



# P&DARCS

Pakenham and District Aircraft Radio Control Society

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## **Pakenham and District Aircraft Radio Control Society (P&DARCS)**

### **Position Description: Safety Officer**

**Term:** Appointed or elected annually at the AGM

**Reports to:** Club President and Committee

**Reference:** P&DARCS Operational Procedures/Club Constitution and MAAA Procedures

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### **Role Overview**

The Safety Officer is responsible for promoting and maintaining a strong safety culture at P&DARCS. This includes monitoring flying operations, educating members on safety procedures, inductions and ensuring compliance with the Model Aeronautical Association of Australia (MAAA) safety policies and the club's own rules and risk management practices.

This role has no Financial Authority, and the Safety Officer may not incur expenses without prior Committee approval.

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### **Key Responsibilities**

- **Safety Oversight**
  - Monitor general flying activities to ensure safe operation of aircraft in accordance with P&DARCS Operational Procedures and MAAA Area Approval.
  - Identify and address unsafe behaviour, hazards, or conditions at the field.
  - Support and advise members on safe flying practices, including pre-flight checks and site protocols.
- **Incident Management**
  - Investigate and document any accidents or safety breaches at the field in accordance with MAAA MOP001 and club regulations
  - Ensure incident reports are completed and submitted to MAAA where required.
  - Recommend corrective actions or procedural changes to the committee following incidents.
- **Education & Communication**
  - Promote awareness of MAAA safety procedures, including updates to regulations or airspace rules.
  - Conduct briefings during events and working bees to reinforce key safety messages.
  - Assist new members and visitors with orientation on field rules and safe operating procedures.

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- **Field & Facilities Input**

- Work with the President and Facilities Manager to identify and mitigate physical hazards at the flying field.
- Participate in planning for infrastructure upgrades with a focus on safety impact.
- Ensure member machinery inductions are recorded and up to date.

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**Skills & Attributes**

- Strong understanding of model aircraft operation and safety
- Confident communication and conflict resolution skills
- Awareness of MAAA risk management and safety documentation
- Commitment to fair, respectful, and consistent enforcement of safety rules

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**Commitment**

- Attend monthly committee meetings and provide safety updates as required
- Be present at the field regularly to observe operations and engage with members
- Ensure P&DARCS maintains a proactive, transparent, and compliant safety culture

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For more information, refer to the [P&DARCS Club Documentation](#) page.