

## Position Description

Technical Officer – Property



<b>Position Title:</b>	Technical Officer - Property	<b>Position Number:</b>	2079
<b>Division:</b>	Engineering	<b>Job Grade:</b>	JG5
<b>Unit:</b>	Design	<b>Award base:</b>	35 hours
<b>Unit Leader:</b>	Manager Design	<b>Reports to:</b>	Legal Services Officer
<b>Supervises:</b>	NIL		
<b>Date Created /Revised:</b>	July 2007 October 2009 new format and organisational updates February 2014 - updated Division name March 2019 – Updated TNA		

## Primary Objective

- The provision of paralegal and administrative support to the Property & Conveyance Officer in various areas of responsibility of the Property & Conveyance Officer in the Design Unit.

## Values Statement

What we value  
Living and loving the Tweed.  
We look after people and places, explore all opportunities and are proud of our passionate approach.  
We care about each other, choose to be here, and are in this together.  
We have conversations where everyone can contribute and we are willing to have a go.  
We put back in to make a difference, so that our Tweed community is even better tomorrow than it is today.

## External Environment

Tweed Shire is one of the fastest growing areas in New South Wales. The Shire also has the second highest biological diversity of any area on the Australian Eastern seaboard.



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## Organisational Environment

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### ENGINEERING DIVISION

The Engineering Division provides roads, footpath and cycleway, stormwater, flood mitigation, water supply and wastewater services to the Tweed community and is responsible for the planning, design, construction, operations and maintenance of the associated infrastructure.

#### Design Unit:

The Design Unit is one of four within the Division and is responsible for preconstruction activities required for the delivery of projects for the organisation including, survey, environmental assessment, and design. Additionally the unit provides property and legal advice and support.,. and is responsible for maintaining the cadastral and photogrammetry layers of the Council's GIS.

The unit also has carriage of the organisations Project Management System which facilitates the delivery of projects for the Division and organisation.

As the Tweed Shire is a rapidly growing area, the demand for new infrastructure is high. Efficient provision of this infrastructure must be balanced against the environmental concerns that accompany an area that is geographically and ecologically unique.

The work environment is busy, responsive to customer demands and requires regular adjustment of priorities and activities.

Council is committed to the principles of ecological sustainability in all operations and responsibilities.

## The Position

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The position provides paralegal and administrative support to the Property & Legal Services Officer within the Design Unit and is responsible to the Property & Legal Services Officer. The position is responsible for the management and maintenance of statutory land registers and the implementation of rural addressing in the Shire, together with conducting statutory actions and dealings with roads within the Shire.

Within the parameters of the position, the Property Technical Officer will normally resolve property, road and related title issues without reference to the supervisor. The Property Technical Officer will resolve problems regarding road status and acquisition.

The Property Technical Officer assists the Property & Legal Services Officer in the supervision of property and titling aspects of the management of Council's property resource and will undertake Council's land conveyance activities within the provisions of the following Acts:



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- Roads Act 1993
- Local Government Act 1993
- Crown Lands Act 1989
- Land Acquisition (Just Terms Compensation) Act 1991.

The Property Technical Officer assists in the conveyance of land, particularly with reference to all of the above Acts and their impact on Council's transactions.

The incumbent also adheres to Council policy relating to the naming of roads, localities and geographical features in conjunction with the Geographical Names Board under the provisions of the Geographical Names Act, and maintaining relevant archives.

The position requires specialist knowledge of property law and related issues to enable the incumbent to provide verbal advice to the public regarding notations on title and their implications, such as Easements and Rights of Way. Other major clients in this regard are Council's Internal Units, Department of Lands, private developers and professional consultants.

The position also requires a level of technical knowledge of the compulsory acquisition of land in various circumstances, with reference to local government requirements.

