

MURWEH SHIRE COUNCIL

Vacant Position

Compliance Officer

Make a difference in our community by supporting local laws, animal management, food safety, pool safety, and development compliance.

We're looking for a professional, community-minded person with strong communication skills who can build positive relationships and confidently support Council's health, safety and wellbeing initiatives.

- Stream B Level 6-8 depending on experience (\$62,222 - \$65,649 Super)

Requirements of the job:

Essential:

- current 'C' Class Driver's licence
- Current Queensland Firearms Licence, or the ability to obtain.
- Experience in handling and keeping of domestic animals and livestock
- Experience in reading, interpreting and applying relevant legislation and Local Laws.
- Strong interpersonal and conflict resolution skills with the ability to manage challenging situations.
- Proven ability to prepare clear and accurate compliance reports, notices, and correspondence.
- High level organisational skills with the ability to prioritise workload and meet deadlines.
- Demonstrated ability to work independently and collaboratively within a team.
- Competency in Microsoft Office and relevant compliance/records systems.

Desirable:

- Certificate IV in Government Investigations Regulatory Compliance or similar
- Demonstrated knowledge of building legislation (Building Act, Building Code of Australia, Planning Act) and local government compliance functions.
- Previous experience within local government or regulatory enforcement, or similar role
- Experience in the use of Body Worn Cameras
- Experience in conducting investigations and enforcement actions relating to compliance.

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 Sunday 13 September 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



Position Details	
Position Title:	<i>Compliance Officer</i>
Department:	<i>Regulatory</i>
Location:	Murweh Shire
Employment Basis	<i>Permanent Full-time</i>
Certified Agreement and Level:	Queensland Local Government Industry Award (Stream B) 2017 <i>Murweh Shire Council Certified Agreement 2025</i>
Level:	6-8
Reporting to:	<i>Supervisor or as directed</i>
Supervisors:	<i>Nil</i>
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	



Council's Expectations

General

- Performance may be reviewed annually against the responsibilities, accountabilities and behaviours defined in this role description.
- Consistently complete allocated tasks to a high standard and within agreed timeframes
- Undertake other tasks up to and including your ability, training and level.
- Maintain a professional image of Council as being efficient, courteous and customer focused.
- Undertake training as directed.
- Prompt response to service requests; be diligent in the delivery of assigned duties.

Organisational

- Completion of Timesheet, Logbooks and Pre-starts as required.
- Contribute positively and participate in team meetings as required.
- Completion of relevant position administration e.g. Guardian System
- Keep your supervisor informed of your activities and any factors that could impact on the public & Council operations.
- Personal planning to meet deadlines and notify Council staff promptly to avoid problems in their planning.
- Always ensure the security and appropriate intended use of Council information.
- Comply with the requirements of Council policies and procedures as amended from time to time.

Continuous Improvement & Quality Management

- Be a team player and assist proactively within the position's capacity.
- Be willing to accept responsibility for own actions and decisions, and to be held accountable for them.

Performance Measurement Criteria (guide only)

- *No internal complaints received requiring further action*
- *Minimal customer complaints received*
- *All tasks completed within agreed timeframes*
- *Timesheet, Logbooks and Pre-starts are completed on time*
- *100% Completion of all required training*
- *100% of required Health and Safety documentation is completed and hazards & incidents reported in a timely manner*
- *All tasks are planned and completed to a high standard*
- *Demonstrated participation in requested tasks and involvement in team activities*

Organisational 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, Policies, Procedures and work instructions. In fulfilling this duty, workers are to:

- Take reasonable care for their own health and safety.
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others.
- Comply with the Work Health and Safety Act, Regulations, Codes of Practice and Council's Work Health and Safety Policies and Procedures.
- Comply with instructions given by the relevant manager and/or supervisor in respect of the health and safety of themselves and the health and safety of others.
- Comply with the requirements of Council policies and procedures as amended from time to time.
- Participate in the consultation and communication processes as prescribed in the *Consultation, Cooperation and Coordination Code of Practice 2021*.

Position Overview

The incumbent must have a thorough knowledge of legislative requirements, using both the State legislation and Murweh Shire Council Local Laws, Policies and Procedures. The officer must possess high ethical standards, be reliable and honest, ensuring Council's process of openness and accountability to the community are portrayed when undertaking all tasks.

Key Responsibilities

All duties must be performed efficiently, professionally, and safely while adhering to Council policies and procedures. Responsibilities include, but are not limited to:

Legislative Compliance and Investigations:

- Interpret and investigate activities under relevant Acts, Regulations, and Council Local Laws, including abandoned vehicles, animal management, registrations, illegal camping, commercial use of footpaths, and overgrown allotments.
- Plan and manage daily operations to enforce relevant legislation in line with delegated authority.
- Complete documentation during investigations (e.g., animal incidents, dog attacks, illegal camping, or use of Council land), ensuring it meets legal standards and may be used in a court of law.
- Investigate alleged breaches of local laws, particularly complaints related to animal management, and take appropriate enforcement action.
- Issue correspondence, directions, compliance notices, and Penalty Infringement Notices, ensuring follow-through to final resolution.
- Conduct daily patrols and accurately record information through Council's record management system. Such information may be used in a court of law if required.
- Demonstrated knowledge of legislation (Building Act, Building Code of Australia, Planning Act) and or local government compliance functions.



