

Join the team!

CANDIDATE INFORMATION KIT

PROPERTY AND LAND TENURE SUPPORT OFFICER

Full time

Job Reference: CSC202



Applications close Sunday 20 September 2026
Don't miss your chance to apply!

*Cook Shire Council reserves the right to close applications prior to the
advertised closing date if a suitable candidate is identified.*



*Are you organised, curious and ready for
a role with plenty of variety?
If so, we'd love to hear from you!*

Do you enjoy working with people, information and detailed processes, and want to build your knowledge across property, land and local government? As Property and Land Tenure Support Officer, you'll provide important administrative and coordination support across Council's property, tenancy, lease, land tenure and Native Title functions — all while enjoying the lifestyle that comes with living and working in beautiful Far North Queensland.

From maintaining property and tenancy records and supporting lease matters, to researching land tenure issues, preparing correspondence and liaising with government agencies and stakeholders, this role offers a unique opportunity to develop broad and valuable experience while contributing to the effective management of Council's land and property portfolio. If you're proactive, highly organised, detail-focused and enjoy learning new things, we'd love you to join our Planning and Environment team!

Cook Shire Council is a progressive and forward-thinking organisation with a rich blend of culture and community connections and collaboration. Our Council brings tremendous positive opportunities and provides for a bright, healthy and sustainable future for our Shire, its residents and communities.

We have compiled this Candidate Information Kit to provide an overview of Cook Shire Council and the advertised position, to assist you in preparing your application.

The kit contains the following information:

- Application Guide
- Position Details
- Information about Cook Shire

APPLICATION GUIDE

The information contained in this guide is designed to assist you in preparing an application for this vacant position within Cook Shire Council.

Your application determines whether you will be shortlisted for an interview. It is your opportunity to show the selection panel that you have the knowledge, skills, experience and ability to do the job.

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HOW TO APPLY

Prepare a letter and up to date resume. Tell us why you would like to be considered for this role and send it to us!

Please provide an answer to these questions in your application to us:

- ✓ Why does this particular role interest you?
- ✓ What is your previous experience in a similar environment?
- ✓ What skills do you have that would make you a suitable candidate?
- ✓ Include two employment-related referees.

Send your application:

In person: Administration building, 10 Furneaux Street, Cooktown Qld 4895

Email: work@cook.qld.gov.au

Online: www.cook.qld.gov.au/work

PRE EMPLOYMENT MEDICAL EXAMINATION

If you are successful, a pre-employment medical examination will be required. Drug screening will be part of the medical examination. Positive result of any prohibited drugs may result in withdrawal of offer of employment.

SUMMARY & CONDITIONS OF EMPLOYMENT

JOB REFERENCE: CSC202	
Position:	Property and Land Tenure Support Officer
Location:	Council's Main Administration Office - 10 Furneaux Street, Cooktown
Tenure:	Full time
Remuneration:	Queensland Local Government Industry (Stream Q: Division 2, Section 1) Award – State 2017 – Level 3 \$83,610 per annum
Leave Entitlements:	5 weeks annual leave 15 days personal leave 9 day fortnight
Superannuation:	12% Superannuation contributions

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POSITION DESCRIPTION

Position Title:	Property and Land Tenure Support Officer
Directorate:	Growth and Liveability
Location:	Council's Main Administration Office – 10 Furneaux Street, Cooktown
Award/Classification:	Queensland Local Government Industry (Stream A – Division 2, Section 1) Award – State 2017 – Level 3

1 POSITION OBJECTIVES

The Property and Land Tenure Support Officer provides high-level administrative, coordination and organisational support across Council's property management, tenancy and lease administration, land tenure and Native Title functions. The role is responsible for assisting the Property and Development Compliance Coordinator with:

- Effective administration of Council's property management, tenancy and lease portfolio, including accurate lease and tenancy registers.
- Road reserve encroachments, roads off alignment and road opening/closure matters.
- Management plans for Council trustee land.
- Native Title matters and Indigenous Land Use Agreements (ILUAs).
- Communications with State agencies, Council officers and other stakeholders.
- Agreements relating to mining leases over Council's road reserves.
- Preparation of timely and accurate correspondence and briefings.
- Property and lease register maintenance and actions.

