



SHIRE OF ASHBURTON

Position Description

Airport Reporting Officer

Directorate	Development & Regulatory Services
Department	Airport Services
Job Family	Officer
Reports To	Manager Airport Services
Direct Reports	Nil
Location	Onslow
Industrial Instrument	<i>Shire of Ashburton Industrial Agreement 2026</i>
Classification	Level 4

Vision

We will be a welcoming, sustainable, and socially active district, offering a variety of opportunities to the community.

Values

Respect Openness Teamwork Leadership Excellence Health & Wellbeing

About the Role

Role Objective / Purpose

Responsible for ensuring the safe, compliant, and efficient operation of the Onslow Airport through regular inspection, reporting, and maintenance of airside and landside facilities, with particular responsibility for the coordination and oversight of airside activities. This role plays a critical part in maintaining aviation safety, security, and environmental standards in accordance with legislative and operational requirements, while acting as the primary point of contact for Aerodrome Reporting Officer (ARO) functions to provide guidance and ensure consistency in operational practices across all staff undertaking ARO duties.

Key Role Outcomes

- Maintain Aerodrome Safety and Compliance – Conduct daily inspections of runways, taxiways, aprons, lighting, and aerodrome grounds in accordance with *Part 139 (Aerodrome) Manual of Standards and the Onslow Aerodrome Manual*, ensuring full compliance with regulatory requirements.



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- Deliver Effective Maintenance and Repair Programs – Undertake minor maintenance and repairs across airfield pavements, line marking, lighting systems, drainage, fencing, wind indicators, and other operational infrastructure to ensure ongoing aerodrome readiness.
- Manage Wildlife and Environmental Risks – Implement wildlife hazard management and vegetation control programs to minimise risks to aviation safety and maintain compliance with environmental obligations.
- Ensure Security and Access Control – Maintain airside security and terminal access in accordance with the *Aviation Transport Security Act 2004*, *Aviation Transport Security Regulations 2005*, and the *Onslow Airport Transport Security Program (TSP)*, including management of Visitor Identification Cards (VICs) and escort duties.
- Respond to Emergencies and Incidents – Participate in emergency and security responses, exercises, and drills in accordance with the *Aerodrome Emergency Plan (AEP)* and *Transport Security Program (TSP)*, ensuring preparedness and effective communication with all stakeholders.
- Maintain Grounds, Facilities, and Equipment – Undertake routine maintenance, gardening, fencing repairs, pressure cleaning, and upkeep of vehicles and plant to maintain a safe, clean, and functional airport environment.
- Communicate and Collaborate Effectively – Liaise with the Manager Airport Services and relevant stakeholders to report hazards, coordinate maintenance, share operational updates, and support continuous improvement of airport operations.
- Work Autonomously and Safely – Demonstrate initiative, accountability, and adherence to Shire policies, safety procedures, and regulatory requirements while managing daily operations and adapting to changing priorities.



Work Duties

The position description does not act to limit or set specific duties required to fulfil this role, this document serves to describe the role, outline required outcomes, and set expectations. All employees are required to have a flexible approach to their work, including undertaking work duties which may fall outside those required of this role. All employees must comply with reasonable and lawful directions.

Core Competencies

The following competencies are required of **all roles** within the Shire and are ranked to reflect differing levels of responsibility. These competencies reflect the Shire's Values of Respect, Openness, Teamwork, Leadership, Excellence, Health and Wellbeing which apply at all times, to all staff, in all roles.

Competency	Required Level
Health and Safety	Proficient: Reviews, audits, and trains others in safety procedures primarily on the job. Instrumental in leading work teams on safety compliance and ensuring a culture of safety first within the work team. At all times acts in accordance with the principles identified in the Local Government Act and State and Federal legislation.
Accountability	Advanced: Manages and plans own work but may perform work under limited supervision or direction. Work projects may be managed by more senior decision makers. Implements tools to keep track of a wide range of tasks, priorities, and due dates. May supervise or direct work of others in a single business unit. Given broad direction and limited guidance with performance measured against objectives.
Judgement and Decision Making	Advanced: Decisions will involve technical areas of complexity requiring consideration of multiple options. Judgement is applied to design, test, analyse, review, or develop complex systems, procedures, equipment, or processes.
Time Management	Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.
Customer Service	Intermediate: Transactional style or routine interaction with members of the public involving known queries. The employee will reflect and always demonstrate the code of conduct of the

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	organisation, its values and work with the highest level of integrity.
Financial Management	Fundamental: Adhere to set budgets in purchasing. May provide some general feedback in respect to costs and spending derived from operational responsibilities.
Leadership	Fundamental: Extent of leadership is setting a positive example through one's own actions to influence peers and supervisors.
Role Specific Competencies These are the specific competencies required of the role.	
Competency	Required Level
Problem Solving	Advanced: Solve problems where there is a lack of definition requiring analysis of several options, including new problems outside developed or learned skills and knowledge. Solve problems in accordance with managerial directives, policies of Council and legislative requirements.
Policy or Legislative Interpretation	Advanced: Require a conceptual understanding of policy and interpretation in the application of policy or precedent.
Conflict Resolution	Advanced: Able to resolve a predictable range of conflict of opinions where resolution is not immediate and negotiation skills are required.
Communications Skills	Intermediate: Business level written, and verbal language skills expected for most roles where a major portion of the communication is written. This includes ability to use standard office programs, including formatting, spellcheck and use of appropriate grammar. Able to resolve minor matters.
Report Writing	Advanced: Research, develop, and write detailed and non-standard reports in their field of expertise. Contribute to, or write subject to review, reports to Council or external regulatory authorities.
Administration Skills	Intermediate: Able to use software to complete more complex administration tasks.



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Project Management	Fundamental: Maintain records, filing systems, contract details, variation records and other support and control mechanisms within a project-based environment.
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Licenses, Registrations, Memberships or Qualifications Required of Role

- Current C Class Driver's Licence
- Current National Police Clearance (issued within 6 months of commencement)
- Aerodrome Reporting Officer (ARO) Certificate – from an approved authority
- Aeronautical Radio Operator Certificate (AROC) – CASA-recognised qualification
- Eligibility to obtain and maintain an Aviation Security Identification Card (ASIC)
- First Aid Certificate

Experience, Skills, Knowledge Required of Role

- Demonstrated experience in airport or aerodrome operations, preferably in an ARO capacity.
- Strong understanding of aerodrome safety, compliance, and emergency response requirements.
- Proficiency in Microsoft Office suite.
- Experience operating and maintaining vehicles and minor plant safely.
- Proven ability to prioritise tasks, multitask effectively, and remain calm under pressure.
- Demonstrated ability to work autonomously and collaboratively within a small team.
- Comfortable working outdoors in varied weather conditions.
- Flexibility to work a 7-day roster, including after-hours and on-call duties as required.

Confirmation

I have received, read, and familiarised myself with this position description:

Name _____

Signed _____

Date _____

Position descriptions may be reviewed on an annual basis, as part of the Shire's annual performance review process.