



Shire of
Plantagenet

Application Package

Ranger - (Full-time)

Closing Date: Friday 21 August 2026 – 4.15pm



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Welcome From the CEO

Thank you for your interest in working at the Shire of Plantagenet.

This Candidate Information Pack provides details about the Shire and the employment opportunity you may be interested in.

Over the next few years, the Shire has a number of exciting projects which will significantly enhance our community, making Plantagenet an even more attractive place to live, work and visit.

We are seeking committed, passionate individuals who can bring experience and enthusiasm to the organisation. Being able to deliver excellent customer service is critical to any role. We are a values driven organisation who believe in our people to work in the best interest of the community.

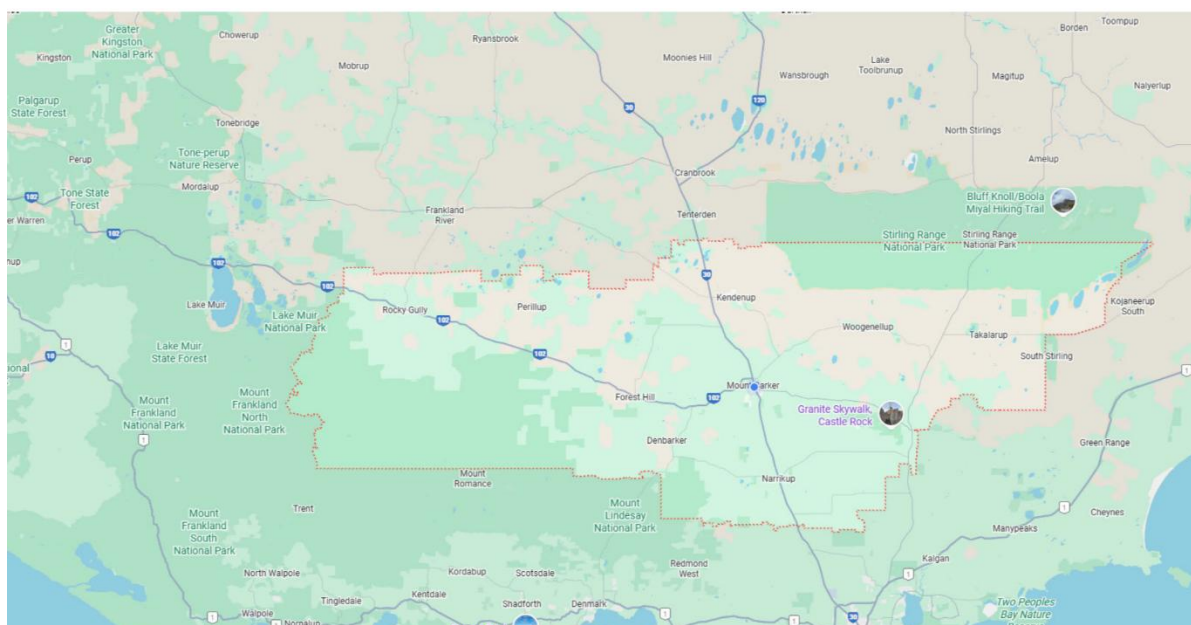
We believe our staff are our most important asset and seek to provide a contemporary workplace focused on professional development and business improvement.

If you would like to be part of an organisation which values community engagement, thrives on continuous improvement and is committed to saying yes as often as possible, we would welcome your application.



Julian Murphy
CHIEF EXECUTIVE OFFICER

The main economic activities of the region revolve around agriculture, processing and tourism. For agriculture, the focus is mainly on grain crops, sheep (wool and meat), beef cattle, wine, pork, poultry and olives. Silviculture, especially plantations of Tasmanian Blue Gums (*Eucalyptus globulus*), is also a major industry in the Shire.



Settlement of the area dates from the 1830s, with land used mainly for sheep grazing. Population was minimal until the early 1900s when land was subdivided. Gradual growth continued from the post-war years, particularly from the 1980s.

The main economic drivers are agriculture and forestry. Sheep, beef and grain farming comprise a majority of agricultural turnover, with other industries including wineries, piggeries, poultry farms, orchards, horticulture, equine studs, silviculture and aquaculture. Key sheep and poultry abattoirs are also present. All of these represent a high level of sophistication and maturity in local business.

