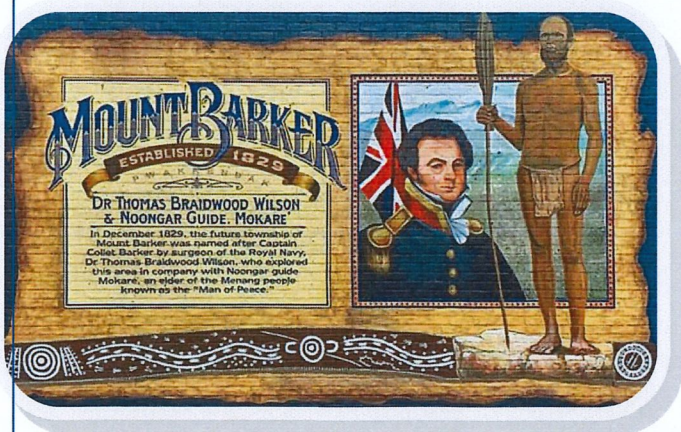


CANDIDATE INFORMATION PACK

Position: Ranger

Closing Date: 7 July 2022



Shire of Plantagenet
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

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A 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 new 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 work place 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.



About our Shire

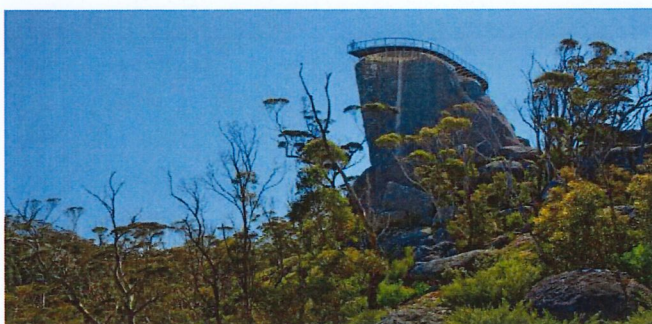
The Shire of Plantagenet is located in the southern part of the Great Southern Region of Western Australia. Mount Barker, the Shire's commercial centre lies in the middle of the Shire. In addition to Mount Barker, the Shire includes the settlements of Kendenup, Narrikup, Rocky Gully and Porongurup.

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.

Local attractions include the Porongurup Range (including the Granite Skywalk), Stirling Range, several wineries/cellar sales, a museum based within the original police station, St Werburgh's Chapel, Frost Park thoroughbred racing facility, Tower Hill Lookout communications tower, Roundhouse and Mitchell House Arts Centre.

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 5,500 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 Mission and Values

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 through honesty, ethical behaviour and trustworthiness.
- Professionalism through understanding our roles and responsibility, the need to work efficiently and strive for excellence.
- Supportiveness by being patient, caring and friendly.
- Responsibility by taking ownership.
- Customer focus by understanding needs, being proactive and responsive.



RANGER
(1 X FULL TIME / 1 X PART TIME)

The Shire of Plantagenet is seeking dynamic and results-orientated individuals with the relevant skills and experience to undertake enforcement, monitoring and management activities including animal and litter control, and parking compliance.

Reporting to the Executive Manager Works and Services, the successful applicants will coordinate Ranger Services in a positive and proactive manner, build strong relationships within the team, throughout the organisation and with the community, and demonstrate service excellence in all aspects of the role.

The positions on offer are a permanent full-time position, working 76 hours on a nine-day fortnight, and a permanent part time position, working 38 hours per fortnight (some additional relief hours will be applicable).

We are looking for people with the following:

- Regulatory Officer Compliance Skills 1 & 2, or Certificate IV in Local Government (Regulatory Services)
- Demonstrated experience as a ranger working with or without supervision within a local authority, or demonstrated experience in law enforcement or the farming or pastoral industry.
- Excellent negotiating and conflict resolution skills.
- Sound administration and computer skills to maintain accurate records.

If you meet the above requirements, have experience working in a similar position and are passionate about working for the Shire of Plantagenet, please apply.

For a copy of the Candidate Information Pack please visit the Shire's website, www.plantagenet.wa.gov.au or phone (08) 9892 1123.

Applications close at 4.15pm on Thursday 7 July 2022.

The Shire of Plantagenet reserves the right to commence recruitment prior to the closing date.

The Shire of Plantagenet is an equal opportunity employer.

