

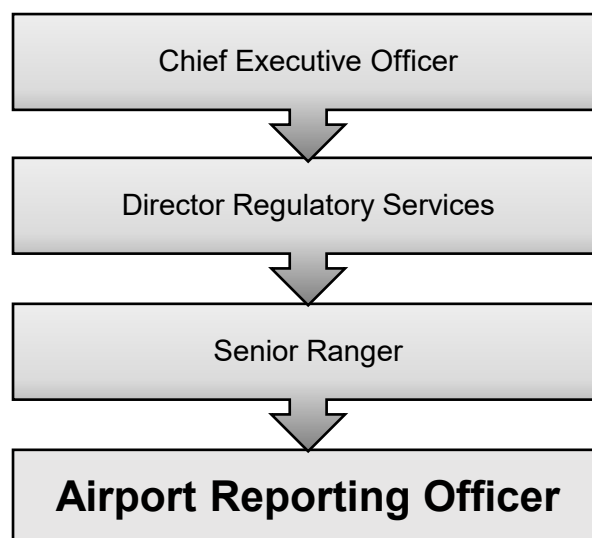
SHIRE OF RAVENSTHORPE



Position Description

Position Title:	Airport Reporting Officer		No: 86
Directorate:	Regulatory Services		
Reporting to:	Senior Ranger		
Award:	Local Government Officers' (Western Australia) Award 2021, and the Municipal Employees (Western Australia) Award 2021.		
EBA Band Level	Status	Hours per week	FTE
5	Casual	As required	As Required
Workplace Address:	(a) Ravensthorpe Airport, Jerdacuttup Road, Hopetoun. (b) Work location may change in accordance with the needs of the organisation, roles and responsibility changes of this position or emergency situations as directed.		
Probationary period:	Six (6) months' probation period (or as negotiated but not more than six (6) months, refer to contract).		
Performance review:	Conducted annually or as determined by Shire policy/procedure.		

1. Reporting Organisational Structure



2. Organisational Values

Honesty: We are upfront, sincere and open in all of our actions.

Communication: We share information clearly so everyone knows what is happening.

Respect: We treat everyone with fairness and value their contribution.

Integrity: We do the right thing and stand by our commitments.

3. Position Purpose and Objectives

The primary purpose of the role is to provide a high level of service to visitors and operators of the airport. The role has a strong focus on safety and compliance by ensuring all records are kept and reported as required by operating procedures and legislation.

The role of airport reporting officer will require you to support the airport services by undertaking the duties based on the schedule of arrivals and departures. The airport is not open 24/7 and requires coordination of officers to ensure efficient and timely support to meet the safety requirements of the Civil Aviation Safety Authority (CASA).

4. Principle Responsibilities and Duties

Undertake services required for the compliant and user-focused maintenance and grounds work in accordance with Shire Policies, the Airport Management Plan, CASA and Manual of Standards (MOS) 139 requirements and Work Health and Safety Regulations.

Autonomous work may be required, therefore working in isolation procedures are necessary and open communication channels are to be maintained.

Undertake appropriate pre-start processes in accordance with Occupational Health and Safety Regulations for any equipment allocated to this role.

When required undertake the role of airport reporting officer to support the airport services as follows:

- Issue notices to airmen (NOTAM) for new hazards identified at the aerodrome
- Assist in the provision of ramp services to ensure the efficient turnaround of aircraft including loading and unloading baggage, moving cargo and baggage
- Provide a high level of customer service with a focus on safety and following procedure
- Attend and participate in toolbox meetings, induction and training, as required
- Communicate with pilots via radio
- Liaison for arrivals and departures of flights with charter companies
- Undertake inductions for new airport users and ensure security requirements are adhered to
- Remove animals from the runway prior to flights
- Maintain office equipment and operations equipment
- If required provide security checks by checking in customers and baggage, handle baggage, open and close the airport building and oversee passenger boarding

- Inspect, maintain and improve aerodrome assets (landside and airside) including hazard identification and removal, wind-sock maintenance, painted areas, minor electrical items, landscaping / grounds and other related activities in accordance with MOS 139
- Ensure compliance of the airport facility, which includes:
 - Maintenance, slashing and spraying of the facility to remove vegetation build up
 - Communicate with farmers before spraying
 - Assist with annual emergency exercises
 - Action plans for issues outstanding from audits to meet standards and specifications
 - Complete inspections to runway and all aerodrome equipment
 - Fix lighting (but not electrical issues that require a licenced electrician)
 - Calibrate precision approach path indicator (PAPI) navigational lights
 - Adhering to all requirements of the Airport Manual and subsidiary documents
 - Checking and repairing fencing and advising of any damage
 - Pruning of trees and shrubs and weeding where necessary
 - Weed spraying as per requirement or maintenance program
 - Ensure roadways and tracks are clear of debris
 - Maintenance of gravel runway
 - Handle chemicals in line with work health and safety standards. Ensure that Material Safety Data Sheets (MSDS) are adhered to and available for all chemicals
 - Operate tractors, bobcats, trucks, loaders and use a various attachments to maintain the airport asset
 - Clean drains and colverts as required
 - Undertake litter control including rubbish removal
 - Ensure stocks are maintained and accounted for
 - Report any damage, theft or vandalism to the Community Safety Manager
- Perform any cleaning duties of the terminal and terminal ancillary buildings:
 - To a high standard as per designated schedule of works
 - Auditing and maintaining cleaning consumables for stock levels for site
 - Responsible for the general maintenance of the airport outdoor area, both airside and public use areas to ensure high presentation standards

