

MURWEH SHIRE COUNCIL

Vacant Position

Governance Officer – Join Our Team!

We are seeking a motivated Governance Officer to provide specialist support in governance, compliance, and risk management. This role ensures Council meets its statutory and policy obligations while promoting transparent, accountable decision-making. You will coordinate key governance processes and strengthen good governance practices across the organisation. If you have strong analytical skills, integrity, and a passion for effective governance, we want to hear from you!

Stream A Level 4 (\$79,079 + Super)

Requirements of the job:

Essential:

- Current C Class Driver's Licence
- Experience in governance, compliance, risk management, or related fields
- Strong understanding of relevant statutory, legislative and policy requirements
- High-level written and verbal communication skills, including report and policy preparation
- Excellent attention to detail, organisation, and time-management
- Ability to interpret legislation and provide accurate advice
- Proven ability to handle confidential information professionally
- Competent in document and records management systems
- Able to work independently and collaboratively across the organisation
- Proficient in Microsoft Office

Desirable:

- Tertiary qualification in governance, law, business administration, public sector management, or related field
- Experience in Local Government, policy development, and electronic records management
- Knowledge of risk management frameworks and compliance systems

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 Justin Kronk on 0429 865 912.

Applications close: **Midnight Sunday 11 January 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>Governance Officer</i>
Department:	<i>Corporate</i>
Location:	Murweh Shire
Employment Basis	<i>Permanent Full-time</i>
Certified Agreement and Level:	Queensland Local Government Industry Award (<i>Stream A</i>) 2017 <i>Murweh Shire Council Certified Agreement 2022</i>
Level:	<i>Level 4</i>
Reporting to:	<i>Supervisor or as directed</i>
Supervisors:	<i>Nil</i>
The Murweh Shire	
<p>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.</p> <p>Our Mission: <i>To promote a vibrant, inclusive, local government area through sustainable, responsive leadership.</i></p> <p>Our Values: <i>Underpinning our employee culture and behaviours:</i></p> <p> 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 </p>	



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 Governance Officer provides specialist support to the Council in areas of governance, compliance and risk management. This role ensures the Council meets its statutory, legislative, and policy obligations, supporting transparent and accountable decision-making. The Governance Officer manages key governance processes including policy development, statutory reporting, and record management.

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:

- Ensure meetings comply with relevant legislation and Council policies.
- Maintain accurate records of decisions, resolutions, and actions arising from meetings.
- Provide advice to Councillors and staff on governance procedures and protocols.
- Assist in the development, review, and implementation of Council policies and procedures.
- Maintain a register of current policies and ensure policies are communicated effectively.
- Monitor compliance with internal governance frameworks and standards.
- Ensure compliance with legislative requirements, including Local Government Act, regulations, and other relevant legislation.
- Prepare and submit statutory reports as required.
- Monitor legislative changes and advise management on implications for Council operations
- Maintain corporate records, registers, and governance documentation in accordance with legislation and Council policy.
- Assist to Ensure records are accurate, secure, and accessible when required.
- Assist staff in records management practices and compliance
- Support internal and external audit processes as required.
- Assist with governance-related risk management initiatives.



- Maintain registers of conflicts of interest, gifts, and disclosures.
- Provide advice and support to staff, Councillors, and external stakeholders on governance matters.
- Respond to inquiries related to governance processes and procedures.
- Maintain confidentiality and professional integrity in all dealings.
- Identify opportunities to improve governance practices and processes.
- Participate in professional development to maintain current knowledge of governance and legislative requirements
- Provide support to Executive members on compliance and administrative functions.

Other

- Adhere to Murweh Shire Council policies and procedures.
- Complete timesheets accurately and approved by your supervisor.
- Obtain supervisor authorisation for all overtime and TOIL.
- Demonstrate Commitment to Work Health and Safety, Council's Code of Conduct and professional public sector behaviour.
- Employees may need to work additional hours to ensure the completion of a project or projects.
- 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	
<input type="checkbox"/>	None	<input type="checkbox"/>	None	<input type="checkbox"/>	None
<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional	<input type="checkbox"/>	Occasional

Work Environment

Attribute	Yes	No
Chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cold	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dampness	<input checked="" type="checkbox"/>	<input type="checkbox"/>



<input type="checkbox"/>	1-4 hours	<input type="checkbox"/>	1-4 hours	<input type="checkbox"/>	1-4 hours	Heat/Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	4-6 hours	<input checked="" type="checkbox"/>	4-6 hours	<input checked="" type="checkbox"/>	4-6 hours	Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	6-8 hours	<input type="checkbox"/>	6-8 hours	<input type="checkbox"/>	6-8 hours	Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
						Fumes/Gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Repetitive Motions

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

This Job Will Require

Manoeuvre	Frequent	Occasional	None
Bending	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twisting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Skills, Experience and Qualifications

Essential or relevant to your position:

- current 'C' Class Driver's licence
- Proven experience in governance, administration, or corporate services, preferably within local government or a similar environment.
- Sound knowledge of governance frameworks, statutory compliance requirements, and local government legislation.
- Strong administrative, organisational, and record-keeping skills, with high attention to detail and accuracy.
- Excellent written and verbal communication skills, with the ability to provide clear advice to staff, Councillors, and stakeholders.
- Competence in using office software, records management systems, and other relevant technology.
- Ability to manage multiple priorities, work independently, and maintain confidentiality.
- Tertiary qualification in Governance, Business Administration, Law, or a related field, or equivalent professional experience.
- Professional governance training or local government certifications (desirable, e.g., IOG membership).



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).

Acknowledgment of Position Description

- ☐ I have received a copy of the relevant position description.
- ☐ I have read this position description, and I understand the duties, responsibilities and expectations.
- ☐ I understand that the position description outlines the general nature, function, and level of work being performed, rather than an exhaustive list of all duties, responsibilities, and skills needed for the role.
- ☐ 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.
- ☐ Before signing, I have discussed any relevant questions I have about the position. The listed skills and experience represent the minimum requirements for the position.
- ☐ I understand that I must possess the ability and/or aptitudes to perform each duty proficiently.

Employee Signature:

Date:

Employee Name:

Director / Manager Signature:

Date:

Director/ Manager of Engineering Services Name:





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: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		First Name:		Last Name:	
Residential Address:			Postal Address:		
Mobile:		Daytime Contact No:		Email:	
Driver's License/Class:					
Tickets/Qualifications:					
White Card: Yes <input type="checkbox"/> No <input type="checkbox"/>					
Are you an Australian Citizen or permanent resident of Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you previously worked for Murweh Shire Council? Yes <input type="checkbox"/> No <input type="checkbox"/> 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					
<input type="checkbox"/> South West Newspaper		<input type="checkbox"/> Council Website		<input type="checkbox"/> Council Facebook	
<input type="checkbox"/> Friend/Family Member		<input type="checkbox"/> 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

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