



---

**POSITION NAME:** LAKE WYANGAN & CATCHMENT MANAGEMENT – PROJECT OFFICER (3 YEAR TERM)

**SECTION:** ENVIRONMENT, HEALTH AND SUSTAINABILITY

**DIRECTORATE:** SUSTAINABLE DEVELOPMENT

---

**1. REMUNERATION**

Grade 17 of the Griffith City Council Salary System

**2. REPORTING STRUCTURE**

**a) Directly responsible to:**

Environment, Health & Sustainability Coordinator

**b) Positions directly reporting to this position:**

Nil

**3. PURPOSE**

Lake Wyangan is a highly complex system in respect to drainage, water quality issues, flood management, key 'in-lake' water quality and ecological processes, landscape and recreational value expectations.

The Lake Wyangan & Catchment Management Strategy (LW&CMS) as presented in the Strategy Report and the Technical Report provides direction regarding water management practices in Lake Wyangan and its surrounding catchment.

The LW&CMS provides comprehensive background and actions to control blue green algae. The purpose of the Project Officer role is to implement actions identified in the strategy and or endorsed by the Lake Wyangan & Catchment Management Committee that will control blue green algae.

**4. RELATIONSHIPS**

The following are examples of relationships that it is anticipated the position will have:

**Internal**

- Councilors
- Senior Management Team
- Level 3 Managers
- Environment, Engineering, Environmental Compliance, Project Management, Geographic Information Systems and Utilities Staff.

## **External**

- General Public
- Lake Wyangan Stakeholders
- Agricultural Industry Bodies
- Federal and State Government Agencies
- Scientific Research Institutions
- Universities
- Private Irrigation Company
- Other Local Governments
- Department of Local Government

## **5. CORPORATE ACCOUNTABILITIES AND RESPONSIBILITIES**

### **Policies and Procedures**

- Comply with Local Government State Award
- Maintain organisational confidentiality
- Comply with the requirements of Anti-Discrimination legislation, including Equal Employment Opportunity and all legislative requirements relevant to the position

### **Customer and Community Relations**

- Ensure an efficient, courteous and professional service to internal and external customers at all times
- Present a positive image of Council at all times

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

- Ensure all work is performed in accordance with requirements of Work, Health and Safety policies, procedures and legislation
- Report all incidents, hazards and risks to the immediate supervisor
- Maintain and use personal protective and safety equipment as applicable to the role
- Actively participate in Work, Health and Safety activities

### **Teamwork**

- Actively participate as a member of the relevant Council section and department
- Promote and maintain harmonious relationships in the workplace

### **Record Keeping**

- Ensure accurate and timely record keeping in accordance with Council's requirements

### **Training and Development**

- Actively participate in Council's training and development programs as required

### **Continuous Improvement and Innovation**

- Promote the development of more efficient work practices

### **Environment**

- Consider the protection of the environment when undertaking all Council activities

### **General**

- Perform other duties as required consistent with the level of competencies of the position
- Ensure efficient and appropriate use of Council resources when carrying out work
- Accomplish tasks while working under limited / minimum supervision

## **6. PRINCIPAL ACCOUNTABILITIES**

- Facilitate the prioritised Implementation of the Lake Wyangan and Catchment Management Strategy.
- Establish and implement a water quality and flow monitoring program comprising a program for in-lake water quality monitoring and a program for catchment water quality and flow monitoring including telemetered real time data capture.
- Facilitate collection of catchment biophysical data sets including catchment flow data to inform the running of catchment analysis, quantification, planning and design models for enhanced catchment stormwater water quality.
- Facilitate investigation of options for hydraulic manipulation of water inflows, outflows and mixing regimes for Lake Wyangan including negotiations between water customers, local private irrigation company, and Council and water delivery agencies.
- Review stormwater sediment and nutrient reduction targets for the Lake Wyangan catchment, including treatment targets for specific areas of the catchment. Incorporate runoff water quality targets and stormwater treatment systems as a requirement of all new subdivisions.
- Actively identify potential collaborations/collaborators and funding sources/arrangements for implementation of the LW&CMS – Strategy Report Management Actions and Road Map Proposed Actions, annually reviewing potential collaborations and funding sources/arrangements.

