



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.

Position Description – Regulatory Services Officer

Directorate	Health & Planning
Location	Wentworth
Classification/Grade/Band	ATT2, 2A
Position Code	
Date position description approved	September 2020

Council overview

The Wentworth Shire Council region is made up of the following towns and irrigation areas; Wentworth, Dareton, Coomealla, Pomona, Mourquong, Monak, Trentham Cliffs, Pooncarie, Buronga, Gol Gol, Ellerslie and Curlwaa. Some of these towns are classified as villages, and the entire population of nearly 8,000 people is spread across approximately 26,000 square kilometres, making our region one of the most sparsely populated rural council areas. Wentworth Shire Council manages one of the largest road networks in New South Wales (NSW), responsible for maintaining 2139 kilometres of roads, with over 519 km of these sealed. The Wentworth Shire Council Chambers, main office and works depot, library, town hall and Visitor Information Centre are all located in Wentworth.

Council values

- Honesty and Integrity.
- Accountability and Transparency.
- Respect.
- Quality.
- Commitment.

Primary purpose of the position

The primary purpose objectives of this role is to;

- Provide high quality monitoring, control and awareness programs and initiatives to ensure compliance by the community with statutory requirements for environmental and animal control standards,
- To educate community groups, business owners and members of the public on their responsibilities under local laws and associated legislation, and
- Undertake required functions and duties relating to after-hours emergency animal and local law requirements on weekends and public holidays.

Key responsibilities

- Enforce the provisions of relevant and associated legislation such as (but not limited to);
 - The Local Government Act 1993 and regulations,
 - Companion Animals Act 1998 and regulations,
 - Impounding Act 1993 and regulations,
 - Protection of the Environment Act 1997 and regulations,
 - Road Rules 2014,
 - Council policies and procedures
- Enforcing animal control measures in regards to companion animal control and impounding/releasing, shelter operations, maintenance and livestock control in accordance with relevant legislation,
- Assist with undertaking animal control and pound management activities,
- Prepare and present educational and promotional campaigns relating to relevant matters affecting the Wentworth Shire Council area,
- Promote a positive image for Council through efficient and effective response to public enquiries,
- Assist with the implementation of compliance strategies, policies and procedures under which Council has enforcement powers or obligations,
- Respond to complaints in relation to breaches of legislation and regulations and provide timely responses and solutions in line with Council policies,
- Investigate illegal activities in contravention of legislation, regulations or Council policies, resolve breaches of relevant animal control local laws: collate evidence and where necessary prepare reports/court briefs for legal proceedings,
- Undertake required functions and duties relating to after-hours emergencies animal and local law requirements on weekends and public holidays,
- Minimise adverse environmental effects (water/noise/air/land pollution and littering),

- Enforcing road and traffic regulations within Council policies, local laws and relevant Acts,
- Undertake development compliance tasks, such as (but not limited to) patrolling and inspecting sites to monitor compliance with issued conditions
- Carry out other duties as directed within the scope, skill and competence level of the position, and
- Undertake all identified training requirements associated with the position.





Key selection criteria

- Completion of Certificate IV in Local Government (Regulatory Services) or Certificate IV in Government Investigations (or similar or willingness to undertake training) or demonstrated experience in a similar role,
- High level interpersonal and communication skills (oral/written) to deal with all stakeholders,
- Demonstrated skills and working knowledge of Microsoft Office Suite application including word, excel and outlook,
- Understanding of relevant legislation and enforcement procedures,
- Demonstrated effective dispute resolution, negotiation and problem solving skills,
- Ability to undertake tasks that include investigation, research and assessment and then provide accurate results and interview to ascertain information,,
- Demonstrated effective time management and prioritisation skills with the ability to balance competing workloads and deliver within designated time frames,
- Demonstrated ability to work effectively in a team environment (delivering a high level of customer service) and in isolation but not limited to after hours on-call roster (including weekend work and public holidays), and
- Current drivers licence.

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	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	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 behaviours and reinforces it in others Represent the organisation is an honest, ethical and professional way and sets example for others to follow 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	Advanced	<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 improvements to management systems, processes and practices to improve service delivery Works towards social, environmental and economic sustainability in the community/region
Results Deliver Results	Adept	<ul style="list-style-type: none"> Takes responsibility for the quality and timeliness of the team's work products Ensures team understands goals and expectations Shares the broader context for the projects and tasks with the team Identifies resource needs, including team, budget. Information and tools Allocates responsibilities and resources appropriately Gives team members appropriate flexibility to decide how to get the job done
Resources Finance	Adept	<ul style="list-style-type: none"> Uses basic financial terminology appropriately Considers the impact of funding allocations on business models, projects and budgets Manages project finances effectively, including budget, timely receipting, billing collection and variance recognition Prepares and evaluates business cases with due regards for long term financial sustainability Applies high standards of financial probity with public monies and other resources Identifies, monitors and mitigates financial risks.

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



Anabranch

Ellerslie

Pomona

Goomealla

Wentworth

Buronga

Gol Gol

Trentham Cliffs

Monak

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.

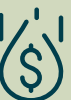
Other areas of NSW

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



Wentworth SHIRE COUNCIL



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