



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

Candidate Information

Water Meter Reader



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](mailto: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.

# WATER METER READER

<b>Directorate</b>	<b>Corporate Services</b>
<b>Location</b>	<b>Wentworth</b>
<b>Classification/Grade/Band</b>	<b>Operational Band 1 Level 3 (casual)</b>
<b>Position Code</b>	<b>Casual</b>
<b>Date position description approved</b>	<b>April 2025</b>

## 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

- Participate in the effective and efficient operation of reading meters throughout Wentworth Shire Council.

## Duties

- Record meter reading data accurately into electronic hand held units or meter reading sheets.
- Good interpersonal communication and customer service skills
- Assist in maintaining accurate customer and meter files by updating and / or reporting incorrect or outdated information.
- Be able to follow procedures, guidelines and instructions.
- Ensure that all work is performed in accordance with work health and safety policies, procedures and legislation.
- Carry out other duties as directed within the scope, skill and competence level of the position and employee.

## Key dimensions

### Reports to

Team Leader Finance

## Key Selection Criteria - Essential requirements

- Ability to work effectively within a small team/independently.
- Ability to liaise with customers during meter readings regarding the nature of work being done
- Sound oral and written communication skills
- Sound numeracy skills.
- Current Drivers Licence.

## Key Selection Criteria – Note

This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical task requirements of the position. Due to the repetitive nature of the physical demands of this position, the incumbent will be required to successfully complete a fit for work assessment.

**Acceptance of position**

I have read and understood the contents of the position description for my role and agree to work in accordance with the requirements of the position. I understand the position description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list.





I understand that this position description may change with organisational requirements (any changes be will be made in consultation) and the tasks and responsibilities outlined in the position description may vary from time to time.

..... Date:

## 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
 <b>Personal attributes</b>	Manage Self	Intermediate
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Intermediate
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
 <b>Relationships</b>	Communicate and Engage	Foundational
	<b>Community and Customer Focus</b>	<b>Intermediate</b>
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 <b>Results</b>	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Intermediate</b>
 <b>Resources</b>	Finance	Foundational
	Assets and Tools	Foundational
	<b>Technology and Information</b>	<b>Intermediate</b>
	Procurement and Contracts	Foundational

## 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
<b>Personal Attributes</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>Follows through reliably and openly takes responsibility for own actions</li> <li>Understands delegations and acts within authority level</li> <li>Is vigilant about the use of safe work practices by self and others</li> <li>Is alert risks in the workplace and raises them to appropriate levels</li> </ul>
<b>Relationships</b> Customer and Community Focus	Intermediate	<ul style="list-style-type: none"> <li>Identifies and responds quickly to customer needs</li> <li>Demonstrates a thorough knowledge of services provided</li> <li>Puts the customer and community at the heart of work activities</li> <li>Takes responsibility for resolving customer issues and needs</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>Takes initiative to progress own and team work tasks</li> <li>Contributes to the allocation of responsibilities and resources to achieve team/project goals</li> <li>Consistently delivers high quality work with minimal supervision</li> <li>Consistently delivers key work outputs on time and budget</li> </ul>
<b>Resources</b> Technology and Information	Intermediate	<ul style="list-style-type: none"> <li>Shows confidence in using core office software and other computer applications</li> <li>Makes effective use of records, information and knowledge management systems</li> <li>Supports the introduction of new technologies to improve efficiency and effectiveness</li> </ul>

# 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 2026-2036.



## 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.

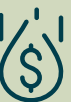
Other areas of NSW

**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](https://wentworth.nsw.gov.au/have-your-say)