

MURWEH SHIRE COUNCIL

Vacant Position

Airport Reporting Officer

Help keep our regional airports safe, compliant and operating smoothly!

Murweh Shire Council is looking for an Airport Reporting Officer to support the safe and compliant operation of our three regional aerodromes in Charleville, Augathella and Morven. If you are practical, safety-focused and enjoy working in a role where no two days are the same, we'd love to hear from you!

- Fulltime or Parttime arrangements to be negotiable
- Stream B Level 5 (\$60,694 + Super)

Requirements of the job:

Essential:

- current 'C' Class Driver's licence
- Sound computer skills
- Firearms Licence issued under the *Queensland Weapons Act 1990*.
- Demonstrated time management and communication skills.
- Ability to work with a small team.
- Sound literacy and numeracy skills.

Desirable:

- Aerodrome Reporting and Works Safety Officer Certificate (current within 2 years)
- Aviation Security Identification Card.
- VHF Aeronautical Radio Operators Certificate (AROC) of Competency
- Knowledge of the legislative framework that an aerodrome operates under.
- Prior operational experience as an airport employee
- Current HR Class Drivers Licence

To apply for this position:

- Review the Position Description available at www.murweh.qld.gov.au/council/employment
- Provide a covering letter detailing how you meet the Selection Criteria and/or the requirements of the position as per the Position Description.
- Email your response, Position Application form and Resume to recruitment@murweh.qld.gov.au
- For more information about this position contact Kay Crosby on 0456 538 595.

Applications close: **midnight Friday 2 October 2026**

Murweh Shire Council
P.O Box 63
96-101 Alfred Street
Charleville Q 4470

☎ 07 4656 8355

✉ recruitment@murweh.qld.gov.au

🌐 www.murweh.qld.gov.au

📘 www.facebook.com/MurwehShire



SHIRE OF MURWEH

MORVEN - CHARLEVILLE - AUGATHELLA

Position Details	
Position Title:	Airport Reporting Officer
Department:	Regulatory
Location:	Murweh Shire
Employment Type	Permanent Full-time or Part-time
Certified Agreement and Level:	Queensland Local Government Industry Award (Stream B) 2017 <i>Murweh Shire Council Certified Agreement 2025</i>
Level:	Level 5
Reporting to:	Supervisor or as directed
Supervisors:	Nil
The Murweh Shire	
Located in southwest Queensland, the Murweh Shire covers an area of 43,905km² with over 5000 people residing across the Shire primarily in the towns of Charleville, Augathella, Morven and Cooladdi. Our employees work across all towns in our Shire and our main administration office is located in Charleville. The town acts as a major commercial and tourism hub for the Shire forming part of a thriving region, with excellent schools, shopping and facilities that support the main industries of grazing, agriculture and tourism. Our Mission: <i>To promote a vibrant, inclusive, local government area through sustainable, responsive leadership.</i> Our Values: <i>Underpinning our employee culture and behaviours:</i> Compassion We have compassion for all Vision We look forward to set the path Trust We are trusted Pride We take pride in what we do and the way we do it Integrity We have transparency about the decisions we make = SUSTAINABILITY	
	

Corporate Expectations

General

- Performance will be reviewed annually against the responsibilities, accountabilities and behaviours defined in this role description, together with a performance plan developed by the relevant supervisor.
- Murweh Shire Council values its employees and views their health as a key element of the organisation's success. The Council's Workplace Health and Wellbeing Programs aims to improve the health and wellbeing of employees, increase productivity and enhance workplace culture.
- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your competency and level.
- Actively promote the values of Council to staff and seek out ways for recognition where these have been positively applied.
- Actively promote a culture of Diversity in all aspects of the position and with stakeholders (including customers, staff, suppliers, contractors and communities).
- Actively participate in identifying, recommending, developing and implementing measures through which allocated tasks and responsibilities may be carried out more effectively and efficiently.

Administration

- Ensure general administration and records management requirements are being met.
- Provide courteous and professional customer service to internal and external customers and conduct all transactions in an ethical and efficient manner.
- Contribute positively to a supportive team-based work environment and participate in team meetings and training sessions as required.
- Ensure that requests are acted on and reported upon in accordance with Council Policy
- Keep supervisor appropriately and adequately informed on the current state of activities relevant to your role and to highlight in advance any points likely to influence Council operations or relations with ratepayers and/or the public.
- Maintain a personal time management system to ensure deadlines are met; to ensure that other staff of the Council are given due notice and time to comply with deadlines so that their own personal planning is not inconvenienced.

