

POSITION DESCRIPTION

Director Infrastructure & Project Delivery Services

Directorate	Infrastructure & Project Delivery Services	Status	Permanent
Reports to	Chief Executive Officer	Salary Grade	Band 14
Position Code	P01011	Date approved	9 Sept 2026

Position Purpose

Member of Executive Leadership Team

Reporting to the CEO, the Director Infrastructure, and Project Delivery Services is a member of the BMCC Executive Leadership Team, guiding the organisation in delivering its Vision, Mission, Values and Integrated Plans.

The Council is committed to achieving a Sustainable Organisation Leading a Sustainable City. The priority focus for the Executive Leadership Team over 2025-2029 is to deliver the following top priorities overall:

Priority 1 – Fit for Future City: The Council takes action to achieve a fit for the future City through innovation and creativity, while addressing priority risks, disaster mitigation, preparedness and recovery

Priority 2 – Financially Sustainable: Priority is given to strengthening the financial sustainability of the Council through initiatives that increase revenue, reduce costs and continuously improve our service delivery - so that the needs of the City are better met into the future.

Priority 3 – Customer Focused: We work as one organisation, strategy-led and service focused, with strengthened customer service and effective community engagement and consultation

Director Role

The Director, Infrastructure and Project Delivery Services, is primarily responsible for delivery of the Blue Mountains Community Strategic Plan '**MOVE**' Key Direction, which has the following goals:

MOVE: By 2035 we are a more accessible eco-City

The position also supports achievement more indirectly of all the other Key Directions of the Community Strategic Plan led by other Directorates, including:

LEAD: By 2035 we are a more sustainable, successful and resilient Blue Mountains

PROTECT: By 2035 we are a more environmentally responsible eco-City

LIVE: By 2035 we are a more liveable eco-City

CARE: By 2035 we are a more inclusive and caring eco-City

THRIVE: By 2035 we are a more economically sustainable eco-City

An Accessible Eco-City

An Accessible eco-City makes it easy for people of all ages and abilities to move around and access services and facilities, work, and recreation. The environmentally friendly accessible city maximises sustainable choices for moving around – reducing reliance on cars and promoting less polluting means of transport such as public transport, walking and cycling.

This position also supports the following Objectives from the 2025-2029 Delivery Program for the MOVE Key Direction:

- The City has an integrated, accessible and sustainable transport network
- The City has a safe, well-designed and maintained network of roads - with 35kms of roads being resealed annually
- Accessible transport solutions and accessible facilities are prioritised
- The City's built infrastructure and assets are **fit for the future**
 - Plan for and deliver infrastructure and assets that are climate and disaster resilient
 - Maintain and improve the condition of the City's transport and stormwater infrastructure and assets and ensure flood risk is managed
- Implementation of the Council's Visitor Paid Parking and Bus Management schemes is supported and prioritised.

Service Delivery

This position is responsible for directing the following three Services:

1. Civil Infrastructure Planning and Delivery Service.

This Service delivers, maintains and renews the infrastructure that provides stormwater drainage and transport networks for the City. The Service is responsible for a complex ecosystem that supports a large network of roads, paths, drainage structures, bridges, retaining walls, car parks, bus shelters, and general traffic facilities such as signage, guardrails, and pedestrian crossings.

The Service implements asset planning to ensure civil infrastructure is fit for the future in the face of growing numbers of natural disasters. It manages repair and restoration of civil infrastructure following natural disaster impacts.

Through road safety programs, the Service educates the community on road safety, including speeding, pedestrian safety, and appropriate driver behaviour. The Service advocates on a range of transport and road safety issues that impact the City, including ongoing engagement with Transport for New South Wales (TfNSW) in relation to the Great Western Highway.

2. Strategic Transport Planning & Projects

The Strategic Transport Planning & Projects Service implements strategic planning and projects to guide achievement of an integrated, safe, accessible and sustainable transport network for pedestrians, cyclists, vehicles and public transport use. It seeks to manage Great Western Highway congestion through strategies that reduce reliance on private vehicles in favour of increased use of public transport, and shift freight from road to rail.

The Service coordinates the rollout and implementation of Bus and Visitor Pay Parking Strategies, including planning, analysis, marketing, visitor and community engagement, supporting infrastructure and reporting on outcomes achieved.

