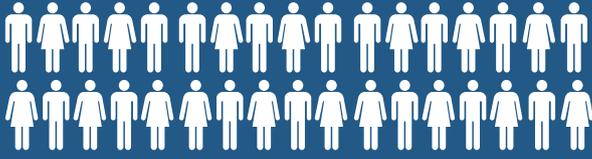
Shellharbour City, located just 1.5 hours south of Sydney, is home to almost 75,000 people in a city that spans 154 square kilometres. It is a place of great natural beauty - stretching west from the picturesque coastline to rolling pastures, against the majestic backdrop of the Illawarra escarpment.



**OUR LOCAL  
GOVERNMENT AREA [LGA]**

# OUR CITY:

POPULATION OF SHELLHARBOUR IN 2023 WAS **79,738**



## AGE GROUPS

(0 to 11)	15.8%
(12 to 24)	17.1%
(25 to 59)	44.5%
(60 to 85+)	22.5%



**MEDIAN AGE**



**90%**  
of residents are Australian citizens



**3.8%**  
of residents are Indigenous Australians



**16.7%**  
of residents were born overseas

**10.3%**  
were from non-English speaking backgrounds

# OUR EMPLOYEES:

440 permanent employees

Management and supervisory roles



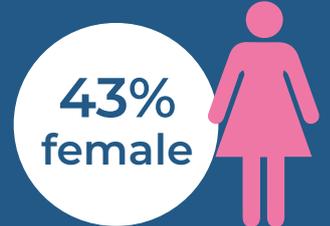
**52%**  
male



**48%**  
female



**57%**  
male



**43%**  
female



**13%**



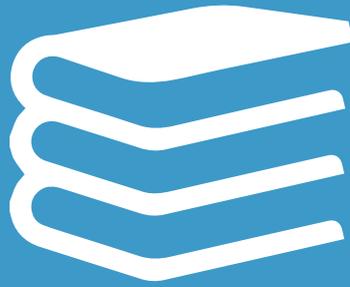
**26%**



**41%**



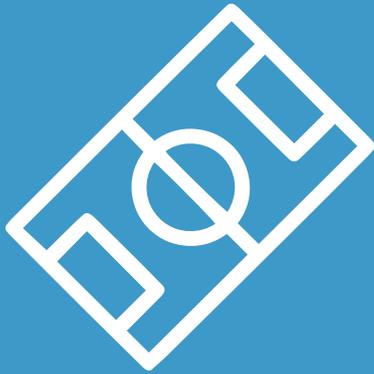
**20%**



5 Libraries & 1 Museum



Services Depot



Shellharbour City Stadium

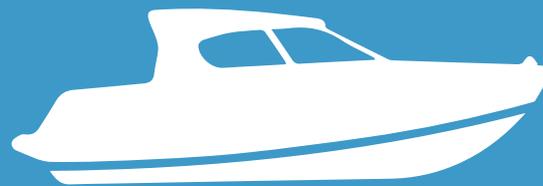
# OUR NETWORK AND OPERATIONS INCLUDE:



The Links Golf Course



Shellharbour Airport



Shellharbour Marina



# OUR CULTURE | CORE VALUES

Collaboration | Accountability | Integrity | Respect | Sustainability

Our Values are the core of organisational culture because they clearly set out the behaviours we expect of one another.

They:

- Help us to identify people who share them and fit into our organisation.
- Provide an opportunity to reboot our focus and underpin the changes required to build a strong, resilient, and sustainable culture.
- Values are what we want to BE.  
Behaviours are what we DO to achieve them.



# SHELLHARBOUR CITY COUNCIL CADET, APPRENTICE AND TRAINEE PROGRAM

Council's Cadet, Apprentice and Trainee Program aims to develop the future leaders by providing employment opportunity and professional development experiences that support and complement a related course of external tertiary study. As a Cadet, apprentice or trainee you will receive ongoing training, guidance and support from workplace mentors.

## Approved Course of Study

It is a condition of employment that employees participating in the Councils CAT Program are continuously enrolled in an approved course of study at an Australian University, TAFE or registered training organisation. Approved courses will typically be at Bachelor level for Cadets, and Certificate or Diploma level for Apprentices and Trainees.

Your course of study will be approved upon employment. Any changes in an approved course of study, institution, study pattern, deferment, withdrawal or leave of absence are to be approved by the Learning and Development Team.

## University/TAFE Attendance Study

Dedication to tertiary studies as well as to employment is an essential combination in meeting the objectives of Council's CAT Program.

University/TAFE results are to be provided to Learning and Development following the completion of each semester of study. Excellent academic performance is encouraged and will be celebrated.

Poor academic performance (including course/subject failure) may lead to CATs not meeting the requirements of Councils CAT Program.







