



## **INFORMATION PACKAGE**

### **POSITION VACANT**

### **APPRENTICE CARPENTER (4 YEARS)**

**BASED FROM MORUYA**

**COMMENCEMENT DATE: MONDAY 8 FEBRUARY 2021**

**CLOSING DATE: 4.30PM MONDAY 21 SEPTEMBER 2020**

**REF: ESC344**

#### **CONTENTS**

- Important Information
- Overview of Traineeships
- Position Description
- Recruitment process
- Conditions of Employment
- Organisation chart

Eurobodalla Shire Council  
PO Box 99  
MORUYA NSW 2537

Telephone: (02) 4474 1016  
Facsimile: (02) 4474 1212  
Email: [positions@esc.nsw.gov.au](mailto:positions@esc.nsw.gov.au)

Thank you for enquiring about this position.  
If, after reading the information in this package, you would like further information please contact Chris Tague on 02 4474 13

## Important Information

Use our on-line application system to apply for these positions. This can be accessed through the *Jobs at Council* section of Council's website [www.esc.nsw.gov.au](http://www.esc.nsw.gov.au)

### Complete the online questionnaire

This is a really important part of your application.

- Only applicants that complete the questionnaire will be considered for the position;
- Selection for interview is based on the responses you make to each of the questions;
- Each question relates to an important aspect of the job. You will need to make responses that explain your training and / or experience to date in regards to the question asked. Include any experience that you have had at school, in sporting or other groups, or in paid or unpaid work experience.

### 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.

### School reports – if required

If you have completed schooling within the last 5 years your most recent school report should form a 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 (ie. 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 documents and finalise your online application

After answering the online questionnaire, you will be asked to upload your resume and any other supporting documents to finalise your application.

For further information on how to make a great application don't hesitate to contact the Council's recruitment team on (02) 4474 1016.

## Overview of a Carpenter Apprenticeship

Council's Carpentry team is responsible for the construction, maintenance and renewal of Council's building assets including – public buildings, administration buildings, public toilets, viewing platforms, boardwalks, beach access stairs and many other construction elements. The team have a wide variety of outputs for all areas across Council and the role will work closely in a team of three carpenters within the Facilities Management portfolio. The position is based from Moruya depot but will see projects from as far as Durras in the north to Tilba in the south of the shire. The Carpentry Apprentice may also share time with the bridge crew who also have qualified carpenters within the team.

### Training

Trainees will enter into a training contract to complete a Certificate III Construction Carpentry with a Registered Training Organisation. It is anticipated that delivery of the training will be through a combination of on-the-job and off-the-job training and may involve travel to Nowra or Canberra to attend weekly or block release training. Details of study arrangements will be finalised at the commencement of the TAFE year when course availabilities are known.

Apprentices will also be required to undertake other accredited training which could include manual handling and working safely at heights. The successful application must hold a WHS Induction Construction prior to commencement.

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

### Uniform

A Council uniform including safety boots will be provided and must be worn whilst at work.

### Locations

The apprentice will be based from the Moruya Depot (210 Araluen Road, Moruya), and will be required to work at various locations across the Shire. In addition, the apprentice may rotate through some of the other areas to gain broader experience.

## Position Description

# Apprentice Carpenter

<b>Division</b>	Recreation Services
<b>Location</b>	Based from Moruya Depot
<b>Classification/Grade/Band</b>	Apprentice

## Council overview

Come and join a stable and progressive council working with an engaged community to contribute to a promising future. Eurobodalla Shire Council is located on the beautiful south coast of New South Wales and encompasses the regional centre of Batemans Bay, the main towns of Moruya and Narooma, and smaller villages and rural areas dotted along the coastline. Surrounded by beaches, bays, rivers and mountain ranges, we are situated in a stunning natural environment while also having access to quality schools, retail and medical facilities. You will advance your career and make a difference locally as you enjoy a pristine and thriving region.

## Council values

The Eurobodalla Shire Council is guided by organisational values of collaboration, respect, team spirit, professionalism and openness and trust. These values contribute to the organisation's strategic direction and assist with decision making.

Our values represent 'the way we do things' and underpin the range of professional relationships we have with others in our day-to-day work. By reflecting and upholding our values throughout the organisation, we can make a positive difference for our community and our colleagues.

We are proud to be an equal employment opportunity employer. We have a strong commitment to enhancing equality of employment opportunities for all people, including those from diverse and minority backgrounds.



Our values

**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 source.

**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 honesty and vulnerability. We look for the best in people and expect that in return.

## Primary purpose of the position

Responsible for the construction and maintenance of Council's assets and facilities throughout the Shire, including small building projects while completing a Certificate III Construction Carpentry and gaining proficiency toward licencing as a qualified electrician.

## Key accountabilities

Within the area of responsibility, this role is required to:

- Successfully complete all practical and theoretical components of the apprenticeship.
- Safely undertake physical labouring tasks during construction and maintenance activities.
- Assist with the operation and maintenance of Council's assets and facilities.

## Key challenges

- Maintaining health and safety standards at the workplace.
- Completing daily work commitments and off the job training.

## Key internal relationships

Who	Why
Supervisor	• Day to day supervision and instruction.
Team Members	• Work collaboratively and support team members to contribute to the delivery of quality water and sewer services.

## Decision making

This role is fully supervised and is required to follow instructions regarding day to day activities, liaising with their supervisor and other team members.

