



Aerodrome Reporting Officer			
Position Number:	60.1	Department:	Office of the CEO
Level:	5	Award:	May be covered by Municipal Employees' WA Award 2021
Remuneration:	\$89,371.52 Base Salary	Plus superannuation, and district and housing allowances (if eligible). Plus \$3500 retention bonus payable upon completion of 3 years.	
Reports to:	Senior Aerodrome Reporting Officer	Direct Reports:	NA
Last Reviewed:	Manager People, Culture & Wellbeing	Date:	12/11/2025
Approved:	Executive Business Manager	Date:	12/11/2025

OUR ORGANISATION

The Shire of Carnarvon provides excellent customer service across a wide range of programs, facilities and services that contribute to maintaining and enhancing our community. At the heart of our organisation are our values which underpin how our employees perform their duties and engage with the community and stakeholders.

Our CARECHIP is what gives us the drive to serve our community.

We take pride in knowing that our employees and new recruits share our values, and we like to think that everyone who chooses to collaborate with us brings this CARECHIP with them.

C	A	R	E	C	H	I	P
Courage	Authenticity	Respect	Excellence	Cohesion	Humility	Inclusion	Passion

POSITION OVERVIEW

The Aerodrome Reporting Officer supports the safe and efficient operation of Carnarvon Airport and the Coral Bay Airstrip through daily inspections, reporting, and maintenance of airside and landside areas. Working under the direction of the Senior Aerodrome Reporting Officer, the role ensures operational readiness, regulatory compliance, and effective safety management across all aerodrome functions. The position assists with the implementation of the Aerodrome Manual, Aerodrome Emergency Plan, Drug and Alcohol Management Plan, and Transport Security Plan, contributing to the continuous improvement of aerodrome operations. The Aerodrome Reporting Officer participates in a monthly rotational roster for inspections at Coral Bay and plays a key role in fostering a strong safety culture that supports the Shire's values and commitment to excellence in airport service delivery.

COMMUNITY STRATEGIC OBJECTIVES

In 2040 Carnarvon is a place where:

- ★ Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.
- ★ Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
- ★ Our sustainable livelihoods create a community that can flourish into the future.
- ★ Our holistic health care facilities provide services from the womb to the grave.
- ★ Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.

- ★ Our infrastructure, housing and amenities are high quality and accessible.
- ★ Our community acknowledges our history and celebrates our diverse cultures.
- ★ Our community is engaged, inclusive and supportive.

EXTENT OF AUTHORITY

- ★ You will work under the guidance of the Senior Aerodrome Reporting Officer, taking ownership of daily aerodrome operations and ensuring tasks are completed safely, efficiently, and to a high standard. You are trusted to make sound decisions on routine operational matters and to act promptly when issues are identified. When something falls outside your authority or presents a higher level of risk, you will escalate it to the Senior Aerodrome Reporting Officer or Executive Business Manager for direction.

KEY ROLE OUTCOMES

- ★ Demonstrate successful leadership through the application of the Shire's core values by promoting a work culture of sustainability, quality improvement, efficiency, and excellent customer service that corresponds to our Code of Conduct and Customer Service Charter.
- ★ Ensure compliance with the Local Government Act (WA) 1995 and all relevant legislation.
- ★ A commitment to a safe work environment and WHS legislation, policy and processes.
- ★ Conduct daily aerodrome inspections and report defects in accordance with CASA procedures and internal processes to ensure the safety and operational readiness of Carnarvon Airport and Coral Bay Airstrip.
- ★ Identify operational or procedural gaps and assist with updates to ensure compliance with CASA Part 139 and other applicable regulations.
- ★ Assist in the implementation and maintenance of the Aerodrome Manual, Aerodrome Emergency Plan, Drug and Alcohol Management Plan, and Transport Security Plan under the direction of the Senior Aerodrome Reporting Officer.
- ★ Conduct routine aerodrome inspections in accordance with CASA regulations and internal procedures, reporting defects while initiating basic rectification measures or escalate as required to ensure continuous safe operations.
- ★ Prepare and submit NOTAMs, and other records to maintain compliance with aviation and local government requirements.
- ★ Maintain accurate records in AVCRM and support continuous improvement of operational systems and safety practices.
- ★ Undertake and coordinate airside and landside maintenance activities, including landscaping, repairs, and safety rectifications, as identified through inspections or tasks allocated in AVCRM, ensuring issues are actioned promptly and the aerodrome environment remains compliant and hazard-free.
- ★ Contribute to wildlife hazard management and other airside safety measures in accordance with CASA Part 139.
- ★ Promote a strong safety culture that reflects the Shire's values and commitment to excellence in airport operations.

