

Employment Information Package

Strategic Asset Planner

Position number: POS1948

Enquiries:

Name: Erica Deegan

Position: Senior Leader Property and Asset Strategy

Phone: 0475 925 441

Email: erica.deegan@launceston.tas.gov.au

Application closing date: MONDAY 3 AUGUST 2026

Contents

About the City of Launceston	3
City of Launceston Organisational Structure	4
Organisational Values	5
Information for Applicants	6
Recruitment Steps	7
General Conditions of Employment	8
Position Description	9

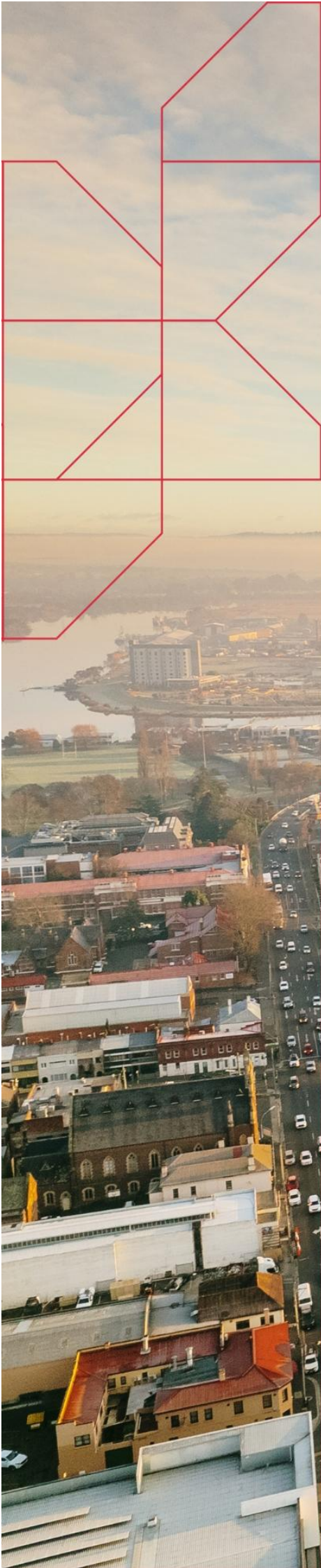
Address applications to:

Senior Leader People, Governance and Safety
City of Launceston
PO Box 396
LAUNCESTON TAS 7250

Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.





About the City of Launceston

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents.

Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

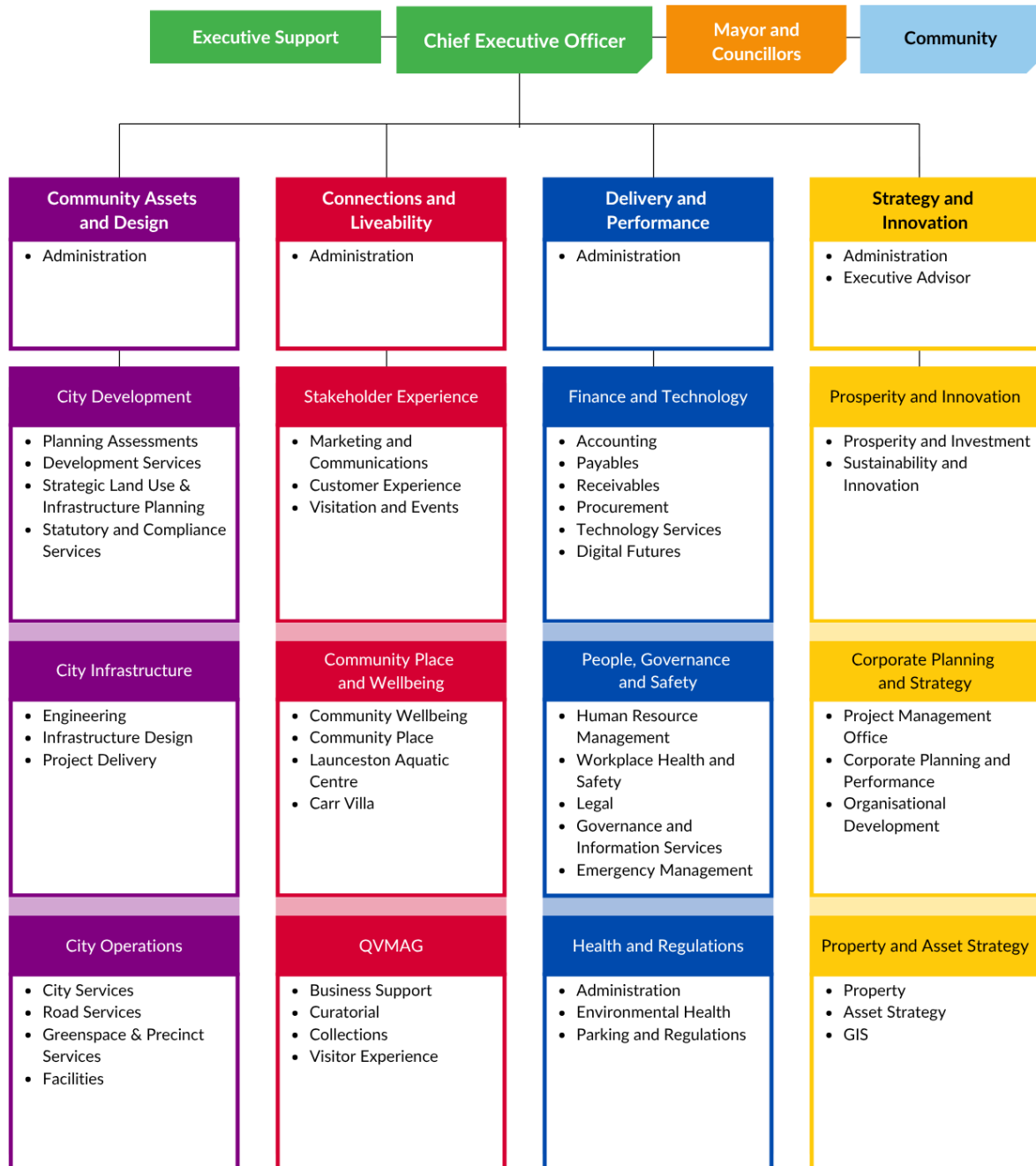
The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government. An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

Employee benefits offered by the City of Launceston include:

- Depending on your role, you may have access to a 4 day compressed week or 9 day fortnight
- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to fostering a flexible and supportive working environment. While flexibility may vary depending on the nature of each role and operational requirements, we aim to work with our employees to find arrangements that are practical, sustainable, and mutually beneficial.
- Access discounts through Fitness Passport, Solstice Energy, MyState Bank, Launceston Aquatic Centre and the QVMAG Gift Shop.
- Employees have access to purchase additional leave.



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application, please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

Information for applicants

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (highlighted criteria only)
3. Resume

The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the Human Resources Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

At the City of Launceston, diversity isn't just something we celebrate – it's key to our success.

The most welcoming and innovative workplaces thrive because of diverse perspectives, backgrounds and experiences. That's why we welcome people of all identities, abilities, and cultures to be part of our team.

Even if you don't think you tick every box, we encourage you to have a go at telling us about yourself by addressing the selection criteria and apply. We're committed to creating an inclusive, flexible and supportive environment where everyone has the opportunity to succeed and contribute to something bigger – our community.

Join us and help shape a city that reflects the diversity, energy and potential of the people we serve.

City of Launceston adheres to the principles of a child safe organisation and is committed to the care and protection of all children and young people.

Recruitment steps

1. Application received

- Former employees will be subject to relevant internal checks as part of the recruitment process

2. Shortlisting

- Shortlisted applicants will be contacted by telephone or email to arrange an interview.
- Unsuccessful candidates will be advised by email.