POSITION TITLE	Ranger
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DEPARTMENT	Works and Services
LOCATION	Shire Depot / Administration Office
CLASSIFICATION	Level 4 – Shire of Plantagenet Inside Workforce Enterprise Agreement 2018
DATE	9 June 2022

POSITION OBJECTIVE
Provide high quality customer service to the Shire's residents and visitors while enforcing statutory requirements to achieve compliance with various Acts, Local Laws and Council Policies relevant to the local community within the Shire of Plantagenet.

POSITION RELATIONSHIPS	
Manager	Executive Manager Works and Services
Supervisor	N/A
Position(s) Under Direct Supervision	Nil
Position(s) Under Indirect Supervision	Nil

KEY RESPONSIBILITIES	
	<u><i>Dog and Cat Control</i></u>
1.	Coordinate and assist with educational programs relating to dog and cat owners' responsibilities.
2.	Carry out regular dog and cat patrols, respond to complaints, seize, impound, and destroy animals when necessary.
3.	Manage the operation of the dog and cat pound (includes cleaning).
4.	Promote and canvass the registration of dogs and cats.
5.	Generally enforce the provisions of the Dog Act 1976, Cat Act 2011 and Local Laws.
	<u><i>Litter Control</i></u>
6.	Coordinate and assist in public education programs aimed at achieving a litter free environment.

7.	Respond to litter complaints/reports and take necessary action in accordance with the Litter Act 1979.
8.	<u>Camping</u> Carry out regular patrols to ensure compliance with Council's local law and policy requirements.
9.	<u>Parking</u> Carry out regular patrols of areas subject to controls under Council's Parking Local Laws to ensure compliance.
10.	<u>Stock Control</u> Serve as a Ranger pursuant to Section 450 of the Local Government (Miscellaneous) Act 1995 to assist wherever stray stock needs to be impounded, auctioned off, etc.
11.	<u>Prosecution</u> Arrange for the prosecution of offenders in relation to any of the above duties. Responsible for collection of evidence, and preparation of cases.
12.	Attend Court when required to prosecute cases and give evidence.
13.	Conduct the necessary follow-up after successful prosecutions.
14.	<u>General Duties</u> Perform Ranger duties with other Local Authorities as directed.
15.	Erect emergency warning / directional signs on all shire roads as directed.
16.	Report any incidents of vandalism or damage of the Council's facilities as and when required.
17.	Compile statistics of activities and incidents and report monthly to the Executive Manager Works and Services.
18.	Carry out regular patrols of streetlights.
19.	Advise the Executive Manager Works and Services on new legislation which will impact on Ranger Services.
20.	Perform such other duties within the officer's skill group, qualifications, Council policy, Award Broad Banding, and/or as directed by the Executive Manager Works and Services.
21.	Engage in emergency service activities as required when directed by the Executive Manager Works and Services.
22.	Comply with the Council's Code of Conduct ensuring probity and ethical behaviour in all dealings.
23.	Strive for the achievement of the Shire's vision in line with the mission and values of the Shire of Plantagenet's Community Strategic Plan.

SELECTION CRITERIA

Essential Requirements

- Regulatory Officer Compliance Skills 1 & 2.
- Working knowledge of Dog Act 1976, Cat Act 2011 and Local Government Act 1999 in respect of stock control.
- Sound knowledge of Council's Local Laws.

- Demonstrated experience as a ranger working with or without supervision within a local authority, or demonstrated experience in law enforcement or the farming or pastoral industry.
- Ability to stay calm under pressure.
- Good time management skills.
- Well-developed verbal and written communication skills.
- Excellent public relations and interpersonal skills.
- Excellent negotiating and conflict resolution skills.
- Developing animal handling skills.
- Sound administration and computer skills to maintain accurate detailed records.
- Current Western Australian 'C' Class Drivers Licence.

Desirable Attributes

- Certificate IV in Local Government (Regulatory Services) or similar.
- Working knowledge of Control of Vehicles (Off-road Areas) Act 1978 and Litter Act 1979.
- Knowledge of the Shire of Plantagenet district.
- Working knowledge of court procedures.
- Demonstrated experience in working in a stressful environment.

DECISION MAKING AUTHORITY/LEVEL OF RESPONSIBILITY

Works under general supervision of the Executive Manager Works and Services within established guidelines, procedures and policies of Council as well as statutory provisions of the Acts mentioned, Local Laws and other legislation as required.

