



STUDENT INFORMATION PACK

Starting Your Journey

At the Shire of Carnarvon, we understand that leaving school can feel daunting. It's a big step into the unknown, and it's normal to feel unsure about what opportunities are out there, what direction you want to take, or even where to start exploring your options.

That's where we come in.



The Shire strives to be an employer of choice, creating opportunities that keep local jobs local and build skills for the future. We want you to know that we see you, and we are here to support you as you take your next steps beyond school.

Whether you're interested in office-based work, hands-on outdoor roles, or community-focused services, the Shire offers a wide range of opportunities to learn, grow, and contribute to your community. Through structured training, mentoring, and real workplace experience, we'll support you to develop your skills and confidence while you discover where your future can take you.

This is not just about a job - it's about building a career, finding your passion, and becoming part of a team that makes a difference in Carnarvon every day.

About the Shire of Carnarvon

Who We Are

The Shire of Carnarvon is your local council. We're here to make sure the community runs smoothly by looking after essential services, facilities, and programs.

Every day, our work makes a difference in how people live, work, and enjoy life in Carnarvon.

What We Do

The Shire of Carnarvon is responsible for a wide range of services that directly support our community every day. Some of these are highly visible, while others happen behind the scenes to keep everything running smoothly.

- **Community Growth** – supporting initiatives that make Carnarvon a great place to live and work, from youth engagement to cultural activities.
- **Infrastructure** – maintaining and building roads, footpaths, public buildings, and community spaces.
- **Tourism** – showcasing our unique region and supporting local businesses that welcome visitors from across Australia and the world.
- **Environment** – protecting our natural assets, managing waste services, and promoting sustainability for the future.
- **Local Services** – delivering important programs like school holiday activities, managing the library and art gallery, and providing ranger services to keep our community safe.
- **Behind the Scenes** – running essential business functions such as finance, payroll, records, IT and human resources to ensure the Shire operates smoothly.

Together, these services and programs help build a strong, vibrant community where people feel supported and connected.

Did You Know?

- ✚ The Shire of Carnarvon looks after over 1,600 km of local roads.
- ✚ Our community events attract thousands of visitors each year.
- ✚ We manage parks, playgrounds, and open spaces for everyone to enjoy.



Our Teams and What They Do!

The Shire is made up of different teams that work together to keep our community running. Each area looks after specific services and projects - some are very visible, while others happen behind the scenes but are just as important.

Here's a snapshot of what each area does:

Office of the CEO

- Major Projects – delivering big projects that make a lasting difference to the Shire.
- Airport – managing the Carnarvon Airport so people and goods can travel safely.
- Strategic Communications & Economic Development – promoting Carnarvon, supporting local business, and sharing information with the community.
- Executive Support – supporting the CEO, Council, and leadership to make decisions.

Corporate Strategy & Performance

- People, Culture & Wellbeing – looking after recruitment, staff training, all human resource functions, payroll, work health and safety, and employee wellbeing.
- Finance – managing budgets, creditors, debtors, procurement and financial planning.
- Corporate Services – providing administrative and customer support across the organisation.
- Governance – supporting Council meetings and ensuring compliance with legislation.
- ICT (Information & Communications Technology) – keeping our computer systems, phones, and digital services working.



Lifestyle & Community

- Community Development – running programs and events that bring people together.
- Library & Art Gallery Services – providing access to books, learning, and the arts.
- Cultural Development – celebrating and preserving Carnarvon's cultural heritage.
- Youth Services – supporting young people through activities and programs.
- Tourism – showcasing Carnarvon as a great place to visit.



Community Planning & Sustainability

- Community Safety – Rangers and Emergency Services, helping keep people and animals safe and responding to incidents.
- Environmental Health – making sure our food outlets, water, and public spaces are safe and healthy.
- Planning & Sustainability – building and development approvals, and planning for Carnarvon's long-term growth.

Infrastructure Services

- Urban Operations (Works) – building and maintaining local roads, footpaths, and drainage and managing waste collection services.
- Facilities & Services – Waste management services, maintaining parks, gardens and ovals.
- Building Services – looking after Shire-owned buildings and facilities.
- Mechanical Services – maintaining and repairing the Shire's fleet of vehicles and machinery.



By joining one of these areas, you won't just be learning new skills - you'll be contributing to the community you live in.

Pathways to Your Career

At the Shire there are two main pathways to your career and we are here to support whichever direction you choose.