- Experience in conducting inspections, regulatory investigations, and enforcement.
- Strong interpersonal and conflict resolution skills with the ability to manage challenging situations in a courteous manner.
- Proven ability to prepare clear and concise compliance reports, notices, and correspondence.
- Extensive organisational skills with the ability to prioritise workload and meet deadlines.
- Demonstrated ability to work independently and collaboratively within a team.
- Competency in a range of IT equipment and programs.
- Ability to effectively exercise sound judgement and maintain confidentiality under minimal supervision

Animal Management and Community Safety:

- Perform pound duties as required, including cleaning, handling, and releasing animals, maintaining records according to legislative requirements.
- Provide community education on responsible pet ownership, animal welfare, and compliance with the Animal Management (Cats & Dogs) Act 2008.
- Conduct proactive patrols, enforce Council's Local Laws, investigate complaints, and support community awareness programs. Address issues such as barking complaints, off-leash dogs, or livestock on roads to create a safer, more harmonious environment.
- Investigate serious incidents, such as dog attacks, and facilitate reunification of lost pets with their owners.
- Perform mosquito eradication duties if required, using appropriate chemicals and equipment.

Environmental and Development Compliance:

- Investigate developments and activities under the Environmental Planning and Assessment Act 1979, other relevant Acts, Regulations, and Policies to protect Murweh's environment and community health and safety.
- Carry out inspections and investigations in response to reports of unauthorised or non-compliant development.
- Regulate and advise on legislative and regulatory requirements according to Council's Compliance & Enforcement Policy.
- Prepare and issue relevant documentation such as Notices, Orders, and fines.
- Provide advice to Council's customers on Development Compliance matters.
- Deliver practical solutions to complex environmental, regulatory, and compliance issues, ensuring outcomes align with Council policy and community needs.

Building

- Conduct inspections and investigations to assist with compliance with the Building Act, Planning Act, local laws, development approvals, and building codes.
- Respond to building-related complaints under advisement from Council's Building certifier including unauthorised works, dangerous or unsafe structures, and breaches of approvals.
- Investigate reports of non-compliance with Council's building regulations, local laws, permits, and relevant legislation.

Reporting:

- Complete work reports for presentation at monthly general meetings of Council.

Other



- Adhere to Murweh Shire Council policies and procedures, including Workplace Health and Safety requirements.
- Complete timesheets accurately and approved by your supervisor.
- Obtain supervisor authorisation for all overtime and TOIL.
- Employees may need to work additional hours to ensure the completion of a project or projects.
- Assis with annual work-program priorities for Regulatory Services in line with adopted budget provisions
- Perform any other duties as directed that is not explicitly listed in this job description.

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.

Physical Requirements

Physical Demand Category

- ☐ Sedentary Work
- ☐ Maybe required Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
- ☐ Maybe required Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
- ☒ Maybe required Heavy Work – Frequent lifting/carrying of objects weighing up to 16kgs.

Audio – Visual Demands

- ☒ Depth Perception ☒ Colour Discrimination ☒ Peripheral Vision ☒ Hearing

Specific Actions Required

This job may include

Standing/walking		Sitting		Driving	
☐	None	☐	None	☐	None
☐	Occasional	☐	Occasional	☐	Occasional
☐	1-4 hours	☐	1-4 hours	☐	1-4 hours
☒	4-6 hours	☒	4-6 hours	☒	4-6 hours
☐	6-8 hours	☐	6-8 hours	☐	6-8 hours

Work Environment

Attribute	Yes	No
Chemicals	☒	☐
Cold	☒	☐
Dampness	☒	☐
Heat/Humidity	☒	☐
Heights	☒	☐
Noise	☒	☐
Fumes/Gases	☒	☐



Repetitive Motions

☒ Simple Grasping ☒ Fine Manipulation ☒ Pushing & Pulling ☒ Finger Dexterity ☒ Foot Movement

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	☒	☐	☐
Squatting	☒	☐	☐
Climbing	☒	☐	☐
Twisting	☒	☐	☐
Reaching	☒	☐	☐

Skills, Experience and Qualifications

Essential or relevant to your position:

- current 'C' Class Driver's licence
- Current Queensland Firearms Licence, or the ability to obtain.
- Experience in handling and keeping of domestic animals and livestock
- Experience in reading, interpreting and applying relevant legislation and Local Laws.
- Strong interpersonal and conflict resolution skills with the ability to manage challenging situations.
- Proven ability to prepare clear and accurate compliance reports, notices, and correspondence.
- High level organisational skills with the ability to prioritise workload and meet deadlines.
- Demonstrated ability to work independently and collaboratively within a team.
- Competency in Microsoft Office and relevant compliance/records systems.

Desirable:

- Certificate IV in Government Investigations Regulatory Compliance or similar
- Demonstrated knowledge of building legislation (Building Act, Building Code of Australia, Planning Act) and local government compliance functions.
- Previous experience within local government or regulatory enforcement, or similar role
- Experience in the use of Body Worn Cameras
- Experience in conducting investigations and enforcement actions relating to compliance.



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, 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;
- 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).





Murweh Shire Council

POSITION APPLICATION FORM

PO Box 63 CHARLEVILLE QLD 4470; Phone: 07 4656 8355; Email: recruitment@murweh.qld.gov.au
Website: www.murweh.qld.gov.au

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
	Phone:		
	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