



Position Description
Statutory Property Officer

Position Title:	Statutory Property Officer
Occupant:	
Reports To:	Coordinator Property Services
Grade:	14
Division:	Corporate Services
Department:	Property & Business Development
Section:	
Effective Date:	March 2013
Folder No:	F2007/01791

1 Organisational and Purpose Context

List the objectives and key accountabilities of the position:

The Property and Business Development Department is a Category1 Business Unit of Council, dedicated to the management of Council's operational real estate assets, to maximise recurring income to Council. This is achieved through efficient management of existing residential and commercial properties; acquisition of additional investment properties and the development of Council owned land.

The Property and Business Development Department is responsible for:

- Undertaking statutory processes on behalf of Council such as creation and extinguishment of easements, reclassification of Council land and road closures.
- Coordinating the identification, feasibility studies, and due diligence investigations relating to property investment/development activities that are appropriate to Council's requirements.
- Negotiate and administer the acquisition and sale of land on behalf of Council.
- Provide valuation advice in respect of land proposed to be sold or purchased by Council, assess compensation payable in respect of land to be acquired by Council or interests in land, provide current market rental advice, provide valuation advice in relation to Section 94 contribution plans, provide insurance valuation advice, and coordination of asset valuation program under the Accounting Standards.
- The efficient management of Council's residential and commercial properties ensuring return is maximised.
- The management of leases over Council Community properties ensuring that lease and licence terms and conditions are adhered to.
- Administration and strategic planning for the development and operation of Holiday parks.
- Administer applications and licences for footway dining.
- Management of the Council Administration Building.
- Maintain Council's legal document register and the storage of the legal documents.
- Assess and determine applications for contribution by Council to Dividing Fences.
- Management of documents relating to Council's ownership of land in the Council Controlled Land folders in TRIM.

This position will:

- Investigate and administer requests for road closure and purchase.
- Undertake the reclassification of Council owned land.
- Administer and manage road leases, temporary licences and access deeds for telecommunication facilities.

- Dedications
- Establish budget and monitor performance to budget on a monthly basis.

The position of Statutory Property Officer reports to the Coordinator Property and Business Development.

2 Key Selection Criteria

Essential

- Tertiary qualifications in conveyancing, property or planning related disciplines. Alternatively, extensive experience in conveyancing, property administration or planning within a specialist real estate; public authority or local government environment.
- Well developed report-writing skills.
- Excellent communication and interpersonal skills with a demonstrated ability to communicate clearly with people from all levels of the organisation and external stakeholders.
- Demonstrated ability to work successfully in a team environment to achieve team objectives.
- Experience in researching matters and problems, presenting options and recommending solution(s).
- Capable of listening and assimilating information from others, identifying various potential outcomes and consequences, presenting persuasive arguments and winning concessions.
- Experience in researching and interpreting legislation.
- Ability to work in pressure situations and deal with confidential information.
- Experience in the use of Microsoft suite of software.
- Hold a current NSW Class C Driver's Licence.

Highly Desirable

- Knowledge of State Government legislation and statutory provisions as they apply to real estate sale, development, leasing activities and closure of public roads.
- Knowledge of the provisions of the Public Roads Act 1993, Land Acquisition (Just Terms Compensation) Act 1991, and the Local Government Act 1993.
- Previous experience in dealing with reclassification of Council owned land and/or LEP Amendments.
- Previous experience in processing road closure applications.
- Experience in conflict resolution.

Desirable

- Previous experience in reading and interpreting plans.
- Demonstrated ability in budgeting and cash flow analysis.

3 Duties

1. Investigate and administer requests for road closure and purchase including liaison with the Land and Property Management Authority; arranging statutory advertising; preparation of reports to Council; survey and plan endorsement.
2. Provide a professional reclassification service to Council ensuring that the reclassification program is managed in such a manner as to satisfy Corporate objectives.
3. Investigate reclassification requests by researching legislation and liaising with other Council Departments and respond to applicants.
4. Liaise with community groups and other stakeholders and interested parties during the reclassification process.
5. Provide advice to Councillors and community organisations in relation to Council's reclassification program as required.
6. Manage LEP Amendments, including preparation of the Planning Proposal for reclassification and associated rezoning of Council owned land in accordance with the provisions of the Local Government Act 1993 and the Environmental Planning and Assessment Act 1979 and ensure compliance with all appropriate regulations.
7. Manage public exhibition of proposals, coordinate, and facilitate public meetings.
8. Research submissions and make recommendations following the exhibition and public hearing to Council to either reject or proceed with the reclassification.
9. Review Council practices and policy in relation to the reclassification of land to ensure that activities comply with best practice.
10. Manage miscellaneous licence and lease agreements and deeds including negotiating acceptable licence terms and conditions having regard to Council policy, legislative requirements and legal advice and arranging preparation and execution of the licence agreement
11. Establish budget and monitor performance to budget on a monthly basis.
12. Assist the Valuation and Property Development Coordinator and other departmental staff in the identification of suitable development opportunities.
13. Investigate and source historical information in relation to land and roads.

14. Resolve complaints and answer queries as required.
15. As required, utilise any project management or planning software provided by Council.
16. Such other reasonable duties that are requested by the Property and Business Development Manager or the Property and Business Development Coordinator from time to time.

4 Relevant Position Information

- The position is permanent full time position.

Please note prior to an offer of employment being made, recommended candidates may be subject to the following pre employment checks:

Medical Assessment

5 Personal Characteristics

- Versatile
- Well organised
- Positive attitude
- Honest and trustworthy
- Practical
- Loyal to colleagues, the team, and the Council
- Willing to embrace change
- Service-oriented
- Able to make decisions
- Confident

6 Equal Employment Opportunity, Anti-Discrimination, and Harassment Responsibilities

Employees

Must take all reasonable measures to ensure they do not inappropriately discriminate against or harass other employees or customers and that they comply with legislation, Council's policies, procedures, and business rules relating to discrimination, harassment, and equal employment opportunity.

7 Competencies

Council has a competency based salary system. Newly appointed persons will be assessed for competency after six months. Further competency assessment will occur at six monthly intervals. Employees are able to access the LMCC Core Competencies via the Control Document Register.