Position Description

Revenue Officer

Directorate	Corporate & Community
Business Unit	Finance Services
Location	Council Administration Building, Yass
Position Number	251006 251011
Award Band	Operational Band 1, Level 4 or Administrative/Technical/Trades Band 2, Level 1
Salary Grade	Grade 9 - 12
Date position description approved	14 January 2021

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 Directorates of YVC are Corporate and Community, Planning and Environment, and Infrastructure and Assets.

The Corporate & Community Directorate comprises of Community & Engagement, Information & Communication Technology, People & Safety, Governance & Risk, and Finance. The role of Revenue Officer is located within the Finance 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

Assist the Coordinator Finance Services with Council's rating operations and manage the issuing of water consumption accounts.

Key Accountabilities

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

- Undertake tasks in relations to council's water and rates charges, including (but not limited to) maintaining and updating the data in the water module, scheduling water meter readings, issuing notices in an accurate and timely manner, and processing pensioner rebate and entitlements.
- Process new subdivisions, including creation of new land parcels in council's mapping software, creation and allocation of street addresses in accordance with urban or rural addressing principles, and advise relevant authorities.
- Assist the Coordinator Finance Services with maintaining and updating the data in council's rating module, and other rating tasks as required.
- Assist with handling enquiries and debt recovery for rates and water customers.
- Perform tasks in relation to notices of sale of properties in relation to rates and water certificates.
- Assist with rating and water tasks as required by the Coordinator Finance Services.

The Coordinator may direct the Revenue Officer to carry out other duties within the limits of the employee's skill, competence and training.

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: Workers are required to follow WHS policies, procedures and safe work practices, identify and report hazards, risks and incidents, support risk management activities, and actively participate in WHS initiatives and continuous improvement.

Key Challenges

- Handling difficult and sensitive enquiries regarding revenue accounts and debt recovery.

Key Internal Relationships

Who	Why
Coordinator Finance Services	Receive guidance and support, provide advice and exchange information.
Council's Water staff	Provide advice and information.

Key External Relationships

Who	Why
Contractors	Provide and receive information.
Community	Negotiate payment of accounts within specified time period.

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 General Manager 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

Coordinator Finance Services

Essential Requirements

- Demonstrated experience in an office environment preferably in a finance function or in Local Government.
- A Class "C" driver's licence.

Approval History

Stage	Date	Comment	MagiQ Reference
Revised	14 January 2021	Convert to LGCF	7968
Revised	2 September 2024	Key Accountabilities updated	7968
Revised	23 March 2026	Organisation restructure - Reporting Line updated	

Ownership and Approval

Responsibility	Role
Author	Chief Financial Officer
Approver	Director Corporate & Community