3. Interview

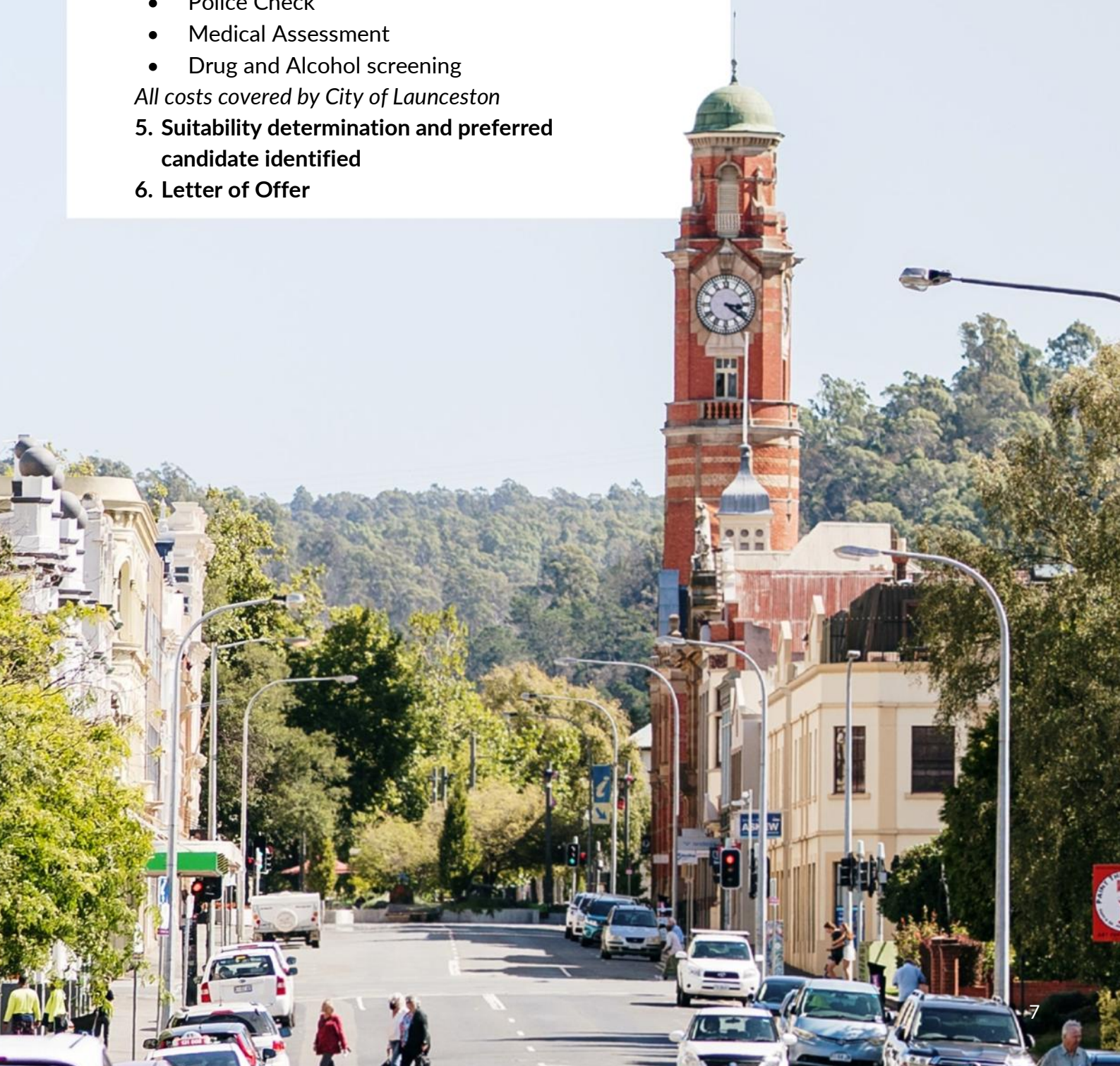
4. Pre-Employment Checks:

- Reference Check
- Police Check
- Medical Assessment
- Drug and Alcohol screening

All costs covered by City of Launceston

5. Suitability determination and preferred candidate identified

6. Letter of Offer



General conditions of employment

Position title	Strategic Asset Planner
Employment terms	Permanent full time
Working pattern	4-day compressed week or 9-day fortnight (76 hours per fortnight)
Total remuneration	\$120,110 to \$136,706 per annum*
	<i>*Total remuneration includes superannuation, as detailed below</i>
	Base salary \$104,217 to \$118,617
Superannuation	Employer contribution of 15.25%

Probationary period

All new employees covered by the City of Launceston Enterprise Agreement 2026 are subject to a three-month probationary period, which provides an opportunity for both you and the Council to assess your suitability for the role, including performance, behaviour and alignment with our Values. During this time, you will receive regular feedback and support. The probationary period may be extended by up to a further three months if required, in line with the Enterprise Agreement and Organisational Policy.

