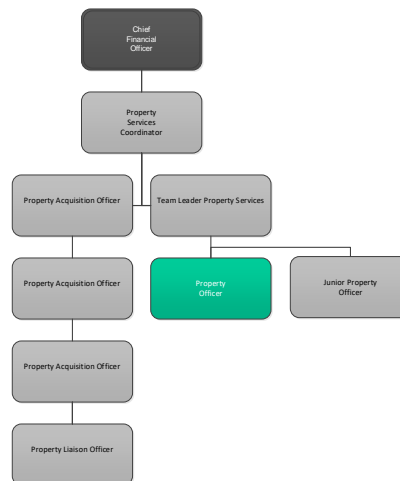


PROPERTY OFFICER

Position Title	Property Officer
Position Number	27158
Division/Directorate	Growth and Finance
Branch	Finance and Property Services
Grade	15
Band and Level	Band 3 / Level 2
Special Requirements	Employment screening including but not limited to, qualification check, criminal record check, financial checks. Licensing or registration requirements.
Physical and Environmental Demands	Manual Handling
Reports To	Property Services Coordinator
Authorities	As detailed within the Delegation Register as delegated by the General Manager
Key Direction/s	Liveable – Strong and integrated connections between our people and our services Balanced – Providing sustainable and responsible solution that enhance our heritage and natural environment. Leading – A successful advocate for our people and places

Reporting Structure



Position Purpose
To ensure Council's property activities are not only consistent with legislative requirements but are managed in a strategic manner and have the potential to provide Council with an alternate source of income. This position is also primarily responsible for documenting the use of certain council owned lands by community/sporting groups.
Key Results Area
<p>Customer Service – Create a customer centric service environment and reward service excellence.</p> <p>Planning & Prioritise – Plan to achieve priority outcomes and respond flexibly to changing circumstances.</p> <p>Deliver Results – Achieve results through efficient use of resources and a commitment to quality outcomes.</p> <p>Display Resilience & Courage – Be open and honest, prepared to express your views, and willing to accept and commit to change.</p> <p>Manage Self – Show drive and motivation, a measured approach, and a commitment to learning.</p>
Key Duties & Responsibilities
<p>Property Services</p> <ul style="list-style-type: none"> • Planning and coordination of Council's property activities and day to day property management • Maintain & update Council's Land Register, lease & licence register, Plan of Management and Property databases including management of Title Deeds and EDMS records. • Process and complete all property matters including easements, road closures, boundary adjustments, property sales/acquisitions (including Land Tax clearance certificates), reclassifications and Roads Act dealings. • Provide expert advice/support in all property matters including legislative matters as required by LG Act and associated legislation, ie Land Acquisition (Just Terms Compensation) Act, and engage in the Acquisition Process including Hardship Claims. • Prepare expression of Interests for leasing of council property and assess applicants. • Participate in strategic discussions within Council relating to land transfers to Council and assess landowner implications for Council whilst supporting strategic property outcomes. • Preparation and negotiation of leases, licences and agreements in respect of property matters including renewal of current agreements, rent reviews, rent increases, options and process invoices for payment. • Attend to internal and external customer service requests promptly and efficiently meeting Council's customer service standards. • Process Outdoor Dining Applications, maintain Register and facilitate renewals and compliance. • Liaison with Real Estate Agents and manage Council properties and rental account including rent reviews, rent arrears, repairs & maintenance, outgoings, bonds, lease renewals and property inspections. • Liaise with external Property Consultants in relation to property related matters. • Liaise with Council Solicitors and Valuers to issue instructions for legal, valuations and land sales/auction purposes and ensure legal compliance across all property matters. • Prepare reports and presentations to Council, the Executive Leadership Group and or the Senior Management Team on all property matters. • Arranging repairs and maintenance requests, attend inspections, issue notices and default correspondence. • Develop and review policies and procedures relevant to ensure currency and consistency. • Undertake Procurement in the purchase of goods and contracting of service for valuers, environmental services, real estate agents, surveyors, and solicitors. • Process 88G Applications in accordance with the Conveyancing Act 1919. • Overseeing of the Junior Property Officer in undertaking their role including providing relevant training and supervision to enable them to undertake their responsibilities. • Provide Native Title Advice as a Qualified Native Title Manager in accordance with the Crown Lands Management Act 2016. • Process requests for Telecommunication Towers on Council Land, including assessment of site suitability and negotiating lease terms. • Review Council's Property Portfolio to undertake economic analysis reviews to determine highest and best use of Council's land.

