



# Position Description

<b>Position Title</b>	Statutory Waterways Officer
<b>Tenure</b>	Up to 0.8 FTE Permanent
<b>EBA</b>	WGCMA EBA 2020
<b>Location</b>	Traralgon or Leongatha Hybrid Working Available
<b>Classification</b>	Grade 4
<b>Reports to</b>	Manager – Statutory Planning

## A ORGANISATIONAL AND POSITION OBJECTIVES

### About West Gippsland Catchment Management Authority (CMA)

As a leader in Natural Resource Management, we will inspire and facilitate partnerships and action to achieve improved catchment health.

We commit to working respectfully and supportively with and for our staff, our communities and the environment. Our ethics are based on integrity, fairness and credibility. This forms the basis for how we at West Gippsland CMA approach our work.

We exist to implement integrated catchment management to improve priority landscapes.

### Organisational – Statutory Planning

The WGCMA's Statutory Planning Unit provides floodplain, drainage and statutory planning services, including meeting the core statutory requirements relating to provision of flood advice, planning referrals and Works on Waterways approvals.

The Statutory Team provides these services to the East Gippsland CMA under a contractual arrangement and may also provide support to other CMAs across Victoria, as required.

### Position Objective

The position will provide the following services to the Statutory Planning Unit and the West Gippsland community:

- Lead the CMAs' activity in licensing and/ or permitting 'Works on Waterways' under the Water Act 1989

- Lead the CMAs' rural drainage asset management, enforcement and regulatory compliance processes including on ground auditing of CMA conditions
- Contribute to the collection of flood intelligence information during and after flood events
- Assist with assessing planning permit applications for developments on floodplains or adjacent to waterways
- Coordinate specialist input from relevant CMA staff for the assessment of licenses, permit applications, rural drainage and enforcement proceedings
- Collaborate with other relevant CMA staff to identify issues that may impact on the natural values of a waterway and determine an agreed approach to manage these
- Assist with projects relating to works on waterways, rural drainage and statutory planning
- Lead the preparation and adaption of management tools such as best practice guidelines for works on waterways, rural drainage and stormwater management.

## **B RESPONSIBILITIES & DUTIES**

### **1. Works on Waterways:**

- Lead the assessment and licensing of 'Works on Waterways' applications through desktop assessment and site visits as required.
- Develop appropriate conditions for Works on Waterways Permits to protect waterway health.
- Lead the management of compliance processes for conditions on Works on Waterway approvals.
- Liaise with internal staff to assist landholders to develop Works on Waterways permit applications to manage waterways on their land.
- Work with land owners to ensure non-compliance or enforcement matters are dealt with fairly, in accordance with relevant legislation and in a timely manner.
- Contribute to the acquisition and management of data and information relating to the Authorities' statutory responsibilities, which may include use of GPS survey equipment.

### **2. Rural Drainage**

- Following on from the ENRC Inquiry into Rural Drainage implement the CMAs' agreed role in rural drainage. This involves interaction with stakeholders at a range of levels.
- Provide a first point of contact within the CMA for landowners with drainage issues.
- Endeavour to resolve drainage issues and develop a report to summarise the CMA's view.
- Undertake drainage investigation projects focussing on triple bottom line assessments.
- Regulate and co-ordinate works within local drainage areas where appropriate.
- Support and advise local committees established to manage local drainage schemes.
- Improve the management and co-ordination of drainage activities across the region and identify the responsibilities of various stakeholders.
- Educate the community about drainage issues and involve community groups in addressing drainage issues.
- Raise awareness of drainage issues and provide advice on "best practice" management techniques to address issues
- Manage the rural drainage legacy assets in accordance with the Victorian Rural Drainage Strategy Asset Management Framework.

### **3. Whole Farm Plans**

Assess irrigation plans and provide advice regarding potential impact to flood behaviour, wetland and waterway health and protection of native vegetation.  
Undertake farm visits with relevant CMA staff and Agriculture Victoria as require.

#### 4. Project administration

- Manage inwards and outwards correspondence through the FloodZoom database, including the creation of file notes within FloodZoom where required.
- Maintain the internal Compliance register to track cases of unauthorised works
- Work with other staff members to ensure website content is up to date
- Manage storage of relevant photos and videos
- Prepare project briefs for technical drainage, floodplain and waterway management projects , as required.
- Manage professional service providers undertaking technical projects associated with drainage and waterway management studies.
- Other duties as directed.

## C SPECIALIST KNOWLEDGE AND SKILLS

### Essential:

- Understanding of rural communities and community engagement processes.
- Highly developed and demonstrated interpersonal and communication skills.
- Demonstrated experience in investigation of unauthorised works or non-compliance with statutory requirements.
- High level of computer literacy, preferably in the Microsoft office suite of programs, database management and a functional understanding of GIS.
- High level report writing and presentation skills.
- Experience in responding to referrals and enforcement applications under the Victorian Planning Provisions
- Experience working in natural resources, conservation and community capacity building fields.

### Desirable:

- Knowledge of natural resource management and an understanding of the interactions between rural drains, waterways, wetlands and floodplains.
- Broad understanding of Victorian land use planning processes (ie the Victorian Planning Provisions and local government planning schemes).
- An appropriate tertiary qualification in a relevant discipline such as Environmental Science, Environmental/Civil Engineering or Natural Resources Management or significant experience in one or more of these areas.

