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CANDIDATE INFORMATION KIT

CASUAL AIRPORT REPORTING OFFICER Cooktown Aerodrome

Job Reference: CSC196



Applications will close Friday 4 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.



Ready for takeoff?
Elevate your career with this fantastic opportunity
with Cook Shire Council!

Thank you for your interest in the Casual Airport Reporting Officer role with Cook Shire Council.

Located approximately 12km from the Cooktown town centre, Cooktown Airport is the aviation gateway to Cape York Peninsula.

About Cooktown and the Cook Shire

Based at the Cooktown Aerodrome this is a hands-on role that combines aviation safety, practical maintenance, customer service and community connection to Cook Shire — Queensland's largest local government area by land size. Cooktown is a historic and welcoming town at the heart of the Shire, offering a relaxed tropical lifestyle, strong community spirit and easy access to some of Far North Queensland's most spectacular natural surroundings.

About the Role

As an Airport Reporting Officer, you'll help ensure the safe and efficient day-to-day operation of Cooktown Airport. Working both independently and as part of a team, you'll be responsible for a diverse range of operational, maintenance and reporting activities. This is a fantastic opportunity to combine aviation, customer service, airside operations, maintenance and emergency response in one exciting role.

About Cook Shire Council

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

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HOW TO APPLY

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

It would be appreciated if you answer these questions in your application to us:

- ✓ Why does this particular role interest you?
- ✓ What skills do you have that would make you a suitable candidate?
- ✓ What values would you bring with you into the workplace?
- ✓ Address the screening questions in SC1.
- ✓ 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	CSC196
Position:	Casual Airport Reporting Officer
Location:	Cooktown Airport - Endeavour Valley Road, Cooktown Queensland
Tenure:	Casual
Remuneration:	Queensland Local Government Industry (Stream B: Division 2, Section 5) Award – State 2017 – Level 4 \$45.31 per hour inclusive Casual Loading
Superannuation:	12% Superannuation contributions

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SCREENING QUESTIONS

Please include a response to these questions as part of your application.

SC1. Do you currently possess any of the following current qualifications:

- | | |
|--|--------|
| a. Aerodrome Reporting Officer Certificate | Yes/No |
| b. Aeronautical Radion Operator Certificate | Yes/No |
| c. Current Class 'C' drivers licence | Yes/No |
| d. Previous experience in aerodrome operations | Yes/No |
| e. Previous experience in fuel dispensing | Yes/No |

POSITION DESCRIPTION

Position Title:	Casual Airport Reporting Officer - Cooktown
Directorate:	Infrastructure
Location:	Cooktown Airport, 928 Endeavour Valley Road Cooktown, Queensland
Award/Classification:	Queensland Local Government Industry (Stream B – Division 2, Section 5) Award – State 2017 – Level 4

1 POSITION OBJECTIVES

- To ensure the operational safety, security and maintenance of the Cooktown Aerodrome facility in accordance with Council's Aerodrome Manual, Civil Aviation Safety Authority Regulations and other statutory requirements.
- To maintain a high service standard of presentation of the aerodrome terminal, facilities and surrounds.

2 POSITION DUTIES AND RESPONSIBILITIES

Duties and responsibilities will include but are not limited to:

Aerodrome Serviceability Inspections, Marking and Reporting

- Conduct daily inspections per the Aerodrome Manual before Regular Public Transport landings.
- Address any issues promptly and follow procedures outlined in the Aerodrome Manual.
- Issue NOTAM notifications for movement area changes.

Lighting Checks and Display of Emergency Flare Paths

- Inspect the Airport lighting system, as per manual requirements.

Aerodrome Maintenance

- Mow and maintain airside and landside areas.

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- Replace broken aerodrome markers and wind direction indicator sleeves.
- Repair aerodrome boundary fence and gates.

Building Area Maintenance

- Clean passenger terminal and toilets daily.
- Perform minor urgent repairs to buildings, including plumbing.
- Mow and maintain lawns and gardens.

ARO Duty Roster and Cooktown Airport Relief Work

- Provide ARO cover including weekend and public holidays as per Cooktown duty roster.

Refuelling Duties

- Be on call to dispense fuel seven days a week, while on duty.
- Conduct daily fuel testing and regular stock checks.
- Assist customers in the fuelling process when required.
- Perform routine maintenance and inspections of the fuel installation.

Airside Security

- Perform regular security checks.
- Ensure airside motor vehicles comply with the Cooktown Aerodrome Manual.

Fire Trailer

- Operate the fire trailer during airplane accidents or emergencies.
- Conduct weekly checks to confirm its serviceability.

Other

- Perform routine daily servicing of plant and equipment.
- Implement Bird and Animal Management strategies as per Aerodrome Manual.
- Comply with Cook Shire Council's Drug and Alcohol Management Plan for Cooktown Aerodrome.
- Perform other duties as required, commensurate with classification level and as reasonably directed.

3 POSITION REQUIREMENTS

3.1 Qualifications, Experience and Knowledge

- Current Aircraft Aeronautical Radio Operators Certificate (AROC) Licence.
- Current Aerodrome Reporting Officer's Certificate.
- Current Class "C" Driver's Licence.
- High level skills in aerodrome operation and maintenance.
- Experience in fuel dispensing.
- Experience in the use of relevant computer applications.
- Sound knowledge of relevant legislation, standards and practices.
- Possess or be eligible to obtain a Qld Firearm's Licence.

3.2 Interpersonal Skills

- Well-developed verbal and written communication skills with a high level of attention to detail and accuracy.

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- Ability to maintain a high level of customer service satisfaction and quality of service to internal and external customers.
- Ability to work autonomously and within a team.

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.
- 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.

4 ORGANISATIONAL AND REPORTING RELATIONSHIPS

- Reports to Council's Airport Operations Manager.
- Liaises with Council officers, members of the public and government and statutory authorities.

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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	PCYC Events Centre
Pharmacy	Hospital	Newsagent
Public swimming pool	Visitor Information Centre	Golf Club

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Getting here

FLY	45 minute flight to Cooktown from Cairns
DRIVE	3.5 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.

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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