

SYDNEY COASTAL COUNCILS GROUP INC.



PROJECT OFFICER Climate Change Adaptation INFORMATION PACKAGE

DECEMBER 2006

Sydney Coastal Councils Group Incorporated

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PROJECT OFFICER (Climate Change Adaptation)

18 Month performance based contract

An excellent opportunity exists for an enthusiastic person dedicated to environmental protection and improvement. The Project Officer (PO) will be required to coordinate the implementation of the "Systems Approach to Regional Climate Change Adaptation Strategies in Metropolises" being responsible for the successful delivery of this program being undertaken by the Sydney Coastal Council Group (SCCG) and the CSIRO.

The aim of the project is to develop and trial a method for a systems approach to regional climate change adaptation strategies in large urban areas. As part of the Australian Greenhouse Office (AGO) National Climate Change Adaptation Program, the SCCG have partnered with two CSIRO Divisions (Sustainable Ecosystems, and Marine and Atmospheric Research) to undertake research on regional approaches to managing climate vulnerability in the Sydney region in an 18 month project entitled, "Systems Approach to Regional Climate Change Adaptation Strategies in Metropolises".

ESSENTIAL REQUIREMENTS

- Degree qualification(s) in a relevant discipline of science, natural resource management, coastal management or related disciplines at graduate level
- Local Government knowledge and experience, including sound understanding of Local Government operation and responsibilities
- Highly developed project management skills in a multi-disciplinary environment
- Stakeholder engagement, communication and management skills
- Ability to research, organise and document information for various audiences
- Competent computer literacy
- Class '1A' driver's licence
- Knowledge and understanding of EEO, OHS.

A salary of \$50,000 - \$60,000 (for 4 days per week ie part time) plus 9% superannuation. (A \$5,000 bonus will also be awarded at the successful end of the project).

Applications are to address the selection criteria contained in the information package obtained by phoning the SCCG on 9246 7791 or downloaded from www.sydneycoastalcouncils.com.au

Applications close **31 January 2007** and should be directed to Executive Officer, Sydney Coastal Councils Group, C/- GPO 1591, SYDNEY, NSW 2001 (marked "Confidential")



PROJECT OFFICER POSITION DESCRIPTION

Position Title:	Project Officer (Climate Change Adaptation)
Organisation:	Sydney Coastal Councils Group Incorporated (SCCG)
Responsible to:	Sydney Coastal Councils Group, Regional Coastal Environment Officer / Executive Officer
Salary:	A salary of \$50,000 - \$60,000 plus 9% superannuation. (plus a \$5,000 bonus awarded at the successful completion of the project)
Hours:	30.5 hours per week (4 days per week - ie part time).
Status:	The successful applicant will be employed by the Sydney Coastal Council Group Inc. and subject to an initial 18 month performance based contract. The position may be extended beyond this initial term pending resource availability.
Conditions:	All other conditions are in accordance with the 18 Month performance based contract Local Government (State) Award and the relevant 'hosting' Council's conditions (currently City of Sydney Council).
Location:	Level 12, 246 Kent Street, Sydney NSW 2001
Organisational Structure:	The Group is an incorporated association with Sydney coastal Councils membership. There are 15 member councils stretching from Hornsby and Pittwater in the north to Sutherland Shire in the south. The Group is a Voluntary Regional Organisation of Councils concentrating on coastal and environmental issues relevant to local government.
Organisational Chart:	See attached.
Organisational Activities:	See attached.

1. BACKGROUND

As part of the Australian Greenhouse Office (AGO) National Climate Change Adaptation Program, the Sydney Coastal Councils Group (SCCG) have partnered with two CSIRO Divisions (Sustainable Ecosystems, and Marine and Atmospheric Research) to undertake research on regional approaches to managing climate vulnerability in the Sydney region in an 18 month project entitled, "Systems Approach to Regional Climate Change Adaptation Strategies in Metropolises".

Funding has been secured under the Australian Government's National Climate Change Adaptation Programme (NCCAP) – Urban Integrated Assessment Program. This four year \$14.2 million program is an initiative of the Australian Greenhouse Office within the Department of Environment and Heritage. The three expressed goals of the programme are:

- Help Australians understand the likely impacts of climate change
- Develop practical tools to support decision making on climate change adaptation
- Assist in planning ahead to reduce the risks and capture opportunities.

To date, a range of projects and activities have been executed under the NCCAP including national scoping assessments of climate change vulnerability, which have been followed in some instances by more focused, sector-specific assessment projects. The Sydney regional integrated assessment project is one of a portfolio of regional climate change assessment projects recently funded through the NCCAP. Other study areas include the Clarence City Council, TAS; Gold Coast, QLD; Western Port, VIC; and the ACT. Each of these studies is being developed and carried out independently, with each seeking to address a different suite of issues based upon the interests and concerns of local stakeholders.