3. Project Delivery & Design Service

The Project Delivery & Design Service is focused on the delivery of Council's capital projects to secure

long-term, high-quality outcomes for the organisation and the community. Working in close association with Council's Project Management Office, the Service delivers a substantial component of Council's Asset Works Program including large, externally funded projects. Service activities include feasibility, concept and design development, documentation, approval, execution, and monitoring and controlling of projects using the corporate Project Management Framework, whilst working in close conjunction with other service areas and strategic asset planners for future capital works planning.

City Engineer

This position also directs the City Engineer. The City Engineer oversees civil engineering projects and provides expert civil engineering advice across the whole of Council on the design, delivery, and maintenance of Council's infrastructure assets.

Position Dimensions

The position directs the City Engineer and the following Council Services:

1. Civil Infrastructure Planning and Delivery Service
2. Project Delivery Service
3. Transport Planning and Projects Service

The 2025-26 operational expenditure budget for the Directorate was \$23 Million. The value of assets managed by the Directorate is approx. \$1.1 Billion (see Appendix 1 for more detailed information on the services and assets managed by this Directorate).

Number of Direct and Indirect Reports

Direct Reports	6
Indirect Reports	122

Outcomes to be Delivered

Leadership as a Member of the Executive Team

- Support and advise the CEO in carrying out their role and follow directions given as required
- Assist in preparing for and attending Council meetings and Councillor Briefings
- As a member of the Executive Leadership Team, take collective responsibility for:
 - good governance in a collaborative, non-competitive and positive workplace environment
 - oversight of effective enterprise risk management
 - oversight and decision-making related to legislative compliance and the organisation's strategic direction
 - driving the achievement of the organisation's Vision, Mission and Values
- Attend and actively participate in Executive Leadership Team and Senior Leadership Team meetings

Leadership as Director

- Follow the direction of the CEO as required
- Demonstrate passion and sense of purpose for the Directorate's role that leads and inspires staff and translates sense of purpose into their individual roles
- Within the scope of the role, take leadership responsibility for decisions, policies and actions, including administration, governance and implementation
- Within the scope of the role, meet leadership obligations to report, explain and be answerable
- Work and collaborate with other parts of the organisation as needed and required

Culture

- Instil the organisation's values across the Directorate
- Model and support BMCC 's commitment to operating as *"One Organisation, Strategy Led and Service Focused"*
- Model, support and encourage behaviour that shapes a safe, collaborative, fair and just culture across the organisation and within the Directorate
- Model, support and encourage a culture of learning and continuous improvement
- Ensure your staff are skilled and equipped to safely carry out their individual roles

Workplace Health and Safety

- As an Officer as defined under the relevant WHS legislation, this position must comply with all due diligence obligations in respect of WHS. This includes but is not limited to:
 - Formulation and implementation of policies and procedures to ensure compliance with WHS legislation and the provision of sufficient resources to do this
 - Ensuring duty of care through keeping updated on relevant WHS and well-being matters both across Council and within your relevant portfolio
 - Ensuring incidents, hazards, risks and well-being are understood, minimized and managed effectively in a timely manner both across Council and within your relevant portfolio
 - Provision of advice and support to line management to ensure they are able to comply with Councils WHS policies and WHS legislation & ceasing unsafe work
- At all times complying with Councils Asbestos Management Plan and Policy.

Strategic Planning and Reporting

- Contribute to setting of long-term strategic direction for the organisation and the Directorate while being capable of regrouping in response to a changing environment
- Develop strategies for the achievement of an affordable level of service provision by the Directorate, that addresses risk and evidence-based priorities
- Contribute to the review and update of the Community Strategic Plan every four-year Council Term
- Relative to each of the Services delivered by the Directorate, work with your staff and corporate areas of the Council to develop Service Business Plans that include financial, workforce, asset and service planning that aligns with corporate guidelines
- Monitor and report on the Directorate's service delivery performance for inclusion in Quarterly, Annual, State of City and End of Council Term reporting

Operational and Service Excellence

- Achieve organisational objectives and meet all statutory and legal requirements involved in managing and delivering the Directorate's services and functions
- Support residents to live sustainably in a World Heritage environment through integration of a sustainability focus within infrastructure, property, place and economy - service and facility delivery
- Guide provision of well planned, best value infrastructure that meets assessed needs

