Shire of
Bridgetown-Greenbushes
The heart and soul of the South West

RECRUITMENT INFORMATION PACKAGE

Ranger

PERMANENT PART TIME

Applications will be accepted until Close of Business on **Wednesday 25 November 2026**

The Shire reserves the right to close applications earlier if a suitable candidate is found, so we encourage you to apply early.

Shire of Bridgetown-Greenbushes

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
- Information for Prospective Applicants - includes information on how to submit an application.

If you have any queries regarding the position please contact the Senior Governance and Ranger Services Officer on (08) 9761 0802 or via email to careers@bridgetown.wa.gov.au.

Shire of Bridgetown-Greenbushes

VACANCY

Ranger

PERMANENT PART TIME – 24 HOURS PER WEEK

Are you a calm, practical people person who enjoys working outdoors? We are looking for a Ranger to help keep Bridgetown, Greenbushes and our rural communities safe, tidy and liveable. Working 24 hours a week within the Executive Services team, you will respond to animal management, bushfire and local law matters, giving advice and education first and taking fair, proportionate enforcement action when it is needed. This is a daytime role with no after-hours call-out or on-call requirement.

Why Join Us?

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

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

- Level 5 – Salary range is $77,827 to $81,563 per annum, pro rata for 24 hrs per week, plus super
- 12% Superannuation plus 3% when an employee contributes 5%
- Salary Packaging available to all employees
- 50% membership discount at the Bridgetown Leisure Centre
- Shire vehicle provided for work use during working hours
- Uniform and protective equipment provided

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.

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Shire of Bridgetown-Greenbushes

POSITION DESCRIPTION

1. POSITION TITLE — Ranger

2. DEPARTMENT — Executive Services Unit

3. AWARD COVERAGE AND CONDITIONS

Level 5 of the Local Government Officers' (Western Australia) Award 2021 and the Shire of Bridgetown-Greenbushes (Administration Staff) Collective Agreement 2023.

Permanent part time, 24 hours per week. The position does not include an after-hours call-out or on-call requirement.

A Shire vehicle is provided for operational use during working hours only.

4. POSITION OBJECTIVE:

To protect community safety and amenity across the Shire by providing regulatory advice, education and, where required, enforcement under the Shire's Local Laws and relevant State legislation. The Ranger will:

- Provide regulatory advice to residents, businesses and Shire employees.
- Apply a risk-based regulatory approach that promotes voluntary compliance while ensuring appropriate enforcement action where required.
- Manage customer requests and complaints professionally and efficiently.
- Administer and enforce relevant Ranger legislation in accordance with Shire policies and Local Laws to protect the amenity of the Shire for its residents.
- Contribute to the development of operational procedures and continuous improvement initiatives.
- Attend and facilitate community engagement and education opportunities.

Requirements of the Position

Skills

- Clear verbal and written communication, including resolving conflict through discussion and negotiation.
- Investigation, evidence gathering and accurate record keeping.
- Safe handling of domestic animals and livestock.
- Assessing risk in the field and identifying escape routes and escalation options.
- Use of computer and mobile-based systems, including digital infringement, inspection and records management applications.

Knowledge

- *Dog Act 1976, Cat Act 2011, Bush Fires Act 1954, Litter Act 1979* and *Control of Vehicles (Off-road Areas) Act 1978.*
- *Local Government Act 1995* and the Shire's Local Laws.
- Infringement, caution and prosecution processes, including the Fines Enforcement Registry.
- Work health and safety obligations for field-based and lone work.

Experience

- Previous experience in a ranger, compliance or law enforcement role, including firebreak inspection and bush fire control, animal management, investigating breaches, issuing fines and court appearances.
- Delivering customer service in a regulatory setting.

Qualifications

- Qualifications to Diploma level in a relevant area, Municipal Law A and B (ROCS 1 & 2), or demonstrated contemporary experience in a similar role.
- First Aid Certificate HLTAID011 Provide First Aid (desirable).
- Current unrestricted C class driver's licence.

5. KEY DUTIES AND RESPONSIBILITIES

5.1 General

- Ensure the Shire vehicle and all emergency equipment assigned to the position are regularly serviced and maintained. The vehicle is provided for operational use during working hours only and is to be returned to and garaged at Shire premises at the end of each shift.
- Patrol the Shire to ensure compliance with Local Laws and relevant State legislation, issuing cautions or infringements for offences where appropriate.
- Maintain a strong customer service focus, on Ranger Services matters, in line with the Shire's Customer Service Charter.
- Investigate complaints about breaches of any Shire Local Law or relevant State legislation.
- Advise the public and government departments on the Shire's Local Laws.
- Perform duties within the ordinary hours of work for the position. Matters reported outside ordinary hours are actioned on the next working day, or referred to the appropriate emergency service where an immediate response is required.
- Undertake field-based assessments and apply safe work practices to minimise risks to employees, contractors and the community.
- Other duties commensurate with the classification level.

5.2 Organisational

- Work in accordance with all Shire policies, procedures and principles, and relevant legislation.
- Create and capture records of work activities in line with policies and procedures.
- Contribute to a cohesive team where knowledge is shared, demonstrate a 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.
- Manage investigations and tasks efficiently within statutory timeframes, with high attention to detail and quality outcomes.
- Balance competing complaints and priorities to keep the active caseload manageable and up to date.
- Exercise delegated powers as an Authorised Officer in accordance with legislation, Council policy and approved delegations.