Over the course of 18 months, the Sydney integrated assessment project will seek to inform the region's coastal councils regarding the potential biophysical changes that climate change may cause in the region, with subsequent emphasis on examining local capacities to adapt to potential climate change impacts. These activities will be carried out in a series of stages:

- i) vulnerability mapping,
- ii) stakeholder consultation;
- iii) assessment of adaptive capacity;
- iv) project assessment.

2. POSITION SUMMARY

The Project Officer (PO) will be required to assist in the implementation of the "Systems Approach to Regional Climate Change Adaptation Strategies in Metropolises" being responsible for the co-ordination and successful delivery of the program being undertaken by the SCCG and the CSIRO.

The aim of the project is to develop and trial a method for a systems approach to regional climate change adaptation strategies in large urban areas. The project aim directly addresses AGO priorities through:

- Developing and testing an integrated (systems) method to generate information about the likely impacts of climate change and feasible adaptation strategies in the Sydney region;
- Deepening the understanding of the likely impacts of climate change and resulting adaptation options in the Sydney region through integration of existing models, generation of new knowledge where there are significant gaps, scenario analysis, an analysis of adaptive capacity, and assessment of demonstration projects.
- Assessing the transferability of the integrated (systems) method to other large urban areas, with transfer to be facilitated through the project National Reference Group.

3. POSITION OBJECTIVES:

To co-ordinate the Integrated Assessment project, "A Systems Approach to Regional Climate Change Adaptation Strategies in Metropolis", specifically:

- Co-ordinate the project partners to ensure the successful delivery of the project deliverables;
- Collect information and provide specific input into the project process;
- Liaise and coordinate Local Government and other regional stakeholder participation in the project;
- Organise, assist facilitate and document a series of local and regional workshops
- Establish, manage and service the Project Reference Group, comprising key stakeholders to ensure their input is included in the project process;
- Provide co-ordination and administration support to the Project Steering Committee and Project team;
- Undertake specific task related to the project deliverables as directed by the Project Steering Committee, Project Team and Reference Group, and,
- Coordinate and conduct project progress reporting to stakeholders and the grant provider.

4. KEY RESPONSIBILITY AREAS

- To engage and facilitate Local Government participation in the project
- To co-ordinate, facilitate and record stakeholder meetings and workshops
- To establish, manage and service the Project Steering Committee and National Reference Group to ensure key local, regional and National stakeholders are engaged, informed of the project and provide input into the project process and deliverables.
- To assist research and help inform the project process and outcomes.
- To undertake public relations and marketing initiatives within and outside the SCCG region to increase regional awareness of and support for the project
- Prepare and present reports to the Project Steering Committee including financial reports, agendas and minutes as well as assist with the facilitation of workshops and meetings.
- To conduct the necessary administration duties.

5. MANAGEMENT SKILLS

The successful applicant will require skills in managing time, setting priorities and planning and organising one's own work so as to achieve specific and set objectives in the most efficient way possible, within the resources available and with a set timetable. The successful applicant will also require the ability to work autonomously and be able to communicate their progress to the Project Team.

6. SELECTION CRITERIA

Essential:

- Degree qualification(s) in a relevant discipline of science, natural resource management, coastal management or related disciplines at graduate level.
- Local Government knowledge and experience, including sound understanding of Local Government operation and responsibilities.
- Highly developed project management skills in a multi-disciplinary environment.
- Stakeholder engagement, communication and management skills. Including:
 - Well- developed interpersonal skills with the ability to gain co-operation and assistance from across a whole range of stakeholders.
 - Ability to develop sound working relationships with key stakeholders utilising highly developed negotiation and communication abilities and skills.
- Ability to research, organise and document information for various audiences.
- Competent computer literacy (e.g. Windows, MS applications (including Excel & Access) and desktop / web page publishing) and well developed written, verbal communication and facilitation skills.
- Class '1A' driver's licence.
- Knowledge and understanding of Equal Employment Opportunity (EEO), Ethical Practice, Ethnic Affairs Priorities Statement (EAPS), Occupational Health and Safety (OHS)

Desirable:

- Experience and interest in climate change issues.
- Experience and understanding of the Sydney coastal regional (SCCG member councils areas) and its communities.
- Experience in events coordination / facilitation

7. EMPLOYMENT CONDITIONS

The successful applicant will be employed by the Sydney Coastal Council Group Inc. and subject to an initial 18 month performance based contract. The position maybe extended beyond this initial term pending resource availability.

