General Hand
Parks and Gardens

Application Package

October 2026
Shire of Cranbrook

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ADVERTISEMENT
SHIRE OF CRANBROOK

General Hand
Parks & Gardens
Full Time

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

The successful applicant will be part of a small team responsible for effective parks and gardens and town maintenance tasks in the townsites of Cranbrook, Tenterden and Frankland River.

This is a permanent, full-time position that works a 9-day fortnight, with every second Monday as a Rostered Day off and conditions of employment are in accordance with Level 2.1 – 4.1 of the Shire of Cranbrook Outside Staff Collective Agreement. Basic wages of between $74,500 to $84,500 per annum with additional allowances. Subsidised housing may be available, or a housing allowance is paid.

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: Manager of Works, Shire of Cranbrook,
PO Box 21, Cranbrook WA 6321 or, alternatively, emailed to:
admin@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

Applications close at 4.00pm on Monday, 22 November 2026.

Linda Gray
Chief Executive Officer

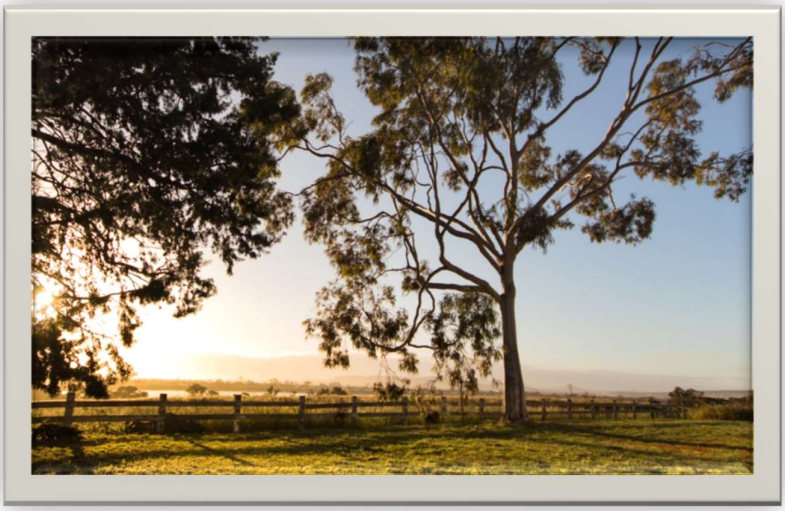
COUNCIL INFORMATION
SHIRE OF CRANBROOK

COUNCIL EXECUTIVE STAFF

Shire President:	Cr Perin Mulcahy
Deputy President:	Cr Daisy Egerton - Warburton
Chief Executive Officer	Mr Peter Fitchat
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 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 kilometers 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 kilometers from east to west, with Bluff Knoll being the highest peak at 1,095 meters. Challenge yourself to the six-kilometer 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

General Hand
Parks & Gardens
Full Time

1. POSITION IDENTIFICATION

Job Title:	General Hand
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 maintain the Council's parks, gardens, ovals, cemeteries and any other location as instructed and operate the Council's plant and equipment safely and efficiently along with any other work duties when required.

3. KEY DUTIES

- 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.
- Assist with 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 Team Leader 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

- C Class Driver's Licence;
- White Construction Card;
- Demonstrated experience in construction and maintenance of parks and gardens;
- Experience in the operation of plant and machinery including but not limited to: ride on mower, lawn mower, whipper snipper and blower;
- Basic written and verbal communication and customer service skills; and
- Basic ability to use IT Hardware such as smart phone and tablet applications.

EMPLOYMENT INFORMATION

Employment	This is a permanent 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	12% for Superannuation Guarantee Contributions and an additional 5% contingent upon the employee's matching contribution. Salary sacrifice is available on any employee contribution.
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 position attracts 4 weeks annual leave. 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 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, 22 November 2026,

4:00pm AWST.

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

POST (Marked Private & Confidential - Parks and Gardens)	**EMAIL (marked Parks and Gardens)**
Manager of Works 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.