A Financially Sustainable Council

- Contribute to the review, update and achievement of the Council's Resourcing Strategy every four-year Council Term
- Manage, maintain and deliver best value Directorate services:
 - With funding allocated through the Long-Term Financial Plan
 - With workforce skills and capabilities matched to achieving Directorate goals
 - With assets in risk-free condition that are fit for purpose and have service capacity
- Promote, encourage and acknowledge continual improvement in the Directorate to achieve more effective and efficient service delivery
- Manage the implementation of Visitor Pay Parking and the Bus Management Plan as traffic management and revenue generating priorities

Key Stakeholder Engagement

Internal Stakeholder	Engagement Focus
Elected Council	Within the scope of this position, Councillors are informed and supported in the execution of their role through the provision of advice and expertise on strategy, planning and technical matters
CEO	Within the scope of this position, the CEO is supported and advised in the execution of their role through the provision of advice and expertise on strategy, planning and technical matters
Other Directorates	Collaborative, whole of organisation approach by Directors to service delivery and achieving organisational goals
Direct Reports	Direct reports are informed and equipped to carry out their roles and understand how their work contributes to the achievement of organisational goals
External Stakeholder	Engagement Focus
Community	Engagement, consultation, information provision and liaison as required
Non-government community organisations and groups	Liaison with community organisations and groups on property matters including leases and licenses, and on infrastructure, economy, tourism and place projects and initiatives
Other levels of Government and agencies	Funding agreements for projects, advocacy and grant applications Infrastructure provision and advocacy
Environmental Protection Authority	Management of hazardous materials including asbestos management within property portfolio

Corporate Obligations

Manage direct reports	The direct reports to this position are: • Manager, Project Delivery Services • Manager, Civil Infrastructure, Planning & Delivery • Manager, Transport Planning and Projects • City Engineer • Program Leader, Business & Performance • Executive Assistant
Ensure Workplace Health and Safety	Ensure, model, comply and co-operate with Workplace Health and Safety policies, procedures, instructions and safe systems of work. Provide a work environment free from hazards and ensure the health and safety of self, staff and other people affected by the workplace.
Risk Management	Manage work practices to mitigate all identified risks, identify and report additional risk and assist in devising strategies to mitigate those risks. Ensure your Directorate is compliant with the Council's Enterprise Risk Framework including requirements for Service Risk Registers to be kept up to date and risks identified mitigated or elevated for Director and / or CEO consideration.
Code of Conduct	Adhere to Council's Code of Conduct and the policies and procedures that support it.
Delegations	Authority to operate within Delegations attached to the position. Delegate responsibility and authority to the right person, providing the necessary authority, resources and support.
Customer Service	Support and contribute to the achievement of BMCC being a customer centric organisation that provides excellent internal and external customer service
Continuous Improvement	Model continuous improvement. Identify inefficient work practices and recommend changes where appropriate.
Financial Management	Manage allocated budgets and expenditure, ensuring the Council lives within its means. Undertake relevant checks and apply any required regulation, process and/or procedure in dealing with financial matters
Procurement	Conduct activities in accordance with the Council's Purchasing and Procurement Policy and Procedures.
Information and Records Management	Create required and appropriate records in Council's electronic records management system and ensure staff under your management are responsibly managing records and information to ensure against loss, removal or destruction.
One Council project implementation	Actively support implementation within your Directorate of the One Council project modules as they are being rolled out.

Selection Criteria

Essential Requirements

- Tertiary qualifications of relevance to the position and its accountabilities.
- Extensive experience and skills relevant to the position with particular focus on strategic and operational transport and built infrastructure planning, management and project delivery.

Skills and Experience

- Proven ability to direct a large Directorate with indoor and outdoor staff, within a positive, continuous improvement and fair and just safety culture.
- Proven ability to work collaboratively and foster effective strategic and operational working relationships with people at all levels.
- Proven ability to drive and achieve a strong customer-centric service culture.
- High level strategic business planning and reporting skills and experience.
- High level project management skills and experience.
- High level financial and budget management skills and experience.
- Proven ability to manage risk effectively, apply political acumen when required and make sound evidence-based judgements.
- Proven ability to apply financial and commercial cost saving and/or revenue generating acumen.
- Advanced computer skills.
- Proven ability to deliver results and respond effectively to changing circumstances as required and /or directed.

Behavioural Capabilities

Blue Mountains City Council is guided by the Local Government Capability Framework and has developed the following set of capabilities that provide clear expectations about performance and behaviour for positions in the Council.