## Reports to

Works Supervisor

## Essential requirements

- Ability to undertake physical labouring tasks.
- Current Class C driver's licence (or willingness and ability to obtain as soon as possible, followed by a LR licence).
- Hold a WHS Induction Construction White Card prior to commencement.
- Ability to successful complete all practical and theoretical components of apprenticeship including any compulsory attendance at TAFE or other training provider.

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section of this document for further information about the focus capabilities.

Local Government Capability Framework		
Capability Group	Capability Name	Level
	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	<b>Demonstrate Accountability</b>	<b>Foundational</b>
	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	<b>Work Collaboratively</b>	<b>Foundational</b>
	Influence and Negotiate	Foundational
	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Foundational</b>
	Finance	Foundational
	<b>Assets and Tools</b>	<b>Foundational</b>
	Technology and Information	Foundational
<b>Resources</b>	Procurement and Contracts	Foundational

## Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

Local Government Capability Framework		
Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Demonstrate Accountability	Foundational	<ul style="list-style-type: none"> <li>• Takes responsibility for own actions.</li> <li>• Completes tasks he/she has agreed to on time.</li> <li>• Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly.</li> <li>• Takes care of own and others' safety and wellbeing by following safe work practices.</li> <li>• Identifies and speaks up about risks in the workplace.</li> </ul>
<b>Relationships</b> Work Collaboratively	Foundational	<ul style="list-style-type: none"> <li>• Keeps team and supervisor informed of what he/she is working on</li> <li>• Shares knowledge and information with team members and other staff</li> <li>• Offers to help colleagues and takes on additional tasks when workloads are high</li> <li>• Is aware of the wellbeing of co-workers and provides support as appropriate</li> <li>• Is open to input from people with different experiences, perspectives and beliefs</li> </ul>
<b>Results</b> Deliver Results	Foundational	<ul style="list-style-type: none"> <li>• Takes the initiative to progress work tasks</li> <li>• Clarifies work required and timeframe available</li> <li>• Identifies what information/resources are needed to complete work tasks</li> <li>• Checks own work for accuracy, quality and completeness</li> <li>• Completes tasks under guidance, on time and to the required standard</li> </ul>
<b>Resources</b> Assets and Tools	Foundational	<ul style="list-style-type: none"> <li>• Uses core work tools and equipment effectively</li> <li>• Takes care of work tools, equipment, accommodation and community assets</li> </ul>

## The Recruitment Process:

### Application

Council will review each application to ensure that all the necessary sections have been completed and that copies of recent school reports (where required) and a resume have been provided.

### Interview

After the closing date, applications will be reviewed and assessed to select candidates for interview. If selected, you will be contacted by telephone by mid October 2020 to attend a face to face interview and a literacy and numeracy exercise. Literacy and numeracy exercise sessions will be held mid to late October at the main Council offices in Moruya, followed by interviews mid November.

### Decision

Applicants who attend an interview will be notified of the outcome by early December 2020 via telephone.

### Additional factors

In addition to your interview, the following factors will be taken into consideration:

- The content of your questionnaire in your online application;
- Your record of achievement at school (where required), work experience or out-of-school activities;
- Your referee comments.

## CONDITIONS OF EMPLOYMENT

Position Title:	Apprentice Carpenter
Commencement date:	Monday 8 February 2021
Completion date:	This is a 4 year Apprenticeship opportunity with an expected completion date of Friday 7 February 2025.
Probation period:	A probationary period of three months applies to new staff members. Ongoing employment is subject to successful completion of the probationary period.
Award:	Local Government (State) Award 2020
Pre-placement 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-placement medical examinations are at Council's expense.
Hours of work:	38 hours per week arranged arranged: <ul style="list-style-type: none"> <li>Monday to Thursday each week 6:55am to 4:05pm</li> <li>Friday (week 1) 6:55am to 2:05pm</li> <li>Friday (week 2) RDO</li> </ul> Travel to and from work and off-the-job training is the responsibility of the trainee.
Location:	Based from the Moruya Depot and 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.

ESC is committed to a safe and healthy work environment.

Council is an equal employment opportunity employer with a smoke free work environment. We encourage applications from people of Aboriginal/Torres Strait Island backgrounds, people with a disability and their carers, people from non-English speaking backgrounds and women.

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

<b>WAGE RATES &amp; ALLOWANCES</b>				
<b>Local Government (State) Award 2020</b>	<b>Base salary (gross per week)</b>	<b>Adverse Working Conditions Allowance (gross per week)</b>	<b>Superannuation calculated at 9.5% (gross per week)</b>	<b>Total Remuneration (gross per week)</b>
T1 at 15 year of age	\$583.50	\$16.40	\$56.99	\$656.89
T2 at 16 years of age	\$657.94	\$16.40	\$64.06	\$738.40
T3 at 17 years of age	\$724.67	\$16.40	\$70.40	\$811.47
T4 at 18 years of age or over or HSC	\$799.88	\$16.40	\$77.55	\$893.83
Further progression to T5 and above is dependent on satisfactory progress through TAFE training requirements and on the job performance				
T5	\$875.14	\$16.40	\$84.70	\$976.24
T6	\$921.70	\$16.40	\$89.12	\$1,027.22
T7	\$957.39	\$16.40	\$92.51	\$1,066.30
T8	\$999.10	\$16.40	\$96.47	\$1,111.97
T9	\$1,035.25	\$16.40	\$99.91	\$1,151.56
T10	\$1,072.46	\$16.40	\$103.44	\$1,192.30

# EUROBODALLA SHIRE COUNCIL ORGANISATION CHART

---

