



ASSETS OFFICER



POSITION DESCRIPTION

The Shire of Boyup Brook

Our people are passionate about their communities and connected to their teams. They're motivated by our genuine commitment to diversity and inclusion, as demonstrated by our Corporate Values.

OUR VALUES

We have 5 values that guide our everyday behaviours and reflect us at our best.

Proactive



Embrace creativity, adaptability and continuous improvement seeking new ideas and solutions to address challenges and seize opportunities to ensure sustainability.

Leadership & Teamwork



Lead through collaboration, promote diversity, have pride in our work and partner with the community to achieve shared visions and aspirations.

Accountability & Integrity



Demonstrate respect, transparency, honesty and inclusivity in all interactions with the community.

Commitment



Build and share knowledge, act professionally and develop relationships that make a positive contribution to our community.

Engaging Community



Show respect, understanding and compassion for others and work collaboratively with community for better outcomes.

Assets Officer

Position Number	D35	Date Effective	16 June 2025
Level	N/A	Agreement / Award	EA2024
Business Unit	Works and Services		
Responsible To	Executive Manager Operational Services		

OBJECTIVES OF THE ROLE

The Assets Officer will provide support to assist the Executive Manager Operational Services achieve a high standard of work in areas of Asset Management, Traffic Management, Bridge Inspections and associated operational needs and objectives with regards to delivery of grant funded and strategic capital works projects.

ROLES AND RESPONSIBILITIES

1. To assist in efficiently and effectively deliver the survey, design, and technical support for roads, stormwater drainage, car parks, buildings, bridges, footpaths, cycleways, parks and reserves, and other infrastructure related projects.
2. Provide technical services and advice to the Shire including but not limited to, project management, contract management, engineering survey and design plans.
3. Review and implementation of technical design drawings associated with civil engineering projects.
4. Coordinate planning and delivery of the Shire's grant funded, major works projects and maintenance programs.
5. Maintain Shire's RAMM (infrastructure) database and create reports as required.
6. Perform audits and inspections on roads and associated infrastructure.
7. Perform Quality Assurance Audits for QA works that have been completed by internal staff and Contractors. This includes ensuring all design work is completed in accordance with current standards and industry best practice.
8. Ensure project funds are managed and acquitted in accordance with funding requirements.
9. Coordinate the development of tender documents for Shire service providers where required.
10. Assist to supervise and co-ordinate contractors and works contracts as directed by the Executive Manager Operational Services.
11. Survey Waste Management, Transfer Station, and report as directed by the Executive Manager Operational Services.
12. Assist Works Coordinator to carry out and/or organise surveying and site setting out of works, including liaison with supervisors.
13. Assist the Executive Manager Operational Services with the preparation of Council's annual works program for roads and associated infrastructure, parks, bridges, reserves and public open space.
14. Assist the Executive Manager Operational Services with the preparation of Council's annual Engineering budget.
15. Assist with the monthly updated reports on the progress of works and expenditure against budget allocations and report anticipated discrepancies to the Executive Manager Operational Services.
16. Close out processing of works completed.

17. Liaise with public utilities and authorities for the co-ordination of works and the protection of services.
18. Assist where required in Council Asset Management, including ROMANS, and Parks and Gardens.
19. Assist in design of traffic management for road projects and maintenance activities.
20. Liaise with the CEO, Executive Manager Corporate Services and Executive Manager Operational Services and other senior staff to keep them informed of all developments or changes associated with projects.
21. Successfully manage relationships with key stakeholders including ratepayers, residents, local authorities, contractors, and internal parties, as directed by the Executive Manager Operational Services.
22. Maintain accurate records in accordance with the Shire's Record Keeping Policy.
23. Provide and record responses to customer enquiries in a timely manner.
24. Establish efficient systems and processes to improve, monitor and report on the level of customer service relating to all technical services.
25. Be an active and engaged member of the Works and Services team who adds value by completing high quality work and who is a positive team member.
26. Ensure high work standards are maintained.
27. Assist the Executive Manager Operational Services;
 - i. to provide effective supervision, leadership and training for operations, contractors and staff of the Works and Services road construction, road maintenance, major projects, and waste teams.
 - ii. to monitor work practices to ensure safety of employees and compliance with Work Health and Safety Legislation.
 - iii. to monitor productivity, availability and utilisation of labour and plant and make appropriate improvement changes.
 - iv. with preparation and delivery of the Works and Services annual budget.
 - v. to develop operational practices and guidelines relevant to work and safety improvements for the construction, maintenance, major projects, and waste areas.
28. Any other duties from time to time as reasonably requested by the Manager Works and Services or the Chief Executive Officer.

PERFORMANCE OF DUTIES

1. Ensure that your work is carried out efficiently, economically and effectively and that the standard of work reflects favourably both on you and the Shire of Boyup Brook.
2. Perform your duties impartially and in the best interests of the Shire of Boyup Brook.
3. Comply with all Shire policies and procedures including but not limited to Code of Conduct, Shire of Boyup Brook Policy, *Local Government Act 1955* and other relevant Legislation.
4. Demonstrate and model our Corporate Values.
5. Act with integrity – being consistent with Shire's core values in all your tasks and interactions with others. Demonstrating integrity includes:
 - Demonstrating a personal quality that shows a strong respect for ethical principles in all aspects of your work.
 - Being dependable and following through on your commitments.
 - Being respectful when communicating with others.
 - Taking responsibility for your actions and holding yourself accountable for your mistakes.

