



ANABRANCH

BURONGA

COOMEALLA

CURLWAA

DARETON

ELLERSLIE

GOL GOL

MONAK

PALINYEWAH

POMONA

POONCARIE

RUFUS RIVER

TRENTAM CLIFFS

WENTWORTH

Candidate Information

Manager Business and Corporate 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](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.

# Manager Business and Corporate Services

<b>Directorate</b>	<b>Corporate Services</b>
<b>Location</b>	<b>Wentworth</b>
<b>Classification/Grade/Band</b>	<b>EB Band 4, Level 2</b>
<b>Position Code</b>	<b>R2025/52</b>
<b>Date position description approved</b>	<b>October 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

- Reporting to the Director Corporate Services this position is responsible for leading and managing key corporate functions, ensuring the effective delivery of financial management, customer services, library services, visitor information services tourism, promotion and economic development. The role provides strategic leadership and operational oversight to ensure these functions align with Council's objectives and community expectations.

## Duties

- Oversee the financial operations of the Council, ensuring compliance with statutory requirements, budget preparation, financial reporting and effective resource allocation;
- Manage customer service operations, promoting a culture of responsiveness and continuous improvement in services delivery to the community;
- Ensure the efficient and community focused operation of library services, supporting educational and recreational needs;
- Oversee the provision of visitor information services, enhancing local tourism experiences and economic benefits;
- Lead and support initiatives that enhance local economic development and actively promote tourism opportunities in collaboration with regional stakeholders and community partners;
- Provide strong leadership and direction to teams across corporate services, fostering a positive workplace culture and ensuring alignment with Council's strategic goals;
- Ensure all corporate services activities adhere to relevant legislation, policies and best practices;
- Collaborate with internal and external stakeholders, fostering partnerships that enhance service delivery and community engagement; and
- Other duties as required within the skills and abilities of a person at this level

## Key dimensions

### Reports to

Director Corporate Services

### Direct reports

## Estimated number of indirect reports

23

## Key Selection Criteria - Essential Requirements

- Tertiary qualifications in business, finance, administration or a related field or demonstrated experience in managing corporate services functions within a local government or similar environment;
- Minimum 5 years' experience in a senior management position
- Substantial experience and a proven track record in all aspects of financial management including but not limited to budget preparation, reporting and compliance;
- Proven leadership and people management skills, with experience in building, leading and managing high performing teams
- Demonstrated strategic expertise in the development and implementation of economic development and investment strategies
- Exceptional organisational and time management skills, with the ability to manage competing priorities and deadlines;
- Highly developed problem solving and decision making skills;
- High level written and verbal communication skills with experience in report writing, data analysis, presentations and building strategic relationships;
- Experience in customer service management and community engagement
- Knowledge of relevant legislation, policies and local government governance frameworks
- Current Drivers Licence.

## Desirable requirements






- Demonstrated Local Government Experience or knowledge of Local Government operations.
- Experience in tourism development and promotional strategies
- Familiarity with library management and visitor information services operations

The position description provides a general indication of the responsibilities and nature of 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 of 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	Adept
	Display Resilience and Adaptability	Adept
	Act with Integrity	Advanced
	<b>Demonstrate Accountability</b>	<b>Advanced</b>
 Relationships	Communicate and Engage	Adept
	Community and Customer Focus	Adept
	Work Collaboratively	Adept
	<b>Influence and Negotiate</b>	<b>Advanced</b>
 Results	Plan and Prioritise	Adept
	Think and Solve Problems	Adept
	Create and Innovate	Adept
	<b>Deliver Results</b>	<b>Advanced</b>
 Resources	<b>Finance</b>	<b>Advanced</b>
	Assets and Tools	Adept
	Technology and Information	Adept
	Procurement and Contracts	Advanced
 Workforce Leadership	Manage and Develop People	<b>Advanced</b>
	Inspire Direction and Purpose	Adept
	Optimise Workforce Contribution	Advanced
	Lead and Manage Change	Adept

## 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> Demonstrate Accountability	Advanced	<ul style="list-style-type: none"> <li>Is prepared to make decisions involving tough choices and weighing of risk</li> <li>Addresses situations before they become crises and identifies measures to avoid recurrence</li> <li>Takes responsibility for outcomes, including mistakes and failures</li> <li>Coaches team members to take responsibility for addressing and resolving challenging situations</li> <li>Oversees implementation of safe work practices and the risk management framework</li> </ul>
<b>Relationships</b> Influence and Negotiate	Advanced	<ul style="list-style-type: none"> <li>Builds and maintains professional relationships inside and outside the organisation</li> <li>Makes strong personal impression and influence others with a fair and considered approach</li> <li>Establishes a negotiation position based on a firm grasp of key issues, likely points of difference and areas for compromise</li> <li>Identifies key stakeholders and tests their level of support in advance of negotiations</li> <li>Uses humour appropriately to enhance professional relationships and interactions</li> <li>Pre-empts and minimises conflict by working towards mutually beneficial outcomes</li> </ul>
<b>Results</b> Deliver Results	Advanced	<ul style="list-style-type: none"> <li>Sets high standards and challenging goals for self and others</li> <li>Delegates responsibility appropriately and provides support</li> <li>Defines what success looks like in measurable terms</li> <li>Uses own professional knowledge and the expertise of others to drive results</li> <li>Implements and oversees quality assurance practices</li> </ul>



## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Resources</b> Finance	Advanced	<ul style="list-style-type: none"> <li>Ensures the design/delivery of services is within budget</li> <li>Explains the organisations financial drivers to others in plain language</li> <li>Evaluates strategic business cases including the relative cost benefits of direct provision or purchase of services</li> <li>Models the highest standards of financial probity, demonstrating respect for public monies and other resources</li> <li>Promotes the role of sound financial management and its impact on long term financial sustainability</li> <li>Seeks and applies specialist financial advice to inform decisions</li> </ul>
<b>Workforce Leadership</b> Manage and develop people	Advanced	<ul style="list-style-type: none"> <li>Knows the individual strengths, weaknesses, goals and concerns of member of the team</li> <li>Fosters high performance through effective conversations and feedback and by providing stretch opportunities</li> <li>Identifies and develops talent across the organisation</li> <li>Coaches and mentors staff to foster professional development and continuous learning</li> <li>Implements performance development frameworks to align capability with the organisation's current and future priorities</li> <li>Resolves team and individual performance issues, including serious unsatisfactory performance, in a timely and effective way</li> </ul>



# 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

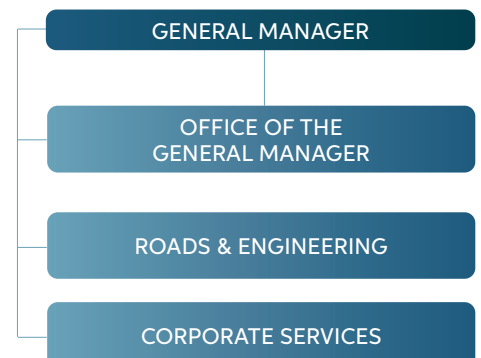
#### WORKS TEAM

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