- **Annual leave:** employees are entitled to four weeks (pro-rata for part-time employees) annual leave per year, plus leave loading. Additional annual leave can be purchased or accessed at half pay.
- **Personal leave (for sick and carer's leave):** employees are entitled to 2 weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to 14 weeks paid (or 28 weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long service leave:** long service leave applies after seven years continuous service.
- **Wellness leave:** two days of Wellness Leave for full-time employees (pro rata for part-time employees) that can be used in addition to personal/carer's leave for the general health and wellbeing of employees
- **Additional leave:** full-day leave for Launceston Cup Day, end-of-year shutdown leave (or equivalent for essential workers), IVF Leave, Gender Affirmation Leave, and generous allowances and loadings for eligible work conditions.

The City of Launceston Enterprise Agreement 2026 is available [here](#)

The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Position Description

PF NUMBER:		POS NUMBER:	POS1948
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POSITION TITLE:	Strategic Asset Planner
AWARD CLASSIFICATION:	Grade 6
EMPLOYEE:	
TEAM:	Asset Strategy Property and Asset Strategy Strategy and Innovation
REPORTS TO:	Team Leader Asset Strategy
PREPARED BY:	Team Leader Asset Strategy
DATE:	July 2026

APPROVED BY:	
NAME:	Erica Deegan
POSITION:	Senior Leader Property and Asset Strategy

POSITION PURPOSE (Why does this position exist)

The Strategic Asset Planner plays a key role in leading Council's asset strategy function to support the delivery of strategic and operational outcomes.

Responsibilities include developing and maintaining the Strategic Asset Management Plan, class-specific Asset Management Plans and other asset management documentation to fulfill the requirements as defined by the *Local Government Act 1993*, ensuring assets are sustainable, provide the agreed level of service and there is alignment between the asset management plans, the long-term financial plan and the corporate strategic plan.

The role collaborates across the organisation to guide improvement initiatives, promote change management, embed best-practice planning, and encourage evidence-based decision-making using data and systems. It ensures asset planning and reporting are timely, high-quality, and align with Council's strategic goals, community outcomes, and statutory requirements throughout the asset lifecycle. Serving as a strategic asset management expert, the role advises on complex asset matters.

This role will drive improvements in asset management systems and processes, optimising maintenance schedules consistent with service plans, developing asset reports, conducting predictive modelling, and assisting teams with long-term asset management planning and renewal needs.

City of Launceston is a values-based organisation, which means that we employ people who share and display Our Values

OUR VALUES

- 

Our people matter

 - we value clear and open communication
 - we support and encourage each other
 - we respect diversity
 - we recognise individual needs, experience and strengths
- 

We care about our community

 - we take pride in our work and pursue a standard of excellence
 - we genuinely listen, and value collaborative relationships
 - we strive towards the best outcome for our community
 - we make responsible and sustainable decisions
- 

We bring an open mind

 - we actively seek opportunities to continuously improve
 - we respect and explore different ideas and perspectives
 - we embrace change that leads to positive outcomes
 - we value innovation and creativity
- 

We go home safe and well

 - we show care for people and look out for one another
 - we speak up and support others to be healthy and safe
 - we take personal responsibility for our own health and wellbeing
 - we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
General		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> • Our people matter • We care about our community • We bring an open mind • We go home safe and well 	Demonstrates, through behaviour, an alignment to and an understanding of Our Values.
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across other teams. Support delivery of the Team's strategic and annual plan actions. Work with other teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback Collaborative opportunities are sought across teams
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and other teams.	Improved work practices and projects.
Technical		
Strategic Asset Planning and Frameworks	Develop, implement, and review Council's asset management strategy, policies, and frameworks consistent with ISO 55000 principles. Maintain and improve templates for class-specific Asset Management Plans in line with industry best practice. Advise and collaborate with asset managers to ensure compliance with legislative requirements and fulfilment of Council expectations regarding asset management. Coordinate asset planning cycles and embed asset planning frameworks to ensure alignment between asset management, service delivery, and long-term financial planning. Lead the development and application of asset modelling tools and methodologies to support	Asset management frameworks and plans are integrated, current, and support sustainable outcomes. Information is used to inform asset lifecycle decisions.

