



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

Candidate Information

Manager Health, Building and Regulatory Services

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 – Manager Health, Building and Regulatory Services

Directorate	Health and Planning
Location	Wentworth
Classification/Grade/Band	EB4 Level 1
Position Code	R2025/54
Date position description approved	October 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

The Manager Health, Building and Regulatory Services is responsible for leading and managing the functions and duties associated with environmental health, building services and regulatory compliance at Council. Key aspects of this position include (but not limited to);

- Promoting and fostering a positive team approach to the delivery of timely and accurate assessments, advice and documentation.
- Develop and maintain positive working relationships with all stakeholders.
- Building and maintain strong internal assessment procedures to ensure the efficient and accurate processing of building related applications and certificates.
- Taking a lead role in the delivery of Council's regulatory, compliance and environmental protection responsibilities.
- Drive a culture of service excellence through the pursuit of best practice, positive change management and continuous improvement.

Duties

- Lead and manage the team in delivering a high level of service to all customers.
- Ensure administration of and compliance with all relevant Acts, policies and procedures.
- Ensure timely, accurate and considered reports are provided to the General Manager in respect of environmental health, building and regulatory matters.
- Provide input into Council's strategic and community business plans and regularly report on the implementation of relevant goals and objectives.
- Set, review and regularly report in timeframes and key performance indicators for the effective and efficient processing of health and building applications.
- Review and develop guidelines and policies relating to Environmental Health & Building Services matters for consideration.
- Assist in the development of the annual budget and regularly monitor and review.
- Represent Council in any legal proceedings relating to Environmental Health, Buildings Services and Regulatory matters.
- Manage the day-to-day administration of all correspondence relating to the building certification, environmental health and regulatory functions of Council.
- Build, coach and lead a high-performance team who are results orientated and focused on delivering on outstanding customer service.
- Take all practicable steps to provide and maintain a safe working environment in accordance with legislation, policies and procedures.
- Undertake engagement with facility stakeholders.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Key dimensions

Reports to

- General Manager

Direct reports

- Building Surveyor
- Administration Officer x 2
- Companion Animals Officer x 2
- Cadet Building Surveyor
- Cadet Environmental Health Officer

Key selection criteria

- A tertiary qualification in building, surveying, planning or a relevant related discipline plus a minimum of 5 years' experience industry experience.
- Certification as a Building Surveyor or Environmental Health Officer
- Strong demonstrated detailed knowledge and expertise in the interpretation of relevant legislation and government regulations, including but not limited to the Local Government Act 1993, Environmental Planning and Assessment Act 1979 and Building Code Australia.
- Demonstrated high level skills in conflict resolution, problem solving and negotiation, including experience conducting community consultation.
- Excellent organisational, time management and project management skills and the ability to work under pressure, coordinate teams and manage competing priorities.
- Comprehensive understanding of relevant practices, policies, and legislative requirements in this field and an understanding of contemporary issues in regulatory services and building industries.
- Well-developed computer literacy and proficiency in Microsoft Office applications.
- High level written and verbal communication skills with experience in report writing, data analysis, presentations and building strategic relationships.
- Proven ability to lead and participate in teams to achieve outcomes and develop others to work effectively with innovative ideas and practices.
- Current Driver's Licence.

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 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
 Personal attributes	Manage Self	Advanced
	Display Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	Demonstrate Accountability	Advanced
 Relationships	Communicate and Engage	Advanced
	Community and Customer Focus	Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
 Results	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Adept
	Deliver Results	Advanced
 Resources	Finance	Advanced
	Assets and Tools	Advanced
	Technology and Information	Adept
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Adept
	Lead and Manage Change	Advanced

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	- Models ethical behaviour and reinforces it in others - Represents the organisation in an honest, ethical and professional way and sets an example of 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	- 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 - Ensures that the customer is at the heart of the business design process - Makes improvements to management systems, processes and practices to improve service delivery - Works towards social, environmental and economic sustainability in the community/region
Results Deliver Results	Advanced	- Ensures that organisational policy on procurement and contract management is implemented - Applies knowledge of procurement and contract management risks to decisions - Ensures others understand their obligations to manage and mitigate risks in procurement - Implements effective governance arrangements to monitor provider, supplier and contractor performance - Represents the organisation in resolving disputes with suppliers and contractors

Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
Resources Procurement and Contracts	Advanced	- Ensures that organisational policy on procurement and contract management is implemented - Applies knowledge of procurement and contract management risks to decisions - Ensures others understand their obligations to manage and mitigate risks in procurement - Implements effective governance arrangements to monitor provider, supplier and contractor performance - Represents the organisation in resolving disputes with suppliers and contractors
Workforce Leadership Manager and Develop People	Advanced	- Knows the individual strengths, weaknesses, goals and concerns of members of the team - Fosters high performance through effective conversations and feedback and by providing stretch opportunities - Identifies and develops talent across the organisation - Coaches and mentors staff to foster professional development and continuous learning - Implements performance development frameworks to align capability with the organisation's current and future priorities - Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way

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.

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
- Events
- Library
- Marketing & Communications
- Tourism
- Visitor Information Centre

HUMAN RESOURCES

- Human Resources recruitment
- Organisational training & development
- Work Health & Safety
- Workplace & Industrial relations

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 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 November 2016.



GEOFF GUNN

DIRECTOR

Appointed to role in August 2019

ROADS & ENGINEERING

ENGINEERING TEAM

- Assets
- Engineering services
- Infrastructure
- Technical Services
- Water & Waste Water

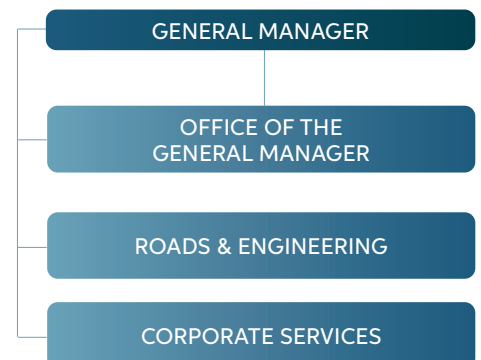
WORKS TEAM

- Aerodrome operations
- Building maintenance
- Civil Works
- Fleet/Workshop
- Landfill/Waste
- Operations
- Parks & Gardens
- Roads



REPORTING STRUCTURE

As at 01 October 2025



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