



**DATE ADOPTED: 25 JUNE 2019**

**VERSION: 12.0**

## **OBJECTIVES**

The objectives of this policy are to:

- Allow council to meet its regulatory compliance requirements under clause 4.21 of Council's Code of Conduct.
- Identify and determine positions within Council, the occupants of which are determined to be designated persons for the purposes of clause 4.8 of Council's Code of Conduct.

## **SCOPE**

This policy applies to all senior staff of Maitland City Council and persons determined by Council to be designated persons.

## **POLICY STATEMENT**

Under clause 4.8 of Council's Code of Conduct, "designated persons" are defined as:

- The general manager
- Other senior staff of the council for the purposes of section 332 of the *Local Government Act 1993*
- A member of staff who holds a position involving the exercise of council's functions, which in their exercise could give rise to a conflict between a person's duty as a member of staff and the person's private interest.

The following positions within Council's organisation structure are identified as "designated persons":

1. The General Manager
2. Other senior staff of the Council, as follows:
  - Group Manager Strategy, Performance & Business Systems
  - Group Manager Infrastructure and Works
  - Group Manager Planning and Environment
  - Group Manager Culture, Community & Recreation

3. The following members of staff:

### **STRATEGY PERFORMANCE & BUSINESS SYSTEMS**

- Chief Financial Officer
- Manager Finance & Risk
- Manager Business Systems, Property and Governance
- Manager Integrated Planning and Reporting
- Team Leader Stores/Purchasing

### **INFRASTRUCTURE & WORKS**

#### **Engineering & Design**

- Manager Engineering & Design
- Coordinator Infrastructure Planning Engineer
- Coordinator Subdivision & Development Engineering
- Subdivision & Development Engineer

#### **Works**

- Manager Works
- Operations Manager Civil Construction
- Operations Manager Civil Maintenance
- Operations Manager Recreation Works
- Coordinator Recreation & Noxious Weeds

#### **Projects & Services**

- Manager Projects and Services
- Senior Project Architect
- Coordinator Mechanical Services

### **PLANNING & ENVIRONMENT**

#### **Development and Environment**

- Manager Development & Environment
- Coordinator Development Assessment
- Urban Area Release Coordinator
- Development Contributions Administrator
- Senior Town Planner
- Town Planner
- Team Leader Building Assessment
- Senior Development Planner
- Health & Building Surveyor
- Coordinator Regulatory Compliance
- Team Leader Regulatory Compliance
- Senior Ranger
- Ranger
- Development Surveillance Officer
- Environmental Health Officer

#### **Strategic Planning**

- Manager Strategic Planning
- Senior Strategic Planner
- Strategic Planner
- Heritage Officer



## CULTURE, COMMUNITY & RECREATION

- Manager Community and Recreation Services
- Gallery Director
- City Librarian

## VIBRANT CITY

- Executive Manager Vibrant City

## WORKPLACE CULTURE & SAFETY

- Executive Manager Workplace Culture & Safety

## POLICY ADMINISTRATION

BUSINESS GROUP:	Strategy, Performance & Business Systems
RESPONSIBLE OFFICER:	Group Manager Strategy, Performance & Business Systems
COUNCIL REFERENCE:	Ordinary Council Meeting –25 June 2019 - Item 11.2
POLICY REVIEW DATE:	Annually
FILE NUMBER:	35/1/2 & 35/1/3
RELEVANT LEGISLATION	<ul style="list-style-type: none"><li>• <i>Local Government Act 1993</i> (NSW)</li><li>• <i>Local Government (General) Regulation 2005</i> (NSW)</li></ul>
RELATED POLICIES / PROCEDURES / PROTOCOLS	<ul style="list-style-type: none"><li>• Code of Conduct</li></ul>

## POLICY HISTORY

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	14/12/1993	New policy adopted
2.0	25/03/2003	Periodic Review
3.0	12/08/2008	Periodic Review
4.0	10/08/2010	Periodic Review
5.0	10/07/2012	Review in line with new Organisation Structure
6.0	24/09/2013	Review in line with new Organisation Structure
7.0	08/07/2014	Annual Review
8.0	26/07/2015	Annual Review
9.0	27/07/2016	Annual Review



10.0	25/07/2017	Annual Review
11.0	11/09/2018	Annual Review
12.0	25/06/2019	Annual Review