Serving a population of approximately 5,700 people and covering 4,875 square kilometres, Plantagenet's administrative hub is located in Mount Barker, located 360km south of Perth and 50km from both Albany and Denmark.

The demographics of the population include a significant number of retired citizens who move here for a tree change, and families with children. There is a strong interest in the community and local affairs, and community groups and associations are very active in representing the views of the residents.



Our Vision

Plantagenet, building a sustainable and respectful community, where the environment is preserved and natural beauty and diversity provide opportunities for all.

Our Mission

To enhance the quality of life for the people of Plantagenet and the region, through the provision of leadership, services and infrastructure.

Our Values

Integrity

- Honesty
- Ethical behaviour
- Trustworthiness

Professionalism

- Assertive & respectful communication
- Conduct ourselves professionally at both work and in the community

Responsibility

- Respect ourselves, colleagues and customers
- Be accountable

Supportiveness

- Approachable, open and honest
- Value all opinions
- Embrace and share new ideas



Shire of Plantagenet



Corporate & Community Services

- Finance
- Administration & Customer Service
- Records Management
- Information & Communications Technology
- Community Development
- Recreation Services
- Library / Community Resource Centre (CRC)



Infrastructure & Assets

- Roads Construction and Maintenance
- Parks & Gardens
- Waste Management
- Asset Management
- Building Maintenance



Development & Regulatory Services

- Planning & Development
- Environmental Health
- Building Control
- Compliance and Enforcement
- Emergency Services
- Ranger Services
- Saleyards



Office of CEO

- Governance
- Community Relations
- Elected Member Relations
- Economic Development
- People & Culture
- Work Health & Safety

Position Information

RANGER

About the Role

The Shire of Plantagenet is seeking a practical, community-minded Ranger to join our Development and Regulatory Services team. This role supports community safety, responsible animal ownership, local amenity and education-led compliance across our townsites, reserves, roads and rural communities.

This is a varied, hands-on position where no two days are the same. You may be responding to an animal complaint, undertaking patrols, inspecting firebreak matters, supporting a litter or illegal dumping investigation, assisting with livestock on public land, or helping a resident understand their obligations under local laws.

What You Will Be Doing

- **Community education and customer service:** Provide clear, respectful and practical advice to residents, visitors and businesses on Ranger matters, local laws and responsible community behaviour.
- **Patrols and field presence:** Conduct proactive patrols of townsites, reserves, Shire facilities, roads, parking areas, camping areas and other public places.
- **Animal management:** Administer and enforce requirements under the Dog Act 1976, Cat Act 2011, relevant Regulations and Shire Local Laws, including registration, nuisance, roaming and attack matters.
- **Local law and amenity compliance:** Investigate and respond to matters relating to litter, illegal dumping, parking, camping, off-road vehicles, stock control, firebreaks and other community safety concerns.
- **Investigations and enforcement:** Gather evidence, maintain accurate records, prepare notices, infringements and reports, and support court processes where required.
- **Emergency and operational support:** Assist with emergency management, warning signage, field inspections and inter-agency or contractor coordination as directed.

What You Will Bring

- Experience in Ranger services, local government compliance, law enforcement, animal control, farming or pastoral operations, or another public-facing regulatory role.
- Regulatory Officer Compliance Skills 1 and 2, or the ability to obtain them within an agreed timeframe.
- A current Western Australian C Class Driver's Licence and the ability to obtain a National Police Clearance prior to appointment.
- Strong communication, report writing, negotiation and conflict resolution skills, including the ability to remain calm in challenging situations.
- Sound judgement, integrity and discretion when exercising statutory powers or dealing with sensitive matters.

- Confidence to undertake field duties, animal handling, inspections, evidence collection, record keeping and computer-based administration.

Why Join Us?

You will join a small, supportive team with a direct connection to the community and a role that offers genuine variety, autonomy and purpose. The position provides an opportunity to help shape safe, clean and welcoming public places across one of the Great Southern's most distinctive rural communities.