Continuous Improvement & Quality Management

- Willingness and ability to adapt to challenge and opportunities, changing workforce capabilities through multiskilling, succession planning, knowledge management, and changing technologies and operational procedures by expanding your knowledge of future trends and required competencies.
- Willingness and ability to set the example and live our values.
- Willingness and ability to advocate a positive and constructive organisational culture.
- Willingness to accept responsibility for own actions and decisions, and to be held accountable for such.

Corporate Responsibilities

All employees are bound by the *Queensland Local Government Act 2009* to act with integrity, and in a way that shows proper concern for the public interest. All employees are responsible for acting in accordance with the Murweh Shire Council Code of Conduct and other relevant policies, procedures and protocols as may be applicable to the role. Policies are accessible to employees on the Council's website under "Council Policies".



As a representative of Council, demonstrated professionalism and a commitment to a high level of service and continuous improvement in the best interest of Council and the Community are essential.

Workplace Health & Safety

All workers have a duty to familiarise themselves with and comply with statutory and Murweh Shire Council Work Health and Safety requirements, including but not limited to, our Safety Management System, protocols, COVID-19 Requirements, Policies, Procedures and work instructions. In fulfilling this duty, workers are to:

- Take reasonable care for his or her own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person in control of the business or undertaking (PCBU) to allow the person to comply with the *Work Health and Safety Act 2011* (e.g. wearing of Personal Protective Equipment as instructed).
- Cooperate with any reasonable Policy or Procedure of the PCBU relating to health or safety at the workplace that has been notified to workers (e.g. reporting of incidents).

Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2011*.

Position Overview

To coordinate and ensure the ongoing maintenance and compliant operation of Murweh Shire Council's three aerodromes at Charleville, Augathella, and Morven.

Key Responsibilities

All duties are to be conducted in an efficient, timely, professional and safe manner. The key responsibilities include, but are not limited to:

- Ensuring all airport operations (landside, terminal, and airside) are conducted safely, efficiently and in full compliance with relevant regulatory requirements and standards.
- Ensuring the airport facility is maintained and kept in fully compliant condition.
- Preparation of works plans and budgets; and the coordination of airport staff or contractors / consultants required to complete those works.
- Supervising ARO's and other Council staff when working airside at MSC's aerodromes.
- Preparing regular rosters in keeping with Council's rostering principles to ensure appropriate coverage for the aerodromes and adequate breaks for staff.
- Preparing and delivering monthly reports providing updates on safety, security, and the maintenance/operational budget.
- Perform the role of Chairperson at the Airports Working Group meetings.
- Using and maintaining the full suite of airport operational documents including but not limited to the Transport Security Program (TSP), Aerodrome Manual (AM), Risk Management Plan (RMP) and any agreed emergency procedures.
- Delivery of Airside Inductions for new staff or contractors requiring access to the airside at any of Council's aerodromes.



- Maintenance of the Visitors Identification Card (VIC) System and Vehicle, Plant and Equipment Airside Approvals Register,
- Delivery of Airside Access and Driver training.
- Adhere to Murweh Shire Council policies and procedures.
- Ensure that timesheets are completed correctly and approved by your supervisor.
- Ensure all overtime and TOIL is authorised by your supervisor.
- All work is to be carried out in accordance with the Quality Assurance System.
- Commitment to Work Health and Safety, Council's Code of Conduct and demonstrating appropriate behaviour for a public sector employee.
- Any other duties as directed.
- Variable time frames during winter due to coincide with daylight hours.