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>evidence-based planning and forecasting for the City's assets.</p> <p>Ensure asset data, risk assessments, and condition information inform capital planning and investment decisions.</p>	
<p>Delivery Monitoring, Reporting, Planning Systems & Data Insights Management</p>	<p>Develop, administer and maintain the corporate asset management system.</p> <p>Liaise with internal teams and key partners to resolve systems issues and streamline process efficiencies. Provide user support and training.</p> <p>Develop, maintain and review asset performance metrics and KPIs across Council services in collaboration with the Corporate Planners.</p> <p>Support the Team Leader Asset Strategy in the development of dashboards and reporting tools to support transparency and accountability. Prepare regular performance reports, dashboards, and analysis for the leadership team and Council.</p> <p>Analyse data to assess progress and identify improvement opportunities. Provide scenario analysis and asset performance modelling to inform decision making.</p>	<p>KPIs are measurable, relevant, and regularly reviewed.</p> <p>Data insights and reports inform strategic and operational decisions.</p> <p>Reporting tools are accessible and used across the organisation.</p> <p>Performance measures are meaningful and provide evidence for continuous improvement and accountability.</p>
<p>Lifecycle and Risk Management</p>	<p>Provide advice regarding the identification of lifecycle risks, renewal needs, and service-level implications across all asset classes.</p> <p>Ensure risk and condition data inform capital and maintenance priorities.</p> <p>Provide advice regarding the development of the annual capital works program, ensuring prioritisation and alignment with Council's strategic goal and long-term financial planning.</p>	<p>Asset risks and priorities are clearly understood, managed, and reflected in capital works programs.</p> <p>Annual capital works program is developed, prioritised and monitored.</p>
<p>Service Management and Improvement</p>	<p>Provide specialist advice and support for the implementation and delivery of Council's Service Management Framework, ensuring integration with Asset Management Plans and asset management requirements.</p> <p>Develop and apply tools using asset modelling and forecasting to understand the implications of service changes on asset management and financial sustainability.</p> <p>Provide specialist advice and support the coordination of maintenance planning across the organisation.</p>	<p>Asset Management Plans and renewal forecasts are updated alongside service reviews and delivered effectively.</p> <p>Sustainable service delivery.</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
	<p>Support the optimisation of scheduled tasks to use resources efficiently and minimise reactive work.</p> <p>Report on maintenance plan execution</p>	
<p>Continuous Improvement and Capability Building</p>	<p>Lead initiatives to improve asset data management, reporting, and lifecycle planning.</p> <p>Facilitate workshops and build staff capability in asset planning, reporting, and service improvement.</p> <p>Champion a culture of continuous improvement and innovation.</p> <p>Develop and deliver targeted training to support integration and the delivery of asset management activities.</p> <p>Monitor and assess emerging technologies</p>	<p>Asset management maturity improves, and the organisation demonstrates growing capability and confidence.</p> <p>Training programs developed and delivered in a timely manner.</p>
<p>Financial and Performance Reporting</p>	<p>Partner with Finance teams to align asset data with financial systems.</p> <p>Develop reports and dashboards to support asset related decisions, including condition, valuations, depreciation, and investment planning.</p> <p>Provide asset related performance insights to support Council and stakeholders.</p>	<p>Reporting is accurate, timely, and supports strategic and operational decisions.</p> <p>Reliable data and analysis support strategic planning and reporting.</p>
<p>Governance, Compliance and Risk</p>	<p>Ensure project risk management, compliance, and safety practices are integrated throughout the project lifecycle.</p> <p>Contribute to audit processes, lessons-learned reviews, and risk mitigation planning.</p> <p>Ensure asset related risks are accurately documented and included within asset management plans and other reporting.</p> <p>Ensure compliance with asset management requirements within the Local Government Act 1993 (Tas). This includes requirements noted within Section 70B (Long-Term Strategic Asset Management Plans), Section 70C (Asset Management Policies) and Section 70D (Asset Management Strategies).</p>	<p>Full compliance with legislative and policy requirements.</p> <p>Risks are identified early and managed effectively.</p> <p>Lessons learned inform continuous improvement.</p> <p>Governance processes are supported and strengthened.</p>
<p>Collaboration and Stakeholder Engagement</p>	<p>Build strong relationships across Council teams to support integrated asset management.</p> <p>Work collaboratively to ensure clarity and consistency in messaging.</p> <p>Build positive relationships to encourage data sharing and integration.</p>	<p>Strong cross-team collaboration and stakeholder trust.</p> <p>Communications are clear, timely and aligned.</p>

