

Council's Work Experience Program is designed to give students an insight into the varied departments and professions encountered within a local government environment.

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 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).

Facilities

Council has a lunch room on each floor for preparation of light snacks & meals. These lunch rooms contain a refrigerator and microwave for proper storage or heating of food. Some cutlery and plates are also available.

There are separate male/female toilets provided on each floor.

Filtered and cooled water is available on each floor contained in the lunch rooms.

What can our program do for you?

Participating in Council's Work Experience Program can help students gain an insight into the many, varied professions available within their local council and help them decide on a career path.

The program also gives the students a behind the scenes look at an organisation and how it interacts and operates.

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:

- General Administration
- Library Services
- Children's Services
- Planning
- Museum and Gallery
- Community and Cultural Development
- Information Technology
- Human Resources
- Finance
- Engineering
- Legal
- Sustainability and Waste
- Project Delivery

Please note that work experience may not always be available in every department listed. Council will however, try to accommodate your choice. It may be possible to do work experience in more than one area.

About the program

Length

The Work Experience programs can be tailored to suit your requirements. Generally Work Experience programs range from 1 to 5 days in length.

Meal Arrangements

Meals are not provided; Students may either bring their own lunch and morning tea or purchase meals from outside facilities.

Evaluation Reports

If you have an evaluation report from your school/institution please present it to the Host/Supervisor at the commencement of the placement.

Concerns

If you have any concerns before or during your placement please direct these to your immediate supervisor or Councils People and Culture department.

Visitors

Careers Advisors/Teachers wishing to visit students during their placement should arrange this through the Work Experience Coordinator.

Identification Badge

An Identification (I.D) 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 on the last day.

Process of Applying

Complete the Work Experience Application form available on our website. Students will be notified by email on the outcome of their application.

Once we receive the schools insurance papers, a letter of confirmation will be sent to the student.

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

First Day

Students are to report to the person specified in the letter received. A time and place will also be specified. Students are then given a brief induction and escorted to their work experience area.

Important Requirements

Insurance

Insurance coverage is essential for all students and evidence of this must be presented to the People and Culture Department prior to commencement.

Dress Requirements

Must be of neat attire and well groomed. Suitable footwear must be worn.

Enquiries

All applications and enquiries should be directed to:

People and Culture

02 9330 6400

careers@georgesriver.nsw.gov.au

Georges River Civic Centre Corner MacMahon and Dora Streets, Hurstville

Kogarah Library and Service Centre Kogarah Town Square, Belgrave Street, Kogarah

Phone: 9330 6400 | Email: mail@georgesriver.nsw.gov.au | Postal address: PO Box 205, Hurstville NSW 1481

