



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

Candidate Information

Companion Animals Officer

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

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 – Companion Animals Officer

Directorate	Health & Planning
Location	Wentworth
Classification/Grade/Band	ATT Band 2, Level 2, Step 1
Position Code	
Date position description approved	September 2020

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

The primary purpose objective of this role is to provide high quality monitoring, control and awareness programs and initiatives to ensure compliance by the community with statutory requirements for environmental and animal control standards, as well as investigate, action and represent Council in relation to complaints and breaches in legislation and local government laws.

Key responsibilities

- Enforcing animal control measures in regards to companion animal control and impounding, shelter operations, maintenance and livestock control,
- Undertake animal control and pound management activities, impounding and releasing of animals in accordance with relevant legislation,
- Coordinate and deliver council companion animals programs,
- Prepare and present educational and promotional campaigns relating to compliance/companion animal matters affecting the Wentworth Shire Council area,
- Promote a positive image for Council through efficient and effective response to public enquiries,
- Assist with the implementation of compliance strategies, policies and procedures under which Council has enforcement powers or obligations,
- Respond to complaints in relation to breaches of legislation and regulations and provide timely responses and solutions in line with Council policies,
- Investigate illegal activities in contravention of legislation, regulations or Council policies, resolve breaches of relevant animal control local laws: collate evidence and where necessary prepare reports/court briefs for legal proceedings,
- Undertake required functions and duties relating to after-hours emergencies and local law requirements on weekends and public holidays,
- Carry out other duties as directed within the scope, skill and competence level of the position, and
- Undertake all identified training requirements associated with the position.

Key selection criteria





- Demonstrated experience and/or qualifications in a similar role with an emphasis on animal management, community education, engagement and enforcement,
- Competent numeracy and literacy skills to enable understanding and application of safety and work related procedures,
- High level interpersonal and communication skills (oral/written) to deal with all stakeholders,
- Demonstrated skills and working knowledge of Microsoft Office Suite application including word, excel and outlook,

- Understanding of relevant legislation and enforcement procedures,
- Demonstrated effective dispute resolution, negotiation and problem solving skills,
- Ability to undertake tasks that include investigation, research and assessment and then provide accurate results and interview to ascertain information,,
- Demonstrated effective time management and prioritisation skills with the ability to balance competing workloads and deliver within designated time frames,
- Demonstrated ability to work effectively in a team environment and in isolation but not limited to after hours on-call roster (including weekend work and public holidays), and
- Current drivers 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	Intermediate
	Display Resilience and Adaptability	Intermediate
	Act with Integrity	Adept
	Demonstrate Accountability	Intermediate
 Relationships	Communicate and Engage	Intermediate
	Community and Customer Focus	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Create and Innovate	Intermediate
	Deliver Results	Adept
 Resources	Finance	Adept
	Assets and Tools	Intermediate
	Technology and Information	Intermediate
	Procurement and Contracts	Intermediate

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	Adept	<ul style="list-style-type: none"> Acts honestly, ethically and with discretion and encourages other to do so Sets a tone of integrity and professionalism with customers and the team Supports others to uphold professional standards and to report inappropriate behaviour Respectfully challenges behaviour that is inconsistent with organisational values, standards or the code of conduct Consults appropriately when issues arise regarding misconduct, unethical behaviour and perceived conflicts of interest
Relationships Community and Customer Focus	Adept	<ul style="list-style-type: none"> Demonstrates a sound understanding of the interests and needs of customers and the community Takes responsibility for delivering quality customer-focused services Listens to customers and community needs and ensures responsiveness Builds relationships with customers and identifies improvements to services Finds opportunities to work with internal and external stakeholders to implement improvements to customer services
Results Deliver Results	Adept	<ul style="list-style-type: none"> Takes responsibility for the quality and timeliness of the team's work products Ensures team understands goals and expectations Shares the broader context for the projects and tasks with the team Identifies resource needs, including team, budget. Information and tools Allocates responsibilities and resources appropriately Gives team members appropriate flexibility to decide how to get the job done
Resources Assets and Tools	Finance	<ul style="list-style-type: none"> Uses basic financial terminology appropriately Considers the impact of funding allocations on business models, projects and budgets Manages project finances effectively, including budget, timely receipting, billing collection and variance recognition Prepares and evaluates business cases with due regards for long term financial sustainability Applies high standards of financial probity with public monies and other resources Identifies, monitors and mitigates financial risks.

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



3.40% of our population identify as Aboriginal or Torres Strait Islander (State average is 3.44%)

Proclaimed a Shire on 23 January **1879**

28.81%

Mining is the largest industry sector with (\$445,500,000) gross revenue

Area (sq. km) **26,256**

Largest industry of Employment is Agriculture, Forestry & Fishing with **23.46%** of the population

7,688 Estimated Residential Population (Remplan)

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)

The Median Wage for Households:

Wentworth **\$1,987/wk**

State (excl. Greater Sydney) **\$1,434/wk**

Greater Sydney **\$2,077/wk**

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 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