Candidates need to demonstrate high level competence (Advanced) in all five areas. Highlighted **in bold** are capabilities which are currently an important focus (Highly Advanced) for this position and need to be addressed particularly in any application.

1. *Personal attributes*
 - Manage self
 - **Display resilience and adaptability**
 - Act with integrity
 - Demonstrate accountability
2. *Relationships*
 - Communicate and engage
 - **Community and customer focus**
 - Work collaboratively
 - Influence and negotiate
3. *Results*
 - Plan and prioritise

- Think and solve problems
- Create and innovate
- **Deliver results**

4. *Resources*

- Manage finances
- **Manage assets and tools**
- Use technology and information effectively
- Manage procurement and contracts

5. *Workforce Leadership*

- **Manage and develop people**
- Inspire direction and purpose
- Optimise workforce contribution
- Lead and manage change

Appendix 2 provides more detailed information on the Local Government Capability Framework and lists the essential behavioural criteria at the level required for this position.

Appendix 3 provides more detailed information on the behavioural indicators for the priority Focus Capabilities – that is, indicators or examples of the behaviour we expect to see demonstrated.

Further information regarding the Local Government Capability Framework is available at <https://www.lgnsw.org.au/key-initiatives/capability-framework>

Specific Conditions of Employment

Permanent contract.

Approved by:



Rosemary Dillon

CEO, Blue Mountains City Council

17 September 2026

Appendix 1: Services and Assets managed by Infrastructure & Project Delivery Service Directorate

Services	Service Expenditure Budget 2025/26	Assets Supporting Service	Value of Assets	Relevant Asset Management Plan (AMP)
Project Delivery & Design Service	\$4.3M Opex \$27M Capex	N/A	N/A	N/A
Strategic Transport Planning & Project Service	\$2.9M Opex \$950K Capex	N/A	N/A	N/A
Civil Infrastructure	\$30.9M Opex \$7M Capex	Transport and Drainage assets including: - 740km sealed and unsealed roads - 200km footpaths - 560km kerb and gutter - 28 bridges - 81,000sqm sealed car parks - 150 bus shelters - 120 traffic control devices - 170km stormwater pipes, associated pits and headwalls - Dam infrastructure	\$899M	Transport and Drainage

* As at Sept 2026 and subject to change following review and update from time to time

Appendix 2: Capabilities for the Position

The Blue Mountains City Council, guided by the Local Government Capability Framework, has developed a set of capabilities that provide clear expectations about performance and behaviour required for holding positions in the Council.

These capabilities, described in terms of demonstrable behaviour, bring into focus the behaviours and attitudes that together make up Council's desired culture by emphasising how we do the things we do and making transparent what "good" looks like.

These capabilities are an important element in our recruitment and selection process and candidates are required to address these in their applications.

The Capabilities are also involved in the full range of workforce management and development activities: role design and description, performance management, learning and development and strategic workforce planning etc.

Overleaf is the full list of capabilities and the level required for this position. While all capabilities are required to be demonstrated, the capabilities **in bold** are the priority focus for this position.

Local Government Capability Framework

Capability Group	Capability Name	Level
	Manage Self	Advanced
	Display Resilience and Adaptability	Highly Advanced
	Act with Integrity	Advanced
	1. Personal attributes Demonstrate Accountability	Advanced
	Communicate and Engage	Advanced
	Community and Customer Focus	Highly Advanced
	Work Collaboratively	Advanced
	2. Relationships Influence and Negotiate	Advanced
	Plan and Prioritise	Advanced
	Think and Solve Problems	Advanced
	Create and Innovate	Advanced
	3. Results Deliver Results	Highly Advanced
	Finance	Advanced
	Assets and Tools	Highly Advanced
	Technology and Information	Advanced
	4. Resources Procurement and Contracts	Advanced
	Manage and Develop People	Highly Advanced
	Inspire Direction and Purpose	Advanced
	Optimise Workforce Contribution	Advanced
	5. Workforce Leadership Lead and Manage Change	Advanced

Appendix 3: Focus Capabilities and Behavioural Indicators

Appendix 3 details the Behavioural Indicators required against each of the key focus Capabilities required for this position (shown in bold in Appendix 2).