The Cadetship Program is an opportunity for university students to gain practical workplace experience whilst completing their on-going studies. Council is committed to the development of its people and this structured learning program gives students the opportunity to work across key business areas supported by a mentor.

Council's Cadetship program provides cadets with on the job training to gain practical experience work in varied and specialist teams. Cadets are employed as temporary full-time employees for up to four years while completing their University studies part time (two subjects per semester).

#### Cadetships are currently offered in:

- Civil Engineering
- City Planning

#### Cadetships have also previously been offered in:

- Communications and Media
- Environment

#### Benefits to Cadets

- Financial support for University costs
- Flexible work hours to help balance their work and study commitments.
- Ongoing training and career development opportunities
- On the job mentoring and support from their Supervisor/Manager

# CIVIL ENGINEERING CADET

## BACHELOR OF ENGINEERING (CIVIL)

### 4-YEAR CADETSHIP PROGRAM

#### Who you are

University student currently enrolled in a Bachelor of Engineering (Civil) having already completed 16 units, equivalent to 96 credits points and ready to commence your 3rd year of studies.

Commitment to completing your degree part-time for up to 4 years with the responsibilities of successfully completing units whilst employed full-time, working 35 hours a week here at Council.

#### Key Roles and Core Duties

- Attend work in accordance with the employment contract and carry out duties of the position
- Abide by Council's policies and procedures.
- Technical support to Council's engineering functions
- Satisfactory academic progress and completion of a civil engineering degree. Academic progress will be reviewed at the end of each semester.
- Project management tasks.
- Contract management tasks.
- Construction management tasks.
- Asset management tasks.
- Waste management tasks.



# TOWN PLANNING CADET

## BACHELOR OF TOWN, URBAN OR REGIONAL PLANNING

### 4-YEAR CADETSHIP PROGRAM

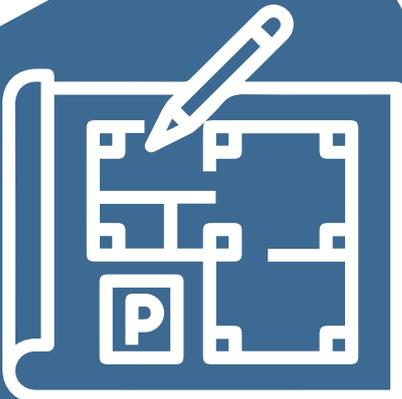
#### Who you are

University student currently enrolled in a Bachelor of Town, Urban or Regional Planning or equivalent related qualification, having already completed 16 units, equivalent to 96 credits points and ready to commence your 3rd year of studies.

Commitment to completing your degree part-time for up to 4 years with the responsibilities of successfully completing units whilst employed full-time, working 35 hours a week here at Council.

#### Key Roles and Core Duties

- Attend work in accordance with the employment contract and carry out duties of the position
- Abide by Council's policies and procedures.
- Technical support to Council's Planning functions.
- Satisfactory academic progress and completion of a town, urban or regional planning degree or equivalent related qualification. Academic progress will be reviewed at the end of each semester.
- Development application assessments.
- Preparation of statutory planning documents.
- Coordination and execution of planning initiatives.



# OUR APPRENTICES



Shellharbour City Council's Apprenticeship program provides Apprentices with the skills, training and experience to graduate as a qualified tradesperson. Not only with specific trade competencies, but as well-rounded employees capable of succeeding in their chosen industry.

An Apprenticeship is a structured training arrangement usually of three and a half or four years duration. The training combines practical experience here at Council with complementary off-the-job training with a Registered Training Organisation (RTO).

#### Apprenticeships are currently offered in:

- Automotive
- Gardening & Horticulture
- Sports Turf Management

#### Apprenticeships have also previously been offered in:

- Carpentry & Construction

#### Benefits to Apprentices

- Competitive salaries including penalty rates (where applicable)
- 9 Day Fortnights
- Uniforms and PPE supplied
- Training costs paid for by Council
- Ongoing training and career development opportunities
- Apprentice mentor and support opportunities

# MECHANIC

## CERT III IN AUTOMOTIVE PLANT MOBILE TECHNOLOGY

### 4-YEAR APPRENTICESHIP

#### Who you are

Individual interested in gaining professional work experience aligned to a course of study while supporting the Workshop Mechanical team performing mechanical duties.