WORK HEALTH SAFETY RESPONSIBILITIES

- ★ Fully understand their WHS responsibilities, relevant legislation, policy, guidelines and standards; and regularly update their knowledge.
- ★ Proactively recognise and identify hazards, investigate accidents and near misses, implement controls and prevention programmes, provide and maintain workplaces, plant and systems of work that do not expose employees to hazards. Ensure safe work practices and procedures are documented, understood, implemented and are being followed by employees.
- ★ Support Safety and Health Representatives to carry out their functions effectively and ensure safety matters are reported and addressed in a timely manner.
- ★ Always wear and promote the correct PPE and ensure others do the same when working in areas where hazards are present.
- ★ Ensure safe use, cleaning and maintenance, transportation and disposal of substances and plant used in the workplace.
- ★ Attend Workplace Health and Safety Committee meetings as a member or invited guest when delegated or in the absence of the Senior Aerodrome Reporting Officer.

- ★ Promote a proactive, safety-first mindset and drive continual improvement in daily aerodrome operations.

LICENCES, REGISTRATIONS, MEMBERSHIPS OR QUALIFICATIONS REQUIRED OF THE ROLE

- ★ Current Western Australia Driver's License.
- ★ Aviation Security Identification Card (ASIC) or ability to obtain.
- ★ Aerodrome Reporting Officer Certifications
- ★ CASA Aeronautical Radio Operator Certificate (AROC).

ESSENTIAL CRITERIA

- ★ Applies a values-driven approach that builds trust, teamwork, and a strong commitment to service excellence.
- ★ Highly effective communication skills (written and verbal) including ability to prepare initial reports, letters, emails and assist with applications.
- ★ Knowledge of and ability to interpret and apply legislation and regulations that pertain to the Local Government Act 1995, other Acts and Local Laws relevant to the Shire of Carnarvon.
- ★ Ability and willingness to travel to Coral Bay on a rotational basis for aerodrome inspection and maintenance activities.
- ★ Well-organised with strong time management skills and a commitment to seeing tasks through to completion.
- ★ Demonstrated ability to remain composed and adaptable in a dynamic operational environment, managing competing priorities while maintaining attention to safety and detail.
- ★ Strong computer literacy skills, including experience using Microsoft suite of application, iPhone and iPad operating systems.

DESIRABLE CRITERIA

- ★ Previous experience in Local Government, aviation, or aerodrome operations environment.
- ★ Working towards a Certificate IV in Aviation or similar qualification, or demonstrated operational experience at an Australian aerodrome with a commitment to ongoing professional development in airport operations.
- ★ Familiarity with CASA Manual of Standards Part 139 and associated compliance documentation.
- ★ Working knowledge of key aerodrome plans including the Aerodrome Manual, Aerodrome Emergency Plan, Drug and Alcohol Management Plan, and Transport Security Plan

POSITION COMPETENCIES

Experience	
Focus of Role	Operational
Experience Level	Knowledge gained through a combination of education, training or experience
Tasks	
Context Method	Standard application within field of expertise or depth / breadth of technical, trade or administrative
Skill Level	Written and communication skills involving numerical skills, organising skills, data collection, or other operational skills.
Judgement and problem Solving	
Problem Solving	Solve standard problems within an established framework.
Judgement	Apply knowledge from a complex or wide range of rules. May make decisions on use of resources impacting outside the work area or on clients.
Supervision and Independence	
Level of Supervision	Broad direction is given in terms of objectives, limited detailed guidance is available. Performance is measured against objectives.

