

**POSITION DESCRIPTION****PART 1 – POSITION DETAILS**

Position Title:	Airport Reporting Officer
Classification Level:	QLGIA (Stream A) Division 2, Section 1 - Level 2
Industrial Instruments:	Torres Shire Council Certified Agreement 2022
Date prepared/ Updated:	March 2025
Position Purpose:	<p>The focus of this position is to:</p> <ul style="list-style-type: none">• To perform the duties of an Airport Reporting Officer & Works Safety Officer as per Civil Aviation Safety Authority Civil Aviation Safety Rules Part 139
Reports To (Position Title):	<ul style="list-style-type: none">• Airport Manager
Roles Reporting to This:	<ul style="list-style-type: none">• Nil
Key Relationships / Interactions:	<ul style="list-style-type: none">• Airport Manager• Airport Screening Officers• Other Council Staff both Internal and External• Aviation Industry Participants• Government Departments• Members of the Public
Decision Making Authority:	<p>The Chief Executive Officer, in accordance with the provisions of the <i>Local Government Act 2009</i>, will delegate authority to exercise such powers, delegations and judgements as determined necessary from time to time to enable the effective fulfilment of the requirements of the position.</p> <p>The position is accountable to the Airport Manager in respect of the following matters:</p> <ul style="list-style-type: none">• Efficient and effective utilisation of resources;• For responsiveness to customers and Aviation Industry Participants;• Comply with CASA Part 139 Manual of Standards and AMS Regulations• Health and safety in respect of any risk to health or safety in accordance with Workplace Health and Safety legislation and in accordance with Council Policies & Procedures;• Liaison and coordination with other parts of the Council's organisation to bring about an effective and unified approach to the implementation of the Torres Shire Council Community Plan.



I hereby agree to abide by Council values and the *Local Government Act 2009* and that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the selection criteria represent the minimum requirements to perform the duties at the current level.

Signature of Incumbent:	
Print Name:	
Date:	/ /

**PART 2 – KEY RESPONSIBILITIES**

Key Result Area	Major Tasks
Job Specific Responsibilities	<ol style="list-style-type: none">1. Perform Aerodrome inspections2. Report hazardous situations at the Aerodrome3. Facilitate repairs on the Aerodrome4. Report the restoration of repairs on the Aerodrome5. Inspect Aerodrome lighting6. Report faults on Aerodrome lighting7. Make any Aerodrome conditions safe8. Report the return of lightning to serviceable conditions9. Perform visual inspections on the obstacle limitation surfaces10. Report obstacles on the OLS11. Report the return of the Aerodrome to the previous status12. Drive safely13. Prepare and process NOTAM's14. Prepare and approve pavement concessions15. Carry out radio communications16. Maintain radio equipment17. Take appropriate action in the event of radio failure18. Hold the appropriate CASA approved radio proficiency certificate19. Prepare for Aerodrome works20. Supervise Aerodrome access by vehicles and personnel21. Supervise Aerodrome works (MOWP)22. Participate in emergency incidents on the Aerodrome23. Carry out routine maintenance on the Aerodrome24. Available for duty for On Call Roster25. Other suitable work duties as directed by the Chief Executive Officer or delegate
Supervisory Responsibilities	<ol style="list-style-type: none">1. No direct supervisory responsibilities2. Actively contributes and interacts in team-dependant work activities and willingly supports the efforts of other individuals. Teams are not limited to immediate workgroups but are extended to project teams and other teams that comprise our organisation.
Communication & Interpersonal Responsibilities	<ol style="list-style-type: none">1. Effectively communicate with different levels of the organisation from Managers, team members, operational staff, government agencies and the public.2. Service delivery or interaction with our customers is focused on resolving immediate problems and mitigating the risk of potential problems.3. Project and promote the image of Council as being efficient, courteous and customer focussed and characterised by open, honest and timely communication with stakeholders and peers.4. Comply with Council's Code of Conduct