#### Key Roles and Core Duties

- Perform vehicle maintenance duties outlined by the Mechanical Coordinator, including repair engines and associated engine components, diagnose and repair charging and starting systems, carry out servicing operations, and overhaul engines and associated engine components.
- Participate actively in the apprenticeship, make satisfactory progress through the study content and successfully complete all assessment tasks and other study requirements within the allocated timeframes.
- Undertake on-the-job training in the workplace and achieve work outcomes as directed.
- Participate in additional corporate and development activities as required.
- Demonstrate effective written, verbal and interpersonal skills and continue to develop these throughout the apprenticeship.
- Contribute as an effective team member to enable identified objectives and tasks to be achieved while complying with all relevant legislation, policy and procedures and other regulatory standards or legislation.
- General mechanical duties as required within the limits of the employee's skill, competence and training.



# GARDENER

## CERT III IN PARKS & GARDENS

### 4-YEAR APPRENTICESHIP

#### Who you are

Individual interested in gaining professional work experience aligned to a course of study while supporting the Parks and Gardens & Nursery team performing construction and maintenance of our parks and reserves.

#### Key Roles and Core Duties

- To assist Council's gardeners in the maintenance of Council's parks and reserves.
- To assist Council's Nursery Supervisor in carrying out daily duties within the Wholesale Nursery.
- To assist Council's Landscape Construction Crew in the design and construction of new gardens.
- To assist Council's arborist in the care and maintenance of trees within the city.
- General labouring duties as required within the limits of the employee's skill, competence and training.



# SPORTS TURF/GREEN KEEPING

## CERT III IN SPORTS TURF MANAGEMENT

### 4-YEAR APPRENTICESHIP

#### Who you are

Individual interested in gaining professional work experience aligned to a course of study while supporting the Parks and Gardens team performing turf maintenance duties outlined and meet delivery objectives.

#### Key Roles and Core Duties

- Perform turf maintenance duties outlined by the Mowing Supervisor including establishing and maintaining sports turf surfaces and irrigation, sample and test soil, operate specialised machinery and equipment and manage weeds, plant pests, diseases.
- Participate actively in the apprenticeship, make satisfactory progress through the study content and successfully complete all assessment tasks and other study requirements within the allocated timeframes.
- Undertake on-the-job training in the workplace and achieve work outcomes as directed.
- Participate in additional corporate and development activities as required.
- Demonstrate effective written, verbal and interpersonal skills and continue to develop these throughout the apprenticeship.
- Contribute as an effective team member to enable identified objectives and tasks to be achieved while complying with all relevant legislation, policy and procedures and other regulatory standards or legislation.
- General labouring duties as required within the limits of the employee's skill, competence and training.







# LIBRARY

## DIPLOMA OF LIBRARY AND INFORMATION SERVICES

### 2-YEAR TRAINEESHIP

#### Who you are

Individual interested in gaining experience in library experiences, resources and programs working with the Library team whilst completing a Diploma in Library and Information Studies.

#### Key Roles and Core Duties

##### Customer Experience

- Participate in rostered library customer service shifts, as required, at any library service point or outreach activity, ensuring customers have a positive experience characterised by active engagement.
- Promote the Council, Libraries and Museum brand by being positive, enthusiastic, engaging and proactively adding value to the customer experience.
- Participate in the continuous improvement of library services and procedures.

##### Programs and Partnerships

- Assist the Programs and Partnerships team with the delivery of a range of programs and initiatives for various target groups, including children, youth, seniors, culturally diverse and people with special needs.
- Actively engage with the community where they are: participating in pop-up libraries and other outreach engagements.
- Assist with the range of internal and external partnerships to support the delivery of innovative, educational and creative programs.

##### Resources and Marketing

- Assist customers in the use of technology and equipment and promoting the use of clever technology relevant to customers.
- Support in-library marketing of collections, including the use of contemporary retail marketing techniques.
- Assist with collection processing and maintenance.



# CIVIC CENTRE ACTIVATION

## CERT III IN EVENTS

### 2-YEAR TRAINEESHIP

#### Who you are

Individual interested in gaining experience in marketing, promotion, events and building maintenance working with the Civic Activation team whilst completing a Tourism (Events) qualification.

#### Key Roles and Core Duties

- Assist with bookings of the Civic Centre community spaces and meet with clients to understand their needs.
- Arrange the setup and pack up of rooms as per bookings when required.
- Assist with activation within the Civic Centre.
- Assist with the promotion and marketing of the Civic Centre.
- Assist with updating the Shellharbour Civic Centre website.
- Other duties as required by manager within limits of skill and competence.
- Liaise with the community and internal customers regarding activation and bookings.
- Build and maintain strong relationships across Council to support the successful delivery of the Shellharbour Civic Centre activation.
- Communicate with customers explaining situations and answering routine enquiries to keep them informed.
- Promote the Council & Civic Centre by being positive, enthusiastic, engaging and proactively adding value to the customer experience.



For more information and to hear the stories of our current cadets and those who have successfully transitioned from a cadet to career with Council scan the QR code.





