



# PAA Aerodrome Reporting Officer (ARO) Policy

## Commitment

The Porepukah Airfield Association (PAA) is committed to managing the Porepukah Airfield for the benefit of users whilst maintaining a positive relationship with neighbours in the Buckland Valley and the Alpine Shire who own the airfield.

## Scope

This policy relates to the need to actively manage flight operation safety at the airfield through the use of Aerodrome Reporting Officers (ARO's) and the way ARO's do so.

## What is the definition of an ARO?

An Aerodrome Reporting Officer's main duties relate to safety and include inspecting Aerodromes, reporting hazardous situations and facilitating repairs. These duties would include, among others, the inspection of and ensuring the safety of runways and being the point of contact for flight operational questions and flight safety for pilots.

## Who is eligible to be an ARO?

An ARO is a PAA Full Member or Associate who is willing to undertake the actives of an ARO, is deemed experienced and appointed to do so by the PAA and who is trained and is current in ARO responsibilities. Current PAA ARO's will be noted on the PAA Membership List.

## ARO Supervisor

One of the PAA ARO's will be nominated as the PAA ARO Supervisor. The PAA ARO Supervisor is the PAA Committee contact. The ARO Supervisor is responsible for the effective management of all ARO's and for communication of any airfield issues with the PAA Committee. The ARO Supervisor is responsible for managing the Duty ARO roster and also the redirection of the Duty ARO mobile number.

## Duty ARO

At any time only one of the PAA ARO's is considered the Duty ARO. The Duty ARO roster will identify the Duty ARO and the mobile number will be diverted to this person. The Duty ARO is responsible for all phone calls from pilots relating to airfield safety and for airfield inspections when they are on duty. When changeover occurs of the Duty ARO the outgoing ARO must communicate information to the incoming ARO on any current airfield safety issues, expected inbound aircraft activity and any other relevant safety information.

## Aerodrome Data Officer (ADO)

The ADO is responsible to ensure published material in ERSA, the PAA website and other online platforms is kept up to date. The ADO may also be an ARO.

## Responsibilities

PAA committee members must select ARO's. ARO's must undertake their activities in line with CASA, Alpine Shire requirements as set out in the Alpine Shire / PAA Memorandum of Understanding (MOU), and the PAA ARO policy.

Runway safety inspection (risk assessments) must be carried out by the Duty ARO every two weeks and on an as needs basis if made aware of a potential issue. Result of inspection must be captured in a risk assessment form.

The duty ARO is responsible for providing feedback to questions from visiting pilots and for advising visiting pilots and other airfield operators of airfield activities that might impact on safety.

### **Policy questions and feedback**

If you would like a copy of this policy, or if you have any questions or feedback, please contact us at: [info@ypok.org.au](mailto:info@ypok.org.au)

### **Legislation, Standards and Agreements**

The following legislation applies to this policy and supporting documentation:

N/A

### **Related internal documents**

PAA Membership Policy

<b>Policy</b>	
<b>Version</b>	<b>Details</b>
V3	05-03-2022
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