Classification: Level 4 – 5 - Hourly rate between \$39.37 - \$42.51

How To Apply

Applications addressed to the undersigned, including a cover letter and resume, should be sent to info@sop.wa.gov.au or mailed to PO Box 48, Mount Barker WA 6324 by 4:15 Friday 21 August 2026.

The Shire of Plantagenet is an Equal Opportunity Employer and is committed to creating an equitable and diverse workplace. We are actively encouraging people with a disability, people from culturally diverse backgrounds and Aboriginal and Torres Strait Islanders, to apply for available positions.

Julian Murphy
CHIEF EXECUTIVE OFFICER

POSITION TITLE	Ranger
DEPARTMENT	Development and Regulatory Services
LOCATION	Shire Administration Office / Depot / Field-based throughout the Shire
CLASSIFICATION	Level 4-5 – Shire of Plantagenet Inside Workforce Enterprise Agreement 2026
DATE	5 June 2026

POSITION OBJECTIVE

Provide a professional, responsive and community-focused Ranger service that promotes education, public safety and voluntary compliance, and enforces relevant Acts, Regulations, Local Laws, policies and procedures in a fair, consistent and accountable manner across the Shire of Plantagenet.

POSITION RELATIONSHIPS

Executive Manager	Executive Manager Development and Regulatory Services
Supervisor/Manager	Coordinator Community Safety
Position(s) Under Direct Supervision	Nil
Position(s) Under Indirect Supervision	Nil

KEY RESPONSIBILITIES

1.	Community education and customer service: Provide courteous, timely and practical advice to residents, visitors and businesses on Ranger matters, local laws and responsible community behaviour.
2.	Patrols and field presence: Conduct regular patrols of townsites, roads, reserves, Shire facilities, camping areas and other public places to monitor safety, amenity and compliance.
3.	Complaint response: Receive, investigate and resolve service requests, complaints and incidents, selecting education, warning, enforcement or referral pathways appropriate to the circumstances.
4.	Animal management: Administer and enforce the Dog Act 1976, Cat Act 2011, relevant Regulations and Shire Local Laws, including registration, nuisance, roaming, attack and ownership matters.
5.	Animal handling and impounding: Capture, seize, transport, impound, release or arrange lawful disposal of animals in accordance with legislation, authorisations, procedures and animal welfare expectations.
6.	Pound operations: Maintain the Shire pound and associated registers, including cleaning, feeding, identification checks, owner contact, release processes and pound records.
7.	Responsible pet ownership: Promote dog and cat registration, microchipping, sterilisation, effective containment and responsible animal ownership through education and compliance activities.

8.	Stock control: Assist with livestock and wandering stock matters, including seizure, impoundment, owner liaison and records in accordance with the Local Government (Miscellaneous Provisions) Act 1960 and Local Laws.
9.	Litter and illegal dumping: Investigate littering and illegal dumping, inspect sites, collect evidence, liaise with internal teams or contractors and take action under the Litter Act 1979 where appropriate.
10.	Parking and vehicles: Monitor and enforce parking, abandoned vehicle and traffic-related local law matters, including issuing notices or infringements within delegated authority.
11.	Off-road vehicles: Respond to off-road vehicle activity and related complaints, and undertake education or enforcement under the Control of Vehicles (Off-road Areas) Act 1978 and Local Laws as applicable.
12.	Camping and public places: Monitor camping, caravanning, reserves, public places, signage and other local law matters to support safe, orderly and accessible community spaces.
13.	Bushfire mitigation: Assist with firebreak inspections, fire hazard reduction, owner education and compliance activities under the Bush Fires Act 1954 and the Shire's annual firebreak/bushfire requirements.
14.	Emergency and incident support: Support emergency management, incident response, road closures, warning or directional signage and liaison with emergency services and relevant agencies as directed.
15.	Notices and infringements: Prepare and issue routine correspondence, directions, warnings, notices, infringements, orders and other documents in accordance with delegations, authorisations and procedures.
16.	Investigations and evidence: Collect, record, store and present evidence, including photographs, statements, notebooks, inspection records and chain-of-custody information where required.
17.	Prosecutions and court: Assist with briefs of evidence, prosecution documentation and legal correspondence; attend court or tribunal proceedings and give evidence when required.
18.	Records management: Maintain accurate and timely records in the Shire's corporate systems, including requests, inspections, animals, infringements, notices, statistics and correspondence.
19.	Reporting and advice: Prepare statistics, reports and operational updates, and provide advice to the Supervisor/Manager on trends, emerging risks, legislative changes and service improvements.
20.	Stakeholder liaison: Work constructively with residents, visitors, businesses, contractors, animal welfare groups, WA Police, DFES, DPIRD, other local governments and other agencies as required.
21.	After-hours requirements: Participate in after-hours, weekend, public holiday or on-call arrangements as operationally required and approved, including animal and emergency-related call-outs.

