POSITION DESCRIPTION

Position Title	Asset Capitalisation Officer	**Classification**	Full Time
Directorate	Infrastructure and Environment	**Department**	Assets and Capital Delivery
Direct Reports	Nil	**Date**	June 2026
Reports to:	Coordinator Asset Management		

ORGANISATIONAL CONTEXT

Cardinia Shire Council is committed to building a sustainable shire for present and future generations to enjoy. Council plays an important role in supporting the community by delivering a wide range of services that enhance the wellbeing of residents now and into the future.

To support the delivery of these services, Council is focused on building a skilled and professional workforce with the capability to respond to current priorities and future challenges. Employees are expected to contribute to high-quality service delivery, demonstrate sound professional judgement, and work collaboratively to achieve positive outcomes for the community.

Council is committed to providing a safe, inclusive and supportive working environment that enables employees to perform at their best while contributing to the achievement of Council's strategic objectives.

POSITION OBJECTIVES

This role ensures the accurate capitalisation, componentisation, and maintenance of infrastructure assets within the Asset Management Information System (AMIS), supporting informed financial reporting and sustainable asset lifecycle management.

The Asset Capitalisation Officer is responsible for the accurate recognition, valuation, recording, and ongoing management of infrastructure assets in accordance with relevant industry and Australian Accounting Standards (e.g., AASB 116, AASB 13).

KEY RESPONSIBILITIES AND DUTIES

Key responsibilities include, but are not limited to:

- Review projects and spending to decide if they should be capitalised, ensuring they meet key criteria such as providing future benefits, being controlled by the organisation, and having a measurable value, while also applying set capitalisation thresholds and materiality limits.
- Identify and capitalise all relevant direct and attributable costs.
- Break down infrastructure assets into significant components with different useful lives, ensuring each component is individually recorded, assigned an appropriate useful life, and depreciated separately.

- Record assets at cost or, where required, at fair value based on replacement cost, and support periodic revaluation to ensure accurate, up-to-date asset values.
- Maintain an accurate asset register by recording key details such as asset ID, location, components, value, useful life, condition, and depreciation, and ensure it is kept up to date with new assets, renewals, and disposals.
- Identify capital expenditure such as renewals, upgrades, and works that extend asset life, and distinguish these from operational costs while providing guidance to support correct classification.
- Support asset management practices aligned with the Cardinia Shire Asset Management framework, including planning, acquisition and capitalisation, operation, maintenance, renewal, and disposal, and support the integration of financial data within asset management systems to ensure accurate and consistent information.
- Collaborate with engineering and project teams, finance and accounting staff, and asset managers and planners to support accurate asset management and financial reporting, while providing guidance on the application of capitalisation policies, asset classifications, and the appropriate financial treatment of infrastructure expenditure.
- Apply and support compliance with relevant guidelines and standards, including IIMM/IIFMM, Australian Accounting Standards (such as AASB 116 and AASB 13), and internal financial policies, while supporting audit processes by maintaining accurate documentation and asset records and reconciling capital works with the asset register.
- Any other duties within the limits of the employee's skill, competence and training.

POLICY AND PROCEDURE COMPLIANCE

- Adhere to (and promote) HR, IT, OH&S/Risk Management policies, procedures and practices.
- Demonstrate understanding and accountability for record keeping policy including the accuracy and capture of data, the sensitivities involved and the release and destruction of documents.

OCCUPATIONAL HEALTH & SAFETY RESPONSIBILITIES

- Take reasonable care for the health and safety of yourself and others in the workplace, ensuring we provide and maintain a working environment that is safe and without risk to the health of employees, contractors, visitors and the general public, as far as is reasonably practicable.
- Ensure all legislative and regulatory responsibilities are addressed and met in relation to occupational health and safety.
- Responsible for ongoing consultation with employees, employee health and safety representatives and supervisors to identify and eliminate hazards and risks in the workplace.
- Ensure hazards, incidents, near misses and injuries are reported immediately and recorded within the appropriate system.
- Actively participate in the planning and execution of Return-to-Work plans as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Work with other business units to achieve best practices and a practical corporate approach to asset & spatial data collection, maintain integrity, data storage, management, maintenance, and display.
- Support ongoing enhancement and improved utilisation of the Council's AMIS throughout the organisation, including its integration with other corporate systems and data.

- Establish practices and procedures to ensure that the Council's AMIS and corporate datasets are maintained and used to meet Council's service needs.
- Freedom to act set by clear objectives with frequent consultation with supervisor and a regular
- reporting to ensure adherence to plans.
- Decisions and actions taken are subject to review by the supervisor/senior employees.
- Act in accordance with position objectives, with regular reporting to ensure adherence to position goals and objectives.
- Make operational decisions within the scope of work allocated.
- Accountability for the quality, accuracy and effectiveness of work produced.
- Freedom to act in accordance with legislative requirements and organisational policies and processes.

