



RECRUITMENT INFORMATION PACKAGE

Relief Ranger

FULL TIME

4 MONTH CONTRACT ROLE

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
(Note this document contains the selection criteria for the position)
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Career on (08) 9761 0807 or via email to careers@bridgetown.wa.gov.au.

VACANCY

Relief Ranger

FULL TIME CONTRACT ROLE

The Shire of Bridgetown–Greenbushes is seeking a motivated and reliable Relief Ranger to support the delivery of local laws, community safety, and across our Shire for a 4 month contract. This role offers a great opportunity to work outdoors, engage with the community, and contribute to the care and compliance of one of Western Australia's most picturesque regions.

Why Join Us?

The Shire of Bridgetown-Greenbushes values innovation, collaboration and community.

As part of our team, you'll benefit from:

- A monthly RDO
- 50% membership discount at the Bridgetown Leisure Centre

At the Shire of Bridgetown-Greenbushes, we live our values:

- Welcoming – We foster inclusion and approachability
- Community Minded – We work collaboratively with and for our people
- Creative – We seek better ways through innovation
- Sustainable – We consider the future in every decision
- Cost-Effective & Accountable – We ensure value for our community

Applicants need to provide a resume and cover letter addressing the Selection Criteria in the Information Package.

For further information on this position, contact Leigh Guthridge - Director Development & Regulatory Services on 0429 686 903.

Applications close on Friday 9th January 2026.

POSITION DESCRIPTION

1. **POSITION TITLE** Relief Ranger
2. **DEPARTMENT** Development and Regulatory Services
3. **AWARD COVERAGE AND CONDITIONS**
 - Level 5-6 of the Local Government Officers' (WA) Award 2021
4. **POSITION OBJECTIVES**
 - Provide Council, Staff, Ratepayers and General Public with specific advice on all matters pertaining to law, order and public safety, relevant to local government responsibilities (animal control, fire prevention, parking, etc)
 - Provide an effective and efficient ranger service on behalf of the Council and Local Community.
 - Initiate and implement all relevant Ranger legislation in accordance with Shire policies and Local Laws to ensure the protection of amenities for residents of the Shire.
5. **KEY DUTIES/RESPONSIBILITIES**
 - 5.1 Dog and Cat Control
 - To control dogs/cats in accordance with the Dog Act 1976, Cat Act 2011, enforce the relevant Acts, Regulations and Local Laws, impound stray dogs/cats and issue infringements, or where appropriate, cautions.
 - Investigate complaints received, and act appropriately.
 - Liaise with contract pound operators and maintain pound records.
 - Supervision of destruction and disposal of unwanted impounded animals.
 - 5.2 Bush Fire Control
 - Carry out firebreak inspections liaising with local Fire Control Officers.
 - Issue infringement notices for breaches of the Bush Fires Act 1954.
 - Advise public on aspects of firebreaks, fire law and hazard reduction.
 - Attend and investigate unauthorised fires
 - 5.3 Wandering Stock
 - Removal of roaming cattle from highways, railway lines and roads.
 - Check on fencing conditions and advise property owners regarding repairs.
 - Impound stray stock and assist with arrangements to return to owners, or eventual sale.
 - 5.4 Control of Vehicles / Litter
 - Patrol Shire Reserves and property to curb vandalism by off-road vehicles and motorbikes.
 - Investigate complaints of illegal rubbish dumping within the Shire and issue infringement notices, or where appropriate, cautions.
 - Enforce the Litter Act 1979 where vehicles/rubbish are left on road verges or reserves, or thrown from vehicles.

5.5 Court Appearances

- Attend Court and represent the Shire in various breaches of Acts and Regulations, in regards to dogs, bush fires, litter, parking and off-road vehicles.
- Give evidence and prosecute offenders, then follow-up the fine payments.
- Deliver summonses to offenders and advise of their rights and obligations.

5.6 General

- Ensure the Shire vehicle and all emergency equipment assigned to this position is regularly serviced and maintained.
- Patrol the Shire in order to curb vandalism on Shire properties, and to ensure public compliance with Local Laws and relevant State Statutes within the Shire of Bridgetown-Greenbushes by issuing infringements, or where appropriate, cautions for offences.
- Maintain a strong customer service focus, providing advice information and education to staff and the general public on matters relating to Ranger Services (including complying with Shire's Customer Service Charter).
- Liaise with various government departments and the general community regarding prosecutions, legalities and law and safety services responsibilities.
- Investigate complaints received relating to the breaching of any Shire Local Law or relevant State Regulations.
- Advise public and Government departments on aspects relating to the Shire's Local Laws.
- Attend to call outs after hours where required and in accordance with direction from the Chief Executive Officer.
- Other duties commensurate with classification level.

5.7 Organisational

- Work in accordance with the Shire's Occupational Safety and risk management principles.
- Work in accordance with the Shire's defined Equal Employment Opportunity and Anti-discrimination legislation, procedures and principles.
- Create and capture records of work activities in line with policies and procedures.
- Contribute to ensuring a cohesive team approach where knowledge is shared and there is a demonstrated commitment to continuous improvement and self-development and participate in annual performance appraisal.
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time.
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions.

6 **WORK HEALTH & SAFETY**

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to ELT where necessary.
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues and the general public.

INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application

Your application should include the following:

1. A **covering letter** stating why you are applying for the position.
2. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
3. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. **DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.**
4. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. **DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.**

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application

Applications will be accepted via email to careers@bridgetown.wa.gov.au or via Seek

Queries

If you have queries with regards to completing your application, please contact Careers on (08) 9761 0807 or careers@bridgetown.wa.gov.au

For information on the Shire of Bridgetown-Greenbushes, visit our website www.bridgetown.wa.gov.au