**The work of the position includes, but is not limited to, the following:**

Key responsibility areas	Associated key duties
1. <b>Deputise for the Property &amp; Legal Services Officer</b>	<ul style="list-style-type: none"><li>• <b>Provision</b> of verbal and written information in response to inquiries from staff members throughout all divisions and units as well as members of the public</li><li>• <b>Maintains</b> the Land Classification Register and ensures adherence to statutory requirements under the Local Government Act, 1993.</li><li>• <b>Updates and maintains</b> Council's Road Register</li><li>• <b>Updates and maintains</b> Council's Deposited Plan Register.</li><li>• <b>Maintains and validates</b> all Crown Land information in Crown Lands Register</li><li>• <b>Updates and maintains</b> tenure information in Council's Spatial Information Program.</li></ul>
2. <b>Property &amp; Titling Matters</b>	<ul style="list-style-type: none"><li>• <b>Prepare</b> appropriate Real Property Forms as part of all acquisition transactions for roads and infrastructure.</li><li>• <b>Provide</b> property and titling advice to internal clients and members of the public and <b>resolve</b> any property &amp; titling anomalies to assist staff members from all divisions and units.</li><li>• <b>Provide</b> advice to internal clients and members of the public in relation to the status of roads and road closures</li></ul>

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<b>3. Property Management</b>	<ul style="list-style-type: none"><li>• <b>Undertake</b> proceedings for road openings and road closures under the provisions of the Roads Act 1993, involving both internal and external clients.</li><li>• <b>Undertake</b> routine compulsory acquisitions of land, by agreement or otherwise, under the statutory provisions of the Land Acquisition (Just Terms Compensation) Act, 1991.</li><li>• <b>Provide</b> advice to internal clients in relation to matters that are or may be affected or impacted by compulsory acquisitions.</li><li>• <b>Liase</b> with government and non-government valuation agencies to determine compensation for various acquisition processes.</li><li>• <b>Maintain</b> the register of Council held land pursuant to the requirements of the Local Government Act 1993 incorporating land classification.</li><li>• <b>Undertake</b> the notation of land classification to both textual and graphic related databases relating to Council's property resource.</li><li>• <b>Maintain</b> the register of title deeds for Council owned land.</li><li>• <b>Maintain</b> Council's Road Register following vesting, opening or closure by the public or other government authorities, together with the transfer of roads from the Crown.</li><li>• <b>Maintain</b> Council's register of Leases and Licences of Council and Crown Land.</li><li>• <b>Prepare</b> draft lease and licence documentation in support of the Property &amp; Legal Services Officer.</li><li>• <b>Provide</b> technical advice and resolution to enquiries, from both internal and external clients and members of the public regarding land and property issues, the status of roads, which includes the interpretation of survey plans, section 88b instruments and information available on Council's GIS database.</li><li>• <b>Prepare</b> Council Reports on behalf of the Engineering Division to pursue land acquisitions, road closures and other miscellaneous tasks related to the position.</li><li>• <b>Utilise</b> analytical methods to resolve problems relating to property and titling issues.</li></ul>
<b>4. Communication</b>	<ul style="list-style-type: none"><li>• <b>Possess</b> excellent oral and written communication skills</li><li>• <b>Communicate</b> using tact and diplomacy landowners affected by acquisition proposals, with Public Authorities, external suppliers, other professional staff, community groups and the</li></ul>

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	<p>general public on issues related to the position.</p> <ul style="list-style-type: none"><li>• <b>Prepare</b> all necessary correspondence arising from the activities of the position.</li></ul>
<b>5. Legislation</b>	<ul style="list-style-type: none"><li>• <b>Ensure</b> all property acquisition transactions comply with relevant legislation, regulations and policies</li></ul>

As a member of the Design Unit the position requires attention to detail, flexibility, contribution to the provision of client services across the work of the Unit, the capacity to respond to a busy work environment and provide other team members with assistance in times of high demand.

### ***Health Safety and Environmental System (HSES) Responsibilities:***

***In accordance with Council's Work Health and Safety Responsibility, Authority and Accountability Protocol this position has been deemed to fall within the following categories:***

#### ***Category 8 – All Employees***

All employees are required to perform their duties in accordance with their relevant position description, WHS Risk Assessments, Safe Work Methods Statements, Standard Operating Procedures and site specific requirements and instructions.

