

Youth Training and Employment Program

Shire of Boddington



Why This Matters

Creating a youth training and employment program in a small country town is essential for shaping a brighter, more sustainable future. By offering local young people the chance to develop real-world skills and gain meaningful work experience, this program is not just an investment in their potential; it's an investment in the future of the Boddington community.

It will keep talent at home, empowering youth to build careers while strengthening the very heart of their town. It's about keeping the community vibrant, connected, and thriving for generations to come, ensuring that small-town values and natural beauty remain a place where young people want to stay, grow, and contribute.



Program Intention

The Youth Training and Employment Program aims to create meaningful opportunities for young people in the Boddington community, with an emphasis on inclusivity, sustainability, and community development. Through work experience, traineeships, and career pathways, the program provides local youth with the practical skills and support they need to transition successfully into the workforce. It strengthens the connection between young people, local businesses, and community organisations, making career opportunities accessible to everyone, regardless of background.

The program reflects the Shire's commitment to enhancing both the local economy and the social wellbeing of the community. By offering young people the chance to develop a diverse set of skills, the program not only meets the immediate needs of the workforce but also secures a sustainable future for Boddington. It empowers youth to become active participants in their community, fostering a sense of pride, creating lasting connections, and contributing to positive social change. This approach reinforces the Shire's dedication to building an inclusive, resilient community where young people play an integral role in shaping the future of Boddington.



Our Culture and Values in Action

- **Transparency:** Being open and accountable
- **Honesty:** Acting with integrity and building trust
- **Respect:** Being tolerant, helpful, and having empathy
- **Dedication:** The continual pursuit of excellence
- **Proactivity:** Forward thinking and being positive
- **Cohesiveness:** Teamwork and unity

Who We Support

The Shire of Boddington offers work experience opportunities to eligible students enrolled in a recognised training program (including high school, TAFE or University) across various departments. It must also be a requirement of the program to undertake a professional placement.

To be eligible for work experience placement with the Shire of Boddington, applicants must:

- Be a high school student requiring a placement to complete curriculum-based work experience hours.
- Be a university or TAFE student requiring a placement to support coursework (practicum).
- Be a person living with a disability and seeking placement through a NDIS-registered employment service provider.
- Have a specific work area of interest that aligns with their study/career pathway.
- Have a specific timeframe in which placement is required.
- Have insurance cover provided by their educational or support provider.

Program Pillars

INCLUSIVITY

Opportunities will be open to all young people in the Boddington community and surrounding regions, including those who are disengaged or facing barriers to employment.

PARTNERSHIP

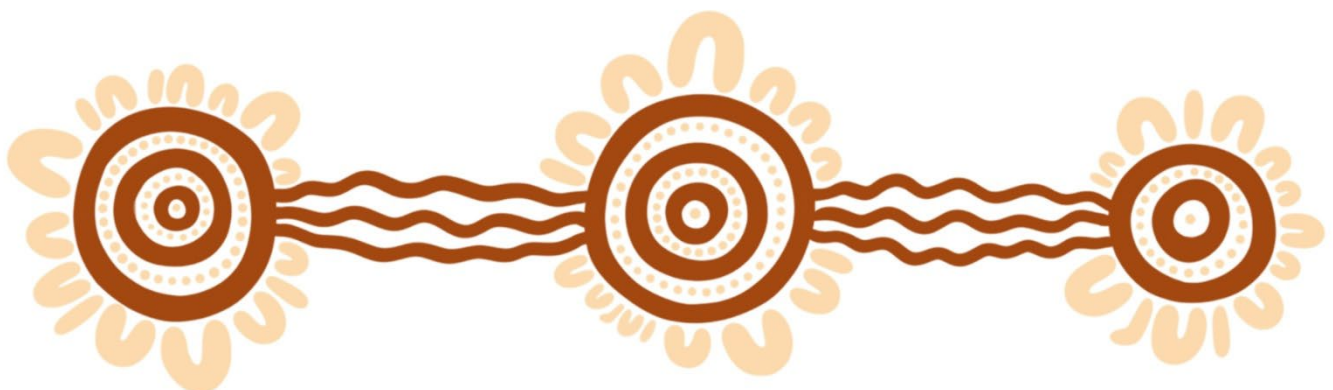
Work collaboratively with local schools, training providers and community groups.

GROWTH AND LEARNING

Programs will focus on real world experience, personal development and career progression.

COMMUNITY BENEFIT

Strengthen local workforce capacity and increase youth engagement with the community.



