



# **CHIEF EXECUTIVE OFFICER APPLICATION PACKAGE**

**Applications close: Tuesday 2<sup>nd</sup> June 2026 at 5:00pm (AWST)**



# Table of Contents

RECRUITMENT PROCESS INFORMATION FOR APPLICANTS .....	1
CLOSING DATES FOR APPLICATIONS.....	3
DECLARATION.....	4
ADVERTISEMENT.....	5
WELCOME MESSAGE FROM THE SHIRE PRESIDENT.....	7
THE SHIRE OF CRANBROOK.....	8
COUNCILLORS.....	11
ORGANISATIONAL STRUCTURE OF THE SHIRE OF CRANBROOK.....	12
POSITION DESCRIPTION.....	13
SELECTION CRITERIA.....	17
REMUNERATION DETAILS.....	18
KEY RESULTS AREAS AND PERFORMANCE OBJECTIVES .....	20
ADDITIONAL INFORMATION.....	20

## RECRUITMENT PROCESS INFORMATION FOR APPLICANTS

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel assess your application.

### **Covering Letter:**

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

### **Responses to the Selection Criteria – this must be provided:**

This is the most important part of your application. To be eligible for consideration, the applicant 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.

### **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.

### **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 for the successful applicant prior to commencing employment.

### **Referees:**

Applicants should provide the names and contact details of a minimum of two (2) 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.

### **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 including drug and alcohol testing. The successful candidate may be exempt from these tests if currently working for another local government and there is no break in service as per *Shire of Cranbrook Policy 2.1 Workforce Employee – Appointments*. The successful applicant must provide a satisfactory National Police Certificate. The Shire of Cranbrook will cover the cost of these requirements, regardless of the outcome.

### **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.

**Declaration form:**

It is a requirement of applicants applying for the Shire of Cranbrook Chief Executive Officer position to complete the declaration form when submitting their applications. The form is included in this document for you to sign and return to us.

**Late Applications:**

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

**Equal Opportunity:**

Council maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

**Website:**

The Shire maintains a website [www.cranbrook.wa.gov.au](http://www.cranbrook.wa.gov.au) which contains substantial, relevant information.

**RECRUITMENT CONTACT:**

**Geraldine Kistnasing**  
**Executive Recruitment Consultant**  
**LO-GO Appointments WA**  
**Ph: 08 9380 4505**  
**E: [wa@logoapp.com.au](mailto:wa@logoapp.com.au)**



## CLOSING DATES FOR APPLICATIONS

The closing date for applications is Tuesday the 2<sup>nd</sup> of June 2026 at 5:00pm AWST.

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

<b>POST</b>  <b>Marked</b>  <b>Private &amp; Confidential SHIRE OF CRANBROOK Chief Executive Officer</b>  Ms Geraldine Kistnasing Executive Recruitment Consultant LO-GO Appointments PO Box 8074 SUBIACO WA 6008	<b>OR</b>	<b>EMAIL</b>  <b>Marked</b>  <b>SHIRE OF CRANBROOK Chief Executive Officer</b>  <a href="mailto:wa@logoapp.com.au">wa@logoapp.com.au</a>  <b>(Do not apply via Seek)</b>
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### INTERVIEWS

- The final decision on this position will be taken by the Council of the Shire of Cranbrook.
- Interviews will be conducted in person at the Shire office in Cranbrook, Western Australia. Microsoft teams interviews may be available based on the candidate's location and distance from Cranbrook.
- LO-GO Appointments will handle all interview arrangements and relevant communications with applicants including reference checks.
- A second round of interviews **may** be conducted with the preferred candidate(s).

## DECLARATION

It is a requirement of applicants applying for the Shire of Cranbrook Chief Executive Officer position to complete the following declaration:

To the best of my knowledge, all information contained in this application and the supporting documentation is true and accurate in every material respect. I acknowledge that it is my responsibility to inform the Shire of Cranbrook, or its appointed agent, should there be any change in the truth, accuracy or materiality of this information after it has been provided for the purpose of this application.