## D OTHER POSITION REQUIREMENTS

- Excellent planning, time management and priority setting skills
- Excellent ability to set own work objectives and manage projects with minimal supervision
- High level of competence in producing written plans and reports that are informative, clear and accurate

- Highly developed and demonstrated capacity to work autonomously, as well as part of a team
- High level inter-personal skills including negotiation, presentation, consultation and facilitation, suitable for a broad range of stakeholders
- Excellent verbal and written communication skills to effectively communicate with a wide range of stakeholders
- Ability to solve problems and negotiate innovative solutions to difficult tasks
- Ability to develop effective partnerships with a wide range of stakeholders to achieve outcomes to complex and challenging issues
- High level judgement and decision-making capability

## E ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for determining day to day priorities to achieve required outputs
- Responsible for delivering on stated position accountabilities and project plan
- Carry out duties in a responsible and professional manner with a strong consideration for effective workplace relations and customer service
- Ability to represent the Authority on committees in a professional manner, in order to pursue the goals and objectives of the Authority
- Represent WGCMA in meetings and discussions with external liaisons, as appropriate, in accordance with the Authority's adopted policies

## F KEY SELECTION CRITERIA

- Demonstrated experience in the investigation of unauthorised works or non-compliance with statutory requirements, and management of compliance procedures.
- Excellent verbal and written communication skills and the ability to effectively resolve conflict.
- Knowledge of Government natural resource management policies and programs relating to floodplain management, rural drainage and waterway management.
- Demonstrated project management, planning and priority setting skills within a multi-tasked environment.
- High level of computer literacy with the Microsoft office suite of programs, database management and a functional understanding of GIS.

## G ORGANISATIONAL RELATIONSHIPS

<b>Reports To</b>	Manger - Statutory Planning
<b>Responsible For</b>	N/A
<b>Internal Liaisons</b>	WGCMA staff, including the CEO and Executive, WGCMA Board, Community Consultative Committee members, Portfolio Group members
<b>External Liaisons</b>	

Landholders, local government staff, EGCMA staff, other State Government Authorities, Traditional Owner groups, water corporations, community groups.

## H HEALTH AND SAFETY

Employees are required to carry out their work in accordance with health and safety legislation, and WGCMA policies and procedures. Employees have a responsibility to exercise reasonable care to protect their health and safety and that of others by following all reasonable health and safety instructions; reporting any incident or hazards; assist in hazard identification, risk assessment and implementation of risk controls; and use PPE provided.

The following information is provided to identify health and safety issues specific to this role:

- Travel/drive at night and/or for extended periods
- Attend, participate in and present information at community meetings at various locations
- Activities associated with office work, including sedentary desk work
- Resolving disputes through negotiation or mediation with individuals or groups
- Ability to deal with third parties in conflict or adverse conditions
- Frequent dealings with members of the public if required
- Ability to work in the field

## I OTHER RELEVANT INFORMATION

### 1. Code of Ethics

West Gippsland CMA would require the participant to adhere to the following principles: "He/She or They shall not use the position for his or her personal gain or advantage, nor disclose any confidential information which may be acquired as a result of special opportunities arising from his/her or their employment with the Authority".

### 2. Private Practice

The successful applicant will not be permitted to engage in any trade, profession or business without the approval of the WGCMA Chief Executive Officer.

### 3. Smoking Restriction Program

The WGCMA provides a smoke free work environment and a non-smoking policy applies throughout all areas of WGCMA's operations including all vehicles.

### 4. Driver's Licence

A current Victorian Driver's licence is essential to this position and must be produced, prior to commencement, for verification. Loss of licence may result in termination of this position, should it occur in the period of employment.

### 5. Privacy

The WGCMA collects personal information in accordance with the *Privacy and Data Protection Act 2012*. Information provided by you in support of your application will only be used in consideration of this vacancy. To protect your privacy all documentation provided by you will be destroyed at the conclusion of the recruitment process.

## 6. Equal Opportunity

We believe that the unique contributions of our people create our success. To ensure that our services and culture continue to incorporate everyone's perspectives and experience, we never discriminate based on race, religion, cultural background, gender identity or expression, sexual orientation, age, or disability status.

## 7. Employment Principles

The employment principles reinforce the public sector values. The principles are essential to a highly effective and harmonious workplace and are to ensure:

- Employment decisions are based on merit
- Employees are treated fairly and reasonably
- Equal employment opportunity is provided
- Human rights as set out in the Charter of *Human Rights and Responsibilities Act 2006* are upheld
- Employees have a reasonable avenue of redress against unfair or unreasonable treatment

All employees have the following responsibilities to:

- Understand and maintain the Victorian Public Sector Code of Conduct
- Understand and maintain the associated CMA Policies

If at any time employees are in doubt about the consequences of their actions, they should seek guidance from their Unit Manager or Team Leader as appropriate.

<b>Reviewed By</b>	Adam Dunn
<b>Review Date</b>	7 June 2023

*We acknowledge and pay our respects to the Traditional Owners of the region, the Gunaikurnai, the Bunurong, the Boonwurrung and the Wurundjeri Peoples and pay respects to Elders, past, present and emerging.*