



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

Candidate Information

Coordinator 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
- ▶ 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.

## Position Description – Coordinator Health and Planning

|   |                                    |
|---|------------------------------------|
| <b>Directorate</b>                        | <b>Health and Planning</b>         |
| <b>Location</b>                           | <b>Wentworth</b>                   |
| <b>Classification/Grade/Band</b>          | <b>ATT Band 2, Level 2, Step 1</b> |
| <b>Position Code</b>                      | <b>R2025/33</b>                    |
| <b>Date position description approved</b> | <b>July 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

To provide high level administrative support and management assistance to the Health & Planning Department. This is achieved by supervising all administration staff within the Department and Coordinating the day to day office management of the Health & Planning Department.

Provide high quality customer service to both internal and external customers.

## Duties

- Coordinate and supervise all administration activities within the department
- Coordinate the preparation of various reports from the department, including those submitted to Council, various committees and staff meetings
- Provide timely, effective and efficient secretarial and administrative support to the department
- Coordinate with and assign electronic correspondence to appropriate staff within the department and when required prepare an acknowledgment letter
- Maintain two Managers diaries, arrange appointments and meetings and respond to invitations on their behalf
- Screen and where appropriate, handle or redirect incoming telephone calls and visitors
- Maintain a working knowledge of administrative functions of the department and assist other team members when required
- Provide secretarial support for committee meetings relating to the department
- Undertake research as required with a view to preparing background information on behalf of the two Managers
- Attend and provide input into departmental meetings as required, record minutes and act upon directives arising from these, where necessary
- Attend to public enquiries relating to all areas within the department, having developed an awareness of procedures in these areas
- Coordinate, advise and update administrative staff within the department on correct procedures to follow when word processing, ordering, etc. as per council policies
- Monitor the timeframe and standard of departmental reports and correspondence, preparation of any necessary 'outstanding' actions associated with these tasks for the department
- General word processing, photocopying and file management duties
- Coordinate itineraries for the two Managers and other staff where necessary, including travel arrangements, accommodation and conference registration
- Provide administrative support to members of the department especially in cases of leave/illness/training/meetings or in an emergency
- Processing telephone and public enquiries/ customer request in a courteous, efficient and timely manner
- Maintain confidentiality of information
- Undertake all identified training requirements associated with the position

- Carry out other duties within the skill and competence level of the position as required

## Key dimensions

## Reports to

The General Manager

## Key Selection Criteria - Essential requirements

- Extensive experience in providing executive support and assistance at a senior management level
- High level written communication skills including correspondences, minutes and agendas
- Demonstrated ability to supervise and motivate staff
- Demonstrated high level interpersonal, communication and presentation skills
- Demonstrated ability to effectively plan and prioritise workloads within budgets and agreed timeframes and work independently to help achieve Departmental key performance indicators
- Demonstrated ability in the use of a range of computer software applications including word, excel, outlook and electronic record management systems
- Demonstrated experience in developing and implementing appropriate administrative work practices to achieve the Departments goals and objectives and provide effective and quality customer service.
- Current and valid drivers' licence

## Key Selection Criteria – Desirable





- Local Government industry experience
- Qualification in Business Administration
- Experience using Content Manager, or a similar records management system

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 with 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               |
| <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>Finance                          | Intermediate | <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.

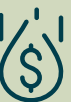
Other areas of NSW

**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)