



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

Candidate Information

Assets 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](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.

# Assets Officer

|                                           |                                |
|-------------------------------------------|--------------------------------|
| <b>Directorate</b>                        | <b>Roads &amp; Engineering</b> |
| <b>Location</b>                           | <b>Wentworth</b>               |
| <b>Classification/Grade/Band</b>          | <b>PS3, Level 2, Step 1</b>    |
| <b>Position Code</b>                      | <b>R2026/48</b>                |
| <b>Date position description approved</b> | <b>March 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 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

Reporting to the Assets Coordinator this position will primarily;

- Maintain, develop and assist in implementing Council's asset management and spatial systems (relating to physical assets).
- Undertake routine maintenance inspections, capital condition assessments and other miscellaneous inspections on a variety of infrastructure assets particularly transport assets.
- To administer, maintain and implement standards, policies and processes to ensure operational effectiveness, consistency and integrity of these systems (and related datasets).
- Utilising both survey-grade GNSS (GPS) and consumer-grade hardware/software to capture and update asset and spatial data to a high standard.
- To assist in development of asset management plans, strategies and policy for Council's infrastructure assets.
- Contribute to Council's capital and maintenance works programs.

## Duties

- Management of asset databases and asset-related spatial data. This includes the accurate recording, processing and retrieval of asset information via Council's asset management systems.
- Management of various media of differing formats (e.g. photo, video, PDF reports) and provide integrations into Council's systems.
- Continual development and review of the performance and efficiency of Council's asset management systems to record & monitor Council's assets used in decision making.
- Contribute to the development, implementation and improvement of asset management processes, procedures and business rules that govern asset/spatial data in line with best practice, relevant standards, Council's Asset Management improvement plan and overall Strategy.
- Preparation and delivery of asset/spatial data to contractors/consultants for projects carrying timeframes.
- Create and update asset-related maps, plans and reports for internal and external customers as requested in a timely manner.
- Maintain integration links between the asset management systems and spatial systems to provide high quality end-user experience.
- Undertake regular reporting from various systems to assist other business units of Council and to fulfil reporting obligations to government departments and state/federal organisations.
- Assist in the implementation and ongoing review the Asset Management Policy, Asset Management Strategy, Asset Management Plans and relevant systems.
- Contribute asset information, knowledge and history to assist in applications for grant funding for specific infrastructure projects.
- Undertake condition assessments (visual), routine and ad-hoc inspections as required.
- Provide assistance to existing and new staff in the use of Council's asset and spatial systems. E.g. POZI, QGIS and Asset Management Systems.

- Liaise with a variety of government and non-government entities to source asset/spatial data or to supply data through data licence agreements.
- Ensure that all tasks are carried out in accordance with WHS policies, procedures and safe work practices, including risk assessments where required.
- Carry out other duties as directed within the scope, skill and competence level of the position and employee.
- Be willing to undertake all identified training requirements associated with the position.

## Key dimensions

### Reports to

Assets Coordinator

### Direct reports

N/A

### Estimated number of indirect reports

Internal Contacts - Assets Inspector, Assets Coordinator, Manager Engineering Services, Manager Works, Financial Accountant.

External Contacts - Contractors, Consultants & Government departments.

## Key Selection Criteria - Essential requirements

- Knowledge and experience in asset management within government or similar organisation.
- Experience in utilising mobile technology to assist in data collection tasks including utilising GNSS (GPS) hardware/software to undertake as-constructed and feature surveys.
- Demonstrated ability to present information/visual products (including maps, plans and reports) in an accurate, neat and concise manner.
- Sound & well developed interpersonal, verbal communication, analytical, investigative and problem-solving skills.
- Proficient in the ability to plan, prioritise and organise work within a set timeframe.
- Ability to work independently without supervision and as a member of a team.
- Experience in the Microsoft office suite of applications – specifically Excel, Outlook and Word.
- Current and valid driver's licence.

## Key Selection Criteria - Desirable

- Qualifications or demonstrated experience in spatial/surveying, civil engineering or asset management disciplines.
- Previous local government experience.