Key Initiatives

Work Experience Program

The Shire offers structured work experience placements for secondary school students in Years 10 to 12. These placements are developed in collaboration with Boddington District High School and other surrounding schools to provide students with early exposure to the workforce and insight into local government operations. Students have the opportunity to gain hands-on experience across a variety of departments, including but not limited to, Parks and Gardens, Administration, Library Services, and Community Development. Placements typically run for 5 to 10 business days and are designed to provide students a meaningful, guided experience that enhances their learning and career readiness.

Traineeships and Apprenticeships

Each year, the Shire considers its capacity to offer one or more traineeships or apprenticeships, providing valuable on-the-job training to eligible young people. These opportunities support skills development in a range of areas such as Business Administration, Finance, and Horticulture. Positions are delivered in partnership with a Registered Training Organisation (RTO), allowing participants to earn nationally recognised qualifications while contributing to the day-to-day operations of the Shire. This program not only builds workforce capability but also strengthens pathways to long-term employment in regional communities.

Graduate and Entry Level Opportunities

The Shire supports school leavers and recent graduates by identifying junior or entry-level roles that provide a gateway into local government careers. Examples include positions such as a Junior Customer Service Officer, Graduate Finance Officer, or Communications Assistant. These roles are designed to build skills through hands-on experience, supported by mentoring, training, and development plans. This approach encourages internal growth, supports workforce renewal, and helps to retain local talent.



Youth Advisory Opportunities

Young people are actively encouraged to participate in Shire-led events that promote engagement and career exploration. Key activities may include a dedicated careers day where participants can engage in mock interviews, receive feedback on resumes, and gain exposure to the diverse roles available within local government. These experiences are designed to increase awareness of career pathways, build confidence, and encourage youth to consider future employment in their local community.

Mentoring and Support

Every young person engaged in a work experience, traineeship, or entry-level position will be paired with a dedicated workplace mentor or supervisor. These mentors provide day-to-day guidance, helping to build practical skills and confidence in a supportive environment. Regular check-ins are scheduled throughout the placement or training period to facilitate goal setting, provide feedback, and encourage reflection. This support structure ensures participants feel valued, capable, and connected throughout their journey with the Shire.

Explore Your Placement Possibilities

Whether you are hands-on, people-focused or office savvy, there is a place for you to grow your skills and explore your interests.



Administration

Customer Service | Finance | Records | Governance

"Customer service at the Shire is all about creating a warm, welcoming experience. You're the first point of contact, greeting people with a smile and setting a positive tone. With opportunities to grow, learn, and be part of a supportive team, coming to work each day is something to look forward to."

– Customer Service Trainee, Shire of Boddington.

Skills you can build: communication, data entry, professionalism, attention to detail, local government policies.



Outdoor Works and Services

Ranger Services | Parks & Gardens | Roads & Construction

"At the end of the day, it's a great feeling to sit back and see what we've achieved together as a team."

We take real pride in how our town presents, both for locals and for visitors."

– Infrastructure Services Coordinator, Shire of Boddington.

Skills you can build: teamwork, problem solving, physical work ethic, work health and safety, machine operations.



Community Focused

Community Development | Library & Youth | Tourism

"It's satisfying to be part of a team where no two days are exactly the same, and being the closest tier of government to the community, working on the ground alongside community members and feeling the tangible impact of your contribution firsthand."

– Coordinator Community & Economic Development, Shire of Boddington.

Skills you can build: event coordination, public engagement, cultural awareness.



Development and Environmental Health

Building | Planning | Environmental Health

"From Permits to Events and everything in between, it's rewarding to help our town grow, not just in buildings, but in community spirit too."

– Administration Officer, Development and Community Services.

Skills you can build: field inspections, strategic thinking, planning policies, health and safety regulations, land parcel analysis.

Pathway to Community Engagement

The Shire of Boddington values the energy and potential that young people bring to the community. Through work experience, traineeships, and youth-focused programs, opportunities are available to explore local government in action, develop practical skills, and contribute to meaningful community initiatives.

To express interest, complete the Work Experience Application Form and submit to Human Resources at shire@boddington.wa.gov.au, along with the following:

- A current resume
- A cover letter identifying the preferred work area for the placement and the reason for interest in this field
- Course enrolment details outlining the requirement for a work placement
- Requested dates for the work experience placement
- Contact details for the relevant educational institution (high school, TAFE, or university)

All work experience placements with the Shire of Boddington are unpaid. Students will only be placed if and when opportunities arise in their nominated field or area of study. Placement availability is subject to operational capacity and supervisor availability.