Accountabilities	Activities/Tasks include:	Success looks like ...
	Provide informed advice to enhance internal and external engagement with planning outputs.	Planning outputs are well understood and supported by stakeholders.
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's WHS Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(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 this Act; and</p> <p>(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.</p> <p>(Section 28 Work Health & Safety Act 2012)</p>	
<p>Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p>		

WORKING WITH VULNERABLE PEOPLE CHECK

	Yes/No
Working with Vulnerable People Check required?	No
<i>If yes, include in Selection Criteria table below</i>	

SELECTION CRITERIA

POSITION REQUIREMENTS/COMPETENCIES

Organisational

- Community Focussed: considers community/customers in decision making
- Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others
- Create and Innovate: displays initiative & considers different ideas and perspectives
- Safety Focussed: takes responsibility for own and team's health, well-being and self-care

Position Specific
<ul style="list-style-type: none"> Strategic and Analytical Thinking: ability to understand organisational objectives and translate data into meaningful insights that inform decision-making. Strong research and analytical skills, with a high level of attention to detail.
<ul style="list-style-type: none"> Asset Planning: understands asset management practices, asset planning and service management, including legislative and strategic requirements and the relationship with long-term financial planning.
<ul style="list-style-type: none"> Communication and Collaboration: communicates clearly, builds relationships, and collaborates effectively across teams and disciplines including demonstrated experience in preparing and writing reports, presentations and workshop facilitation.
<ul style="list-style-type: none"> Continuous Improvement: seeks opportunities to refine processes and enhance organisational capability through data and feedback.

QUALIFICATIONS AND EXPERIENCE

<ul style="list-style-type: none"> Tertiary qualifications at degree level in engineering, asset management or asset planning or equivalent, and minimum 5 years experience in a related discipline as an Asset Planner, Asset Manager or Strategic Asset Manager.
<ul style="list-style-type: none"> Professional Certificate in Asset Management and/or Infrastructure Financial Management, or equivalent.
<ul style="list-style-type: none"> Proven experience in strategic asset management and/or asset planning for organisations that deliver services via long life assets.
<ul style="list-style-type: none"> Experience in integrating asset planning with long-term financial plans and capital works programming.
<ul style="list-style-type: none"> Experience in change management and promoting organisational understanding of asset planning principles, including ability to evaluate existing processes and implement enhancements that improve efficiency, compliance and service delivery.
<ul style="list-style-type: none"> Strong data analysis and reporting skills, including experience using asset systems and performance software (e.g., TechnologyOne, NAMS+, Power BI).
<ul style="list-style-type: none"> Demonstrated experience in managing multiple priorities in a complex environment, including working with a diverse range of stakeholders to deliver successful outcomes.

REPORTING STRUCTURE

Leader	Team Leader Asset Strategy
Direct Reports	Nil

KEY RELATIONSHIPS

(External and Internal Customers, Supplier, Colleagues, etc)

Internal	Nature of Relationships
Executive Leader Strategy and Innovation	Brief and keep informed asset management initiatives.
Senior Leader Property and Asset Strategy, Team Leader Asset Strategy	Provide updates, seek direction, and deliver reports.
Asset Management Steering Committee	Contribute and support committee needs as directed.

Senior Leaders, Team Leaders and Officers	Work collaboratively to ensure the asset management process is effective and associated plans support the organisation to deliver Councils priorities.
Finance and Technology & Corporate Planning and Strategy Teams	Ensure asset management documentation and practices are fully integrated with the long-term financial plan and service management plans.
Cross Council Teams	Collaborate, providing asset management guidance and oversight.
External	Nature of Relationships
Public	Respond to external enquiries within the position's scope.
Government Agencies	Provide data and reporting
Consultants and Contractors	Management of consultants and contractors to deliver professional services as required.

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$5000

Confidentiality

Employees are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION

Expectations of a City of Launceston employee:

- Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;
- Seeks feedback broadly and asks others for help with own development areas; and
- Translates feedback into an opportunity to develop.



📍 Town Hall
18-28 St John Street
Launceston TAS 7250

✉ PO Box 396
Launceston
TAS 7250

☎ 03 6323 3000
@ contactus@launceston.tas.gov.au
🌐 launceston.tas.gov.au