For a complete list of the WHS Responsibilities, Authority and Accountabilities of this position staff are to refer to the Protocol located on Council's intranet site:

<http://tscdotnet/OMS/> .

### **WHS Training Requirements**

The WHS training requirements for this position as per the WHS TNA are:

	<b>WHS Training Needs Analysis</b>	<b>Position( X )</b>
<b>Generic WHS Training</b>	Online TSC Safety Induction Program	X
	Local Area Induction (Level 2 Work Activity)	X

## **Organisational and External Relationships:**

### **Organisational relationships**

#### **External Relationships**

- Department of Lands
- Department of Local Government
- Valuer General's Department

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**Within the context of the position, the incumbent is also responsible for:**

- maintaining work standard quality
- continuous improvement of procedures and systems
- provision of quality customer service.

### **Location of Position:**

The position will be required to work out of any of Council's administrative offices, Depots or any other location within the Shire as directed by the supervisor.

### **Probationary Period:**

The position incumbent will undergo a 3 months probationary period. Where deemed appropriate, the probationary period can be extended by the relevant Director for no more than a further 3 month period. Successful completion of the probationary period will result in confirmation of the appointment.

### **Verification of Qualifications:**

Guidelines

- All original certificates or certified (by the institution) academic transcripts must be sighted by Council. Cost of providing documentation is to be borne by applicant.
- To facilitate the verification of qualifications written permission must be given to the Tweed Shire Council for the relevant educational institution to be contacted.
- Falsely claiming qualifications will lead to dismissal and/or prosecution for any relevant offence.
- Applicants to sign a certificate declaring that qualifications are genuine and that if falsely claimed can lead to dismissal.

## **Delegations and Authorities**

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### **Position of Trust**

A Position of Trust is a position that has been identified as having duties or responsibilities which pose a higher level of organisational risk.

It is a condition of employment that employees occupying a Position of Trust provide consent on request, for the conducting of position specific identity and suitability checks e.g. Police and Credit Checks etc.



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## Required Personal Attributes, Knowledge and Competence

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### Selection Criteria

#### Personal Attributes:

Personal Attributes and Cultural Fit will be addressed at interview.

Council is seeking personal attributes and work values consistent with Council's Corporate Values.

#### Knowledge and Competence: (to be addressed in full when making application)

1. Substantial experience in the contemporary practice of land tenure activities normally conducted by Local Government including demonstrated depth of experience in all avenues of compulsory acquisition, including procedures of acquisition by or without agreement, acquisitions from the Crown and the associated procedures related to native title issues
2. Current NSW Drivers Licence Class C.  
Demonstrated knowledge and application of the requirements of:
  - Roads Act 1993
  - Local Government Act 1993
  - Crown Lands Act 1989
  - Land Acquisition (Just Terms Compensation) Act 1991.
3. Demonstrated understanding of leasing and licensing requirements, particularly in relation to Council owned or Crown land.
4. Demonstrated knowledge of subdivision procedure, including development approval, plan registration and title issue.
5. Demonstrated knowledge and understanding of the various procedures available under the Roads Act 1993 to complete the closure and opening of roads, by both Council and private individuals.
6. Demonstrated ability to resolve land title problems and anomalies.
7. Demonstrated high level oral and written communication skills.
8. Knowledge of current standards of Occupational Health and Safety, Equal Employment Opportunities and Quality Assurance applicable to the position.

#### Desirable:

9. Enrolment or completion of an Associated Degree in Law or Licensed Conveyancing Certificate.
10. Relevant knowledge of planning instruments and regulations applicable to land development including:



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- Local Environment Plans
- Development Control Plans
- State Environmental Planning Policies

11. An understanding of Geographical Information Systems and ability to access and manipulate the data within the GIS.

12. Relevant knowledge of the NSW Environmental Planning and Assessment Act 1979 and its application to the position.