WORK, HEALTH AND 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 the Senior Governance and Ranger Services Officer and, where necessary, the Executive Leadership Team.
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analyses before commencing 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 that protects the safety of yourself, your colleagues and the general public.
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6. ORGANISATIONAL RELATIONSHIPS

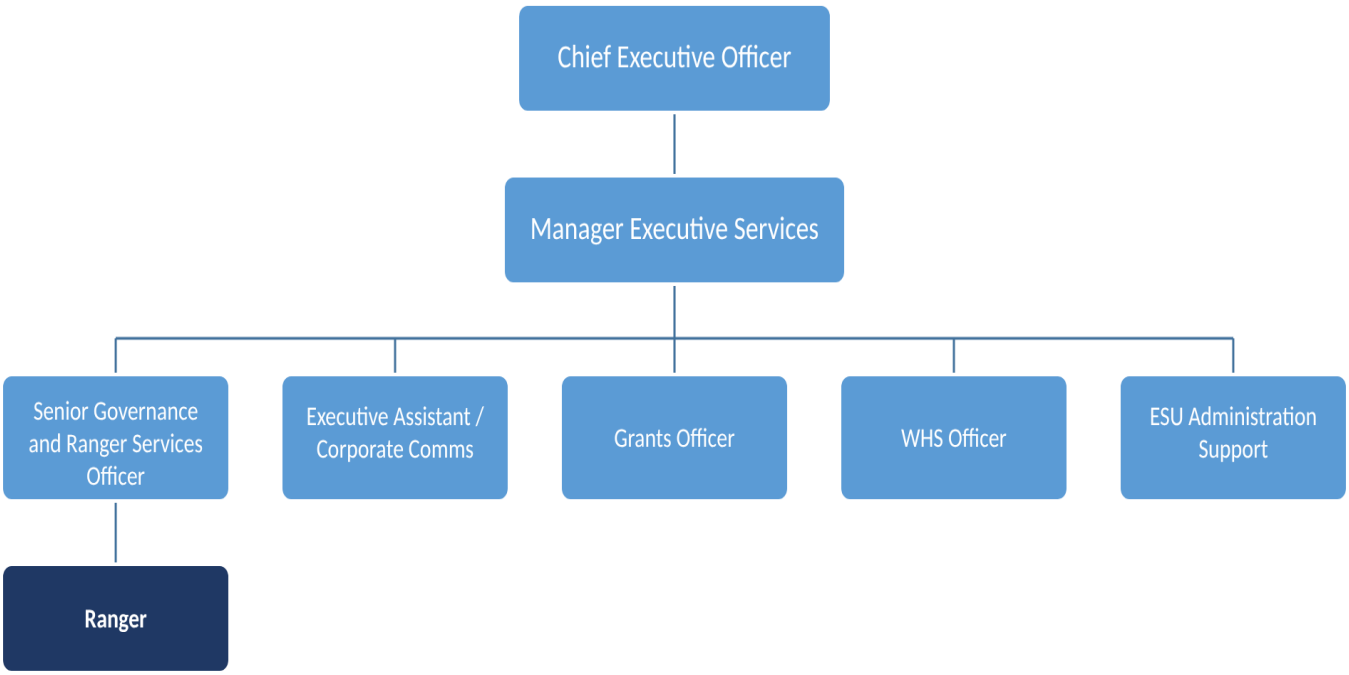
Responsible to: Senior Governance and Ranger Services Officer.

Supervision of: Nil.

Internal liaison: All Shire staff.

External liaison: Government departments, members of the public, guests and visitors.

Extent of authority: Operates under the supervision of the Senior Governance and Ranger Services Officer, within the limits of statutory requirements, Council policies and delegated authority.



7. SELECTION CRITERIA

Criterion	Essential	Desirable
Qualifications to Diploma level in a relevant area or demonstrated contemporary experience in a similar role combined with ongoing professional development and/or qualifications in Municipal Law A and B (ROCS 1 & 2) and/or previous law enforcement experience.		✓
Previous experience in a similar role, including firebreak inspection and bush fire control, behaviour and safe handling of domestic animals and livestock, investigating breaches, issuing fines and court appearances.	✓	
Excellent verbal and written communication skills, including the ability to resolve problems and conflict through discussion, negotiation and teamwork.	✓	
Physically fit for animal handling activities.	✓	
Strong personal organisational skills, with the ability to manage competing priorities, maintain attention to detail and meet deadlines.	✓	
Support a culture of quality customer service and respond professionally to problems with appropriate solutions.	✓	
First Aid Certificate HLTAID011 Provide First Aid.		✓
Current unrestricted C class driver's licence.	✓	
Ability to understand and interpret Local Laws and Acts.	✓	
Competent in the use of computer and mobile-based systems, including digital infringement, inspection and records management applications.	✓	
Ability to handle traumatic situations.		✓
Demonstrated ability to assess risk effectively and identify escape routes and escalation options.		✓

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 any queries regarding the position please contact the Senior Governance and Ranger Services Officer on (08) 9761 0802 or via email to careers@bridgetown.wa.gov.au.

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