2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities will include but are not limited to:

- Working under the guidance of the Property and Development Compliance Coordinator provide administrative and coordination support for Council's property and land tenure matters, such as:
 - property and title searches
 - road matters (encroachments, alignments, openings and closures)
 - draft and update Management Plans for Council Trustee land, in accordance with State and Council requirements.
- Provide administrative and coordination support for Council's property management, tenancy and lease administration functions, including Council-owned residential properties, staff housing and pensioner units.
- Maintain the lease and tenancy register, processing routine tenancy applications, renewals and correspondence in accordance with approved templates and procedures.
- Liaise with tenants and lessees on routine, non-negotiable matters, escalating lease negotiations, rent reviews, lease terms and disputed matters to the Property and Development Compliance Coordinator.
- Draft correspondence, reports prepared by and with guidance from Council's legal representatives. Prepare briefing notes and reports for review by the Property and

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Development Compliance Coordinator and Manager Planning and Environment, ensuring accuracy and timely turnaround.

- Maintain accurate, well-organised records and files for property, land tenure and Native Title matters, ensuring all corporate information is captured within Council's electronic document management systems, in accordance with recordkeeping policies and procedures.
- Research and liaise with State agencies, Council officers and other stakeholders to gather information required to support property, tenancy, lease and land tenure matters.
- Provide excellent customer service, respond to routine enquiries, and escalate matters requiring specialist advice or negotiation to the Coordinator or Manager as appropriate.
- Perform other duties as required, commensurate with classification level and as reasonably directed.

3 POSITION REQUIREMENTS

3.1 Qualifications, Experience, Skills and Knowledge

- Qualification in business administration, office management or a related field, or equivalent demonstrated experience in a high-volume administrative or coordination role.
- Demonstrated experience in property management, tenancy or lease administration, land tenure or related government administration is desirable but not essential.
- Excellent organisational skills, with the ability to manage multiple concurrent tasks, competing deadlines and detailed documentation with limited supervision.
- High level of attention to detail and accuracy in record keeping, correspondence and reporting.
- Basic awareness and ability to learn / research the purpose and application of legislation relevant to Council's property management, tenancy, land tenure and Native Title functions (including the Land Act 1994, Local Government Act 2009 and Native Title (Qld) Act 1993 and relevant tenancy legislation) is desirable.
- Ability to draft clear, well-organised correspondence, briefings, tenancy documentation and file notes under guidance, for review by the Coordinator or Manager.
- Strong written and verbal communication skills, with the ability to liaise professionally with internal and external stakeholders, including tenants, lessees, consultants, government agencies and Council's legal representatives.
- Advanced working knowledge of the Microsoft Office suite, including Word, Excel and Outlook.
- Experience using electronic document and records management systems.
- Current Queensland Class 'C' Drivers' Licence.

3.2 Interpersonal Skills

- Developed verbal and written communication skills with a high level of attention to detail and accuracy.
- Ability to maintain a high level of customer service satisfaction and quality of service to internal and external customers.
- Ability to work both independently with minimal supervision and within a team.

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- Demonstrates initiative and a proactive and self-motivated approach.

3.3 Training

- Training will be provided as required.
- The incumbent may be required as part of this position to attend professional development opportunities.

3.4 Workplace Standards

- Compliance with Council's Code of Conduct, Corporate Policies and Procedures and relevant legislation.
- Embody and promote Council's mission and values, contributing to a positive and inclusive workplace culture.
- Promote and maintain a professional image, demonstrating respect, integrity and ethical behaviour in all Council duties and activities.
- Adopt a pro-active approach to all duties and use initiative within the scope of responsibility.
- Contribute toward the overall efficient and effective operations of Council.

3.5 Workplace Health and Safety

- Compliance with Council's Workplace Health and Safety Management Systems and *Work Health and Safety Act 2011* (Qld).
- Compliance with all documented WHS policies, procedures and reasonable instructions issued by Council and its officers.
- Adopt a "safety first / risk adverse" mindset to ensure the well-being of yourself and others.
- Identify hazards, conduct risk assessments and take corrective action to eliminate hazards in the workplace, and/or report hazards and risks in accordance with WHS procedures.
- Report workplace incidents, including, but not limited to injuries, property damage and near misses and, if requested, actively participate in WHS investigations within the workplace.
- Actively participate in training provided by Council in relation to WHS management principles and practices appropriate to your role and responsibilities within the Council.