7.1 Reporting structure

The PO will report to the Regional Coastal Environment Officer (RCEO).

The RCEO key accountabilities are to co-ordinate the implementation of the SCCG Strategic Plan 2005 -2008 within the aim and objectives listed in the Constitution of the SCCG. The RCEO also administers the Group and its Committees, and manages and finances of the Group. The RCEO reports directly to the Chairperson and the Executive of the Group.

The SCCG is a collection of 15 coastal councils with harbour and sea foreshores in Sydney. The member councils are Botany, Hornsby, Leichhardt, Manly, Mosman, North Sydney, Pittwater, Randwick, Rockdale, Sutherland, City of Sydney, Warringah, Waverley, Willoughby and Woollahra. Collectively the Group represents over 1.3 million Sydneysiders.

7.2 Liaison / networking

Internal relationships important to the job are ongoing contact with member council representatives of the Technical Committee, and other Committees of the SCCG.

External relationships important to the job are contact with the representatives of the various internal and external project steering committees and working groups, the CSIRO, the Commonwealth and State Government representatives, community groups, Local Council staff and elected members, industry groups, recreational groups, community groups, universities and other institutions and other organisations as required.

The PO will participate in and assist with coordination of meetings forums and workshops and post meeting / workshop communications of the SCCG, the Technical Committee, the various committees and working groups of the SCCG.

7.3 Environment:

(a) Working environment

The SCCG Secretariat is hosted by the City of Sydney Council.

(b) Freedom to act

The position will manage the “Systems Approach to Regional Climate Change Adaptation Strategies in Metropolises” project under the direction and guidance of the RCEO and the Project Steering Committee.

(c) Challenges

The key challenges will be to manage, coordinate and report on the grant project on behalf of the SCCG, its member councils and the CSIRO in the most effective manner, on a minimal budget, to facilitate the implementation of project objectives and resultant outcomes. Balancing administrative work and key tasks against key project objectives and milestones.

Information for Applicants

Inquiries can be directed to Geoff Withycombe, SCCG Executive Officer, on (02) 9246 7791.

Additional Information related to Sydney Coastal Council Group and its activities can be found on the Web site www.sydneycoastalcouncils.com.au

Applications addressing the essential and desirable requirements outlined in the information package (Section 6) and providing names and phone numbers of at least 2 work related referrers. Applications are to be marked to the attention of the Executive Officer.

Application close: Wednesday 31 January 2007 - (5pm sharp)

Please address applications, marked "Confidential" to:

Executive Officer
Sydney Coastal Councils Group
GPO Box 1591
SYDNEY NSW 2000

Email: info@sydneycoastalcouncils.com.au

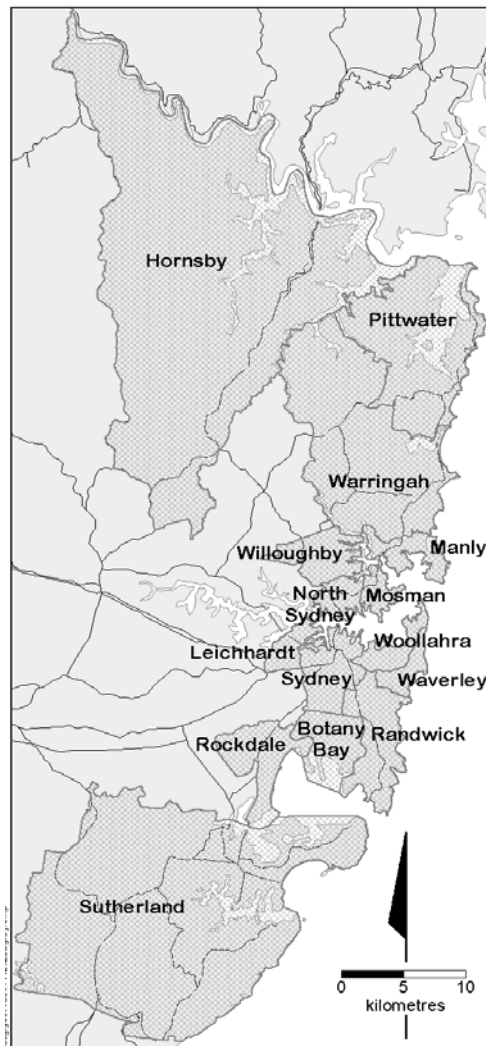
The Sydney Coastal Council Group Inc.

