

Work Experience Information Booklet



About Macedon Ranges Shire Council

Have you ever wondered who keeps your parks looking amazing, your roads safe, and your community thriving? That's us, Macedon Ranges Shire Council! We're at the heart of the community, working every day to make our region a great place to live, learn, and work.

Council isn't just about meetings and paperwork; it's about creating real impact. From maintaining beautiful gardens and playgrounds to running community programs, aquatic centres, and caring for iconic landmarks like Hanging Rock, our work touches almost every part of life in the Macedon Ranges.

Choosing Council for your work experience means exploring diverse career paths, learning practical skills, and discovering how local government shapes the world around you; all while contributing to your community.

Our values and culture

At Macedon Ranges Shire Council, our culture is built on collaboration, respect, and innovation. We believe in working together to achieve great outcomes for our community while supporting each other to grow and succeed. Our core values guide everything we do:

- **Integrity** – Acting honestly and ethically.
- **Respect** – Valuing diversity and treating everyone fairly.
- **Collaboration** – Working as a team to make a difference.
- **Innovation** – Finding smarter ways to serve our community.
- **Accountability** – Taking responsibility for our actions.

When you join us for work experience, you'll see these values in action every day. You'll be part of a friendly, inclusive workplace where ideas are encouraged, and everyone plays a role in shaping a better future for the Macedon Ranges.

Why choose Council for your work experience?

Our Work Experience Program gives students a unique opportunity to explore careers in local government and gain real-world skills. By joining us, you'll:

- **Develop practical skills** that employers value.
- **Gain career insight** into a wide range of roles, from administration to environmental services.
- **Work alongside experienced professionals** who are passionate about making a difference.
- **Discover pathways** that could lead to future employment in local government.

Whether you're interested in community development and youth services, aquatics and fitness, parks and recreation, or early childhood education, Council offers a diverse and supportive environment to help you learn and grow.

Explore exciting placement opportunities with Council

Council offers a variety of work experience placements that give students hands-on exposure to real careers. Here's a snapshot of what's available:

🌳 Parks and Open Spaces

Love the outdoors? Interested in plants, design, or conservation?

Our Parks team is perfect for students curious about horticulture, landscaping, environmental science, or hands-on maintenance work.

Possible career paths

- Horticulturist
- Landscape Designer or Architect
- Conservation & Land Management Officer
- Environmental Scientist
- Playground Safety Auditor
- Grounds Maintenance Supervisor

What you'll do

- Mowing and brush cutting under guidance
- Planting, weeding, and mulching
- Propagating and nursery care
- Playground safety inspections
- Using hand and powered tools safely
- Working as part of a team across the shire



Location: Woodend Depot (with travel to sites across the shire)

Hours: Mon–Thu 7:30am – 4:30pm, Fri 7:30am – 4pm

Early Years

Passionate about working with children and supporting families?

Our Early Years team offers placements in kindergartens and children's centres, ideal for students interested in education, social work, or child development.

Possible career paths

- Early Childhood Educator
- Primary Teacher
- Social Worker
- Speech Pathologist
- Occupational Therapist

What you'll do

- Support children during play-based learning
- Assist with setting up play experiences
- Read stories and engage in play
- Help with meal routines and tidy play spaces



Locations: Manna Gum Family & Children's Centre, Swinburne Avenue Children's Centre, Macedon Kindergarten, Riddells Creek Kindergarten, Woodend Kindergarten, Romsey Kindergarten, Lancefield Children's Centre, Kyneton Kindergarten

Hours: 8am – 4pm (flexible)

Hanging Rock Rangers

Love nature, outdoor adventure, and iconic landmarks?

Join our team at Hanging Rock Reserve, where you'll help maintain one of Victoria's most famous destinations and create a great experience for visitors.



What you'll do

- Open and close the reserve
- Maintain and enhance the reserve's facilities
- Collect rubbish and keep the park tidy
- Weed and rake garden beds
- Planting (seasonal) with the Conservation Officer
- Provide friendly customer service and general advice to visitors

Who this suits

Students interested in hands-on outdoor work, horticulture, environmental science, or tourism will thrive in this role.

Location: Hanging Rock Reserve

Hours: 9am – 5pm (aligned with park opening hours)

Aquatics and Fitness

Passionate about health, fitness, or recreation?

Our Aquatics and Fitness teams offer an exciting placement for students interested in the operation of leisure centres and the support of community wellbeing.

What you'll do

- Assist with setting up and delivering programs such as:
 - Learn to Swim Classes
 - Group Fitness sessions
 - Teen Gym programs
- Learn about lifeguarding practices and aquatic safety
- Gain insight into administration and customer service in a leisure centre environment



Who this suits:

Students interested in sports and leisure management, fitness and personal training, or aquatics and lifeguarding with gain valuable experience from this placement opportunity.

Locations: Gisborne Aquatic Centre, Kyneton Toyota Sports & Aquatic Centre, Macedon Ranges Sports Precinct, Woodend Buffalo Sports Stadium

Hours: 9am – 5pm (flexible)

🤝 Community Development and Youth

Want to make a real difference in your community?

Our team works on projects that bring people together and create positive change. If you're passionate about topics like mental health, inclusion, gender equity, youth engagement, First Nations initiatives, and community wellbeing, this is the perfect placement for you. We like to think of our work as “doing good things for real people.”

Possible career paths

- Social work
- Youth work
- Mental health support
- Community development
- Grant writing

What you'll do

Your tasks will vary depending on what's happening at the time, but could include:

- Preparing for youth spaces and events
- Designing posters and creating social media content
- Organising equipment and resources
- Setting up for meetings, workshops, and events
- Brainstorming ideas for projects and solutions
- Creating materials like badges, tote bags, and awards for recognition nights



Location: Primarily at the Kyneton office, with travel across the shire for events and youth spaces.

Hours: Generally, 9am – 5pm, with occasional later finishes for youth spaces or events (flexible based on availability).

Are you ready to start your work experience journey with Council?

If you're excited to explore a career with Macedon Ranges Shire Council, the process is simple. Start by submitting your Expression of Interest online. From there, we'll review applications, send placement offers to successful students, and guide you through the onboarding steps. Before your first day, you'll receive all the information you need to feel prepared and confident.