<p>Legislative Responsibilities</p>	<ol style="list-style-type: none"> 1. Corporate recordkeeping is the responsibility of all staff. This position is required to comply with the Councils 'Corporate Recordkeeping' Policy and associated procedures. 2. Observe Civil Aviation Authority policies and procedures to ensure compliance with the Civil Aviation Act 1988, Civil Aviation regulations and orders. 3. Observe Council's policies and procedures to ensure compliance with all relevant legislation, including: <ul style="list-style-type: none"> • <i>Local Government Act 2009</i> • <i>Local Government Regulations 2012</i> • <i>Public Sector Ethics Act 1994</i> • <i>Industrial Relations Act 2016</i> • <i>Human Rights Act 2019</i> • <i>Workplace Health and Safety Act 2011;</i> • <i>Workplace Health and Safety Regulation 2011;</i> • <i>Workers Compensation and Rehabilitation Act 2003</i> • <i>QLD Crime and Corruption Act 2001</i> • <i>Commonwealth Disability Discrimination Act 1992;</i> • <i>Commonwealth Age Discrimination Act 2004;</i> • <i>Commonwealth Racial Discrimination Act 1975</i> • <i>Commonwealth Sex Discrimination Act 1984</i> • <i>Environmental Protection Act 1994;</i> • <i>Environmental Protection Regulation 1998;</i> • <i>Equal Opportunity in Public Employment Act 1992;</i> • <i>Anti-Discrimination Act 1991.</i> • <i>The Public Records Act 2002</i> • <i>Public Interest Disclosure Act 2010.</i>
<p>Workplace Health and Safety Responsibilities</p>	<p>The employee will assist in ensuring the work environment complies with the Workplace Health & Safety Act, Regulations, Codes of Practice and Council's Safe Plan system, Safe Work statements, Policies and Procedures. Complies with instructions given by his or her Manager and / or Supervisor. Adhere to the workplace health and safety legislation in reporting all accidents and potential hazards in a timely manner.</p>
<p>Confidentiality and Privacy</p>	<ol style="list-style-type: none"> 1. Keep all confidential information, whether written or verbal, as well as any intellectual property developed, utilised or otherwise gained by the employee in the course of employment, completely confidential, even after completion of employment. 2. Ensure compliance with: <ul style="list-style-type: none"> • <i>Right to Information Act 2009</i> • <i>Information Privacy Act 2009</i>
<p>Environmental Responsibilities</p>	<ol style="list-style-type: none"> 1. Comply with Council's Policies and Procedures to assist in the elimination and prevention of the risk of environmental harm due to the workplace or workplace activities 2. Assist to ensure that Council's strategic and operational activities are planned and conducted in such a manner as to minimise, and where possible avoid, adverse effects on the environment and social



	surroundings.
Financial Responsibilities	1. Comply with Procurement Purchasing Policy to ensure Council uses public funds in an efficient manner to achieve the optimum value for funds expended.

PART 3 – PERSON SPECIFICATION

Qualifications & Experience
<ol style="list-style-type: none">1. Accreditation as an Airport Reporting/ Works Safety Officer.2. Holder of an Aviation Security Identification Card.3. Police Criminal history clearance4. Possession of a current driver's license and relevant plant operator's tickets.5. Class 'C' Firearms Licence

Technical Skills & Abilities
<ol style="list-style-type: none">1. Demonstrated ability to plan workload, achieve set goals and meet deadlines.2. Working knowledge of Torres Strait Creole3. Working knowledge of relevant legislation in relation to Airport Operations.4. Understanding and knowledge of Local Government legislative framework.5. Practical knowledge of workplace health and safety requirements including risk assessment.6. Ability to work after hours and weekends as required.

PART 4 – SELECTION CRITERIA

Essential Skills, Experience & Qualifications
<ol style="list-style-type: none">1. Demonstrated skills, knowledge and experience in line with the role specification responsibilities;2. Qualifications/training at the level relevant to the position;3. Demonstrated capacity to plan workload, achieve set goals and meet deadlines