Background

The Sydney Coastal Councils Group Inc. (SCCG) was established in 1989 to promote co-ordination between member councils on environmental issues relating to the sustainable management of the urban coastal environment. The Group consists of 15 councils adjacent to Sydney marine and estuarine environments and associated waterways. Member Councils include: Botany Bay, Hornsby, Leichhardt, Manly, Mosman, North Sydney, Pittwater, Randwick, Rockdale, Sutherland, Sydney, Warringah, Waverley, Willoughby and Woollahra. The Group represents over 1.3 million Sydneysiders. The SCCG covers 1346 Km² and encompasses the waterways of: The Hawkesbury River, Broken Bay; Pittwater; Port Jackson; Middle and North Harbours; the lower Lane Cove River, Botany Bay and the lower Georges and Cooks Rivers; and Port Hacking.

Sydney's coastal region is under intense pressure from high density and degrading human uses causing a declining in net habitat, access to public foreshore, lands, air and water pollution. The area is also subject to a myriad of competing interests for its resources and is covered by numerous resourced environmental / nature resource management plans and programs.

Figure 1: Sydney Coastal Councils Group –Member Councils / Region



THE PRINCIPLE OUTCOMES STATEMENTS OF THE GROUP:

- To represent and expand the role of local government in the management of the urban coastal environment.
- To develop strategies and promote and coordinate their implementation to facilitate the integrated and sustainable management of the urban coastal environment.
- To enhance community awareness on matters related to urban coastal management.
- To coordinate and facilitate the exchange of information on urban coastal and water resource management to local councils.

ORGANISATIONAL STRUCTURE

- **Powers and nature of association**

The SCCG is a voluntary Regional Organisation of Councils (ROC) established under the provisions of sections 355, 357 and 358 of the *Local Government Act, 1993*. The functions and powers of the Group are provided in the Constitution and have been ratified by all the member councils. The Group was incorporated in February 1998 under the *Associations Incorporation Act, 1984*.

The structure of the Group consists of the **full Group** that meets quarterly and consists of one to three **delegates of the member councils**; an **Executive Committee**, which meets between meetings of the full Group, and consists of up to eight elected representatives. The Chairperson, two Vice-Chairpersons (ocean and estuarine), Secretary (honorary); Treasurer (honorary), and up to three other delegates, **Advisory Committees** made up of councillors and staff, which meet as required; and the **Technical Committee**, which meets every two months and consists of one or more professional staff representatives (strategic planners, environmental officers, engineers, catchment liaison and policy officers and environmental health officers) from each member council. **Working groups** are established from time to time by the Technical Committee to address key issues and projects. *(See last page for diagrammatic representation)*

Membership is of a voluntary and cooperative nature. The **SCCG's Constitution** sets out the objectives and rules of the Group and is implemented through the SCCG Strategic Plan 2005 - 2008. *(The Constitution and the SCCG Strategic Plan 2005-2008 are available on the SCCG web site).*

The Group operates with an annual budget of approximately \$200,000 and the rest consisting of secured grants for specific projects to implement the actions identified in the Business Management Plan.

The Secretariat of the Group including the Regional Coastal Environment Officer and the Coastal Projects Officer are hosted by a financial member council for a period of three years. The Host Council is nominated and determined at the Annual General Meeting. A **Service Provider Agreement** lists the arrangements between the Group and the hosting council. The current agreement is with the City of Sydney for the period August 2004 to June 2007. Previous host councils are: Warringah Council July 1990 - June 1992; Sydney City Council July 1992 - April 1995; Pittwater April 1995 - April 1998; Willoughby City Council May 1998 - June 2001, Randwick City Council July 2001 to August 2004, the City of Sydney Council 2004 -2007 (hosting extension pending).

CURRENT ACTIVITIES, PROJECTS AND CONTRACTS 2006-2007

- SCCG Strategic Plan Implementation Program
- Groundwater Investigations for the Sydney Region – Guideline Manual for Urban Councils
- Geotechnical Practice Note & Management Guidelines projects (NDMF Grant)
- SCCG Beach Nourishment Working Group
- SCCG Summer Activities Program
- SCCG Stormwater Education Campaigns
- SCCG GIS Investigations
- Water Sensitive Urban Design in Sydney project
- Independent Butt Littering Trust
- SCCG Research MOUs (UNSW – IES, Macquarie University, CSIRO)
- Sydney Regional Coastal Management Strategy Implementation Program
- Regional Implementation Strategy / Program Water Quality / Environmental Monitoring
- SCCG Submissions
- Protecting Wetlands - Model DCP (implementation)
- Sydney Aquatic Reserves / Intertidal Protected Area – Operational Agreements
- Facilitation and coordination of SCCG council/interagency steering committees (see below)
- Representation on various statutory and non statutory inter-governmental committees.
- SCCG IT and Web site maintenance.

Further information on the Group and its activities can also be found on the website at www.sydneycoastalcouncils.com.au



ORGANISATIONAL STRUCTURE