Local Government Capability Framework		
Focus Capabilities	Level	Behavioural Indicators
Display Resilience and Adaptability	Highly Advanced	• Is comfortable with constant change, and able to adjust accordingly • Provides sound rationale for agreed positions while remaining open to valid suggestions for change • Creates a climate which encourages openness and debate around critical issues • Raises critical issues and makes tough decisions • Persists in the face of significant, complex and novel challenges • Manages own emotions and acts as a stabilising influence in emotionally charged situations
Community and Customer Focus	Highly Advanced	• Creates an organisational culture which embraces high-quality customer service • Ensures that management systems, processes and practices drive service delivery outcomes • Ensures that community and customer needs are central to strategic planning processes • Establishes systems to set and monitor service delivery standards in line with customer and community expectations • Ensures council services contribute to social, environmental and economic sustainability in the community/region
Deliver Results	Highly Advanced	• Creates a culture of achievement by setting stretch goals and high expectations for self and others • Shares leadership responsibility and decision-making authority, where possible • Drives organisational activity in an environment of ongoing change and uncertainty • Identifies and removes potential hurdles to achievement of
Assets and Tools	Highly Advanced	• Engages in strategic planning to ensure the organisation's assets support delivery of the strategic plan • Ensures effective governance of the allocation, maintenance and investment in assets and tools • Promotes the role of councils as custodians of community assets • Actively pursues asset risk minimisation strategies, plans and outcomes
Manage and Develop People	Highly Advanced	• Creates a climate in which people across the organisation want to do their best • Ensures the organisation engages in effective performance management, development planning and talent identification • Drives executive capability development and ensures effective succession management practices • Creates a climate in which senior staff value regular feedback, continuous learning and new experiences • Ensures workforce management systems, policies and practices are inclusive of all individuals • Instils a sense of urgency around addressing performance problems among leaders in the organisation

Appendix 4: Authorities of this role

Note: The following authorities are as at September 2026. As authorities are updated regularly for the requirements of the organisation, the role and as required by legislation, these authorities are indicative of the role authorities for the purposes of this document. Refer to the organisations Instrument of Delegation for current authority information.

Communications

Code	Delegation	Description	Legislation
CM002	Media relations - social media	To author and edit Council's social media presence and content to the extent that doing so relates to the staff member's position description, including blogs, social media accounts and uploads on approved third party sites.	BMCC Policy - Social Media

Development

Code	Delegation	Description	Legislation
DEV019	Works - Private works	To direct staff to carry out (by agreement with the owner or occupier of any private land) any work that can be lawfully carried out in accordance with Section 67 of the Local Government Act 1993 (NSW) (for example, paving and road making, kerbing and guttering, tree planting and maintenance, utility connections, excavation etc.).	Local Government Act 1993 (NSW) s 67

Enforcement

Code	Delegation	Description	Legislation
ENF119	Power of entry - Local Government Act	To enter any land and premises as an employee or officer as authorised under the Local Government Act 1993 (ss191-201), for a purpose which is consistent with the staff member's position description and functions.	Local Government Act 1993 (NSW) ss 191-200
ENF124	Power of entry - Roads	To enter land as a person authorised under ss164-174 under the Roads Act 1993 (NSW)	Roads Act 1993 (NSW) ss 164-174

External

Code	Delegation	Description	Legislation
EXT001	Authorised officers - Roads	To act as an authorised officer under the Road Transport Act 2013 (s166). This delegation is valid only insofar as the Roads and Maritime Authority has appointed that person or class of persons as an authorised officer.	Road Transport Act 2013 (NSW) s 166

Financial

Code	Delegation	Description	Legislation
FIN003	Allowances	To approve the payment of allowances for staff under the position's supervision, as prescribed	Local Government (State) Award 2023

