MURWEH SHIRE COUNCIL

Vacant Position

Multiple Labourers

We are looking for reliable, hardworking and motivated Labourers to join our Council Operations teams across multiple locations.
We have opportunities available in both Parks & Gardens and Water & Sewerage, offering hands-on work for people who enjoy working outdoors, being part of a team and contributing to the local community.

Parks & Gardens Labourers
Duties include:

- Mowing, whipper snipping and general grounds maintenance.
- Gardening, pruning, weeding and landscaping.
- Maintaining parks, gardens, public spaces and council facilities.
- General town beautification and maintenance duties.

Water & Sewerage Labourers
Duties include:

- Assisting with the maintenance and repair of water and sewerage infrastructure.
- Supporting operational crews with general labouring duties.
- Assisting with pipework, installations and maintenance activities.
- Maintaining safe and tidy work areas and following safety procedures.

Requirements of the job:

Essential:

- Current driver's licence – essential.
- Reliable, punctual and motivated.
- Physically fit and able to undertake manual labour.
- Comfortable working outdoors in various weather conditions.
- Able to work effectively as part of a team and follow instructions.
- Committed to workplace health and safety.

Desirable:

- Relevant experience

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 Richard Ranson on 4656 8355.

Applications close: midnight Wednesday 11 November 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

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	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

✂----------

Position Details	
Position Title:	*Labourer*
Department:	*Engineering*
Location:	Murweh Shire
Employment Basis	*Permanent Full-time*
Certified Agreement and Level:	Queensland Local Government Industry Award (*Stream B)* 2017 *Murweh Shire Council Certified Agreement 2025*
Level:	*5*
Reporting to:	*Supervisor* or as directed
Supervisors:	*Nil*

The Murweh Shire

Located in southwest Queensland, the Murweh Shire covers an area of 43,905km^2 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:
To promote a vibrant, inclusive, local government area through sustainable, responsive leadership.

Our Values:
Underpinning our employee culture and behaviours:



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*
- *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

To perform labouring duties relevant to your position within Murweh Shire.

Contribute to a happy and positive work environment

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:

- Undertaking/ performing general labouring duties.
- Ensure that the correct maintenance and care of equipment in your control is carried out.
- Assist with grave digging.
- All work is to be carried out in accordance with the Quality Assurance System
- Adhere to Murweh Shire Council policies and procedures.
- Commitment to Work Health and Safety, Council's Code of Conduct and demonstrating appropriate behaviour for a public sector employee.
- Ensure that timesheets are being correctly completed daily.
- All overtime and TOIL is to be authorised by your supervisor.
- Employees may be required to camp outside of Charleville, as some projects are located a reasonable distance from the depot. During the working week, the operator might need to stay in Council camps until the project is completed.
- Employees may need to work additional hours to ensure the completion of a project or projects.
- Any other duties as directed that is not explicitly listed in this job description.

Physical Requirements

Physical Demand Category

☐ Sedentary Work

☐ Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.

☐ Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.

☒ 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 Construction Safety Induction Card (White Card)
- Labouring skills to carry out maintenance activities on a daily basis.
- Demonstrated ability to work effectively in a team and independently

Desirable:

- Current Plant Operator Tickets
- Traffic Implementer Ticket
- LR/MR 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, 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: