

POSITION TITLE	Planning & Referrals Lead
CLASSIFICATION	SRW Enterprise Agreement Professional Services Band D plus employer contribution to superannuation in accordance with the <i>Superannuation Guarantee (Administration) Act 1992</i> .
BUSINESS UNIT	Service Delivery
ENGAGEMENT	Full-time
LOCATION	Negotiable across SRW major offices
REPORTING LINES	<p>Reports to: Manager, Statutory Functions</p> <p>Direct Reports: Land Management Coordinator</p>
DELEGATIONS	<p>This position has authority to make decisions and direct activities for SRW as conferred by Southern Rural Water’s Instrument of Delegation and as set by:</p> <ul style="list-style-type: none"> • this position description • other directions or instructions specified by SRW or a SRW delegate

POSITION OBJECTIVE

The Planning & Referrals Lead coordinates SRW’s legal obligations and duties as a statutory planning referral authority, including developing and implementing systems and processes to streamline SRW’s overall approach to planning referrals as well as providing expert advice and support to assist with the land management matters within SRW’s regulated supply systems and drinking water catchments and responding to referrals that impact the operations of the Groundwater & Rivers business.

POSITION SPECIFIC RESPONSIBILITIES

- Coordinate and lead the organisation’s assessment of statutory planning referrals to ensure that SRW meets its obligations under the *Planning and Environment Act 1987*.
- Represent SRW’s interests in discussions with internal and external stakeholders in planning matters.
- Provide specialist land use planning referral advice to ensure SRW’s interests and operations are appropriately considered in the assessment of planning permit applications and land management matters.

- Provide advice to responsible authorities on planning scheme amendments that affect SRW's interests and operations.
- Coordinate, and respond to, referrals that relate to our Groundwater & Rivers business.
- Coordinate referral responses for mine and quarry work plans under the Mineral Resources (Sustainable Development) Act 1990.
- Prepare submissions to the Victorian Civil and Administrative Tribunal (VCAT) and Planning Panels Victoria.
- Develop and implement process improvements and templates to support a more streamlined, coordinated and timely assessment of planning permit referrals.
- Work across the organisation to support the transition from current state (i.e. decentralised model) to future state (i.e. hub and spoke model with centralised triage and coordination with subject matter experts responding as appropriate).
- Build and maintain relationships with key internal and external stakeholders in the planning permit referral process.
- Contribute to auxiliary processes within the Statutory Functions team including development and review of Local Management Plans, administration associated with our water sales program and licence breach investigations.

PEOPLE MANAGEMENT

- Encourage and maintain positive working relationships with all colleagues to ensure a professional and collaborative working environment.
- Support colleagues and coordinator/supervisor as required to achieve overall team goals, service levels and other targets.
- Work in a manner that ensures adherence to SRW policies and Corporate Instructions.

OPERATIONAL RESPONSIBILITIES

- Effectively see all tasks through to completion in line with individual tasks/projects, service levels and other targets.
- Work within agreed plans, policies and processes including safe work practices.
- Identify and report opportunities for increasing efficiency and/or effectiveness to ensure continuous improvement.
- Demonstrate a commitment to effective internal and external customer service.
- Maintain currency of technical skills and knowledge to ensure work is performed as per the requirements of the role.
- Maintain complete and accurate records of all work-related activities including documentation and administration as per the organisation's records management policy and adherence to the organisation's written style.

SCHEDULING RESPONSIBILITIES

- Regularly monitor and report on work and activity progress against individual and team corporate performance indicators and project targets.
- Understand the contribution of own work towards the achievement of team, business unit and strategic organisational goals.
- Fulfil emergency related functions including filling an incident management team position, by mutual agreement, in the event that a CIMP is enacted.

HEALTH, SAFETY AND WELLBEING

- Ensure all team members (and self) are aware of and adhere to SRW policies and OH&S requirements.
- Work in a manner that ensures adherence to OH&S requirements.
- Report any hazards, hazardous situations, notifiable incidents, including 'near misses' to immediate supervisor.
- Participate in the resolution of safety issues.

KNOWLEDGE SKILLS AND ABILITIES

- Comprehensive working knowledge of, and experience in, the *Planning and Environment Act 1987*, the Victoria Planning Provisions and planning schemes.
- Knowledge of the *Subdivision Act 1988* and the *Water Act 1989* preferred
- An understanding of the importance of infrastructure asset and water quality protection.
- An ability to communicate effectively with stakeholders, peers and professional teams in both verbal and written forms.
- An ability to exercise professional judgement to draft quality advice, assessments and reports.

QUALIFICATIONS

- A tertiary qualification in town planning or related discipline (essential).
- A minimum of three years' experience in a planning related role (desirable).
- Competent in the use of the Microsoft suite of products, and specialised computer software programs relevant to land use planning (such as SPEAR, VicPlan, Greenlight etc).

PRE-REQUISITES

- Possess and maintain a current Victorian driving licence.
- Possess and maintain relevant qualifications, licences pertaining to role.
- Ability to travel to and work from other SRW Office locations as required.

SRW VALUES

Adherence to Southern Rural Water's Values as described below:

We are **always safe** and **accountable** working as **one team** to deliver a lasting **legacy**.

DIVERSITY AND GENDER EQUALITY

At SRW we value a diverse workforce, we acknowledge that it is our responsibility to create gender equality and inclusive workplaces where everyone can be their best self, regardless of gender.

EMPLOYEE POLICIES

All SRW employees are required to comply with the Code of Conduct for Public Sector Employees, which can be found by visiting <http://vpssc.vic.gov.au/resources/code-of-conduct-for-employees/>

DATE APPROVED	October 2024
APPROVED BY	General Manager Service Delivery