



Team Leader  
Parks & Gardens

Application Package

April 2026

Shire of Cranbrook



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# ADVERTISEMENT SHIRE OF CRANBROOK

## Team Leader Parks & Gardens Full Time

The Shire of Cranbrook is seeking the services of a motivated and suitably experienced person for the position of Team Leader – Parks and Gardens.

The successful applicant will be willing to lead and work alongside a small team responsible for effective parks and gardens and town maintenance tasks in the townsites of Cranbrook, Tenterden and Frankland River. The position is on a full-time basis with a wage dependent on experience and qualifications, plus allowances.

Interested persons are invited to apply for the position addressing selection criteria as per the Position Description including any qualifications attained and the contact details of two work referees. An Application Pack and Position Description can be viewed at <https://www.cranbrook.wa.gov.au/the-shire/careers/current-vacancies>.

Applications are to be addressed to: HR and Administration, Shire of Cranbrook, PO Box 21, Cranbrook WA 6321 or, alternatively, emailed to: [lee-anne.trevenen@cranbrook.wa.gov.au](mailto:lee-anne.trevenen@cranbrook.wa.gov.au)

For queries relating to this position, please contact Les Vidovich, Manager of Works on 0437 450 147 or by emailing: [les.vidovich@cranbrook.wa.gov.au](mailto:les.vidovich@cranbrook.wa.gov.au)

Applications close at 4.00pm on Monday, 11 May 2026.

**Linda Gray**  
**Chief Executive Officer**  
**Shire of Cranbrook**



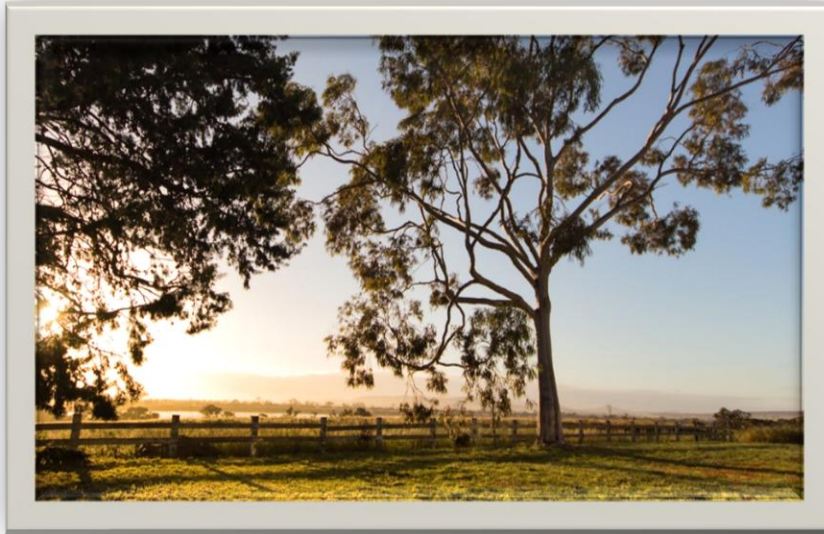
# COUNCIL INFORMATION SHIRE OF CRANBROOK

## COUNCIL EXECUTIVE STAFF

**Shire President:** Cr Perin Mulcahy  
**Deputy President:** Cr Daisy Egerton - Warburton  
**Chief Executive Officer**  
**Office:** Ms Linda Gray  
19 Gathorne St, Cranbrook WA 6321  
**Email:** [admin@cranbrook.wa.gov.au](mailto:admin@cranbrook.wa.gov.au)  
**Website:** [www.cranbrook.wa.gov.au](http://www.cranbrook.wa.gov.au)  
**Telephone:** (08) 9826 1008

## **Council Statistics** *WALGA Local Government Directory 2025*

**Population:** 1098  
**Area:** 3,390 sq km  
**Distance from Perth:** 325 km  
**Number of Electors:** 755  
**Number of Dwellings:** 607  
**Length of Roads:** 355.9 km (sealed), 751.6 km (unsealed)  
**Number of Employees:** 34  
**Suburbs & Localities:** Cranbrook 6321; Frankland River 6396;  
Tenterden 6322; Tunney 6321



# WELCOME TO CRANBROOK

Set against the backdrop of Western Australia's only mountain range, Cranbrook is your gateway to the beautiful biodiversity of Stirling Range National Park and the vineyards of the Frankland Wine Region.