Code	Delegation	Description	Legislation
		under award or agreement or Council policies not otherwise prescribed in this register of delegations, subject to HR compliance oversight.	
FIN008	Expenditure - Approvals up to and including \$250,000 (incl. GST)	To approve expenditure and authorise contracts up to and including \$250,000 (incl. GST) provided that: (i) the expenditure relates to the functions of the position; and (ii) all Council procurement and purchasing policies and procedures have been complied with.	Local Government (General) Regulation 2021 (NSW) s 211 BMCC Policy - Sustainable Procurement and Contracts
FIN013	Expenditure - Interview expenses	To approve discretionary reimbursement of reasonable expenses incurred by an applicant for a position attending an interview, up to \$5,000 (incl. GST)	BMCC Policy - Recruitment
FIN024	Grant application	To authorise a grant application (to the extent that any in-kind and co-contribution value does not exceed the financial delegation of the position) for grants of a total value up to \$20,000 (incl. GST).	BMCC Policy - Incoming Grants
FIN025	Authority to Accept Tenders - Up to \$250,000 (incl. GST)	To accept a tender in accordance with relevant procurement and contracts policy, up to a contract value of \$250,000 (incl. GST)	Local Government Act 1993 (NSW) s 55(3) Local Government (General) Regulation 2021 (NSW) ss 163-172 BMCC Policy - Sustainable Procurement and Contracts
FIN034	Disposal of assets to \$250,000 (incl. GST)	To authorise disposal of a Council asset, plant or equipment in accordance with Council's asset disposal policies, to a value no greater than \$250,000 (incl. GST)	BMCC Policy - Asset Disposal BMCC Policy - Small Plant Disposal

Governance

Code	Delegation	Description	Legislation
GOV013	Public Interest Disclosures - Disclosures Officer	To perform the functions of Disclosures Officer for the purpose of receiving public interest disclosures in accordance with Council's Public Interest Disclosures Policy and under the Public Interest Disclosures Act	BMCC Policy - Public Interest Disclosures Public Interest Disclosures Act 2022 (NSW)

Code	Delegation	Description	Legislation
		2022 (NSW).	
GOV016	Authorisations - Notification in Government Gazette	To authorise in consultation with the CEO a notification to be published on behalf of Council's CEO in the Government Gazette for the purpose of notifying proposed or determined Council actions and decisions.	Local Government Act 1993 (NSW) s 707

Human Resources

Code	Delegation	Description	Legislation
HR005	Leave Approval - Standard leave	To approve, subject to HR oversight, the following types of leave and payments:* Sick and Carers Leave* Annual Leave* Rostered Days Off and Time in Lieu* Overtime* Long Service Leave* Parental Leave (paid or unpaid)* Bereavement Leave* Jury Service Leave* Emergency Services Leave* Pre-approved Purchased Leave* Study Leave (where an Education Assistance program has been pre-approved).	Local Government (State) Award 2023 cl 23 BMCC Policy - Leave
HR006	Leave Approval - Special leave	To approve, subject to HR oversight, the following types of leave: * Special Leave; * Leave without Pay; and * Purchased Leave.	Local Government (State) Award 2023 cl 23 BMCC Policy - Leave
HR011	Personnel - Appointment of relief staff/Higher grade duties	To approve, subject to HR compliance oversight, the assignment and payment (including higher grade duties allowance) of relief staff to a position within the branch/unit for a period of up to three months.	BMCC Policy - Higher Grade Pay
HR013	Personnel - Appointment of staff	To approve, subject to HR compliance oversight, the appointment of a person to a permanent, temporary, term contract or casual position for a period of more than 3 months, within the Directorate with the exception of the Director.	BMCC Policy - Recruitment and Employment Local Government Act 1993 s335
HR014	Personnel - Appointment of staff	To approve, subject to HR compliance oversight, the appointment of a person to a temporary, term contract or casual position for a period of less than three months, within the Directorate with the exception of the Director.	BMCC Policy - Recruitment and Employment Local Government Act 1993 (NSW) s335
HR015	Personnel - Dismissal of staff	To approve, subject to HR compliance oversight, the dismissal of staff who are subject to temporary, term contract or casual employment arrangements.	BMCC Policy

Code	Delegation	Description	Legislation
HR016	Personnel - Rostering of staff	To approve the rostering of casual staff members under the supervision of the position.	BMCC Policy - Hours of Work
HR020	Personnel - Salary Progression	To endorse employee performance review ratings and associated employee performance payments in accordance with Council's Remuneration and Benefits Policy and Employee Performance Policy.	Local Government (State) Award 2023 cl 7 BMCC Policy - Remuneration and Benefits BMCC Policy - Employee Performance
HR021	Personnel - Work place flexibility approvals	To approve applications for flexible working arrangements, subject to HR compliance oversight.	BMCC Policy - Workplace Flexibility
HR022	Personnel - Appointment of a relief staff/ Higher grade duties	To approve, subject to HR compliance oversight, the assignment and payment (including higher grade duties allowance) of relief staff to a position within the directorate for a period of over three months but not greater than twelve months (BMCC Policy).	BMCC Policy - Higher Grade Pay

