



ANABRANCH
BURONGA
COOMEALLA
CURLWAA
DARETON
ELLERSLIE
GOL GOL
MONAK
POMONA
POONCARIE
RUFUS RIVER
TRENTHAM CLIFFS
WENTWORTH

Candidate Information

Assets Officer

Join Wentworth Shire Council for a career in a progressive, community-focused work environment that prioritises the interests of the Shire. Wentworth Shire Council is committed to becoming a child safe organisation by embedding the NSW Child Safe Standards across our organisation. An advocate of Equal Employment Opportunity, Council offers outstanding working conditions and a team-oriented, positive culture.

Employees at Wentworth Shire Council are provided with a range of benefits:

- ▶ Accrued Rostered Days Off throughout the year (for eligible roles), in addition to four weeks of Annual Leave
- ▶ Guaranteed 3% increase (2025/2026) on top of any appraisal step increase
- ▶ Long Service Leave entitlements after five years of service
- ▶ Professional development opportunities

Applications are encouraged from individuals of all backgrounds, including Aboriginal and Torres Strait Islander peoples, people of different ages, those with disabilities, and members of the LGBTIQIA+ community, as well as candidates from various cultural and linguistic heritages.

Wentworth Shire, home to about 8,000 residents, offers a unique lifestyle by the Murray and Darling Rivers. A place of natural beauty and outdoor activities, the Shire is ideal for families. Nearby Mildura provides additional amenities and cultural experiences. This balance makes Wentworth Shire an attractive location for living, working, and exploring.

For further information on advertised positions and details on how to apply, contact Glen Norris, Manager Human Resources:
P: (03) 5027 5027
E: humanresources@wentworth.nsw.gov.au

At Wentworth Shire Council, we value:

Honesty & Integrity

- ▶ We deliver on commitments
- ▶ We act ethically

Accountability & Transparency

- ▶ We take responsibility for our actions
- ▶ We communicate openly and respectfully with our community

Respect

- ▶ We act professionally towards our community and our colleagues

Quality & Commitment

- ▶ We do our best to provide the highest standard of goods and services to our community
- ▶ We are responsive to the needs of our community and always look for ways to better serve our community
- ▶ We are dedicated to fulfilling the Shire's vision and goals



If you require assistance reading and understanding this document, please contact the Translating and Interpreting Service on 131 450 and ask them to call Wentworth Shire Council on 03 5027 5027.

Assets Officer

Directorate	Roads & Engineering
Location	Wentworth
Classification/Grade/Band	PS3 2A
Position Code	R2025/13
Date position description approved	March 2025

Primary purpose of the position

Reporting to the Assets Coordinator this position will primarily;

- Maintain, develop and assist in implementing Council's asset management and spatial systems (relating to physical assets).
- Undertake routine maintenance inspections, capital condition assessments and other miscellaneous inspections on a variety of infrastructure assets particularly buildings & facilities together with water & wastewater assets.
- To administer, maintain and implement standards, policies and processes to ensure operational effectiveness, consistency and integrity of these systems (and related datasets).
- Utilising both survey-grade GNSS (GPS) and consumer-grade hardware/software to capture and update asset and spatial data to a high standard.
- To assist in development of asset management plans, strategies and policy for Council's infrastructure assets.
- Contribute to Council's capital and maintenance works programs.

Duties

- Management of asset databases and asset-related spatial data. This includes the accurate recording, processing and retrieval of asset information via Council's asset management systems.
- Management of various media of differing formats (e.g. photo, video, PDF reports) and provide integrations into Council's systems.
- Continual development and review of the performance and efficiency of Council's asset management systems to record, monitor & evaluate Council's assets used in decision making.
- Contribute to the development, implementation and improvement of asset management processes, procedures and business rules that govern asset/spatial data in line with best practice, relevant standards, Council's Asset Management improvement plan and overall Strategy.
- Preparation and delivery of asset/spatial data to contractors/consultants for projects carrying timeframes.
- Create and update asset-related maps, plans and reports for internal and external customers as requested in a timely manner.
- Maintain integration links between the asset management systems and spatial systems to provide high quality end-user experience.
- Undertake regular reporting from various systems to assist other business units of Council and to fulfil reporting obligations to government departments and state/federal organisations.
- Assist in the implementation and ongoing review the Asset Management Policy, Asset Management Strategy, Asset Management Plans and Asset Management Systems.
- Contribute asset information, knowledge and history to assist in applications for grant funding for specific infrastructure projects.
- Undertake condition assessments (visual), routine and ad-hoc inspections as required.
- Provide assistance to existing and new staff in the use of Council's asset and spatial systems. E.g. IntraMaps, QGIS and Asset Management Systems where required.
- Liaise with a variety of government and non-government entities to source asset/spatial data or to supply data through data licence agreements.
- Ensure that all tasks are carried out in accordance with WHS policies, procedures and safe work practices, including risk assessments where required.
- Carry out other duties as directed within the scope, skill and competence level of the position and employee.
- Be willing to undertake all identified training requirements associated with the position.