Three hours southeast of Perth, or just over an hour north of Albany, Cranbrook is located in the Great Southern Region, in the heart of a rich agricultural farming area.

Just 10 kilometres from the Stirling Range National Park, it's an excellent base for exploring this region which is home to some of Australia's most unique flora and fauna including over 100 species of birds and more than 1,500 varieties of plants, and many dazzling and delicate orchids. Look out for wedge-tail eagles, kangaroos, wallabies and, if you're visiting in spring, 350 species of vivid wildflowers, many of which are, like the Cranbrook Bell, unique to the area.

The jagged peaks of the Stirling Range stretch for 65 kilometres from east to west, with Bluff Knoll being the highest peak at 1,095 metres. Challenge yourself to the six-kilometre return climb or choose from the many mountain hiking and bushwalking trails that intersect the national park. You'll find plenty of picturesque picnic and barbeque spots when you're in need of some refreshments.

To the west, the cool-climate grape and olive-growing region of Frankland invites wine lovers to tour the cellar doors.

From nearby Sukey Hill lookout, drink in sweeping panoramas of rural farmland and the Stirling Range. Or head to Lake Poorrarecup and Lake Nunjiup for a refreshing dip and lazy picnic, or to test your water-skiing skills.

At the end of a day exploring, retreat to Cranbrook where you'll find a range of accommodation options including a historic hotel, caravan and camping accommodation, authentic farm stays and the less-traditional option of a converted railway carriage.

# What does Cranbrook have to offer?

Immerse yourself in Cranbrook, a beautiful region in the Great Southern of Western Australia, famed for its biodiversity, wildflowers, rich farming history, and warm country charm. From mountain ranges to wide open spaces, from grand old homesteads to luxurious hotel suites, from mouth-watering fresh produce to award-winning wines, the Great Southern has something for everyone. Have an avant-goût of what life would be like for you and your family!

## ➤ Facilities

1. **Schools:** Primary Schools in Cranbrook and Frankland River from Kindergarten through to Year 6. Unfortunately, there are no secondary schools located within the Shire of Cranbrook with the nearest one being Mount Barker Community College. Students of high school age travel to high school in neighbouring Shires via a daily bus service.
2. **Community Gym – Mobility and Wellness Centre:** 24-hour gym located in the Cranbrook Regional Community Hub.
3. **Seniors Living –** The Darwinia Cottages Aged Independent Living Complex overlooks the beautiful Frederik Square and are within walking distance to the Cranbrook town centre, sporting complex and Cranbrook Regional Community Hub.
4. **Other amenities within 50 km of Cranbrook:** One hospital, two libraries, 14 bars and eateries, 6 doctors & Allied Health, 6 post offices, 1 groceries and convenience, and great internet availability.

## ➤ Major attractions in Cranbrook

1. **Pink Salt Lakes:** Cranbrook Pink Lake is one of a chain of salt lakes north of the Stirling Range. These lakes are naturally salty and are a contrast to the wetlands of the Upper Kent catchment like Nunijup and Poorrarecup which are fresh lakes.
2. **Wineries:** Major wineries with a cellar door within the region include Alkoomi Wines, Ferngrove, Frankland Estate and Trevelen Farm.
3. **Great Southern Treasures:** Explore the towns that lie within the Great Southern Region and discover the diverse attractions that make these places so special.
4. **Lakes:** Lake Poorrarecup is the largest lake in the Shire of Cranbrook and is popular for swimming and skiing during the summer months. Lake Nunijup is also used for swimming and has BBQ facilities.
5. **Stirling Range National Park:** Ideal for bushwalking, camping, birdwatching, scenic drive and lookouts.