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INFORMATION ABOUT COOK SHIRE

Cook Shire is the largest land area Shire in Queensland covering 106,000km² and encompassing some 80% of the Cape York Peninsula region of Far North Queensland. The Shire also shares boundaries with a number of Aboriginal Shire Councils as well as Mareeba, Douglas and Carpentaria Shires. Our population is around 5,000 shire-wide.

Our natural environments across the Shire are as diverse as they are spectacular, including rainforest, savannah country, agricultural and pastoral land, tropical islands and a number of towns. Cooktown is our largest town and is home to the Council administration office and works depot. Other townships and localities include Marton, Lakeland, Laura, Coen, Ayton, Rossville, Helenvale and Portland Roads.

Cook Shire is a developing local government area with a steady increase in population, particularly in Cooktown. The Endeavour Valley and Lakeland are the centres of horticulture whilst other areas support the cattle industry. Cooktown has a thriving recreational and commercial fishing industry, which includes live coral trout and crayfish, prawns and other fisheries.

One of Australia's most historically significant townships, Cooktown is the location where Captain James Cook spent almost seven weeks repairing his vessel, the HM Bark Endeavour. Some of the most extraordinary discoveries and interactions with local Aboriginal people occurred here in 1770.

Weather

Cook Shire enjoys a mild tropical climate all year round with the annual wet season generally running from January to March. This is when the environment comes to life and a great time to get out and about. April to December brings a drier period with cooler weather and temperatures averaging around 27 degrees Celsius. In summer Cooktown is usually about 5 degrees cooler than Cairns.

Services

Supermarket	Bakery	Airport
Petrol stations	Speciality stores	Coffee shops and cafes
RSL and Bowling Clubs	Pubs and bottle-shops	Medical centre
Schools (public and private)	Restaurants	Events Centre
Pharmacy	Hospital	Newsagent
Public swimming pool	Visitor Information Centre	Golf Club

Getting here

FLY	45 minute flight to Cooktown from Cairns
DRIVE	4.5 hour drive on inland sealed road from Cairns (self-drive or bus)
CRUISE	Sail or cruise from Cairns via private vessel, cruise ship or tour boat

Cooktown is very accessible with many all-weather travel options. For details on companies who run regular services to Cooktown and other great travel information, take a look at our tourism website www.cooktownandcapeyork.com.

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Arts and Culture

There is an extensive array of arts in Cooktown to feast your senses on including paintings, carvings, photography, crafts, music, public art and festivals. The Cooktown and Rossville markets showcase many talented local artists, multiple art galleries feature in the main street of Cooktown and one at the Visitor Information Centre at Nature's Powerhouse and annual festivals and events. There are always plenty of opportunities to enjoy the arts, music and dance, and local bands perform regularly at various venues around town.

With the range of Indigenous communities surrounding Cooktown there is no shortage of opportunities to discover one of the world's most ancient cultures. The local Bama people would be pleased to share stories about their culture and take you for a peek at some of the oldest and most significant rock art sites around the world. Tours operate from Wujal Wujal, Laura, Cooktown and Hope Vale and each offer an insight into the traditional Aboriginal way of life, bush tucker, customs, beliefs, and creation stories. There are also arts and cultural centres based in Wujal Wujal, Laura and Hopevale to give you a leisurely insight into the ancient cultures at your own pace.

Information

For further information about our Council and Shire please visit Council's website www.cook.qld.gov.au.

Privacy

Cook Shire Council is committed to helping you protect your privacy. The information provided by you and information retrieved from databases held by Cook Shire and displayed to you online is intended for the sole use of the authenticated user for the purpose of enhancing customer interactions with Cook Shire Council.

By submitting your application to Council, you agree that we may use your personal information for the purpose of processing your application. If you are shortlisted for interview and we perform a reference check, third parties may be contacted to obtain more information about you.

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