Key dimensions

Reports to

Assets Coordinator

Direct reports

N/A

Estimated number of indirect reports

Internal Contacts - Assets Inspector, Assets Coordinator, Manager Engineering Services, Financial Accountant

External Contacts - Contractors, Consultants & Government departments.

Key Selection Criteria - Essential requirements

- Knowledge and experience in asset management within government or similar organisation.
- Experience in utilising mobile technology to assist in data collection tasks including utilising GNSS (GPS) hardware/software to undertake as-constructed and feature surveys.
- Demonstrated ability to present information/visual products (including maps, plans and reports) in an accurate, neat and concise manner.
- Sound & well developed interpersonal, verbal communication, analytical, investigative and problem-solving skills.
- Proficient in the ability to plan, prioritise and organise work within a set timeframe.
- Ability to work independently without supervision and as a member of a team.
- Experience in the Microsoft office suite of applications – specifically Excel, Outlook and Word.
- Current and valid driver's licence.

Key Selection Criteria - Desirable





- Qualifications or demonstrated experience in spatial/surveying, civil engineering or asset management disciplines.
- Previous local government experience.
- Previous experience in the use of asset management / spatial systems such as AssetMaster (OpenOffice), QGIS, IntraMaps
- First Aid Certificate, General Construction Induction Card (White Card) or a willingness to gain these competencies through provided training.

The position description provides a general indication of the responsibilities and nature of the work to be undertaken by the employee. It is not intended to be a comprehensive list of all duties, tasks and/or requirements of the role. The position description is reviewed on a regular basis and may be varied, with consideration being made to the employee's skills, experience and expertise. Any changes will be made in consultation with the employee.

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 for further information about the focus capabilities

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

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
Personal Attributes Act with integrity	Advanced	<ul style="list-style-type: none"> Models ethical behaviour and reinforces it in others Represents the organisation in an honest, ethical and professional way and sets examples for others Promotes integrity, courage and professionalism inside and outside the organisation Monitors ethical practices, standards and systems and reinforces their use Proactively addresses ethical and people issues before they magnify.
Relationships Community and Customer focus	Adept	<ul style="list-style-type: none"> Demonstrates a thorough understanding of the interests, needs and diversity in the community Promotes a culture of quality customer service Initiates and develops partnerships with customers and the community to define and evaluate service outcomes Ensures that the customer is at the heart of the business process design Makes improvement to management systems, processes and practices to improve service delivery Works towards social, environmental and economic sustainability in the community/region.
Results Deliver Results	Advanced	<ul style="list-style-type: none"> Sets high standards and challenging goals for self and others Delegates responsibility appropriately and provides support Defines what success looks like in measurable terms Uses own professional knowledge and the expertise of others to drive results Implements and oversees quality assurance practices.
Resources Assets and Tools	Advanced	Considers council and community assets in the design/delivery of services Facilitates and monitors appropriate deployment of assets and tools in line with community priorities Implements and monitors compliance with asset management and maintenance plans and policies.

Organisation Overview

EXECUTIVE LEADERSHIP REPORTING STRUCTURE

Our Organisational Structure is designed to deliver on the Community’s Strategic Objectives as outlined in the Community Strategic Plan 2022-2032.



REPORTING STRUCTURE

As at 01 May 2024



Commenced journey with Council in November 2002.



KEN ROSS

GENERAL MANAGER

Appointed to role in May 2019

OFFICE OF THE GENERAL MANAGER

BUSINESS SUPPORT

- Advocacy
- Executive Services
- Civic Service
- Mayor & Councillor support

HUMAN RESOURCES

- Human Resources recruitment
- Organisational training & development
- Work Health & Safety
- Workplace & Industrial relations

TOURISM & PROMOTION

- Events
- Library
- Marketing & Communications
- Tourism
- Visitor Information Centre

Commenced journey with Council in November 2008.