1. On-the-Job Learning

This pathway is all about gaining skills and experience while you work. It includes opportunities such as:

- Work Experience Placements – short-term programs for school students to get a taste of different jobs.
- School-Based Traineeships – Part-time traineeships that combine study with paid work. You'll spend one day per week in the workplace while completing your studies.
- Apprenticeships and Traineeships – nationally recognised qualifications in areas such as construction, administration, or community services. These programs include TAFE training days, with some block release training delivered in Geraldton.
- Entry-Level Roles – hands-on learning in areas such as parks and gardens, works, customer service, or administration.

This pathway is ideal if you prefer to learn by doing, want to build practical skills, and start earning while you learn.

2. Higher Education

Some careers require university or tertiary qualifications, such as roles in planning, environmental health, project management and some finance roles. These pathways involve study at TAFE or university, sometimes outside Carnarvon, before returning to apply your skills locally.

For example:

- Environmental Health Officers usually hold a university degree.
- Planners and Engineers require higher-level qualifications.
- Finance and Corporate Services professionals often have tertiary training in accounting, business, or law.

The Shire actively supports students who are studying or considering higher education by offering work placements, mentoring, and professional experience opportunities to help bring their studies to life.

How to express your interest in working at the **Shire of Carnarvon**?

At the Shire of Carnarvon, we want applying for a student or trainee opportunity to be simple and supportive. There are a few different ways you can connect with us, depending on what feels easiest for you.

Apply Online

- Visit our website at www.carnarvon.wa.gov.au/employment
- Select the “Student Pathways” position and follow the prompts to apply.
- Make sure you upload your resume.
- During the process you’ll see a few optional questions about your interests - these help us understand where you might like to gain experience. Don’t worry if you’re not sure yet; there’s no pressure to answer them all.

Contact Us Directly

We know online applications aren’t for everyone. You are always welcome to:

- Give us a call and ask to speak with a member of the People & Culture team - our number is 08 9941 0000.
- Drop into the Shire Office at 3 Francis Street, Carnarvon, and have a chat with us in person.

Everyone is Welcome

The Shire of Carnarvon is committed to equal opportunity. We encourage applications from all young people, including Aboriginal and Torres Strait Islander students, people with disability, and those from diverse backgrounds.



How the Shire Supports Your Learning Journey

Starting a new role is exciting, but it can also feel overwhelming. At the Shire of Carnarvon, we make sure you're supported every step of the way so you can focus on learning, growing, and building your confidence.

Here's how we support you:

- **Onboarding & Induction** – We'll give you a clear introduction to the workplace, explain expectations, and make sure you understand how to work safely.
- **Mentorship** – You'll be guided by experienced team leaders and supervisors who will share their knowledge and help you succeed.
- **Formal Training** – Depending on your role, you may be enrolled in a Certificate II, III or IV so you gain nationally recognised qualifications while you work.
- **Development Opportunities** – You'll have the chance to experience different teams, projects, and tasks so you can discover where your interests lie.
- **Ongoing Support** – Our People & Culture team will check in with you regularly. You'll also have access to wellbeing programs and our confidential Employee Assistance Program (EAP).
- **Pathways to Employment** – Many students and trainees go on to secure ongoing employment with the Shire once their program is complete.

At the Shire, we don't just give you a role - we invest in your journey.



Your Journey Could Look Like This



Hi, I'm Helen!

My career at the Shire began in March 2022 when I started a traineeship in Tourism at the Visitor Centre. At the time, I wasn't sure what I wanted to do after finishing school but the traineeship gave me the chance to explore different opportunities, build practical skills, and gain confidence in a workplace environment.

From there my career has grown as I have moved across the organisation - first into the Community Development team as a Community Project Officer, and now into my current role as Community Development Team Lead.

Starting out as a trainee at the Shire gave me an incredible foundation. It not only built my skills and confidence, but also showed me the many opportunities available within local government and different pathways a career here can take.

Hi, my name is Ashley. I began my career at the Shire as a General Service Officer before commencing my apprenticeship as a mechanic, where I am completing a Certificate III in Mobile Plant Technology. The Shire supports me with valuable on-the-job learning, and to complete my formal studies I attend block release in Geraldton. I enjoy learning, and I am eager to continue developing my skills and becoming a fully qualified tradesperson.



Ready to begin?

Your journey beyond school is full of possibilities, and you don't need to have it all figured out right now.

What matters is taking the first step - and the Shire of Carnarvon is here to walk alongside you!



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