- Previous experience in the use of asset management / spatial systems such as AssetMaster (OpenOffice), QGIS, POZI.
- First Aid Certificate, General Construction Induction Card (White Card) or a willingness to gain these competencies through provided training.

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 to 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><b>Personal attributes</b> | Manage Self                         | Advanced        |
|                                                                                                                  | Display Resilience and Adaptability | Adept           |
|                                                                                                                  | <b>Act with Integrity</b>           | <b>Advanced</b> |
|                                                                                                                  | Demonstrate Accountability          | Adept           |
| <br><b>Relationships</b>      | Communicate and Engage              | Intermediate    |
|                                                                                                                  | <b>Community and Customer Focus</b> | <b>Advanced</b> |
|                                                                                                                  | Work Collaboratively                | Adept           |
|                                                                                                                  | Influence and Negotiate             | Intermediate    |
| <br><b>Results</b>            | Plan and Prioritise                 | Adept           |
|                                                                                                                  | Think and Solve Problems            | Adept           |
|                                                                                                                  | Create and Innovate                 | Adept           |
|                                                                                                                  | <b>Deliver Results</b>              | <b>Advanced</b> |
| <br><b>Resources</b>          | Finance                             | Adept           |
|                                                                                                                  | <b>Assets and Tools</b>             | <b>Advanced</b> |
|                                                                                                                  | Technology and Information          | Advanced        |
|                                                                                                                  | 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Personal Attributes</b><br>Act with integrity     | Advanced | <ul style="list-style-type: none"> <li>Models ethical behaviour and reinforces it in others</li> <li>Represents the organisation in an honest, ethical and professional way and sets examples for others</li> <li>Promotes integrity, courage and professionalism inside and outside the organisation</li> <li>Monitors ethical practices, standards and systems and reinforces their use</li> <li>Proactively addresses ethical and people issues before they magnify.</li> </ul>                                                                                                                                     |
| <b>Relationships</b><br>Community and Customer focus | Adept    | <ul style="list-style-type: none"> <li>Demonstrates a thorough understanding of the interests, 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 the business process design</li> <li>Makes improvement 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>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>                                                                                                                                                                                                                  |
| <b>Resources</b><br>Assets and Tools                 | Advanced | Considers council and community assets in the design/delivery of services<br>Facilitates and monitors appropriate deployment of assets and tools in line with community priorities<br>Implements and monitors compliance with asset management and maintenance plans and policies.                                                                                                                                                                                                                                                                                                                                     |

# 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
- Civic Service
- Executive Services
- Mayor & Councillor support

#### 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

### COMPLIANCE/REGULATORY SERVICES/ LOCAL LAWS

- Alcohol Free Zones
- Development compliance
- Education & enforcement
- Noise
- Pollution & contaminated land

#### DEVELOPMENT ASSESSMENT

- Development Determinations
- Planning Portal management & assistance
- Pre-lodgement advice

#### 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

- Bridge lift bookings
- Cemetery reservations & burials
- Customer enquiries
- Receipting (rates, water accounts, applications)
- Venue hire bookings

#### BUSINESS & COMMUNITY SERVICES

- Economic & Community Development
- Events
- Library
- Marketing & Communications
- Tourism
- Visitor Information Centre

#### FINANCE & ACCOUNTING

- Accounts payable/receivable
- Accounting services
- Payroll
- Procurement
- Rates

