



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

Candidate Information

**Administration Officer  
Health & Planning**



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.

# Administration Officer Health and Planning Position Description

|                                    |                     |
|------------------------------------|---------------------|
| Directorate                        | Health and Planning |
| Location                           | Wentworth           |
| Classification/Grade/Band          | ATT2 1A             |
| Position Code                      |                     |
| Date position description approved | August 2022         |

## 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 2,245 kilometres of roads, with over 817 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

- To provide high level administrative support and assistance to the Director Health & Planning and to the staff within the Division.
- Provide high quality customer service to both internal and external customers.

## Duties

- Provide administrative support to the Health and Planning division including the preparation of correspondence memos, reports, determinations, certificates, licences, procedures, processes and other administrative tasks as required.
- Operate range of computer-based applications, including work processing, spreadsheet and database software to prepare reports, memos, registers and certificates.
- Effectively use Council's Electronic Document Management system to manage workflows, update notes and accurately record and register all corporate related correspondence and documentation including emails.
- Design organise and maintain specialised and custom forms, records, reports and files to support technical work processes in areas of assigned responsibility.
- Employ well developed written and verbal communication skills in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Plan, organise and prioritise tasks to meet objectives as required.
- Contribute to a cohesive team environment by sharing information, supporting and assisting colleagues in a proactive manner to meet goals and deadlines.
- Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others are consistent with these standards and align with the values of the organisation.
- Assess situations to determine the importance, urgency, risk and make clear decisions which are timely and in the best interests of the organisation.
- Maintain an openness and willingness to change and to continually improve processes with the division.
- Process telephone and public enquiries/customer requests in a courteous, efficient and timely manner.
- Provide generalised and specialised information regarding Health and Planning functions that may require the use of judgement, tact and sensitivity and the interrelation of policies, rules and procedures.
- Maintain confidentiality of information.
- Carry out other duties as directed within the scope, skill and competence level of the position and the employee.
- Undertake all identified training requirements associated with the position.

## Key dimensions

### Reports to

Director Health and Planning

## Key Selection Criteria - Essential requirements

- Sound working knowledge and proficiency in the use of Microsoft suite of products.
- Demonstrated commitment to the provision of high-quality customer service.
- Demonstrated interpersonal, oral and written communication skills.
- Demonstrated ability to work effectively in a cross-function department environment.
- Ability to work independently and prioritise workloads and make decisions.
- Ability to identify the needs for confidentiality and exercise discretion where required.
- Demonstrated ability to develop document procedures and forms with attention to detail.
- Current and valid drivers' licence.





## Key Selection Criteria – Desirable

- Understanding of Electronic Document Management Systems
- Working knowledge and understanding of local government
- Qualification in Business Administration

## 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               |
| <br>Personal attributes | Manage Self                         | Intermediate        |
|  | Display Resilience and Adaptability | Intermediate        |
|  | <b>Act with Integrity</b>           | <b>Adept</b>        |
|  | Demonstrate Accountability          | Adept               |
| <br>Relationships     | Communicate and Engage              | Adept               |
|  | <b>Community and Customer Focus</b> | <b>Advanced</b>     |
|  | Work Collaboratively                | Adept               |
|  | Influence and Negotiate             | Adept               |
| <br>Results           | <b>Plan and Prioritise</b>          | <b>Intermediate</b> |
|  | Think and Solve Problems            | Foundational        |
|  | Create and Innovate                 | Foundational        |
|  | Deliver Results                     | Foundational        |
| <br>Resources         | <b>Finance</b>                      | <b>Intermediate</b> |
|  | Assets and Tools                    | Foundational        |
|  | Technology and Information          | Foundational        |
|  | 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><br>Act with Integrity     | Adept        | <ul style="list-style-type: none"> <li>Acts honestly, ethically and with discretion and encourages others to do so.</li> <li>Sets a tone of integrity and professionalism with customers and the team.</li> <li>Supports others to uphold professional standards and to report inappropriate behaviour</li> <li>Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct.</li> <li>Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest.</li> </ul>  |
| <b>Relationships</b><br>Community and Customer Focus | Advanced     | <ul style="list-style-type: none"> <li>Demonstrates a thorough understanding of the interest, needs and diversity in the community.</li> <li>Promotes a culture of quality customer service.</li> <li>Initiates and develops partnerships with customers and the community to define and evaluate service outcomes.</li> <li>Ensures that the customer is at the heart of business process design.</li> <li>Makes improvements to management systems, processes and practices to improve service delivery.</li> <li>Works towards social, environmental and economic sustainability in the community/region.</li> </ul> |
| <b>Results</b><br>Plan and Prioritise                | Intermediate | <ul style="list-style-type: none"> <li>Participates constructively in unit planning and goal setting.</li> <li>Helps plan and allocate work tasks in line with team/project objectives.</li> <li>Checks progress against schedules.</li> <li>Identifies and escalates issues impacting on ability to meet schedules.</li> <li>Provides feedback to inform future planning and work schedules.</li> </ul>  |
| <b>Resources</b><br>Assets and Tools                 |              | <ul style="list-style-type: none"> <li>Presents basic financial information clearly and in appropriate format.</li> <li>Uses funds and records financial transactions in line with financial audit obligations.</li> <li>Makes expenditure decisions with budget limits.</li> <li>Uses financial and other resources responsibly and helps others understand their obligations to do so.</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)