

Position Description

Compliance Officer - Ranger

Division	Planning & Environment
Business Unit	Environmental & Regulatory Services
Location	Council Administration Building, Yass
Award Band	Administrative/Technical/Trades Band 2, Level 2
Salary Grade	15
Position Number	341011
Conditions	Permanent Full Time 35 hour week with a 9-day fortnight (RDO), including rostered weekends and after hours work
Date position description approved	December 2025

Council Overview

Yass Valley Council is a local government organisation employing over 175 staff and with an annual budget of \$50 million. Yass Valley Council (YVC) is managed by the Chief Executive Officer and three Directors. This management team ensures the continued delivery of excellent services and optimum infrastructure to residents and visitors. The three Divisions of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Planning & Environment Directorate comprises of Building Certification, Planning Strategy & Development, Environment & Regulatory Services and Community Spaces. The role of Compliance Officer - Ranger is located within the Environment & Regulatory Services business unit.

Council Vision

“To build and maintain sustainable communities while retaining the region’s natural beauty”.

Council Values



Primary Purpose of the Position

Undertake research, investigation and enforcement of building, planning and development compliance matters and/or other customer action requests, enquiries, complaints, incidents and regulatory matters relating to the Planning and Environment Division.

Key Accountabilities

Within the area of responsibility, this role is required to:

- Investigate breaches relating to relevant legislation including but not limited to the *Companions Animals Act 1997*, *Protection of Environment Operations Act 1997*, *Road Rules 2014*, the *Public Spaces (Unattended Property) Act, 2021*, *Local Government Act 1993* and the *Environmental Planning & Assessment Act 1979*.
- Respond to complaints in relation to breaches of legislation and regulations and provide timely responses and solutions in line with Council's enforcement policy.
- Issue standard and non-standard correspondence, directions, notices and orders, penalty notices and implement other regulatory requirements and process.
- Undertake routine patrols of public land and facilities to monitor and regulate breaches.
- Respond to community enquiries and provide education and information on a range of Council matters and activities.
- Undertake animal shelter operation, including the care, management, and re-homing of seized animals.
- Contribute effectively to the efficient operation of the team and organisation and carry out any other duties and activities as may be required.
- Work in collaboration with and assist the team, manager and other key stakeholders to achieve business unit goals, work requests, demands and Council priorities. Carry out operational and regulatory responsibilities in accordance with Council's plans, policies and procedures, and in accordance with WH&S legislation.

Organisational Accountabilities

Code of Conduct: Comply with the minimum standards of conduct expected of employees as set out in Council's Code of Conduct.

Customer Service: Present a positive image of Council and provide an effective service to Council customers, the community and internal customers.

Equal Employment Opportunity: Promote a workplace free from discrimination and harassment by treating all colleagues and customers with respect and professionalism without regard to background or irrelevant personal characteristics.

Policies and Procedures: Comply with all Council's policies, procedures and guidelines.

Workplace Health and Safety: Take reasonable care for the health and safety of self and others. Comply with any reasonable instructions, policies and procedures given by Council.

Key Challenges

Maintaining a sound knowledge of the statutory functions whilst keeping abreast in a changing legislative environment to provide a professional service to customers.

Key Internal Relationships

Who	Why
Manager Environmental Services	Receive guidance and support, provide advice and exchange information.
Senior Compliance Officer	Receive guidance and support, provide advice and exchange information.
Development Control staff	Receive guidance and support, provide advice and exchange information.
Environmental Services Staff (including Biosecurity Weeds, Compliance Officer and Environmental Health staff)	Receive guidance and support, provide advice and exchange information.

Key External Relationships

Who	Why
Customers and wider community	Communicate, engage and provide professional service.

Key Dimensions

Decision making

The incumbent has the authority to take any reasonable steps to ensure the achievement of agreed objectives set out in the relevant business plan. The role may have delegations from the CEO as set out in an instrument of delegation. All decisions must be in accordance with legislation and Council policies and procedures. Decisions should also be consistent with the objectives of Council's strategies and plans.

All staff have the power to stop work in circumstances that are deemed an immediate risk to health and safety until a satisfactory resolution is agreed and implemented.

Reports to

Senior Compliance Officer

Essential Requirements

- Certificate IV Local Government Regulation (or equivalent) or willingness to obtain.
- Asbestos Identification and Management certificate or willingness to obtain.
- White card or willingness to obtain.
- Demonstrated negotiation, problem solving, conflict resolution and public relations skills.
- Demonstrated computer skills including the use of Microsoft suite of products and case management systems.
- Demonstrated high quality communication and report writing skills.
- A current class “C” driver’s licence.
- Commitment to ethics, probity and transparency in decision making.
- Willingness to work after hours and weekends.

Desirable Requirements

- Relevant qualifications and/or demonstrated knowledge and experience in relevant local government regulatory functions and services or similar activities.
- Experience in the control, handling and management of companion animals and livestock.
- Operational knowledge of legislation including but not limited to:
 - *Protection of the Environment Operations Act 1997*
 - *Environmental Planning and Assessment Act 1979*
 - *Roads Act 1993*
 - *Local Government Act 1993*
 - *Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021*
 - *National Construction Code*
 - *Swimming Pool Act 1992*

Approval History

Stage	Date	Comment	MagiQ Reference
Reviewed	3 August 2022	Convert to LGCF format	7915
Change to title, Key Accountabilities, Essential Requirements and Grade Progression.	22 May 2024 08 January 2026		TBC

Ownership and Approval

Responsibility	Role
Author	Manager Environmental Services
Endorser	Director Planning & Environment
Approver	Executive Management Team