Legal

Code	Delegation	Description	Legislation
LEG007	Prosecution of offences and civil proceedings	To give instructions to a solicitor who has been engaged to represent the Council, including to withdraw or to carry on any proceedings in a NSW Court, to the extent that it relates to the role and functions of the delegated officer (BMCC Policy).	BMCC Policy
LEG009	Representation - Legal proceedings	To commence legal proceedings before a Court on behalf of Council (BMCC Policy).	BMCC Policy
LEG013	Legal Advice	To approve the referral of a matter to external legal advisors (BMCC Policy).	BMCC Policy
LEG019	Giving of legal instructions	To give instructions to a solicitor who has been engaged to represent Council or to police prosecutors with respect to appeals, prosecutions or court elect notices in the Local Court, to the extent that doing so relates to the role and functions of the delegated officer.	BMCC Policy

Local Approvals

Code	Delegation	Description	Legislation
APP030	Approvals - Water supply, sewerage and stormwater drainage work	To determine, extend, renew, revoke or modify applications to carry out stormwater drainage work.	Local Government Act 1993 (NSW) ss 68, 94, 107, 108
APP031	Approvals - Water supply, sewerage and stormwater drainage work	To determine, extend, renew, revoke or modify applications to connect a private drain or sewer with a public drain or sewer under the control of a council or with a drain or sewer which connects with such a public drain or sewer	Local Government Act 1993 (NSW) ss 68, 94, 107, 108
APP032	Authorisations - Use of public land for temporary fencing structures	To give consent and to revoke consent to the carrying out on roads of any of the activities under Section 138 of the Roads Act 1993, including erection of structures, carrying out works and digging up or disturbing the surface	Roads Act 1993 (NSW) s 138, 140

Roads

Code	Delegation	Description	Legislation
RDS005	Approvals - undertake works and erect structures	To determine applications to undertake other works and structures in accordance with Part 9 Division 3 of the Roads Act 1993 (NSW)	Roads Act 1993 (NSW) ss 137A-143
RDS006	Authorisations - Work on private roads	To direct the owner of a private road (other than a classified road) to carry out such work as, in the opinion of the Council, is necessary to prevent the road from becoming unsafe or unsightly in accordance with s86 of the Roads Act 1993 (NSW)	Roads Act 1993 (NSW) s 86
RDS007	Authorisations - Work on public road	To direct staff to carry out road work on public roads and on other lands under Council's control in accordance with programs approved by Council under s71, 75-77 of the Roads Act 1993 (NSW)	Roads Act 1993 (NSW) s 71, 75-77
RDS008	Closure of temporary public road	To close a temporary public road if, and only if, the road does not give access to an isolated road by notice in the Government Gazette under ss39-40 of the Roads Act 1993 (NSW)	Roads Act 1993 (NSW) s 39-40
RDS009	Contributions to Works	To obtain a contribution towards the cost incurred by Council in paving, kerbing, guttering footways works and constructing or repairing a special crossing under ss217-218 of the Roads Act 1993 (NSW)	Roads Act 1993 (NSW) ss 217-218