Authorised to sign routine documentation as an authorised officer for law enforcement including fines, infringements, destruction orders, issue of notice.

Degree of control of activity is governed by:

Work practices

Standards

Procedures

Policies

Regulations and Acts

Problems at this level may be of medium complexity within job responsibilities.

WORKPLACE HEALTH AND SAFETY

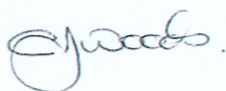
- All staff will assist the Shire to create and maintain a safe and healthy work environment by working safely, complying with the Shire of Plantagenet's Risk Management and Occupational Safety and Health policies and procedures and using all equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations and develop safe work procedures.
- All supervising staff are required to implement and maintain the Shire's OHS Management System in areas under their control, ensuring compliance with legislative requirements and established Policies, Procedures and Guidelines and, provide the appropriate information, instruction, training and supervision.
- Staff will inform their supervisor of any unsafe working practices or hazardous working conditions.

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



Cameron Woods

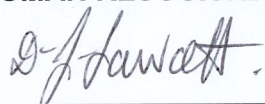
16/06/2022

Signature

Name

Date

HUMAN RESOURCES OFFICER (Classification Assessed and Approved)



Donna Fawcett

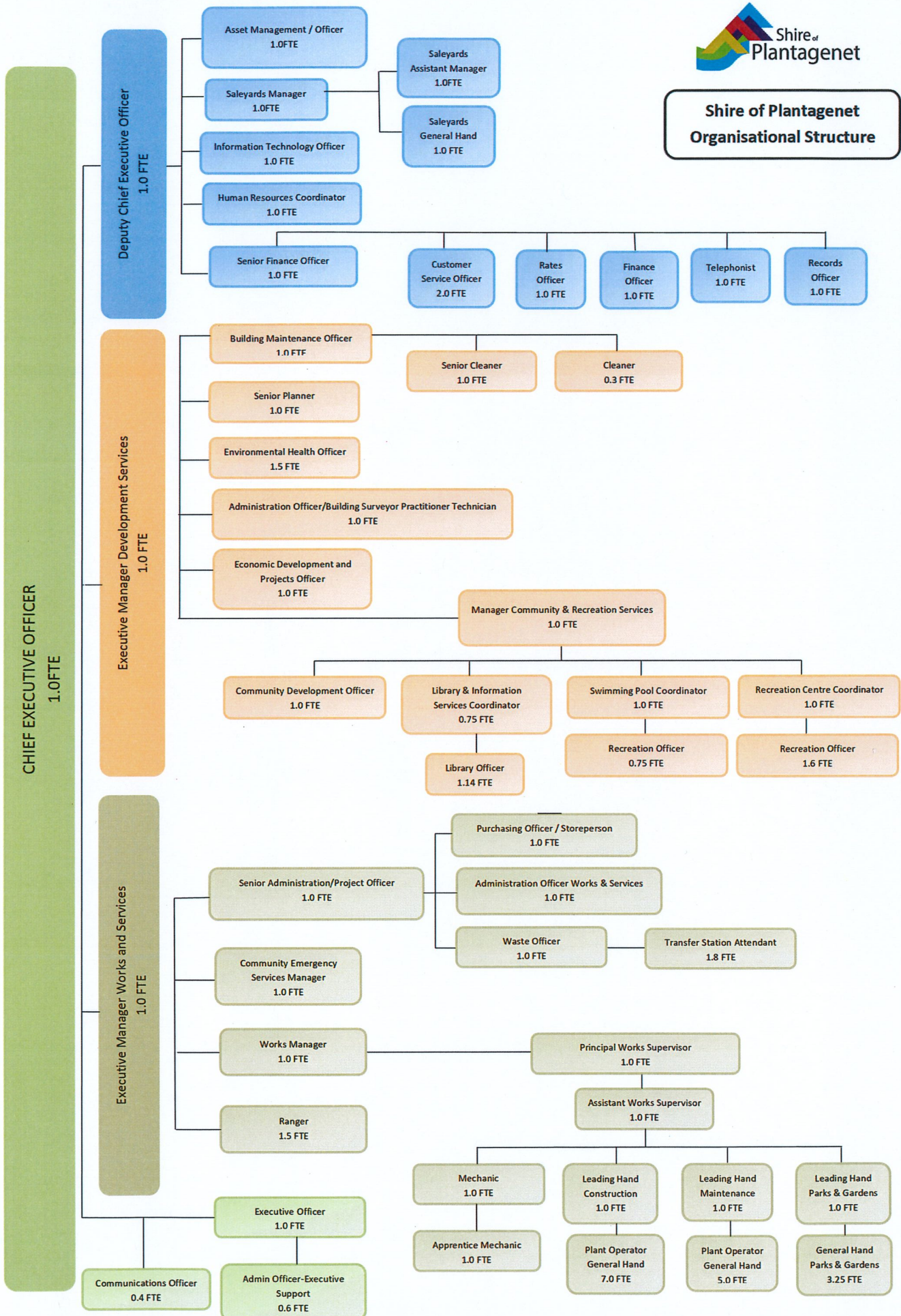
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Signature