Organisational Relationships and Impact	
Work Area Relationships	Detailed knowledge of the interaction between work unit policies, systems and procedures and policies in other areas, make recommendations for improvement where the impact on related policies and activities is considered.
Public/Other Staff Relationships	Specialised discussions to resolve issues, including explaining policy and reconciling different points of view.
Impact	Decisions made directly impact own work area and related work areas
Interpersonal Skills	Effective communication with members of the public, clients and other staff and the resolution of minor matters.
Job Competencies	
Time Management	Advanced: Able to manage multiple competing tasks and prioritise amongst a range of functions. May assist others with time management.
Conflict Resolution	Intermediate: Able to handle a range of routine and usual requests from staff or members of the public and resolve minor differences of opinion and/or requiring further explanation.
Planning & Organisation Skills	Fundamental: Able to follow directions and prioritise regular tasks.
Safety Procedures	Intermediate: Assists in the development of JSAs, SWMS, and other safety procedures for own work area. May coach newer or more junior staff in safety procedures.
Administration Skills	Advanced: Able to set up administrative processes, including record keeping, filing, and tracking systems and train others in the use of these processes and systems.
Equipment Operation	Advanced: Operates light-duty plant and equipment requiring an appropriate licence and specific
Supervision Skills	N/A
Project Management	Intermediate: Contributes to the achievement of project plans by monitoring compliance functions, deliverables relating to part of the project plan. May provide assistance with forward planning, estimating and budgeting requirements of project.
Policy and Procedure Development	Intermediate: Research, develop and recommend / suggest changes for internal procedures or work processes which impact on the section or department.
Policy or Legislative Interpretation	Intermediate: Apply knowledge of policy framework to procedures and tasks, including providing advice and interpretation to staff and members of the public.
Report Writing	Fundamental: Produce documents involving complex layouts, contribute to reports, submissions and correspondence.
Budgeting Skills	N/A
Customer Service Skills	Advanced: Effectively communicate with clients and members of the public and in the resolution of minor matters.
Decision Making Skills	Intermediate: Decisions made may impact internal and external stakeholders. May make recommendations to more senior decision makers for more complex or intricate problems.
Management Skills	N/A

PREEMPLOYMENT SCREENING REQUIRED FOR THIS ROLE

- ★ National Police Clearance - Less than 6 months old
- ★ Pre-employment Medical Screening
- ★ Audiometric Screening
- ★ Alcohol and Other Drug screening

REMUNERATION AND BENEFITS

The successful applicant will join the Office of the CEO Team with a starting salary from \$ 89,371.52 per annum, plus allowances (if eligible) and superannuation.

Other cash benefits include but not limited to

\$	1,201.11	p/a District Allowance*
\$	4,592.48	p/a Housing Allowance*
\$	1,503.85	p/a Annual Leave Loading 17.5%
\$	11,419.81	p/a Superannuation (Statutory)
\$	1,903.30	p/a Superannuation additional 2% (Optional, subject to employee salary sacrifice)*
\$	440.00	p/a Annual Leave Travel Assistance

Leave Entitlements*

5 Weeks Annual Leave
2 Local Government Public Holidays
10 Days of Paid Personal Leave
10 Days of Paid Pandemic Leave
38 Hours of Paid Volunteer Emergency Services Leave

Additional Allowances and Subsidies as per Attraction and Retention Policy*

Salary Sacrificing for a range of benefits
Annual Leave Travel Assistance Payment
Local Club Membership Subsidies
Gym Membership Subsidy
Annual Pass for Aquatic Centre

**Subject to Corporate Policy*

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.