# Position Description



## Team Leader Parks & Gardens Full Time

### 1. POSITION IDENTIFICATION

Job Title:	Team Leader
Position Class:	Permanent
Department:	Works – Parks & Gardens
Position Status:	Full Time
Award:	Shire of Cranbrook Outside Staff Collective Agreement 2023
Reports to:	Manager of Works

### 2. POSITION OBJECTIVES

- This role will require you to lead a small team to undertake the development and maintenance of the Shire's Parks and Gardens through the skilled and proficient operation of the Shire's plant and equipment. This role is a 'hands on' position working together with your team to achieve all outcomes.

### 3. KEY DUTIES

- Direct, supervise and work on the ground with the team of parks and gardens staff to undertake works;
- Effectively communicate both verbally and in writing;
- Provide training and mentorship to enhance the skills and knowledge of the staff you are responsible for;
- Ensure staff adhere to safety procedures and quality standards, including the proper use and maintenance of equipment, tools, and machinery; and
- Ensure that any new staff are appropriately inducted and assessed as competent through Shire's onboarding processes

- Undertake gardening duties such as mowing, blowing down, weeding, pruning, watering, spraying, fertilising and mulching of garden areas, streetscapes, town ovals and other public places.
- Maintenance and installation of irrigation systems and equipment.
- Operate plant effectively and efficiently as directed to the level of training and licensing attained.
- Use, clean and maintain tools and equipment to complete tasks effectively and efficiently.
- Assist with garden and landscape establishment and maintenance.
- Clear and remove vegetation, rubbish and debris from thoroughfares, roadsides and streets.
- Set up/dismantle and mark out sporting fields and ovals.
- Manually collect rubbish in public spaces and empty rubbish bins, including sharps disposal units.
- Complete required workplace records.
- Maintain worksite/workplace tidiness and cleanliness.
- Undertake training to update, maintain and advance personal skills and in compliance with relevant workplace legislation.
- Refer queries from the public to your Coordinator or Manager, only responding to inquiries within scope of responsibility.
- Carry out other duties within the bounds of the level of responsibility of this position, as instructed by Management.

#### **4. GENERAL DUTIES**

- General maintenance of plant and equipment;
- Housekeeping of plant, equipment, workshop and workplaces;
- Safely and efficiently operate plant and equipment to complete road tasks; and
- Delivery of work to plans as provided and specified.

#### **5. DAILY EMPLOYEE RESPONSIBILITIES**

- Staff are required to be ready to commence work at the assigned time;
- Staff are required to advise the Manager of Works immediately they become aware they cannot be present for work; and
- All Council employees shall abide by the Shire of Cranbrook Code of Conduct.

# SELECTION CRITERIA

## Essential

- Horticultural knowledge including (but not limited to): plant/equipment, landscape design, pests and disease control, chemicals (herbicides, pesticides and fungicides), effluent reuse, irrigation-design (including computer aided irrigation techniques), turf management and arboriculture knowledge.
- Horticultural or other relevant qualifications and licences for plant and equipment; or
- Less formal qualifications with specialised skills and substantial experience sufficient to perform at this level;
- Knowledge of the planning process for public open space creation, and development, including knowledge of approvals;
- Experience in managing maintenance programs to ensure service delivery occurs based on risk and within resource constraints;
- Experience in developing budgets and undertaking procurement;
- Developed organisational and time management skills;
- Good general knowledge of plant and machinery relating to town maintenance;
- Must be able to comprehend and follow instructions;
- Developed oral, written and interpersonal communications skills;
- Demonstrated knowledge of employee responsibilities in Work Health and Safety, and Equal Employment Opportunity legislation;
- Able to read and interpret plans; and
- Work as a team member, delegate to staff under direct supervision and follow instructions from Management.
- LR Manual Licence;

## Desirable:

- Previous experience in a Local Government environment;
- Knowledge and understanding of asset management processes;
- Knowledge and understanding of playground standards;
- Demonstrated competence in project management and/or qualifications;
  - Working knowledge of plant cultivation and management in tropical conditions.

