



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

Candidate Information

Council Community Officer Road Safety

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 – Council Community Officer Road Safety

Directorate	Roads and Engineering
Location	Wentworth
Classification/Grade/Band	ATT2
Position Code	R2025/20
Date position description approved	May 2025

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

- Facilitate the Local Government Road Safety Program in Council, fostering existing partnerships and encouraging wider community ownership and participation in road safety;
- Application of and alignment with the Local Government Road Safety Program Guidelines.
- Plan, develop and implement evidence based local road safety projects as agreed with TfNSW and as per LGRSP guidelines.
- Implementation of the Local Road Safety Action Plan for Council with a particular emphasis on projects that utilise the Safe Systems approach to road safety.

Duties

- Facilitation of the Local Government Road Safety Program in Council, fostering existing partnerships and encouraging wider community ownership and participation in road safety issues.
- Prepare and implement Council's Local Road Safety Three Year Action Plan with particular emphasis on projects that utilise the Safe Systems approach to road safety issues.
- Application of the Local Government Road Safety Program Guidelines.
- Contribution to state wide and regional road safety
- Consultation with the local community including council colleagues, service providers, local stakeholders, business groups and individuals, to develop and deliver road safety projects using the Safe Systems approach to road safety.
- Consultation with local, state and federal government agencies and peak representative bodies, the media and educational establishments in order to develop a platform for delivering road safety messages and outcomes.
- Meeting reporting, monitoring, evaluation and budget management requirements according to the LGRSP Funding Agreement between the program partners, Council (the employer) and Transport for NSW (funder).
- Preparation of quarterly activity reports to Council,
- Provide administrative assistance to the Director Roads and Engineering as required.
- Identification of road safety funding opportunities for Roads and Engineering related programs and projects.
- Draft correspondence, technical reports, policies and procedure, strategic and management plans, and environmental plans for Roads and Engineering Division programs and works.
- Assist in the preparation of estimates or projects including private works and general Council works as required.
- Assist in the development of project documents, grant submissions and acquittals for capital works projects including, Active Transport (shared ways

& PAMPS) and Black Spot programs.

- Preparation and administration of various grant applications.
- Conduct/coordinate road safety inspections for Local, Regional and State Roads.
- Prepare traffic guidance schemes control plans.
- Review traffic control plans, both internal and external, including supporting documents.
- Obtain project approvals and various TfNSW permits as required.
- Maintain project plans, records and reports in accordance with Council's Records Management Plan.
- Investigate and respond promptly to public enquiries and complaints relating to the Division's responsibilities.
- Prepare reports for Council, Committees, and Transport for NSW according to the LGRSP guidelines.
- Participate in meetings as required.
- Provide executive support, advice and supporting information to the Local Traffic Committee.
- Liaise with contractors, consultants and utility providers as required.
- Assist in the review of processes, documentation, standard conditions and policies to comply with current legislation.
- Develop and maintain appropriate traceable reporting processes for the accurate recording of financial requirements, progress of project and renewal timeframes.
- Ensure successful and timely delivery of works, within budget requirements and in compliance with relevant standards.
- Regularly monitor and provide reports on project timeframes and budget expenditure.
- Carry out other duties as directed within the scope, skill and competence level of the position and employee.
- Undertake all identified training requirements associated with the position.

Key selection criteria - essential requirements





- Tertiary qualifications in Behavioural Science, Education, Health, Promotion, Marketing, Communications, Sciences and related disciplines, or alternatively, extensive relevant experience.
- Demonstrated strong analytical skills, to consult and network with key agencies, community groups, local businesses and other stakeholders to identify local road safety needs
- Demonstrated ability to apply available guidelines to design, promote, implement, monitor and evaluate community road safety programs in line with funded program objectives.
- Highly developed written and oral communication skills including report writing, development of management and strategic plans, negotiation skills and the ability to relate to people across a range of backgrounds.

- Ability to interact in a professional manner representative of the values of Wentworth Shire Council with colleagues, stakeholders and residents.
- Ability to effectively work individually and in a team environment with minimal supervision and the ability to work flexible hours as required.
- Experience in statistical analysis and ability to use computer applications including word processing and spreadsheets.
- Current and valid Driver 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	Advanced
	Display Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Adept
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Advanced
 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	Adept
	Procurement and Contracts	Adept

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 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
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	<ul style="list-style-type: none"> 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

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

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



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