KEY PERFORMANCE INDICATORS

At least once in each financial year the Executive Manager Operational Services will conduct an evaluation of the Assets Officer's performance. The annual review will include an assessment of achievement against the Objectives of the Role in line with the Role Responsibilities outlined above.

SAFETY AND DUTY OF CARE

WHS Responsibilities – Managers/Supervisors

- Ensure adherence to WHS policies and procedures.
- Consult with workers and WH&S representatives on WHS issues.
- Ensure that workers are equipped with the information, instruction, training and supervision that they need to work safely.
- Identify, assess if necessary and control hazards within their area of responsibility.
- Encourage early reporting of incidents and forward information to RTW Coordinators immediately.
- Assist with initiating an early return to work on suitable duties after a workplace injury.
- Access sources of WHS information and systematically disseminate information to all workers.
- Ensure that workers including volunteers and contractors are aware of, and abide by, all relevant health and safety procedures particularly those relating to the operation of plant and equipment.
- Develop safe work procedures as required and ensure adherence to procedures.
- Provide PPE as required and ensure workers are aware of correct usage and storage requirements.
- Ensure all plant and equipment is properly maintained.
- Maintain relevant knowledge of WHS issues.
- Act as a role model by demonstrating safe work behaviours.

WHS Responsibilities - Employees

The Shire of Boyup Brook recognises its legal obligations under the *Equal Opportunity Act 1984* and will actively promote equal opportunity based solely on merit to ensure discrimination does not occur on the grounds of gender, age, marital status, pregnancy, race, disability, religious or political convictions.

The Shire is committed to Workplace Health and Safety in all areas of the Shire's operations, and requires you to comply with the requirements of the *Work Health and Safety Act 2020* and accompanying *Work Health and Safety (General) Regulations 2022* which requires that while at work, a worker must:

- a) *take reasonable care for the worker's own health and safety; and*
- b) *take reasonable care that the worker's acts or omissions do not adversely affect the health and safety of other persons; and*
- c) *comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Act; and*
- d) *cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.*

The Shire requires employees to ensure all volunteers, employees and contractors work or behave in a safe manner and to address or report as appropriate any hazards, behaviours or issues that may compromise health and safety.

ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary or casual position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia
- Medical assessment including drug & alcohol testing
- Current National Police Certificate (<3 months)
- White Card (Construction Industry WA)
- Reference checks

REQUIRED SKILLS AND QUALIFICATIONS

Essential

1. Relevant qualification (Civil Engineering, Surveying or similar), or working towards and / or a minimum of two years practical experience in a similar position.
2. Knowledge of civil / municipal engineering design and construction techniques.
3. Ability to develop, design and interpret construction standards and plans for local government civil works.
4. Understanding of Asset Management.
5. Well-developed project / contract management skills.
6. Working knowledge of technical standards and specifications relating to road and drainage design such as MRWA, AustRoad, Australian Standards, and AR&R.
7. Working knowledge of Work Health and Safety and Equal Employment Opportunity requirements.
8. High quality administrative and time management skills.
9. Demonstrated team development / leadership skills.
10. High level written and verbal communication skills.
11. Proven relationship management skills that meet the needs of internal and external clients.
12. High level analytical and problem-solving skills and the ability to resolve difficult situations.
13. Strong computing skills (Microsoft Office suite).
14. Ability to work as part of a team and autonomously in line with Councils values to achieve best outcomes throughout Shire of Boyup Brook.
15. Current C Class drivers' licence.
16. Current White Card – Construction WA.
17. Current National Police Clearance.

Desirable

1. At least five (5) years practical works experience within a Local Government.
2. Formal Technical Officer qualifications.
3. Experience interpreting Local Government legislations, Local Laws and Council Policy.
4. Technical knowledge and understanding of local government infrastructure services including roads, drainage, and other community facilities.

5. Formal training or studies in supervision / management.
6. Knowledge of Roman Infrastructure Management System or similar asset management software.

LEVEL OF AUTHORITY AND ORGANISATIONAL RELATIONSHIPS

Reports to:

- Executive Manager Operational Services

Direct Reports:

- NIL

Internal Liaisons:

- Chief Executive Officer
- Executive Manager Operational Services
- Executive Manager Corporate Services
- Finance Manager
- Manager Community Services
- Other Shire staff

External Liaisons:

- Councillors
- Members of the public and community groups
- Funding and other Government agencies

OTHER RELEVANT INFORMATION

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the CEO, in response to the strategic direction of the Shire, and the development of the skills and knowledge of the position.

CERTIFICATION

As Chief Executive Officer (CEO) of Shire of Boyup Brook, I confirm that the details contained in this document are an accurate statement of the duties, responsibilities and is consistent with the Shire of Boyup Brook standards, the Organisation Structure, and other requirements of the position.

As position occupant, I have noted the statement of duties, responsibilities and other requirements as detailed in this document.

Occupant	
Date	
Chief Executive Officer	
Date	