Name

Date

**Shire of Plantagenet
Organisational Structure**



Advantages To Working At Shire of Plantagenet

WORK / LIFE BALANCE

- ❖ Permanent full time position – 76 hours on a 9 day fortnight
- ❖ Permanent part time position – 38 hours per fortnight
- ❖ 4 weeks annual leave plus 17.5% leave loading
- ❖ 10 days personal leave / 12 days after 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 10 % contribution for contributing members

EMPLOYEE ASSISTANCE PROGRAM

- ❖ All employees and their immediate family have access to free, confidential professional counselling via the Shire's Employee Assistance Program

STUDY LEAVE

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

OTHER BENEFITS INCLUDE

- ❖ Training opportunities
- ❖ Clothing 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).

Completing and Submitting Your Application

Thank you for your interest in this position. This Candidate Information Pack has been designed to assist you with your application. Please take the time to read the information contained carefully before completing your application.

BEFORE YOU APPLY

Before applying you should feel confident that the job is one you have the necessary skills and abilities to perform successfully. Read through the selection criteria and key responsibilities detailed in the position description and ask yourself whether you meet the requirements.

COMPLETING YOUR APPLICATION

To be considered for the position you must submit the following:

1. **A cover letter** outlining your motivation for applying for the position and documenting your ability to meet the position objectives and essential requirements (maximum 3 pages). Please ensure that the position title is clearly contained in your cover letter.
2. **A current resume or curriculum vitae** which provides:
 - relevant personal details
 - summary of work experience, including dates and details of tasks performed in each position.
 - education and training relevant to the position.
 - any activities you have undertaken outside of work which are relevant to your application.
3. **A completed application form** contained in the Candidate Information Pack (page 14 -16)

Your application is the first step towards securing an interview and therefore should be of the highest standard possible. All documentation should be stapled together in the top left hand side of the application. All applications received will become the property of the Shire of Plantagenet and cannot be returned to unsuccessful applicants. Please do not submit applications in plastic folders or include original documents or attach copies of qualifications, previous position descriptions, copies of references etc. This information is to be supplied if requested.

Applicants must clearly address the essential requirements as outlined in the Position Description in their cover letter to be considered for interview.

SUBMITTING YOUR APPLICATION

Your application must be marked as follows:

Private & Confidential

Attention: Human Resources Coordinator

Position: Ranger (Please note if you are applying for full time or part time position)

Your application may be submitted as follows:

Email:	Post:	Hand Delivery:
hr@sop.wa.gov.au	Shire of Plantagenet Post Office Box 48 MOUNT BARKER WA 6324	Front Reception Desk Shire of Plantagenet 22-24 Lowood Road MOUNT BARKER WA 6324

CLOSING DATE

Applications must reach our office by 4.15pm on the closing date.

The acceptance of late applications will be at the discretion of the Human Resources Coordinator.

Applications for this position close at 4.15pm on Thursday 7 July 2022.

FURTHER INFORMATION

For further information regarding the recruitment process please contact the Human Resources Coordinator on (08) 9892 1123.

For specific enquiries regarding the position please contact the Executive Manager Works and Services, David Lynch, on 08 9892 1139.

ACKNOWLEDGEMENT

Applications will be acknowledged by email or post within approximately 3 working days of the advertised closing date.