# EMPLOYMENT INFORMATION

Employment	This is a full time position.
Base Salary (Cash component)	An appropriate salary will be negotiated with the successful candidate. The cash component is based on qualifications, skills and experience.
Hours of Work	Standard hours are 7am to 4:30pm, Monday to Friday. Accrual towards Roster Day Off – 9 Day for Fortnight
Residence	Subsidised housing may be available or a housing allowance is paid.
Superannuation	Superannuation is paid in accordance with the Superannuation Guarantee Contributions, currently 12%
Probationary Period	A three (3) month probationary period will be negotiated with the successful applicant. At the successful completion of this period your permanency will be confirmed by the Chief Executive Officer.
Pre-Employment Medical	The successful applicant will be required to successfully complete a pre-employment medical prior to commencement. The only exception is if they are currently employed by another local government. Costs will be paid for by the Shire of Cranbrook. Existing medical conditions will not preclude an appointment.
Police Clearance	The successful applicant will be required to provide a National Police Clearance, satisfactory to Council. Costs will be reimbursed by the Shire of Cranbrook.
Annual Leave	The Part time position attracts 4 weeks pro-rata annual leave. Leave loading of 17.5% is applicable. Casual position is paid 25% extra in lieu of all leave.
Relocation Expenses	Relocation expenses for personal effects and furniture up to \$2,500 within Western Australia will be paid subject to Council policy and the provision of at least three competitive quotes.
Other Benefits	Council policy encourages staff professional development as we pride ourselves on being a learning organisation.

# RECRUITMENT PROCESS INFORMATION FOR APPLICANTS

## SHIRE OF CRANBROOK

Applicants who demonstrate that they meet the requirements for the position and who, from their written applications appear to be competitive, will be considered for interview. This decision will be based on the information you provide in your application. To enable a valid assessment of your application, it must include the following information:

### 1. Covering Letter:

A covering letter introducing yourself and explaining why you are applying for this position (1-2 pages only).

### 2. Selection Criteria Responses – this must be provided:

This is the most important part of your application. To be eligible for consideration, a person must address all essential selection criteria as part of the shortlisting process. Although there is no right or wrong way to format your responses, you must address each selection criteria. It is essential that the information you provide is clear, concise, and relevant, so that the selection panel can readily assess your suitability for the position. It is up to you to demonstrate to the panel that you understand the requirements of the position and that you have the necessary knowledge, experience, and qualifications to successfully carry out the duties. It must be noted that it is impossible to interview all applicants and, therefore, only those who best meet the criteria will be short-listed for interview.

### 3. Resume (Curriculum Vitae) which includes:

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

### 4. Other Documents (optional)

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

### 5. Referees:

Applicants should provide the names and contact details of a minimum of two referees in their application. The most valuable referees will be those you reported directly to, being either a supervisor or manager responsible for overseeing your day-to-day performance. Prior authorisation will be obtained from applicants before referees are contacted.

### 6. Pre-employment medical and National Police Clearance:

Prior to final appointment, the successful applicant will be required to successfully complete a pre-employment medical examination and provide a satisfactory National Police Certificate. The Shire of Cranbrook will cover the cost of these requirements, regardless of the outcomes.

### 7. Contact Details:

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

## CLOSING DATE FOR APPLICATIONS

**The closing date for applications is  
Monday, 11 May 2026,  
4:00pm AWST.**

Applications must take into account the position's requirements and should be sent via either:

<p><b>POST (Marked Private &amp; Confidential - Plant Operator)</b></p> <p>HR &amp; Administration Shire of Cranbrook PO Box 21 CRANBROOK WA 6321</p>	<p><b>EMAIL (marked Plant Operator)</b></p> <p><a href="mailto:hr@cranbrook.wa.gov.au">hr@cranbrook.wa.gov.au</a></p> <p><b>(Do not apply via Seek)</b></p>
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### INTERVIEWS

- The final decision on this position will be taken by the Shire's Chief Executive Officer.
- Interviews will be conducted in person at the Shire of Cranbrook **OR** via ZOOM/Microsoft teams.