

Position Title:	Asset Management Finance and Insurance Officer		
Position Level:	Level 5/6	Employment Agreement:	2024 City of Bunbury EBA
Directorate:	Infrastructure	Position Number:	HR5018
Business Unit (Department):	Projects & Asset Management	Primary Location:	Works Depot
Team:	Infrastructure Asset Planning	Hours:	76 / Fortnight

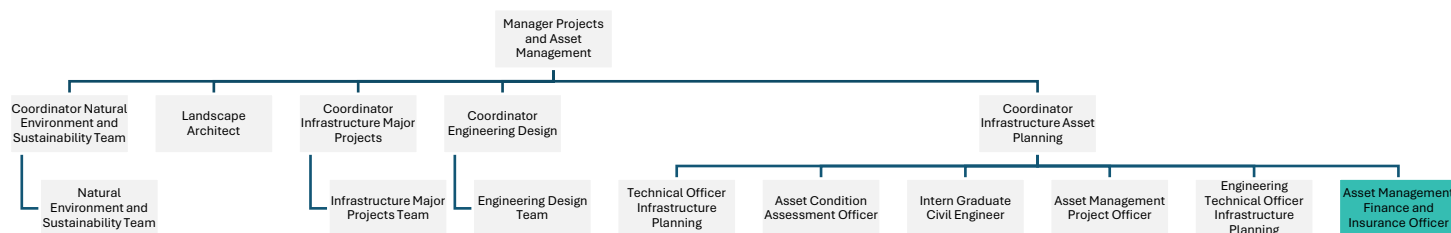
Position descriptions are amended from time to time; therefore you should not rely on a printed copy being the current version. Please consult the People & Safety Department to ensure that the version you are using is up to date.

This document is available in alternative formats (e.g. larger font) if requested.

Position Objectives

The Asset Management Finance and Insurance Officer is responsible for monitoring and maintaining the City's infrastructure asset accounting, asset data management and asset management systems. This role also coordinates the City's insurance management activities.

Projects & Asset Management Structure



Key Accountabilities

- Provide statutory end of financial year information for infrastructure assets, within specified timeframes and liaise with Finance Department and external auditors to ensure financial compliance.
- Compile and submit annual asset related reporting to WA Local Government Association (WALGA) and WA Local Government Grants Commission (WALGGC) within required timeframes.
- Develop, review and update infrastructure asset management procedures to ensure the functionality, accuracy and integrity of asset management systems.
- Coordinate the City's insurance activities including providing advice to the organisation and review annually the City's insurance schedule to ensure the best value for money is being obtained.
- Administer and follow up claims lodged with the City's insurer and keep a register of outstanding claims.
- Coordinate with relevant staff to collate and submit the annual insurable items schedule to the City's insurer, including the preparation and compilation of associated renewal documentation.

Authority and accountability

- Maintain accurate records and generate reports as required.
- Ensure reports are produced and distributed within agreed timelines and quality standards.
- Maintain compliance with policies, statutory requirements, and confidentiality protocols.
- Provide advice and support, and internal or external recommendations to stakeholders on matters relating to infrastructure asset management.
- Monitor and report on depreciation rates and maintain depreciation on all Infrastructure assets in consultation with Manager of Finance.
- Ensure correspondence is responded to within agreed timelines and quality standards.

Judgment and problem solving

- Provision of Asset register information as required to assist with project planning for capital renewal projects.
- Apply established procedures to review documents, prepare reports, and maintain infrastructure asset management data.
- Organise and support meetings, including scheduling, preparing agendas, taking minutes, and following up on actions.
- Apply judgment to resolve routine infrastructure asset management issues or recommend solutions where required.
- Prioritise workload and apply sound judgment when managing multiple deadlines.

- Contribute to continuous improvement by supporting process enhancements, sharing knowledge, and assisting colleagues as required.

Specialist knowledge and skills

- Undertake internal audits of asset register and adjust as required to ensure ongoing integrity of asset register data, including data such as unit rates, useful lives and age of condition and valuation data.
- Prepare accurate correspondence, reports, and project documentation using templates, systems, and local government processes and procedures.
- Apply strong document management and formatting skills to produce accurate, professional reports.
- Maintain knowledge of relevant legislation, policies, and frameworks within local government.
- Apply knowledge in infrastructure asset management to assist Coordinator Infrastructure Asset Planning with developing and establishing procedures across the organisation to improve the City's Asset Management systems.
- Carry out research activities to inform project opportunities as directed by Coordinator Infrastructure Asset Planning.
- Participate in training programs and initiatives to enhance professional performance.
- Stay up-to-date with industry trends, best practices, and innovative approaches to infrastructure asset management.