Selection Process

APPLICATION REVIEW AND SHORTLISTING

All applications received by the nominated closing date and time will be rigorously assessed by the appointed selection panel. Consideration for interview is based upon your qualifications, skills and employment history relevant to the position being sought.

If your application is shortlisted, you will be contacted by telephone to make arrangements for an interview. Should you not be shortlisted, you will be notified in writing confirming your application has been unsuccessful.

PREPARING FOR AN INTERVIEW

To prepare yourself for the interview, you should:

- Re-read your application and the position description.
- Focus on the selection criteria and think of examples of work situations where you applied the relevant skills and abilities, how you assessed the situation/s, what actions you took, what outcomes you achieved and how you may do it differently if face with the same scenario.
- Think about the duties of the position and how you would perform them. Consider any problems you may encounter and how you would resolve those problems.
- If the position has a supervisory responsibility, consider the special requirements of being a supervisor.
- If you have relevant pieces of work that display your skills and abilities, bring them along for presentation at the interview.

INTERVIEW

The interview panel usually consists of two to three officers.

All interview questions will be job related, that is, they will be related to the selection criteria, knowledge, skills, experience and qualifications required for the position. The same questions will be asked of each candidate interviewed.

AFTER THE INTERVIEW

Preferred applicants may be required to undertake a pre-employment medical to determine the applicant's suitability to carry out the inherent requirements of the position.

Should you be successful the Human Resources Coordinator will contact you to verbally offer you the position and agree on a commencement date. You will then be forwarded, in writing, the formal letter of engagement.

All unsuccessful applicants will be notified in writing.

CANVASSING OF ELECTED MEMEBERS WILL DISQUALIFY APPLICANTS

Application Form

Print or email this form when complete and submit with your Resume and Cover Letter.

Your Name	
Position Title	
Daytime contact number	
Current residential address	
Tick option on how you would like to be informed and give details	<input type="checkbox"/> Email - <input type="checkbox"/> Post -

REFEREES

You are required to provide the names and contact details of a minimum of 2 referees who can provide feedback about your work performance. **At least one referee should preferably be your current or most recent supervisor.**

Referee Number 1

Name	
Organisation	
Position	
Contact Number	

Referee Number 2

Name	
Organisation	
Position	
Contact Number	

LICENCE

Please list your current licences to successfully carry out this position (if applicable)

Licence Type	Licence Number	Expiry Date

CURRENT EMPLOYMENT

Current Employment (Position Title)	
Date Appointed	
Current Employer	
Date Commenced	
Employment Status	<input type="checkbox"/> Permanent <input type="checkbox"/> Contract

HEALTH

To the best of your knowledge and belief do you have a medical condition, disability or injury which may preclude you from undertaking duties of the position you are applying for?

☐ Yes ☐ No

Applicants who have a health condition, disability or injury are invited to discuss its relevance or otherwise with the Shire. It is NOT a barrier to consideration of an application for employment. However, if it is likely to affect your work performance or could recur or be aggravated by the type of work for which you are applying you must disclose this information.

Shire of Plantagenet EMPLOYMENT DECLARATION

Please circle or underline your response to the following:

- | | | | |
|----|--|-----|----|
| 1. | Are you an Australian citizen
If yes skip to Q4 & provide proof of citizenship | Yes | No |
| 2. | If not an Australian citizen, have you been granted permanent residency? | Yes | No |
| 3. | Are you legally permitted to work in Australia?
(Please provide a copy of your working visa) | Yes | No |
| 4. | Have you previously been employed by the Shire of Plantagenet? | Yes | No |
| 5. | How did you hear of this vacancy? | | |

☐ Shire Website ☐ Newspaper ☐ Facebook ☐ Word of Mouth ☐ Other _____

Please tick to indicate your acknowledgement:

- ☐ I understand employment with the Shire is subject to the satisfactory completion of a probationary period.
- ☐ I have read, understood and responded to the above information. To the best of my knowledge and belief, it is true and accurate in every detail.
- ☐ I understand the Shire reserves the right to verify all information contained in this application. Any false information may be sufficient cause for my rejection as an applicant or dismissal if I am employed.
- ☐ I understand that should I be the successful applicant my employment may be subject to a medical examination by a doctor nominated by the Shire, and/or a police clearance. I authorise disclosure of the results of these documents to the Shire.
- ☐ I consent to any reference checks which may be necessary to support this application.

SIGNATURE of Applicant

Date