#### 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

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

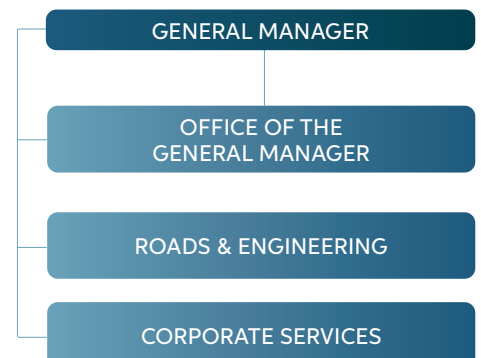
#### WORKS

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



## REPORTING STRUCTURE

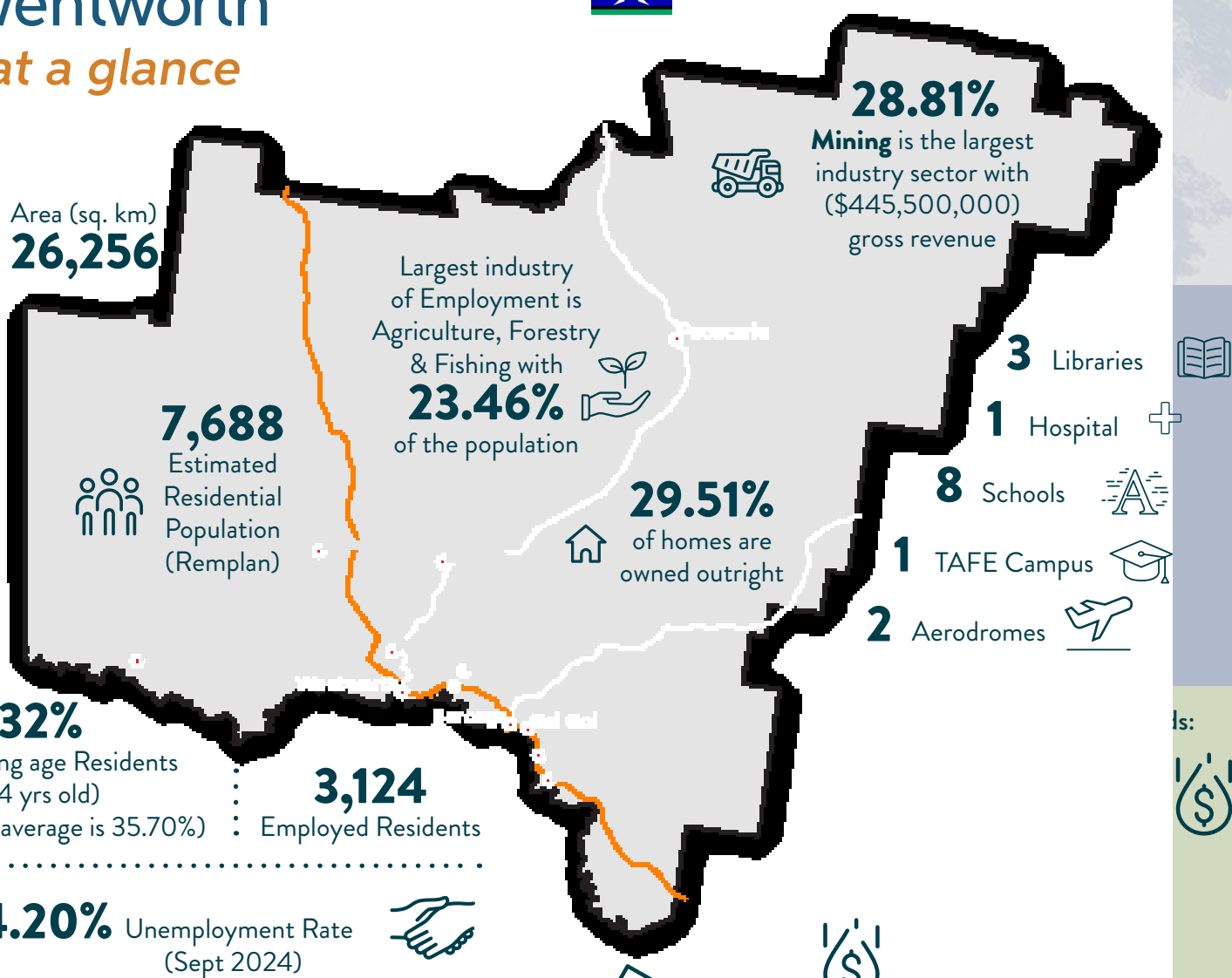
As at 10 July 2026



# Wentworth at a glance



**8.40%** of our population identify as Aboriginal or Torres Strait Islander (State average is 3.44%)



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%

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](mailto:council@wentworth.nsw.gov.au)

[wentworth.nsw.gov.au](http://wentworth.nsw.gov.au)

Have Your Say:  
[engage.wentworth.nsw.gov.au](http://engage.wentworth.nsw.gov.au)