Skills, Experience and Qualifications

Essential:

- Current C Class Drivers Licence
- Sound computer skills
- Firearms Licence issued under the *Queensland Weapons Act 1990*.
- Demonstrated time management and communication skills.
- Ability to work with a small team.
- Sound literacy and numeracy skills

Desirable:

- Aerodrome Reporting and Works Safety Officer Certificate (current within 2 years)
- Aviation Security Identification Card.
- VHF Aeronautical Radio Operators Certificate (AROC) of Competency
- Knowledge of the legislative framework that an aerodrome operates under.
- Prior operational experience as an airport employee
- Current HR Class Drivers Licence

Eligibility and Other Requirements

To be eligible for this position, the incumbent must be:

- legally entitled to work in Australia, including obtaining and retaining any necessary visas or residency status where applicable;
Note: If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, provided the work complies with the conditions of your visa.
- medically fit and physically capable to meet the health requirements of the position and be prepared, if required, to complete a Medical Assessment in accordance with the "Fitness for Duty Policy";
- prepared, if required, to provide a positive Criminal History Check;
- willing to obtain a 'Suitability Card' to enable the incumbent to work with or supervise people less than eighteen (18) years of age if required;





Position Description

HRF-002A V2 May 2023 / Review Date: May 2024

- prepared to work flexible hours to meet the requirements of the position;
- in agreement with all other terms and conditions specified within the Contract of Employment;
- approved for employment by Human Resources following satisfactory qualification, reference and any other pre-employment checks as required for this position (applicable to new starters only).

Other requirements of this position:

This position may require travel within the Local Government Area and work outside of standard business hours to meet the requirements of the role e.g. to attend training, events, conduct emergency works etc.

Acknowledgment of Position Description

I have received a copy of the attached position description. I have read this position description, and I understand the duties, responsibilities and expectations. I further understand that the position description sets out to describe the general nature, function and level of work being performed; it is not intended to be taken as an exhaustive list of all duties, responsibilities and skills required for the position. I understand my duties may change on a temporary or regular basis according to the needs of the Council without it being specifically included in the position description. I have discussed any questions, sought clarification on any queries or concerns I may have about this position description prior to signing. Skills, knowledge and experience listed are representative of minimum levels of knowledge, skills and/or abilities to perform this position. I understand that I must possess the ability and/or aptitudes to perform each duty proficiently.

Employee Signature: _____ Date: _____

Signature: _____ Date: _____
Manager of Regulatory Services





VACANCY DETAILS					
Job Ref ID: VP.		Position Title:		Closing Date:	
PERSONAL DETAILS					
Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss		First Name:		Last Name:	
Residential Address:			Postal Address:		
Mobile:		Daytime Contact No:		Email:	
Driver's License/Class:					
Tickets/Qualifications:					
White Card: Yes ☐ No ☐					
Are you an Australian Citizen or permanent resident of Australia? ☐ Yes ☐ No					
Have you previously worked for Murweh Shire Council? Yes ☐ No ☐ If yes please include details in your resume/CV					
REFEREE DETAILS (NOT TO BE FAMILY OR FRIENDS) Can you confirm your referees are current and are happy for Us (Council) to contact them? PLEASE MAKE SURE PHONE NUMBERS ARE CURRENT					
Referee 1	Name:		Referee 2	Name:	
	Phone:			Phone:	
	Relationship:			Relationship:	
HOW DID YOU FIND OUT ABOUT THIS POSITION? Please tick					
☐ South West Newspaper		☐ Council Website		☐ Council Facebook	
☐ Friend/Family Member		☐ Other _____			

DECLARATIONS

The following declarations are NOT a barrier to being considered for employment but will assist us to take due care in assessing appropriate placement should you be the successful applicant.

Health

To the best of your knowledge, do you have any medical conditions that will preclude you from undertaking the duties of the position you have applied for?

☐ No ☐ Yes

If 'Yes' please provide details:

Workers' Compensation Claim

Have you ever made a workers' compensation claim?

☐ No ☐ Yes

If 'Yes' please provide claim details (eg. Year of injury, company worked for, period of time off work)

Are any claims still current?

☐ No ☐ Yes ☐ Not applicable

If 'Yes' please provide claim details

Criminal Convictions

Have you ever been convicted of any offence in any court, or are you currently the subject of any charges pending or the subject of an investigation before a tribunal? (you do not need to give details of any conviction which you have had declared spent under the Spent Convictions Act 1988)

☐ No ☐ Yes

If 'Yes' please provide details:

Applicant Declaration

I hereby declare that the information contained in this document is true and correct.

Applicant Signature:

Date:/...../.....

CHECKLIST

Please ensure you have completed and included the following prior to submitting your application:

☐ Completed Job Application Form

☐ Listed 2 recent referees

☐ Enclosed a Resume

☐ Enclosed a detailed cover letter outlining how your skills, qualifications and experience meet the key requirements of the position

OFFICE USE ONLY – APPLICATION RECEIPT