



## Airport Reporting Officer (ARO) Casual Position

A Paroo Shire Council's **Airport Reporting Officer (ARO)** is responsible for performing a range of tasks and duties to ensure the safe and high standard in the operation and maintenance of the Cunnamulla Airport.

The **ARO** inspects critical areas of the airfield to ensure facilities such as the movement area (runways, taxiways, aprons) and other aerodrome infrastructure is safe for aircraft use. An **ARO** is required to monitor, maintain, and accurately report on the aerodrome for the safety of all users.

**AROs** are the gatekeepers to thousands of runways at aerodromes across Australia and, are an essential part of the aerodrome operator's team and key contributors to the overall safety for aerodrome users.

You will be trained and supported to achieve **ARO** Certification and may also perform other roles such as a ground's person, baggage handler, refueller, and security monitoring duties.

Your personal qualities such as willingness to learn, commitment and enthusiasm to be successful in this role will be the standout feature of your dedication. These qualities, along with good communication and people skills, will help you forge strong relationships, build trust, collaborate and work effectively as part of a team to enhance performance, protect safety, and help build a healthy safety culture.

Interested – go to our career Page at [Employment Vacancies – Paroo Shire Council](#) and download the Position Description.

Happy to have a chat – call our HR Manager Denise on 07 4655 8400 / M 0477 672 061



## POSITION DESCRIPTION

### AIRPORT REPORTING OFFICER (ARO)

<b>Position Number:</b>	<b>Location:</b>	Cunnamulla
<b>Award:</b>	Queensland Local Government Industry Award (Stream A) – State 2017	
<b>Certified Agreement:</b>	Paroo Shire Council – Operational Staff Certified Agreement 2021-2024	
<b>Classification Level:</b>	4.1	<b>Employment Type:</b> Casual
<b>Department / Team:</b>	Corporate Services	
<b>Reports to:</b>	Director of Corporate Services	<b>Supervises:</b> No direct reports

#### ***Our Values***

In making and implementing our decisions we will be guided by the principles of ***integrity, efficiency and continuous improvement*** and exhibit the following values:

- P – Pride
- A – Accountability
- R – Respect
- O – Open and Transparent
- O – Opportunities for Employment
- S – Safety
- C – Commitment



#### ***Position Objectives***

The Airport Reporting Officer will be responsible for performing a range of tasks and duties to ensure a safe and high standard in the operation and maintenance of the Cunnamulla Airport.

#### ***Key Responsibilities***

**Compliance:** Conduct operations of the Cunnamulla Airport and Aerodrome Landing Areas in accordance with Council Policy and Procedures and other Government Regulatory Acts and Regulations. Assist in maintaining the Cunnamulla Airport airside to a standard required to satisfy all relevant CASA, Manual of Operating Standard Part 139, the Cunnamulla Aerodrome Manual, and other relevant legislation. Enforce Council's local laws, CASA regulations, and the requirements of the Aviation Transport Security Act and Regulations.

**Equipment Checking:** Inspect and report on aerodrome serviceability, airfield lighting and obstacle limitation surfaces.

**Maintenance:** Ensure that maintenance of the Cunnamulla Airport Terminal building and surrounds is kept to a high standard in accordance with all relevant regulatory provisions and operation manuals, this includes the monitoring of trades people engaged to carry out maintenance works. Regularly inspect and maintain Aerodrome Landing Areas to an acceptable level. Carry out daily inspections of the airside area and complete entries into the relevant documentation. Maintain diligent record keeping and reporting as required under legislation.

**Security:** Take responsibility for airside security, including controlling wildlife incursion monitoring airside access and airside driving.

### ***Qualifications, Skills and Experience***

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#### **Possession of the below, or willingness to obtain the following:**

- Completed an Airport Reporting Officer's and Works Safety Officers course.
- Completed or be willing to complete an Airport Reporting Officer's and Works Safety Officers course.
- Aircraft Refueller certification.
- Security Officer Licence or ability to obtain.
- Aviation Security Identification Card (ASIC).
- Aeronautical Radio Operator Certificate (AROC).
- First Aid Certificate.
- 'C' Class Queensland Drivers Licence or higher.
- Pre-Employment Health Assessment and National Police Check prior to appointment.

#### **Success Factors:**

- Experience in a similar role would be advantageous.
- Licence to operate heavy vehicles.
- Have a maintenance or trades person background
- Competent operating a tractor and slasher

### ***Corporate Accountabilities***

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- Foster and maintain strong stakeholder relationships directly or indirectly associated with Council.
- Provide consistent and timely customer services to our colleagues and communities.
- Embrace the Paroo shire Council's employee Code of Practice

### ***Work Health and Safety***

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Apply Council policies and procedures in everyday work activities to assist Council in ensuring a safe work environment and to meet the standards imposed by any relevant safety legislation as required by Queensland's Work Health and Safety Act 2011.

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures and foster and maintain a positive attitude towards WHS within the individual work teams.

### ***Agility Statement***

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The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.

This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

## Welcome to Paroo Shire

The Paroo Shire in Southwest Queensland comprises of four towns,  
Cunnamulla, Eulo, Wyandra and Yowah.

The Paroo Shire acknowledges the traditional custodians of country and recognises their continuing connection to land, waters, and community, we pay our respects to them and their cultures and to Elders both past and present.

### ***Authorisation and Acknowledgement***

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Signing this position description indicates agreement and acceptance of the contents and conditions.  
Authorisation and Acknowledgement

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**I agree and accept all terms, conditions and duties outlined in this document.**

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I authorise and Approve this Position Description – Project Officer**

**Authorised and signed by: Chief Executive Officer**

\_\_\_\_\_  
Neil Polglase

\_\_\_\_\_  
Date