Management skills

- Maintain a schedule for asset revaluations in accordance with legislative and policy requirements.
- Maintain Infrastructure Asset Register including the additions, disposals and movements of assets.
- Complete tasks in accordance with defined processes and within required deadlines to ensure accuracy, compliance, and efficiency.
- Manage infrastructure asset management schedules and deadlines.
- Provide guidance on infrastructure asset management systems, processes, and documentation requirements.
- Promote adherence to workplace policies, procedures, and compliance standards within the team.
- Maintain accurate and compliant records in line with Council's policies, procedures, and record-keeping standards.
- Undertake other duties as directed by the Coordinator Infrastructure Asset Planning.

Interpersonal skills

- Communicate effectively with staff across the organisation.
- Guide staff in the timely and accurate completion of claims lodged.
- Collaborate with leaders, teams, and staff to continuously review and enhance infrastructure asset management processes across the City of Bunbury.
- Provide a high level of customer service to general incoming and outgoing enquiries.
- Build cooperative working relationships to facilitate timely and accurate information sharing.
- Act in accordance with CoB values; promote and model an integrated 'one team' approach to working across all components of the City of Bunbury.
- Represent the City in relevant industry forums and events.
- Coordinate with relevant stakeholders, such as state government agencies and industry groups, to ensure infrastructure asset management compliance.

Key Relationships

Reports To	• Coordinator Infrastructure Asset Planning
Supervises	• Nil
Indirect Positions Managed	• Nil
Key Internal Relationships	• All City of Bunbury Employees • Finance Department • City of Bunbury Management Team
Key External Relationships	• Local, State and Commonwealth Government Agencies • General Public • City of Bunbury Ratepayers and Residents • Industry Specific Professional Groups • LGIS Mutual Services • Contractors and Consultants • Auditors

Financial Accountability and Delegations

Financial Accountability	• Acts within established practices. • Purchasing limit \$Nil
Delegations	• Nil

Extent of Authority

This position may exert influence in the following:

- Prioritise own work to ensure all tasks are performed within a satisfactory timeframe.
- Exercise initiative and/or judgement within clearly established Policies and Procedures.
- Is fully accountable for the content, accuracy, validity and integrity of advice provided.
- Acts within the organisational values, Code of Conduct, strategic plans and priorities, legislative and regulatory frameworks, delegations, and organisational policies and procedural frameworks and guidelines.

Requirements of the Position

Qualifications and Experience	Essential	Desirable
Certificate in Accounting or Asset Management and/or relevant experience in infrastructure financial management, preferably in a public sector or local government environment.	✓	
Diploma or Advanced Diploma in Accounting or Asset Management; or appropriate extensive in-house training or equivalent.		✓
Experience using Asset Finda Asset Management software.		✓
Experience using Authority financial management software.		✓
Experience in infrastructure insurance activities including claims and reporting.		✓
Experience providing information and advice to customers / senior stakeholders.	✓	
Experience communicating with, engaging, and coordinating a variety of stakeholders.	✓	
Experience in producing high quality documentation and reports.	✓	
Experience building and maintaining relationships with a range of stakeholders.	✓	
Relevant experience in asset management principles and practices.	✓	
Current Working with Children Check (WWC).		✓
Demonstrated experience in following established safety protocols.	✓	
Valid WA Drivers Licence or equivalent.	✓	
Current National Police Clearance.	✓	
Skills and Knowledge	Essential	Desirable
High-level computer literacy, including the ability to develop reports, tables and templates for a variety of audiences.	✓	
Demonstrated ability to communicate effectively through strong written, verbal, and interpersonal skills.	✓	
Demonstrated ability to prioritise and work both independently and collaboratively to achieve results.	✓	
Demonstrated commitment to continual self-improvement, including integrating performance feedback to improve own results.	✓	
Demonstrated time management and prioritisation skills.	✓	
Disciplined approach and attention to detail.	✓	
Well-developed negotiation, problem-solving and analytical skills, with the ability to interrogate financial data and to use discretion at all times.	✓	
General knowledge of Equal Employment Opportunity and Diversity Acts.	✓	
Understanding key workplace health and safety laws and regulations applicable to the role and position.	✓	
Actively participate in safety initiatives.	✓	
Contribute to a collaborative and positive team workforce environment/ culture and by demonstrating a positive attitude, respect, accountability and teamwork.	✓	
Knowledge of relevant Local Government function, legislative and statutory requirements and/or contemporary governance principles and standards.		✓
For specific Role Expectations applicable to this position, the position holder will refer to the Role Expectations Guide on the City's Intranet. The person accepting the position will be required to sign off that they have received and understood their Role Expectations.		