JUDGMENT AND DECISION MAKING

- The work may involve solving problems, using procedures and guidelines and the application of professional or technical knowledge, or knowledge acquired through relevant experience.
- Problems are occasionally of a complex or technical nature with solutions not related to previously encountered situations and some creativity and originality is required.
- Objectives of the work usually well defined, but method, technology, process or equipment must be selected from a range of available alternatives.
- Guidance and advice are usually available within a timeframe to make a choice.

SPECIALIST KNOWLEDGE AND SKILLS

- Strong understanding of infrastructure asset accounting and capitalisation principles, including recognition, measurement, and depreciation.
- Working knowledge of IIMM/IPWEA and IIFMM frameworks, particularly asset lifecycle management and componentisation.
- Sound knowledge of Australian Accounting Standards (e.g., AASB 116, AASB 13, AASB 136)
- Ability to differentiate capital vs operational expenditure and apply appropriate financial treatment.
- Experience in asset register management, including data accuracy, asset hierarchies, and lifecycle tracking.
- Understanding of asset valuation methodologies.
- Ability to interpret engineering and project data for financial capitalisation purposes.
- Strong analytical skills with attention to detail in cost allocation and financial accuracy.
- Proficiency in financial asset registers, AMIS and GIS applications (e.g., ERP, FAR and QGIS).
- Ability to develop and maintain effective relationships with a diverse range of stakeholders to achieve desired outcomes.
- Ability to research and analyse information and prepare reports for consideration.
- Demonstrate initiative in managing work outcomes, opportunities, and challenges.
- An understanding of the long-term goals of the wider organisation and of its values and aspirations and a understanding legal and political context in which it operates.
- Possess a knowledge of systems and protective factors around keeping children and young people safe including child first and child protection reporting/services including Child Safe Standards.

INTERPERSONAL SKILLS

- The ability to present technical information in formal and informal training sessions.

- Possess excellent communication and interpersonal skills with the ability to clearly articulate and present information as required.
- Ability to work independently yet be an effective member of a multidisciplinary team.
- Ability to gain the cooperation, assistance and trust of other employees with the organisation.
- Provide high-quality support and guidance with a demonstrated ability to work collaboratively.
- Proven ability to build and maintain productive and respectful relationships.
- Proven ability to maintain high levels of confidentiality.
- Effective customer service skills, with a strong desire to provide helpful and accurate advice and assistance to employees.

MANAGEMENT SKILLS

- Ability to ensure accuracy of written and verbal communication in a busy environment.
- Ability to operate in an environment with demanding workloads and time constraints.
- Develop and implement processes and provide support to the organisation when change is
- required.
- Ability to manage own time, set priorities and achieve targets within allocated budgets and resourcing, and where appropriate, that of other employees.
- Contribute to a collaborative and innovative values-based culture.
- Foster innovation and make suggestions to improve work practises and processes.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualification in either Engineering (infrastructure-related), Finance, Asset Management, or GIS, and/or substantial experience performing the responsibilities of an Asset Capitalisation Officer.
- Professional certification (or working towards) such IPWEA Asset Management qualifications is desirable
- Exposure to accounting for infrastructure assets in a local government environment (highly desirable).
- Experience managing or maintaining asset registers, including asset additions, renewals, and disposals.
- Demonstrated experience in capitalisation of projects, including cost allocation and depreciation.
- Familiarity with asset valuation and revaluation processes.
- Experience using financial and asset management systems (e.g. ERP systems, SQL databases, GIS applications).
- Current Victorian driver's licence essential.

KEY SELECTION CRITERIA

- Well-developed communication and interpersonal skills, with the ability to collaborate effectively with engineering, finance, and asset management stakeholders.
- Demonstrated ability to manage multiple priorities, meet deadlines, and maintain accuracy in a complex and changing environment.
- Strong analytical and problem-solving skills, with the ability to apply sound judgement in financial and asset-related decision-making.
- Proven ability to maintain high levels of accuracy, confidentiality, and integrity in data, records, and reporting.
- Working knowledge of relevant policies, procedures, and standards, and the ability to apply them in a practical context.
- Ability to build effective working relationships and provide responsive, high-quality support and advice to stakeholders.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Cardinia Shire Council Enterprise Agreement 2024 and Cardinia's policies and procedures.

Tenure	This is a full-time on going position.
Pre-employment checks	All appointments are subject to a National Police Record Check, pre-employment medical check, and a six-month probationary period (new employees only). Certain positions may also require a Financial Background Check, Traffic Check or Working with Children Check.