## **7. KEY DUTIES**

- To assist installation of on-lake and in-drain water quality monitoring equipment, ensuring maintenance, servicing and operational integrity of installed equipment.
- Support Expert water quality analysis and interpretation of water quality sampling data and respond to data findings and recommendations toward improved lake water quality.
- As an output of catchment management modelling assist implementation of planned stormwater system infrastructure (sediment basins, bioretention systems and/or wetlands) actively delivering on infrastructure on-ground works installation.
- Update catchment modelling as necessary to test the potential impacts of changes to catchment land uses or implementation of management options prior to and following implementation.
- Actively work with the local farm sector, local and regional land and water management agencies to promote changes to on-farm soil and water management practices toward the reduction of nutrient flow off-farm.
- In consultation with the local private irrigation company and Council, undertake development of drain design and maintenance practice guidelines and implement program of “vegetated drains” flowing into Lake Wyangan.

- Determine opportunities for Environmental Water Flows delivered to Lake Wyangan through discussions with The Commonwealth Environmental Water Holder and the Murrumbidgee Environmental Water Advisory Group.
- Determine strategic opportunities for “fill events” into Lake Wyangan for improved lake water quality and reduced frequency and severity of Blue-Green Algae events.
- Investigate the feasibility of modification of existing water extraction licences from Lake Wyangan to allow the lake to operate as an irrigation storage facility with improved lake water through flows.
- Investigate changes to water infrastructure to facilitate enhanced delivery or extraction of water from the Lake Wyangan either for environmental allocations, “fill events” or irrigation water delivery.
- Undertake pilot projects for macrophyte restoration in both North and South Lake Wyangan. This could be combined with stormwater management actions arising from catchment modelling.
- Assist facilitation of the ongoing Lake Wyangan and Catchment Management Committee meetings ensuring meetings are supported with Agendas, Minutes, Presentations and decision making toward implementation of defined Management Actions and Road Map Proposed Actions.
- Develop a specific Lake Wyangan web platform potentially providing information in relation to the Lake Wyangan Project, Events, Learning, Visits, Connections and Contacts. Web platform to be supported by You Tube, Facebook and Instagram.
- Build University and Scientific Institution Partnerships in relation to enhancement of Lake Wyangan in all facets of its environmental, social and economic operations.

## **8. COMPULSORY REQUIREMENTS OF THE POSITION**

- Must be willing to undertake a pre-employment functional assessment and achieve a satisfactory outcome (Category 1).

## **9. KEY SELECTION CRITERIA**

### **ESSENTIAL**

- A relevant tertiary qualification in Integrated Water Resource Management, Environmental Engineering, Environment Science or equivalent degree or relevant industry experience
- Demonstrate a sound understanding of the principles of water science (physical, chemical and biological) in relation to the understanding of the whole of catchment water cycle.
- Possess knowledge of catchment and lake water quality and flow monitoring practices, including maintenance and servicing of water quality monitoring equipment and buoys.
- Demonstrate an understanding of the principles of hydrology relating to aquatic ecosystem health and the condition of aquatic environments.
- Demonstrated Knowledge and/or experience in the use of hydrological and water quality modelling platforms for integrated water resources management studies.

- Understanding of water sensitive planning and design principles including the use of modelling toward the development of catchment stormwater treatment trains.
- Demonstrate an understanding of the positive and negative ecological, social and economic impacts of agricultural water use.
- Demonstrated ability to work collaboratively, consultatively and constructively across a broad range of stakeholder groups (recreational, community, agricultural, government and non-government groups).
- Superior writing skills including the ability to write project reports and funding submissions as and when required in sourcing additional project funds.
- Highly developed verbal communication skills
- Hold a current NSW drivers licence (For both Automatic and Manual vehicles)

## DESIRABLE

- A demonstrated knowledge and understanding of the application of the Biodiversity Conservation Act 2016, Local Government Act 1993, National Parks and Wildlife Act 1974, Protection of the Environment Operations Act 1997, and the Water Management Act 2000.
- Boat Licence

## 10. CRITICAL PHYSICAL FACTORS

Described below are the critical physical factors (CPF) associated with this role. The CPF are an indication of the types of duties expected of an employee fulfilling this role. Employees and candidates should be aware that they may be required to perform tasks up to and including these CPF as an inherent requirement of their employment.