Mission Statement

Welcoming and full of opportunities



We are Community

C

- We are one team
- We keep each other safe
- We display empathy and respect
- We have fun and celebrate our successes
- We work together to achieve great outcomes



We are Open

O

- We are open to opportunities
- We actively listen and think things through
- We are inclusive and treat everyone equally
- We are honest and open in our communications
- We are open to feedback to improve our performance



We are Brave

B

- We lead the change, we own it
- We trust and empower each other
- We have the difficult conversations early
- We hold ourselves to the highest standard
- We have the courage to improve and simplify

Organisational Values

Employees at the City of Bunbury observe the following Values in their day to day activities:

#WEARECOB

Misconduct and Ethical Decision-Making

City of Bunbury employees are required to comply with the Employee Code of Conduct and refrain from behaviour that constitutes misconduct.

Employees must:

- Apply accountable and ethical decision-making principles within the work environment.
- Ensure all actions and decisions are impartial and unbiased and can be justified and accurately explained.
- Be accountable and transparent in all work activities.
- Do your job effectively and as efficiently as possible.
- Declare and appropriately manage any potential conflicts of interest.
- Comply with all relevant legislation, City of Bunbury Council Policies, Management Policies and Employee Code of Conduct.
- Report any suspected misconduct including breaches of the City's Code of Conduct, to your Manager, Director or CEO.
- Act fairly and justly, abiding by principles of due process and natural justice.

Risk Management

- Understand and adhere to the Risk Management Policy, Management Policies and related procedures. When required, undertake risk assessments for all proposed projects in consultation with Team Leader, Manager or Director.
- Apply sound operational risk management practices within the work environment.

Customer Service

- Foster, advocate and implement the City's Customer Service Charter.
- Aim to exceed customer expectations.
- Strive for an element of consistency from one service transaction to the next.
- Through the delivery of outstanding service, establish a reputation of customer service excellence through service delivery.
- Deal with enquiries from customers and provide or arrange for the provision of the appropriate information or redirect the customer to the appropriate service provider.

Work Health and Safety

Managers/Supervisors must:

- Ensure adherence to WHS policies and procedures and be aware of their own responsibilities listed herein.
- Consult and cooperate with workers and Health and Safety Representatives (HSRs) on WHS issues to gain a thorough understanding of key risks, enabling accurate reporting at WHS Committee Meetings.
- Ensure workers are provided with the information, instruction, training, and supervision they need to work safely.
- Identify, assess, and control hazards (physical and psychosocial) within their area of responsibility by applying the hierarchy of controls and actively using and monitoring the safety management system.
- Encourage early reporting of incidents and hazards, gather initial information to assist investigations, and forward details to the WHS Team immediately.
- Ensure workers are aware of and comply with all relevant WHS procedures, particularly those relating to the operation of plant and equipment.
- Develop safety documentation as required, in consultation with workers, and ensure these are followed.
- Provide PPE as required, and ensure workers are trained in correct use, fit, and storage requirements.
- Ensure all plant and equipment is safe to use and maintained in accordance with manufacturer recommendations and legal requirements.
- Foster a positive and respectful workplace culture that supports psychological health and safety.
- Maintain current knowledge of WHS legislation, risks, and control measures relevant to their own work area.
- Lead by example by consistently demonstrating safe work behaviours.

Workers must:

- Take reasonable care of their own health and safety (physical and psychological) and ensure their acts or omissions do not adversely affect the health and safety of others, as required by WHS legislation and the City of Bunbury Code of Conduct.
- Follow safe work practices and participate in maintaining a healthy and safe workplace.
- Comply with reasonable instructions, policies, and procedures relating to health and safety.
- Cooperate with management to help them meet their WHS obligations.
- Report any injury, illness, hazard, or near miss immediately, where practicable, to their supervisor — including psychosocial hazards such as bullying, harassment, or unreasonable work demands. Where safe and practicable, take immediate action to make hazards safe before reporting them.
- Treat colleagues, customers, and members of the public with respect to protect the psychological safety of others.
- Familiarise themselves with and follow the City's WHS policies and procedures.
- Not intentionally or recklessly misuse or interfere with anything provided for health and safety.

Position and Incumbent Details

The requirements of this position are accepted and will be undertaken with due diligence at all times:

Position Description Prepared by:	Manager Projects and Asset Management	Key accountabilities accepted by Employee:	
Signed:		Signed:	
Date:	2/7/2026	Date:	

The original signed position descriptions must be returned to People & Safety.

Review

The line manager and incumbent will review this position description for any necessary amendments during the employment lifecycle, including the annual performance development (PDP) review process.