SIMON RULE

DIRECTOR

Appointed to role in May 2014

CORPORATE SERVICES

CUSTOMER SERVICES

- Bendigo Bank Agency (Midway Service Centre)
- Bridge lift bookings
- Cemetery reservations & burials
- Customer enquiries
- Receipting (rates, water accounts, applications)
- Venue hire bookings

FINANCE & ACCOUNTING

- Accounts payable/receivable
- Accounting services
- Payroll
- Procurement
- Rates

ECONOMIC & COMMUNITY DEVELOPMENT

INFORMATION TECHNOLOGY

- Business continuity
- Cyber security
- End-user support
- Geographic Information Systems (GIS)
- Hardware/software/ maintenance acquisition

RECORDS

- Record management

RISK & GOVERNANCE

- Audit, Risk & Improvement Committee
- Corporate Compliance
- Corporate Strategic Planning & Reporting
- Internal Audit
- Risk management

STORES

Commenced journey with Council in October 2017.



GEORGE KENENDE

ACTING DIRECTOR

Appointed to role in January 2024

HEALTH & PLANNING

BUILDING SURVEYING/ ENVIRONMENTAL HEALTH

- Bonds and Permits
- Building Certification
- Food Safety – annual inspections & temporary permits
- Public Health/Skin Penetration/ Cooling Towers/UPSS

COMPANION ANIMALS

- Barking Dogs
- Nuisance/Aggressive Dogs
- Rehoming
- Shelter Management

DEVELOPMENT ASSESSMENT

- Development Determinations
- Planning Portal management & assistance
- Pre-lodgement advice

COMPLIANCE/REGULATORY SERVICES/LOCAL LAWS

- Alcohol Free Zones
- Development compliance
- Education & enforcement
- Noise
- Pollution & contaminated land

RESERVES & LAND TENURE

- Acquisition of land
- Crown land manager
- Native Title

STRATEGIC DEVELOPMENT

- Heritage Protection & Advice
- Planning Proposals & LEP Amendments
- Strategic Planning Projects & Strategies

Commenced journey with Council in November 2016.



GEOFF GUNN

DIRECTOR

Appointed to role in August 2019

ROADS & ENGINEERING

ENGINEERING TEAM

- Assets
- Engineering services
- Infrastructure
- Technical Services
- Water & Waste Water

WORKS TEAM

- Aerodrome operations
- Building maintenance
- Civil Works
- Fleet/Workshop
- Landfill/Waste
- Operations
- Parks & Gardens
- Roads

Wentworth at a glance



8.40% of our population identify as Aboriginal or Torres Strait Islander (State average is 3.44%)

Proclaimed a Shire on 23 January
1879

Area (sq. km)
26,256



7,688
Estimated Residential Population (Remplan)

Largest industry of Employment is Agriculture, Forestry & Fishing with **23.46%** of the population



28.81%
Mining is the largest industry sector with (\$445,500,000) gross revenue

3 Libraries

1 Hospital

8 Schools

1 TAFE Campus

2 Aerodromes

29.51% of homes are owned outright



33.32%

Working age Residents (25-64 yrs old) (state average is 35.70%)

3,124
Employed Residents

4.20% Unemployment Rate (Sept 2024)



Year 12 education as the highest form of education

Wentworth Shire residents
31.40%

vs.

Other areas of NSW
21.40%

\$95,330
per capita Gross Regional Product



The Median Wage for Households:
Wentworth
\$1,987/wk



State (excl. Greater Sydney)
\$1,434/wk



Greater Sydney
\$2,077/wk

The individual median wage is **\$696** per week with **16.25%** of people earning over **\$1,500** per week.

43 years old

is the Median Resident age (State median is 39)

29.62% of Residents are aged under 25 (State average is 30.03%)

20.77% of Residents are aged over 65 (State average is 17.65%)



25.07% of families earn over \$130,000 vs. state average of 37.59%



422km
ADELAIDE

583km
MELBOURNE

1,044km
SYDNEY

662km of sealed road

1,360km of unsealed road



Contact

-  **Main Service Centre**
61 Darling Street, Wentworth
-  **Postal Address**
PO Box 81, Wentworth NSW 2648
-  **(03) 5027 5027**
-  **council@wentworth.nsw.gov.au**
-  **wentworth.nsw.gov.au**

Have Your Say:
wentworth.nsw.gov.au/have-your-say