I understand that the Shire of Cranbrook reserves the right to verify all information in my application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, being in breach of Regulation 18E of the *Local Government (Administration) Regulations 1996*.

I understand any information obtained by the Shire of Cranbrook during any background checks will only be used for the purpose of verifying information contained in the application and determining my suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time, and for the purpose, of selecting the successful applicant.

I authorise the Shire of Cranbrook, or its appointed agent, to make whatever background checks are considered necessary or appropriate to satisfy itself of my suitability for the position, and to check the accuracy of any information contained in my application or supporting information.

Full name: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_



## ADVERTISEMENT

### Chief Executive Officer

- ❖ **Lead a resilient organisation, strengthen community outcomes and shape the future**

The **Shire of Cranbrook** is seeking an experienced and values-driven **Chief Executive Officer** to provide strategic leadership, organisational direction and effective governance for their Council.

This is a unique opportunity to lead a community-focused organisation in a diverse and evolving district, where strong relationships, sound judgement and long-term thinking are critical to success.

#### **The Role**

Reporting to the Council, the CEO is responsible for the overall leadership and performance of the organisation. You will:

- Provide clear strategic direction and deliver long-term community outcomes;
- Ensure strong governance, compliance and accountability in line with local government legislation;
- Lead sustainable financial management, including long-term planning, asset management and risk oversight;
- Build organisational capability, fostering a professional, high-performing and values-driven culture;
- Develop and maintain effective relationships with Council, community, industry, government agencies and key groups, including emergency services stakeholders;
- Position the Shire to respond to emerging challenges, including workforce constraints and future development opportunities.

#### **About You**

We are looking for a capable and credible executive leader with a strong understanding of Local Government environment. You will bring:

- Extensive knowledge of Local Government legislation, governance frameworks and statutory responsibilities;
- Proven experience managing complex budgets and ensuring long-term financial sustainability;
- Demonstrated ability to lead, develop and manage staff, including performance and culture;
- Sound judgement, integrity and a commitment to transparency and accountability;
- Highly developed stakeholder engagement skills and political acumen;
- An understanding of regional communities and key industries, particularly agriculture, with the ability to apply this insight strategically;
- The ability to build collaborative relationships with community organisations, local businesses and volunteer groups, including Bush Fire Brigades.

### **The Package**

The position is offered on a performance-based contract of up to five (5) years. A competitive remuneration package will be negotiated in line with *Salaries and Allowances Tribunal (Band 4)*, within the range of \$168,758 to \$258,762 guidelines including:

- Cash component to be negotiated dependent upon experience and skills;
- Superannuation in accordance with the Superannuation Guarantee Contribution Scheme. The Council offer a further rate of 5% based on a co-contribution;
- Housing and motor vehicle (full private use within Western Australia);
- Professional development support; and
- Relocation assistance.

### **Apply**

If you are motivated to lead a community-focused organisation and deliver meaningful outcomes for a regional district, we encourage you to apply. Applicants must address the Selection Criteria outlined in the Application Package.

For further information or to obtain a copy of the Application Package, please contact:

**Geraldine Kistnasing**  
**LO-GO Appointments**  
**(08) 9380 4505**  
[wa@logoapp.com.au](mailto:wa@logoapp.com.au)

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**Canvassing of Councillors or independent members of the Panel will disqualify applicants. The successful applicant will be required to complete pre-employment checks, including medical and police clearances, and provide evidence of qualifications.**

## **WELCOME MESSAGE FROM THE SHIRE PRESIDENT**

As President of the Shire of Cranbrook, I would like to thank you for your time to consider the position of Chief Executive Officer for our Shire. We are a progressive and supportive Council and are keen to work with someone who can provide collaborative, values-driven leadership that supports the Council's vision whilst delivering practical outcomes for residents, ratepayers, stakeholders and businesses. This role offers the chance to make a meaningful contribution to the Shire's continued growth and to make a difference in the community in which you live and work. You will be supported by outcome focussed staff with strong work ethics, who believe in working as a team and who are proud to be part of the Shire of Cranbrook.

*Cr Perin Mulcahy*  
**Shire President**

## THE SHIRE OF CRANBROOK ...

*offers an exceptional blend of natural beauty, agricultural strength and an authentic sense of community...*

The **Shire of Cranbrook**, proudly known as the “Great Southern’s Finest”. Located within the picturesque Great Southern region of Western Australia, the Shire offers an exceptional blend of natural beauty, agricultural strength and an authentic sense of community, making it a highly rewarding place to live, work and lead. It includes three townsites; Cranbrook, Frankland River and Tenterden.

The district is renowned for its breathtaking and diverse landscapes. From the dramatic peaks and world-class walking trails of Stirling Range National Park to the tranquil forests and panoramic lookouts of Porongurup National Park, the region provides endless opportunities for outdoor recreation, exploration and connection with nature. Seasonal wildflower displays, rich biodiversity and unspoilt environments further enhance the area’s appeal for residents and visitors alike.

At its core, the Shire is a productive and resilient agricultural district. Cropping, viticulture and livestock industries form the backbone of the local economy, supported by generations of farming knowledge and a strong commitment to land stewardship. Increasingly, the region is also engaging with emerging opportunities, including sustainability initiatives and future-focused projects, positioning the Shire to respond to evolving economic and environmental landscapes. These developing industries within the agricultural industry are intensive piggeries, free range chicken farms and further value adding with feedlots within the cattle and sheep industries.

The Shire’s location offers the best of both worlds—peaceful rural living with convenient access to larger regional centres and services across the Great Southern. This balance supports both lifestyle and professional opportunity, making it an attractive destination for individuals and families seeking space, community and purpose.

The Co-operative Bulk Handling development within Cranbrook townsite has recently been upgraded to a multi-loading facility with Federal and State Government funding of \$35 million. Cranbrook is one of the largest receival points for grain in Western Australia. The Elders Store in Cranbrook is also one of the largest in regional Western Australia and a new build is under construction, with a newly built Fire Shed close at hand. Both Cranbrook and Frankland River have had nature play playgrounds constructed within the last five years.

Beyond its economic strengths, what truly defines the Shire of Cranbrook is its people. The community is close-knit, welcoming and deeply invested in the future of the region. Residents value connection, collaboration and a shared commitment to maintaining a high quality of life. Local events, volunteer groups—including strong Bush Fire Brigade networks—and community organisations play a vital role in fostering this sense of belonging and resilience. The Shire has a very active community development team and offers After School Care, and there is Child Care available in both Cranbrook and Frankland River. There is a very popular Cranbrook Show once a year run by a local committee, and events are scheduled regularly thorough out the Shire. There are two very popular cafes in Cranbrook and one in Frankland River which also has a Community Resource Centre that provides tourism support for the Shire. Frankland River area, known for its premier wine production benefiting from warm days, cool nights, and ancient ironstone-based gravel soils has many vineyards to be visited.

For a Chief Executive Officer, Cranbrook presents a unique leadership opportunity: to guide a proud and progressive community, contribute to long-term sustainability and growth, and help shape the future of a district that truly lives up to its reputation as the “Great Southern’s Finest.”

From nearby Sukey Hill lookout, close to Cranbrook townsite, 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?**

Cranbrook offers a safe, quiet community while enjoying amazing weather, a beautiful region in the Great Southern of Western Australia, famed for its biodiversity, wildflowers, rich farming history, and warm country charm. Located within an easy half hour drive to Mount Barker and one hour drive to the City of Albany while Perth is a 3.5-hour drive.

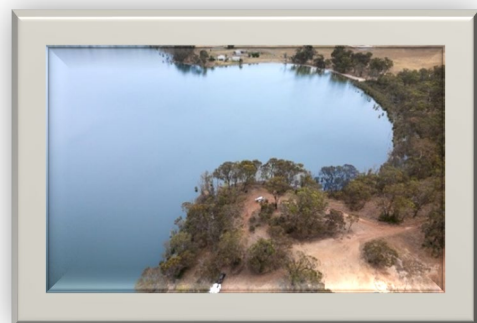


### **Facilities**

1. **Schools:** Primary Schools in Cranbrook and Frankland River from Kindergarten through to Year 6. Secondary students can travel by bus to Mount Barker Community College. Albany has a number of larger schools.
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 -** Hospital, libraries, vineyards, doctors & Allied Health, post offices, grocery and convenience stores, 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 Nunjiup and Poorrarecup salt 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 Nunjiup is also used for swimming and has BBQ facilities.



5. **Stirling Range National Park:** Ideal for bushwalking, camping, birdwatching, scenic drives.

### **Working in the Shire**

The Chief Executive Officer will be assisted by a progressive team who hold a wide range of skills and work within a collaborative and supportive culture.

Administration Office has modern facilities with integrated technology and digital record management systems to enable secure work processes. These systems are supported by external Information Technology providers.

The Shire provides a modern 4-bedroom 3-bathroom house suitable for a family within a safe and quiet community in walking distance to Administration Office and Shire Depot.

The proactive, friendly Council and community members create a welcoming, caring and safe community to live, relax and work.



## COUNCILLORS



**Cr Perin Mulcahy**  
**President**



**Cr Daisy Egerton-Warburton**  
**Deputy President**



**Cr Harvey Gillam**



**Cr Peter Denton**



**Cr Peter Beech**



**Cr Jennifer Quick**

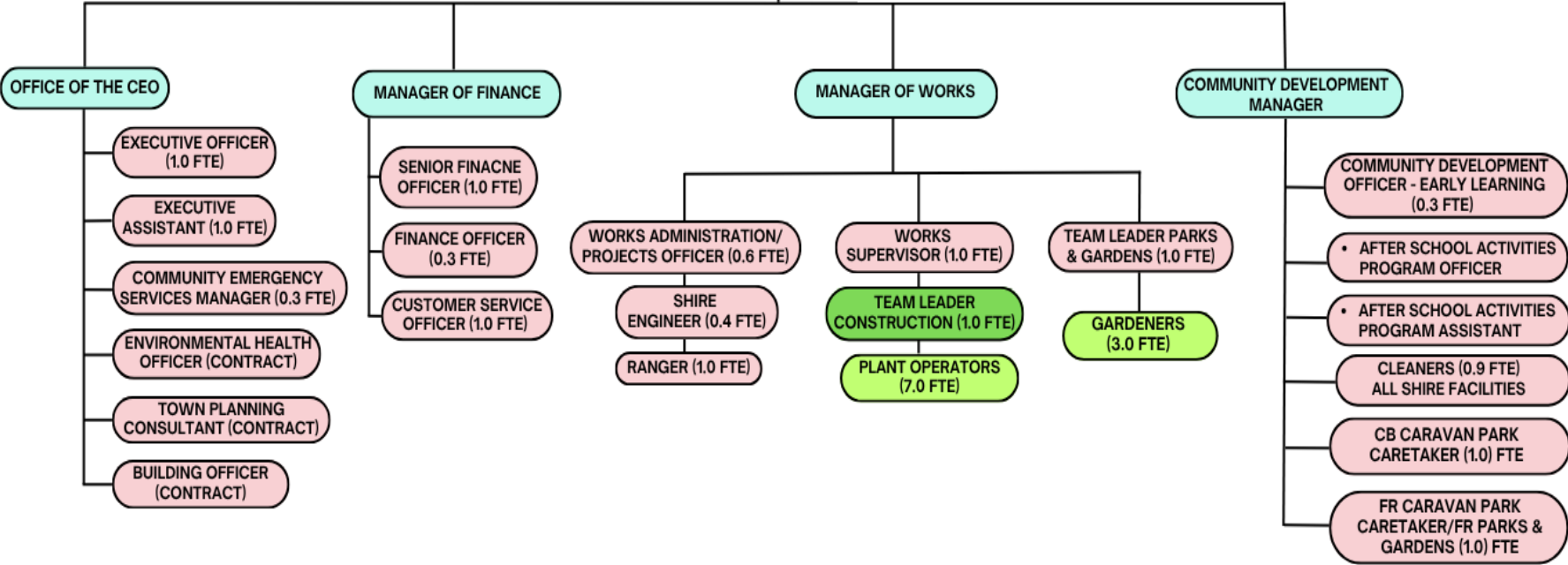


**Cr Chelsea Lange**

# THE ORGANISATIONAL STRUCTURE OF THE SHIRE OF CRANBROOK

## ORGANISATIONAL STRUCTURE 2025-2026

**CHIEF EXECUTIVE OFFICER**



• GRANT FUNDED POSITION

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Chief Executive Officer
<b>LEVEL</b>	Negotiated
<b>DEPARTMENT/SECTION</b>	Office of the Chief Executive Officer

### 1. POSITION PURPOSE

The Chief Executive Officer is accountable to the Council for the proper management of all aspects of the Shire's municipal activity in accordance with the *Local Government Act (1995)* and all other relevant Acts, Local Laws, Regulations and Policies.

### 2. POSITION SUMMARY

- **Leadership and Strategic Management:** Provides inspirational and astute leadership to develop and drive innovative strategies and best practice to assist in achieving the vision and mission of the Council and the Shire.
- **Organisational Culture:** Fosters a culture of innovation, excellence and respect with an enabling can-do attitude. Engages with our diverse community by building and maintaining a highly responsive organisation committed to operational excellence and thoughtful and consultative planning efficiency.
- **Deliver Objectives:** Ensures the sustainable and timely delivery of all projects within budget. Oversees reviews and improvements to all aspects of planning, urban design and growth in the Shire, with an emphasis on genuine community engagement.
- **Collaboration:** Works in close collaboration with Council, the President and the community to provide accurate and timely advice and information to ensure the key outcomes and objectives of the Council are met.
- **Governance:** Delivers the highest organisational integrity, corporate governance and accountability, which is demonstrated within an environment of transparency, trust, openness, honesty and fairness to all.
- **Sustainability:** To provide responsible and sustainable management of the Shire's financial resources, built and natural environment, infrastructure assets and staff.

### 3. ACCOUNTABILITIES

#### 3.1 Leadership and Management

- Provide leadership to the organisation, encourage responsibility and initiative and foster an innovative and respectful work environment for all employees.
- Accountable for the execution and delivery of all major projects and programs within the Shire.
- Ensure the Shire's front-line services are respectful, inclusive and enshrines Council's values as documented in the Council Plan, which includes the Strategic Community Plan and the Corporate Business Plan.

- Ensure collaboration with Council, staff and community in all areas of decision-making.
- Responsible for monitoring and providing timely updates to the new Council and Budget; taking into account all factors impacting upon achievement of the Shire's Vision.
- Develop measurable performance standards relative to the Shire's priorities as contained in the Council Plan as well as monitoring programs to ensure objectives are being implemented.
- Maintain effective and respectful communication and relationships with the President and all Councillors and facilitate the timely provision of documents and information to Council to enable Councillors to engage in considered decision making.
- Manage the relationship between Council and the Administration to ensure the highest level of governance and accountability throughout the organisation and compliance with the Code of Conduct, the Local Government (Official Conduct) Amendment Act 2007 and Local Government (Model Code of Conduct) Regulations 2021 (WA).
- Advise Council on matters of policy and provide the necessary support and advice on Council's statutory powers.
- Drive and establish the status of the Shire as an effective, innovative and responsible leader in Local Government.
- Ensure that all policies, projects and decisions genuinely reflect Council's vision around connected community, social justice, climate action and the importance of the natural environment.

### **3.2 Policies and Procedures**

- Review and develop Council policies, manuals and management guidelines in accordance with the vision and objectives of Council.
- Promote a strong governance and audit framework, facilitating the monitoring and reporting to Council of variances in policies, programs, and delays in the implementation of Council decisions.
- Review and maintain the risk management plan framework for all aspects of the organisation business including finance, legal, people, safety, health, environment, assets, intellectual property, systems, business continuity.
- Ensure all decisions made and directives given by Council relating to the operation of the Shire are acted upon.

### **3.3 Human Resources Management**

- Promote a transparent, equitable and strategic approach to people management, including proactive workforce planning, strong employee wellbeing, and development programs.

- Lead and develop the Management Team in such a manner that an environment of success, energy, professionalism, respect, empathy and a culture of innovation is evident to all.
- Ensure that the Management Team has the skills necessary to implement best practice human resource management to enable effective oversight with all levels of the organisation accountable for their performance.

### **3.4 Representations**

- Develop and maintain effective channels of communication and networks with various Government bodies, statutory authorities, Local Government associations and Local Governments to ensure that the Shire remains informed and, where appropriate, participates in the processes which may impact on its activities.
- Make representation on the issues, views, needs and policies of the Shire to all relevant stakeholders and advocates on behalf of the Council.
- Maintain a high level of cooperation and liaison with the officers of neighbouring Councils, always representing the best interests of the Shire.

### **3.5 Financial**

- Oversee the development and timely implementation of the Council's Financial Plan, Asset Management Plan and Annual Budget.
- Regularly monitor and review and provide reports to Council on financial performance in respect of the budget.
- Ensure financial statements are prepared and audited in accordance with the required accounting standards.
- Actively pursue and encourage the sourcing of grant monies wherever possible.
- Monitor events influencing the Council's financial plans.

### **3.6 Safety**

- Ensure that all staff perform their work in a safe and healthy manner and abide by Council and legislated safe work procedures, instructions and safety management practices.

### **3.7 Commercial Activities**

- Manage Council's activities to ensure that any commercial services provided by Council are promoted effectively and operate within the budget set by the Council;
- Direct and monitor the Shire's business units in accordance with relevant legislation, local laws including the administration of Shire planning services;
- Ensure an effective contract management capability exists within the organisation.

### **3.8 Personal Development**

- Attend training and development programs including relevant conferences and seminars.
- Remain informed on contemporary management practices and best practice approaches.

## **ORGANISATIONAL RELATIONSHIPS**

### **Responsible to**

Shire of Cranbrook Council through the Shire President.

### **Supervision of**

All staff by delegation to relevant senior officers.

### **Positions accountable for**

- Manager of Finance
- Manager of Works
- Community Development Manager
- Community Emergency Services Manager
- Governance Officer
- Project Officers appointed on short term contracts.

## **Internal and External Liaison**

### Internal

- President and Councillors individually
- All Committees and working groups
- All Staff

### External

- Industry peers
- Community representatives
- Community members
- State & Federal Governments and Agencies

## **EXTENT OF AUTHORITY**

- All authority vested in a Chief Executive Officer under the *Local Government Act (1995)* and associated Regulations and Local Laws and all other relevant Acts State and Federal Parliament.
- Authority to sign all legal documents and cheques as delegated and properly directed by Council.

## SELECTION CRITERIA

### Essential

- Strategic thinking, conceptual and analytical skills.
- Human relations and interpersonal skills; a strong and competent approach to building and maintaining respectful relationships. Able to negotiate and advocate.
- Highly effective verbal and written communication skills.
- An approach to leadership and management which is reflective of innovation, process improvement, best practice in organisational change, while promoting well-being and respect.
- Able to promote a positive, meaningful and ethical organisation culture.
- Committed to thoughtful, considered and consultative planning, outcomes oriented with the ability to distil complex information, apply sound judgement and make good decisions.
- A person who is perceptive, can accurately assess community expectations and proactively engage in positive and meaningful ways.
- Experience and knowledge to drive continuous improvement and achieve outstanding frontline services.
- Contemporary skills and experience in the management of physical and financial resources, budgets and other assets.
- Knowledgeable in and committed to corporate governance and compliance and accountability. A person of the highest integrity, honesty, prudence and ethics.
- Self-management including time management, organised, well planned, flexible and resilient.
- Previous management level experience in Local Government.
- Tertiary qualifications in a relevant discipline and/or extensive experience combined with formal management development.

## REMUNERATION DETAILS

The position is offered under a performance-based employment contract up to five years. An attractive remuneration package is offered and is to be set in accordance with the *Salaries and Allowances Tribunal Band 4*, within the range of \$168,758 to \$258,762.

The following table is to be used as a guide to determine the Total Reward Package. Please note that the current Total Reward Package (TRP) ranges between \$163,051 to \$250,012 per annum with the superannuation guarantee sitting at 12%. The minimum TRP will rise to \$168,758 while the maximum will reach \$258,762 in accordance with the *West Australian Salaries and Allowance Act 1975* from the 1<sup>st</sup> of July 2026.

ITEMS	DESCRIPTION
Base Salary	The overall package is to fall within the TRP range listed above in accordance with the SAT Declaration for a Band 4 Council.  A cash component will be negotiated with the successful candidate based on skills and experience.
Superannuation guarantee (at 12%)	Superannuation is paid in accordance with the Superannuation Guarantee Contributions, currently 12%.
Matching employee voluntary contribution superannuation per <i>Shire of Cranbrook Policy 2.21 Workforce Superannuation</i>	In addition to the guaranteed superannuation contribution, if a permanent employee voluntarily contributes an amount to their superannuation fund, it will be matched by the Shire of Cranbrook, capped at 5%.
Utilities	Council will pay the full usage costs of electricity, water and gas of up to \$6,000.
Uniform Allowance	The Council will pay up to \$650 per annum towards the cost of uniforms.

**In addition:**

Residence	A 4 bedroom,3 bathroom executive residence will be provided as part of the salary package. The residence is offered furnished/unfurnished and is located at 26 King Street Cranbrook. There is no rent payable.
Motor Vehicle	Council will provide a fully maintained vehicle which includes unrestricted private use within Western Australia. At present, the CEO's motor vehicle is a Ford Everest.
Out-of-office communication facilities	The Council will provide out-of-office communication facilities as the usual.
Relocation Expenses	Council will meet relocation expenses up to \$10,000. Receipts must be produced to claim reimbursement.  Should your employment cease (for whatever reason), no reimbursement is expected.
Professional Development & Training Allowance	Council will cover expenses related to professional development and training of up to \$5,000 per annum.
Other Benefits:	As negotiated, for example: <ul style="list-style-type: none"><li>• Other Association Membership Fees</li><li>• Community Service Leave</li><li>• Study Support</li><li>• Gym membership</li></ul>

## KEY RESULTS AREAS AND PERFORMANCE OBJECTIVES

### Key Performance Indicators (KPI's)

In accordance with the relevant provisions of the *Local Government Act (1995)*, the draft contract of employment contains an indicative list of key result areas for the Chief Executive Officer.

Council will require its new CEO to participate in a workshop with Elected Members within the first month of employment with the Shire of Cranbrook, in order to review the strategic directions and finalise the CEO's performance criteria. This workshop will be of a minimum of a half day duration and will be facilitated by Council's appointed consultant.

The first annual appraisal will occur before the completion of twelve month's employment, and annually thereafter, again in accordance with *the Act*.

### Probationary Period

A six (6) month probationary period will be applicable. Upon successful completion of this period, permanency will be confirmed by the Council.

## ADDITIONAL INFORMATION

### Employment Conditions

Signed declaration that the incumbent has read the Shire of Cranbrook Induction Manual and Code of Conduct prior to the commencement of work.

### Annual Leave

Five weeks' annual leave is provided (no Leave loading is provided as this is already included in the remuneration package).

### Long Service Leave

As per the *Local Government (Long Service Leave) Regulations 2024* - 13 weeks of leave for every 10 years of reckonable service.