Code	Delegation	Description	Legislation
RDS011	Directions - Protection of Public Roadworks on Roads	To give directions to members of the public with respect to private land under the Roads Act 1993 as follows: 1) To carry out works on private roads (s86); 2) To fill in an excavation (s93); 3) To remove sand, soil or other matter (s95); 4) To alter a fence or to provide and repair floodgates (s96); 5) To install / use conduits for utility services (s97) subject to any consultation as set out in s85; 6) To alter works or structures in, on or over public roads (s98); 7) To require maintenance or repair of water supply or drainage works (s99); 8) Repair or replace the bridge or level crossing (or, in the case of an overbridge, the road under the bridge) (s100); 9) To restore a road (s101); and 10) To fence or light dangerous premises or land (s103).	Roads Act 1993 (NSW) ss 85, 86, 93, 95-100, 103
RDS012	Directions - Roads, Removal of Obstructions and Encroachments	To direct any person pursuant to remove an obstruction or encroachment from a public road under s107 of the Roads Act 1993 (NSW).	Roads Act 1993 (NSW) s 107
RDS013	Orders - Road Widening Order	To give effect to plans approved by Council for widening of public roads by publishing orders and issuing orders under Section 25 of the Roads Act 1993 (NSW)	Roads Act 1993 (NSW) s 25
RDS014	Public Roads - Regulation of Traffic	To direct staff to regulate traffic on public roads in accordance with ss 87,115 and 122 of the Roads Act 1993 (NSW)	Roads Act 1993 (NSW) ss 87,115, 122
RDS015	Committee Representation - Local Traffic Committee	To represent Council on the Local Traffic Committee	Local Traffic Committee Terms of Reference, adopted 26 March 2024. Min No 63
RDS019	Works - Drainage Works	To direct staff to carry out drainage work across land adjoining public road etc. for the purpose of draining or protecting a public road in accordance with s94 of the Roads Act 1993 (NSW)	Roads Act 1993 (NSW) s 94
RDS020	Works - Fixing Road Levels	To exercise Council's powers to fix or vary the levels of a public road in accordance with s29-32A of the Roads Act 1993 (NSW)	Roads Act 1993 (NSW) s 29 - 32A
RDS021	Works - Possession of Land for Works	To take possession of land when constructing etc. public road in accordance with s175-176 of the Roads Act 1993 (NSW)	Roads Act 1993 (NSW) s 175

Work Health and Safety

Code	Delegation	Description	Legislation
WHS001	Application to the Regulator	To make an application to SafeWork NSW for internal review of a reviewable decision and/or to apply to the Industrial Relations Commission for an external review, in consultation with the CEO.	Work Health and Safety Act 2011 ss 223-229

Appendix 5: BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

Position:	Director Infrastructure & Project Delivery Services		
Responsible Manager/ Supervisor:	Chief Executive Officer		
Signature:		Date:	9 Sept 2026

Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed. Ratings as follows:	Exposure Level		Rating
	No Exposure		0
	Low Exposure (0 – 2hrs daily)		1
	Medium Exposure (2 – 4hrs daily)		2
	High Exposure (4 – 8hrs daily)		3

PHYSICAL REQUIREMENTS							
Heavy Manual Tasks	0	Pushing loads > 5kgs	0	Frequent bending/ stooping	0	Sitting for extended periods	3
Light Manual Tasks	1	Pulling loads >5kgs	0	Repetitive Lifting	0	Standing for extended periods	2
Trunk Twisting	0	Extend arms for reaching	0	Elevating arms above shoulder height	0	Kneeling for extended periods	0
Climbing to access/ exit excavations	0	Throwing	0	Walking on uneven ground	1	Walking for extended periods	1
Balancing	0	Crawling	0	Hearing above background noise	0	Depth Perception	0
Colour Vision	0	Fine Manipulation	0	Shovelling/ Digging	0		
WORKING CONDITIONS							
PHYSICAL							
Inside Work	3	Outside Work	1	High Temperatures > 38deg	0	Low Temperatures < 3 deg	0
Operating Machinery	1	Working Near Machinery	1	Working at Heights	0	Noisy Work Areas	1
Vibration	0	Confined Spaces	0	Prolonged Driving (periods > 2hours)	0	Working Alone	2
Overhead Work	0	Use of computer for screen-based activities.	3	Prolonged Sitting (periods > 1hour)	3	Prolonged Standing (periods > 1 hour)	1
CHEMICALS				BIOLOGICAL			
Dusts	2	Liquids	0	Pesticide Spraying	0	Herbicide Spraying	0
Working with Solvents	0	Mists / Fumes	0	Possible exposure to Hepatitis A, B,C	0	Possible exposure to Tetanus	0

ASBESTOS							
Asbestos Awareness	√	None of the below					√
Class B Asbestos Removal	0	Asbestos Removal and Supervision	0	Asbestos Assessor	0		
USE OF PERSONAL PROTECTIVE EQUIPMENT							
Safety Boots/ Shoes	1	Dust Mask/ Respirator	0	Protective Eyewear	0	Ear plugs/Muffs	0
						Hard Hat	1
Provide a brief description of the job requirements:							
The position is primarily desk based and working at a computer. Sit/stand options available. The role includes face-to-face and online meetings, and telephone.							

This Position Description has been approved by:

A handwritten signature in black ink, appearing to read 'R. Dillon', followed by a period.

Rosemary Dillon

Chief Executive Officer, Blue Mountains City Council

Date: 17 September 2026