22.	Equipment and vehicles: Maintain Ranger vehicles, uniforms, PPE, signage, radios, traps, firearms, microchip readers, animal handling equipment and other operational resources in a safe and serviceable condition.
23.	Safety and risk: Apply safe work practices for driving, field work, animal handling, lone work, public contact, conflict situations and emergency support activities.
24.	Procedures and improvement: Contribute to the preparation and review of procedures, templates, forms, public information, education material and process improvements for Ranger Services.
25.	General duties: Perform other duties within the officer's skill set, qualifications, classification, authorisations, Shire policies and procedures, and as directed by the Supervisor/Manager.

SELECTION CRITERIA

Essential Requirements

- Demonstrated experience in a Ranger, regulatory compliance, local government, community safety, law enforcement, animal control or other public-facing compliance role.
- Working knowledge, or demonstrated ability to rapidly acquire working knowledge, of relevant WA legislation, including the Dog Act 1976, Cat Act 2011, Litter Act 1979, Bush Fires Act 1954, Local Government Act 1995, Local Government (Miscellaneous Provisions) Act 1960, Control of Vehicles (Off-road Areas) Act 1978, Caravan Parks and Camping Grounds Act 1995 and Shire Local Laws.
- Regulatory Officer Compliance Skills 1 and 2, or ability to obtain within an agreed timeframe.
- Current Western Australian 'C' Class Driver's Licence.
- Current National Police Clearance, or ability to obtain one prior to appointment.
- Well-developed verbal and written communication skills, including clear report writing, accurate record keeping and confident public contact.
- Demonstrated customer service, negotiation, conflict resolution and de-escalation skills, including the ability to remain calm under pressure.
- Sound judgement, integrity and discretion when exercising statutory powers and dealing with sensitive or confrontational matters.
- Sound administration, computer and records management skills, including the ability to maintain accurate evidence, inspection and compliance records.
- Physical capacity and practical confidence to undertake patrols, animal handling, inspections, field duties and after-hours operational requirements.
- Ability to work autonomously, prioritise workload, meet timeframes and contribute positively within a small team environment.

Desirable Attributes

- Certificate IV in Local Government (Regulatory Services) or equivalent, or progress toward completion.
- Experience in Local Government Ranger Services, including animal management, local law enforcement, infringements, investigations or court processes.
- Working knowledge of bushfire mitigation, firebreak inspections, emergency management support or rural compliance environments.
- Knowledge of the Shire of Plantagenet district, rural communities, livestock practices and local community issues.
- First Aid Certificate, basic firefighting, 4WD, animal handling or other relevant operational training.
- Experience using SynergySoft, electronic document management, customer request or compliance management systems, or similar software.

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

Works under the general direction of the Executive Manager Development and Regulatory Services in accordance with Council policies and procedures and statutory provisions of the Local Government Act and other legislation.

WORKPLACE HEALTH AND SAFETY

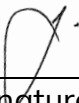
- All staff will assist the Shire to create and maintain a safe and healthy work environment by working safely, complying with the Shire of Plantagenet's Risk Management and Work Health and Safety policies and procedures, and using all equipment provided in accordance with safe operating procedures.
- The position is required to identify, assess and manage risks associated with field duties, driving, lone work, animal handling, public contact, conflict situations, emergency support and the use of operational equipment.
- Where appropriate, staff will initiate and participate in worksite inspections, hazard and incident reporting, investigations, toolbox discussions and the development or review of safe work procedures.
- Staff will inform their supervisor of any unsafe working practices, hazardous working conditions, incidents, injuries or near misses as soon as practicable.