- Develop and Maintain Council's Property Services Register to ensure that the Registers store the required.
- information in accordance with reporting requirements.
- Process Land Transfers to Council, including assessment of benefits to Council, internal consultation and reporting required.
- Preparation of Deeds of Access including when applicants require access to Council land and when Council require access to private land to facilitate works.
- Develop and Maintain policies and procedures related to the functions of the Property Services Team including Processes in ProMapp.

Branch Activities

- Assist Property Services Coordinator and undertake Property projects as necessary.
- Other relevant duties which may be required by the Team Leader or Manager from time to time.
- Act in accordance with Council's Fraud and Corruption Prevention Policy and Plan at all times as Council will not tolerate fraudulent or corrupt practices by its own staff, contractors or others working for Council.
- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous.
- Continuously display Council's corporate core values of Leadership, Innovation, Partnership, Commitment, Customer Focus and Safety.

WHS Responsibility

Implement, monitor and, or comply with Councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work instructions and associated systems tools in their relevant work area.

Risk Management Responsibilities

1. To act at all times in a manner which does not place at risk the health and safety of anyone in the workplace.
2. Responsible and accountable for taking practical steps to minimise Council's exposure to risks in so far as is reasonably practicable.
3. Must be aware of operational and business risks. Particularly:
 - understand and adhere to the principles of Risk Management within their job role;
 - assist Managers and Team Leaders in identifying risks and risk treatments in their job role;
 - provide input into various risk management activities;
 - report all emerging risks, issues and incidents to their manager or appropriate officer; and
 - follow Council policies and procedures.

Records and Information Management Responsibilities

All staff must keep full and accurate records in accordance with Section 12(1) of the State Records Act 1998 and maintain legislative compliance.

Records in any format created or received must be captured into Council's business systems approved for record keeping in a timely manner ensuring compliance with Council's Policies, standards, procedures, and business rules.

Essential Criteria

- Relevant qualification in Property or appropriate experience in property management, property acquisitions, property sales and/or business activities related to property.
- Working knowledge and understanding of the relevant legislative provisions applicable to land use and property matters as well as business activities including statutory obligations applicable to Council's property assets.
- Ability to read, interpret and carry out the requirements of Acts, regulations, policies, and procedures as they relate to council owned land, leases and licenses, property transfers, property valuations and land acquisitions.

- A demonstrated knowledge and experience in the principles and practices of real estate sales and leasing.
- Sound negotiation, interpersonal, investigative, prioritising and analytical skills.
- Ability to make decisions or recommendations based on the assessment of a range of options with elements of complexity.
- Excellent verbal and written reporting skills coupled with MS Office skills.
- Demonstrated experience in reviewing, negotiating, and drafting legal instruments relevant to property including sale contracts, leases and licenses, deeds of agreements.
- Excellent understanding of property agreement and relevant legislations applicable to these agreements
- Demonstrated ability to apply Equal Employment Opportunities (EEO), Work Health & Safety (WHS) and ethical practice principles and to act with probity at all times.

Desirable Criteria

- Qualified as a Native Title Manager under the Crown Land Management Act 2016.
- Previous experience in Local Government
- Previous experience in Compulsory Acquisitions and dealing with property matters involving leases and licenses.
- Proficiency in the use of Authority, Trim and mapping systems

Prepared By Property Services Coordinator

Date Prepared November 2024

I have read and understand the contents of the position description for my role and agree to work in accordance with the requirements of the position.

I understand that this position description may change with organisational requirements and the tasks and responsibilities outlined in the position description may vary from time to time.

Employee Name:

Employee Signature:

Date: