



Shire of Cranbrook

Community Development Officer

Application Package

September 2026



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ADVERTISEMENT SHIRE OF CRANBROOK

Community Development Officer (P/T)

The position is a permanent part-time role with a minimum of 25 hrs/week under the Shire of Cranbrook Administrative Agreement 2017. The salary level is between Level 4 - \$78,318 to Level 6 - \$84,173 annual full time equivalent, depending on qualifications and experience.

Experience in community projects and events and an interest in children, youth and seniors programs would be highly desirable. A Police clearance and a Working With Children certificate is required.

For more information in relation to this opportunity please download the application pack from <https://www.cranbrook.wa.gov.au/the-shire/careers/current-vacancies/>

Applications are to be addressed to People and Projects Officer, Shire of Cranbrook, PO Box 21, Cranbrook WA 6321. Applications may also be sent electronically to admin@cranbrook.wa.gov.au

For queries relating to this position, please contact Jenny Cristinelli on 0499 723 725 or by emailing: jenny.cristinelli@cranbrook.wa.gov.au

Applications close at 4:00pm, Wednesday 7th October 2026.

Linda Gray
Chief Executive Officer

COUNCIL INFORMATION

SHIRE OF CRANBROOK

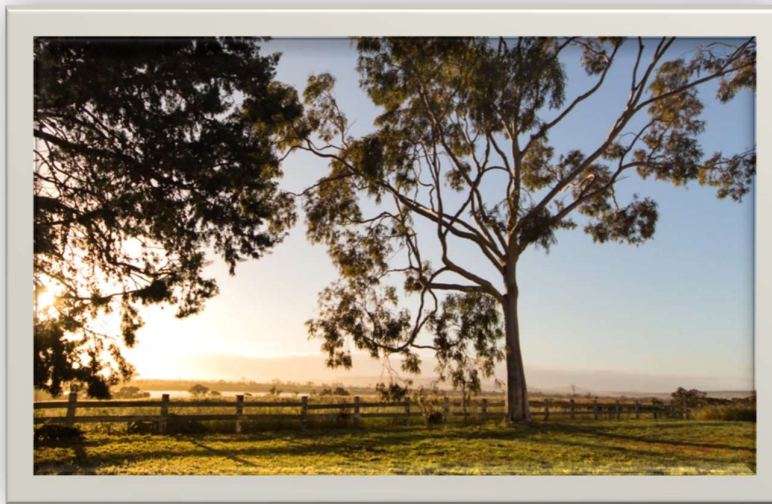
COUNCIL EXECUTIVE STAFF

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

Council Statistics

WALGA Local Government Directory 2026

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-gout 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

1. POSITION IDENTIFICATION

Job Title:	Community Development Officer
Position Class:	Level 4 to Level 6
Department:	Community Development
Position Status:	Permanent Part Time
Award:	Shire of Cranbrook Administrative Award 2017
Reports to:	Community Development Manager

2. POSITION OBJECTIVES

The purpose of this position is to provide a high-quality service in community development, community events and customer service.

3. COMMUNITY DEVELOPMENT

- Assist the Community Development Manager in response to enquiries from community groups;
- Undertake research and assist in the delivery of community projects and programs;
- Liaise with Zero to Four groups and childcare organisation within Shire assisting with the investigating and installation of programs and future planning needs;
- Support Shire community development initiatives and assist with Shire run community events;
- Liaise with Zero to Four, youth and seniors' community groups in the Shire and assist with promotion of events and activities;
- Liaise with Government agencies to establish a network of contacts for initiatives, events, and activities related to Community Development;
- Be a representative for the Shire on community planning committees when requested by the Manager Community Development; and
- Assist the Community Development Manager with providing opportunities for the Zero to Four, Youth and Seniors groups within the Shire.
- Assist with planning, delivery and engagement with the children in the After School Activities Program.
- Assist the Community Development Manager with community-based projects.

4. COMMUNITY DEVELOPMENT GRANTS

- Provide assistance to community groups to identify appropriate funding sources and to provide assistance with grant applications;
- In liaison with the Community Development Manager apply for grants for programs, activities and strategic planning within the Zero to Four, youth and senior's groups;
- Prepare grant applications and grant acquittals in a timely manner; and

- Assist the Community Development Manager with community development project budgets.

5. SHIRE PROMOTION

- Formulate flyers, social media posts and provide electronic mail information relating to early learning, Zero to Four, youth and seniors program, activities, and events; and
- Promote all relevant Zero to Four, youth and seniors' information from Government organisations, community groups, private business and individuals.

6. CUSTOMER SERVICE

- Deal promptly, empathically, and efficiently with customers to meet their needs adhering to customer service standards expected;
- Ensure that customer service (both internal and external) is a primary focus; and
- Provide customer service duties for visiting doctors within the Cranbrook Regional Community Hub.
- Provide relief for office duties during rostered days off, tea and lunch breaks for other team members.
- Provide administrative support to the Community Development Manager.

7. PHYSICAL REQUIREMENTS

- Physical demands are moderate; consisting of the ability to sit at floor level, stand, stoop, reach, bend, climb, lift and pull using safe manual handling practices.



SELECTION CRITERIA

Essential

- Ability to work as part of a small team;
- Effective organisation and time management skills;
- Experience in volunteering or community participation;
- Intermediate computing and typing skills, especially in the use of Microsoft Word, Excel and Outlook;
- Social media and website application skills;
- Excellent interpersonal and communication skills;
- High level of written and numeracy skills;
- Ability to research projects
- Strong commitment to and experience in customer service;
- Working with Children Check or ability to obtain one;
- National Police Clearance;
- C Class Driver's Licence;
- Knowledge of grant writing and acquittal of project funding;
- Senior First Aid Certificate or ability to obtain one.

EMPLOYMENT INFORMATION

Employment	This is a permanent part-time position with a minimum of 25 hours per week but the employee may be asked to work additional hours up to 76 hours per fortnight by negotiation only.
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	The hours to be worked are between 8.30 am to 5:30pm, Monday to Friday, however the exact hours to be worked will be determined by negotiation between employer and employee. Some weekend and after-hours work will be required dependent upon events scheduled.
Residence	Subsidised housing may be available, or a housing allowance is paid.
Superannuation	12% for Superannuation Guarantee Contributions and an additional 5% contingent upon the employee's matching contribution. Salary sacrifice is available on any employee contribution.
Uniform	Administration staff are entitled to uniform purchases to a maximum of \$450 per financial year on a pro rata basis.
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, alcohol and drug test 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 and Working with Children Check. Costs will be reimbursed by the Shire of Cranbrook.
National Safeguarding Children Certification	This is mandatory training required by Federal Government to give people an understanding and practice of child safety.
Annual Leave	The position attracts 4 weeks annual leave. On a pro rate basis. Leave loading of 17.5% is applicable.
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, Alcohol & Drug Test, National Police Clearance, Working With Children Check.

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

and provide a Working With Children Check. 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 Wednesday, 7 October 2026, 4:00pm AWST.

All applications must be received by the due date and time.

If posting, please allow sufficient time for the applications to arrive.

Applications must address the position's selection requirements and should be sent via either:

POST	EMAIL
Marked Private & Confidential- Community Development Officer	Subject : Community Development Officer
People and Projects Officer Shire of Cranbrook PO Box 21 CRANBROOK WA 6321	admin@cranbrook.wa.gov.au (Do not apply via Seek)

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.