### KEY

I .....Infrequent: exposure to the physical factor two – three times a year on average

O .....Occasional: exposure to the physical factor less than twice a week on average

F .....Frequent: exposure to the physical factor 3 - 4 times a week on average

C .....Constant: exposure to the physical factor more than 5 times a week on average

R .....Repetitive: exposure to the physical factor multiple times in an hour

S.....Seasonal: Activity involves seasonal variations

N/A .....Not Applicable

≡ ..... Winter

\* ..... Summer

Demands	Description	I	O	F	C	R	S	NA
<b>Physical Demands of Job Tasks</b>								
Kneeling/Squatting	Tasks involve flexion/bending at the knees and ankle, possibly at the waist in order to work at low levels			✓				
Leg/Foot Movement	Tasks involve use of the leg and or foot to operate machinery			✓				
Hand/Arm Movement	Tasks involve use of hands/arms - e.g. stacking, reaching, typing, mopping, sweeping, sorting, and inspecting.			✓				
Bending/Twisting	Tasks involve forward or backward bending or twisting at the waist.			✓				
Standing	Tasks involve standing in an upright position without moving about		✓					

<b>Demands</b>	<b>Description</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>	<b>S</b>	<b>NA</b>
Driving	Tasks involve operating any motor powered vehicle			✓				
	Tasks involve driving vehicle on unsealed roads.			✓				
Sitting	Tasks involve remaining in a seated position during task performance			✓				
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.		✓					
Walking/Running	Tasks involve walking or running on even surfaces			✓				
	Tasks involve walking on uneven surfaces			✓				
	Tasks involve walking up and / or down slopes			✓				
	Tasks involve walking whilst pushing/pulling objects		✓					
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, onto plant			✓				
	Tasks involve climbing over or under machinery			✓				
Working at heights	Tasks involve making use of ladders, foot stools, scaffolding, etc. anything where the person stands on an object other than the ground.	✓						
Lifting/Carrying	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms			✓				
	Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms for more than one hour at a time - e.g. whipper snipper.	✓						
	1. Light lifting/carrying (0-9 Kg)			✓				
	2. Moderate lifting/carrying (10-15 Kg)		✓					
	3. Heavy lifting/carrying (16 Kg and above)		✓					
Restraining	Tasks involve restraining animals / objects		✓					
Pushing/Pulling	Tasks involve pushing/pulling hand powered objects away from or towards the body. Also includes striking or jerking. - E.g. hammer, hoe.	✓						
	Tasks involve pushing/pulling powered objects away from or towards the body. Also includes striking or jerking. - e.g. chainsaw, whipper snipper, jackhammer, drills, grinders.		✓					

<b>Demands</b>	<b>Description</b>	<b>I</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>R</b>	<b>S</b>	<b>NA</b>
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.		✓					
Manual Dexterity	Tasks involve fine finger movements - i.e. keyboard operation, writing, tightening a nut.				✓			
<b>Sensory Demands of Job Tasks</b>								
Sight	Tasks involve use of eyes (sight) as an integral part of task performance - i.e. looking at screen/keyboard in computer operation, working in dark environment, etc.				✓			
Hearing	Tasks involve working in a noisy area - e.g. boiler room, kitchen, workshop and/or operation of noisy machinery/equipment	✓						
Smell	Tasks involve the use of the smell senses as an integral part of the task performance - e.g. working with chemicals	✓						
<b>Exposure to Chemical Hazards</b>								
Dust	Tasks involve working with dust - e.g. sawdust	✓						
Gases	Tasks involve working with gases	✓						
Fumes	Tasks involve working with fumes - i.e., which may cause problems to health if inhaled.	✓						
Liquids	Tasks involve working with liquids which may cause skin irritations if contact is made with skin - e.g. dermatitis	✓						
<b>Working Environment</b>								
Temperature	Tasks involve working in temperature extremes and exposure to outdoor elements - e.g. working in a cool room, working outdoors, boiler room			✓				
Confined Spaces	Tasks involve working in confined spaces which may affect individuals with claustrophobia	✓						

**11. AUTHORITY TO ACT**

Delegations set out in the Council's delegation register or made by the General Manager.

**12. AMENDMENT TO THIS POSITION DESCRIPTION**

This position description may be amended from time-to-time and any changes will be communicated in writing.

Position Description created April 2018.

Job Evaluation Assessment Date: date 1 May 2018

---

---

**I accept the requirements of the position description and I can deliver its required outputs.**

.....  
**(Print name)**

.....  
**(Signed)**

.....  
**(Date)**