SHIRE OF PLANTAGENET STATEMENT OF VALUES

- Integrity through honesty, ethical behaviour, and trustworthiness.
- Professionalism through understanding our roles and responsibility, the need to work efficiently and strive for excellence.
- Accountability through openness and transparency.
- Supportiveness by being patient, caring and friendly.
- Responsibility by taking ownership and not blaming others.
- Customer focus by understanding needs, being proactive and responsive.

POSITION DESCRIPTION APPROVED

CHIEF EXECUTIVE OFFICER

	JULIAN MURPHY	24 July 2026
Signature	Name	Date
EMPLOYEE ACKNOWLEDGEMENT		

What We Offer

Work / Life Balance

- 76-hour fortnight
- 4 weeks' annual leave
- 10 days personal leave/12 days after completion of 3 years

Healthy Lifestyle

- Flu Vaccinations
- Health Assessments
- Skin Cancer Screenings
- 50% reimbursement on an annual recreation centre or pool membership
- Albany beaches only 30 minutes away
- Close to Stirling and Porongurup Ranges

Attractive Superannuation

- An extra 5% on top of statutory 12% contribution for contributing members

Employee Assistance Program

- All employees have access to free, confidential professional counselling via the Shire's Employee Assistance Program (EAP)

Study Leave

- Study leave and financial assistance is available to employees undertaking work related study

Other Benefits Include

- Training opportunities
- Uniform allowance
- 13 weeks long service leave after 10 years' service in Local Government. Pro rata long service leave is available after 7 years' service on termination of employment (long service entitlements are transferable within Local Government).

Information For Applicants

Applicants who meet the selection criteria and who from their application appear to be competitive will be short listed for interview. This decision will be based on the information that is relevant to the position that you provide in your application. Your application should include the following information:

Covering letter:

A covering letter introducing yourself and explaining why you are applying for this position. The covering letter should be no more than two pages and include information addressing the selection criteria.

Resume (Curriculum Vitae) which includes:

- Personal details – name, address, and telephone number.
- Your education and training achievements.
- Your work history including employment dates and details of the duties, performance, and achievements.
- Any activities you have undertaken outside of work, which you consider are relevant to the position.

Other Documents (optional):

It is recommended that only copies of supporting documents be enclosed with your application to avoid loss or damage to originals. Nonetheless, the Shire will require the provision of evidence of all claimed qualifications prior to commencing employment.

Referees:

Referees should be contacted for approval prior to being listed in your curriculum vitae/resume as they may be contacted. It is desirable that one referee be your current or a recent supervisor/manager. Provide names, work addresses and current contact telephone numbers for each referee. Only referees that can comment on your work experience (preferably against the selection criteria) should be included.

Contact Details:

Please provide a telephone number and/or email address so that you can be contacted if you are invited for an interview, or if there are any queries regarding your application,

Submitting your application:

Closing Date: 4.15pm Friday 21 August 2026

Email: hr@sop.wa.gov.au

By Hand: Shire of Plantagenet – 22-24 Lowood Road,
Mount Barker WA 6324

Attention: Natalie Broadbent, Coordinator People & Culture

Post: PO Box 48, Mount Barker WA 6324

In fairness to all applicants, late applications cannot be received unless permission has been sought prior to closing date.

All new staff are required to complete a pre-employment medical prior to commencement. Full documentation for the requirements of the position will be given to the Medical Practitioner prior to examination and costs will be paid for by the Shire of Plantagenet. Existing medical conditions will not preclude an appointment.

The successful applicant will be required to provide a National Police Clearance.

CANVASSING OF ELECTED MEMBERS WILL DISQUALIFY APPLICANTS



22-24 Lowood Road Mount Barker WA 6324

PO Box 48 Mount Barker WA 6324

Telephone: (08) 9892 1111

Email: info@sop.wa.gov.au

Website: www.plantagenet.wa.gov.au

Facebook: @shireofplantagenet