



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

Candidate Information

Labourer/Plant Operator (Roads)



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

## Labourer/Plant Operator (Roads)

<b>Directorate</b>	<b>Roads and Engineering</b>
<b>Location</b>	<b>Wentworth</b>
<b>Classification/Grade/Band</b>	<b>OP Band 1, Level 3, Step 3</b>
<b>Position Code</b>	<b>R2025/34</b>
<b>Date position description approved</b>	<b>June 2022</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 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

The position is responsible for the maintenance of Council Roads and facilities across the Shire. .

## Duties

- Road patching and maintenance works, guide post and signage maintenance.
- Weed spraying, moving, whipper snipper and chainsaw duties.
- Traffic Management Duties.
- Other duties as required that may include the operation of other plant and equipment where suitable licenced and experienced.
- Accurately record accomplishments on timesheets, plant sheets and daily running sheets and operate a pocket PC to record asset maintenance activities.
- Ensure the upkeep and tidiness of Council plant and equipment and the timely reporting of any observed defects.
- Accurately complete documentation associated with plant and equipment operation including a pre-start safety checklist.
- Operate all plant, tools, implements or equipment in a safe and effective manner.
- Ensure that all tasks are carried out in accordance with Work Health and Safety policies, procedures and safe work practices.
- Work outdoors in all weather conditions (with appropriate protective clothing)
- 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.

## Reports to

Team Leader Roads

## Key Selection Criteria - Essential

- E Ability to work as part of a team
- Good oral and written communication skills with the ability to complete basic forms.
- Ability to work overtime and away from home from time to time.
- Construction Induction Card.
- Ability to operate a pocket PC to record asset maintenance activities.
- Maintain a current and valid Medium Rigid driver's licence.
- NSW Traffic Control Work Training Card.





## Key Selection Criteria – Desirable requirements

- Current First Aid Certificate.
- Demonstrated experience in road maintenance and construction activities associated with sealed and unsealed roads.
- Maintain a current and valid Heavy Rigid driver's 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	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	<b>Work Collaboratively</b>	<b>Intermediate</b>
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Intermediate</b>
 Resources	Finance	Foundational
	<b>Assets and Tools</b>	<b>Intermediate</b>
	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> Demonstrated 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 to risks in the workplace and raises them to the appropriate level.</li> </ul>
<b>Relationships</b> Work Collaboratively	Intermediate	<ul style="list-style-type: none"> <li>Encourages an inclusive, supportive and Work cooperative team environment.</li> <li>Shares information and learning within and across teams.</li> <li>Works well with other teams on shared problems and initiatives.</li> <li>Looks out for the wellbeing of team members and other colleagues.</li> <li>Encourages input from people with different experiences, perspectives and beliefs.</li> <li>Shows sensitivity to others' workloads and challenges when asking for input and contributions.</li> </ul>
<b>Results</b> Deliver Results	Intermediate	<ul style="list-style-type: none"> <li>Takes the initiative to progress own and team works 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 on budget.</li> </ul>
<b>Resources</b> Assets and Tools	Intermediate	<ul style="list-style-type: none"> <li>Uses a variety of work tools and resources to enhance work products and expand own skill set.</li> <li>Ensures others understand their obligations to use and maintain work tools and equipment appropriately.</li> <li>Contributes to the allocation of work tools and resources to optimise team outcomes.</li> </ul>



# 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.

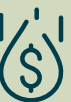
Other areas of NSW

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