Other

- Where applicable (Or IF Required) provide support to register passengers, issue tickets and conduct passenger count at boarding.
- Any other duties consistent with the level of this position and the principles of multi-skilling within the statutory services
- Undertake training and hold qualifications required to perform the role

5. General Accountabilities

Work Health and Safety

- While at work, take reasonable care for the health and safety of all persons who are at your place of work and who may be affected by your acts or omission at work

- Follow all Work Health and Safety Policies, Procedures and Practices
- Be a team player and maintain a realistic level of industrial harmony
- Follow policies, procedures and practices that do not discriminate against individuals in employment or education on the basis of race or ethnicity, sex, marital status, pregnancy, sexual preference, disability, age and religious or political affiliation
- Observe national privacy principles and privacy legislation
- Ensure all work is carried out in accordance with the Shire's safety and risk management framework
- Create and submit SiteDocs forms as directed by the Shire to ensure Regulatory compliance

Customer Service

- Maintain good relations with the general public and promote council's operations in a professional manner at all times
- Always be supportive of management policies and procedures with regards to Shire's vision, goals, interpersonal relationships and Shire's Code of Conduct
- Provide friendly, helpful and professional interaction with suppliers of goods and services, volunteer groups, and other Shire services
- Exercise a high level of interpersonal skills in dealing with the public and others
- Provide a positive personal contribution in the exchange of information between team members, across business departments and with customers
- Maintain confidentiality in performing the duties of the position and in liaising with internal officers, external organisations and customers

Human Resources

- When required and/or directed, relieve positions within the Directorate during periods of absence
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills
- Ensure annual performance reviews are undertaken on time and within the scope of the Shire's performance review policy / procedure

Compliance Adherence

- With all relevant legislation, policies, procedures, Shire Code of Conduct and Guidelines
- That all documentation is appropriately recorded and stored

6. Organisational Relationship

Reporting to:

- Senior Ranger
- Director Regulatory Services

Internal Stakeholders

- Chief Executive Officer;
- Executive Management;
- Senior Ranger;

- Senior Officers;
- Works Supervisor and employees; and
- Other relevant internal stakeholders

External Stakeholders

- Council Elected Members; and
- Relevant external stakeholders, government authorities and departments

7. Judgement and Delegation

Judgement

- This position reports directly to the Senior Ranger.
- This position has autonomy within roles and responsibility under the direction of the Senior Ranger.
- Makes decisions relevant to areas of responsibility which are governed by clear guidelines.
- Demonstrates a level of judgement to ensure all work practices, standards, procedures and guidelines are adhered to.
- Demonstrates a high degree of judgement, initiative, confidentiality and sensitivity.

Delegation

- Administer Shire Policy as per Delegation
- Adhere to Shire Local Laws as per Delegation
- Purchase goods and services as directed as per Council Policy Delegation
- Any other Delegations as per the Delegation Register

8. Selection Criteria

Demonstrated Knowledge of:

	Essential	Desirable
Safe work practices	Y	
Business planning principles		Y
Working general maintenance	Y	
Working autonomously and adhering to work plans and instructions effectively and efficiently	Y	
Working in a team environment as required	Y	
Ability to plan and implement their daily work	Y	
Ability to work in all weather conditions in line with safety procedures	Y	
Operating machinery e.g. bobcats, tractors, ride on mowers, street sweepers, small hand tools		Y
Handling chemicals and weed spraying		Y
Equipment maintenance procedures		Y

Skills:

	Essential	Desirable
Ability to recommend on the job improvements to management	Y	

Business planning principles		Y
Effective interpersonal, verbal and written communication	Y	
Effective time management	Y	
Excellent customer service	Y	
Well-developed negotiation and conflict resolution skills		Y
Well-developed decision making and problem-solving skills	Y	

Other:

	Essential	Desirable
Undertake and pass a full medical including drug and alcohol testing	Y	
First Aid certificate or ability to obtain	Y	
Current 'C' class driver's licence	Y	
Current National Police Clearance (dated within 6 months	Y	
Aviation Security Identification Card (ASIC) or ability to obtain	Y	
Dangerous Goods by Air Awareness Training or ability to obtain	Y	
Current 'HR' class driver's licence		Y
Certified Aerodrome Reporting Officer	Y	
AROC (Aeronautical Radio Operators Certificate), or ability to obtain	Y	

9. Authorisation and Signature

This position description is indicative of the position at this point in time. This position description will be reviewed annually as part of the performance review cycle in accordance to the organisation's performance management procedure, or if the position is updated in accordance to organisational changes as required at the time of change.

Approved by:	Chief Executive Officer
Recommended by:	Chief Executive Officer
Prepared by:	Human Resources
Reviewed date:	July 2026

Chief Executive Officer: _____ Date: _____

(Signature)

Accepted by Employee: _____ Date: _____

(Signature)

Name of Employee: _____

(Print name)