

SCHEDULE 4

SOCIAL MEDIA AND WEBSITE ADMINISTRATION DISCLOSURES BY COUNCILLORS

1. Councillors must prepare and submit written disclosures in accordance with clauses 5A.2, 5A.3 and 5A.4 concerning their activities as a social media site or website administrator.
2. A councillor must make and lodge with the general manager a disclosure that the councillor is a social media site or website administrator within one month after:
 - a. becoming a councillor, and
 - b. 30 June of each year, and
 - c. the councillor becoming a social media site or website administrator, if the disclosure has not been made under paragraph a. or b.
3. A councillor must make and lodge with the general manager a disclosure that the councillor has ceased to be a social media site or website administrator of a specified social media site or website within one month after the councillor ceases to be a social media site or website administrator of the social media site or website.
4. In addition to the disclosures required under clauses 5A.2 and 5A.3, by not later than the last ordinary meeting of the Council before an ordinary election of councillors, a councillor must make and lodge with the general manager a disclosure that the councillor is a social media site or website administrator or has ceased to be a social media site or website administrator of a specified social media site or website, but only if the information in the disclosure would be different to the information contained in a disclosure made under clause 5A.2 or 5A.3.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

IMPORTANT INFORMATION

This information is being collected for the purpose of complying with clause 5A.1 of Maitland City Council's Code of Conduct and Procedures.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material. Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 5A.1 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

DISCLOSURE OF SOCIAL MEDIA & WEBSITE INTERESTS

by

.....
(full name of councillor)

30 June 2020

(return date)

By ticking this box I acknowledge that I am signing this document electronically

.....
(councillor's or designated person's **signature**)

.....
(date signed)

SCHEDULE 4

5A.2 SOCIAL MEDIA & WEBSITE ADMINISTRATION

Name of all social media and website accounts of which I am an administrator.

5A.3 CESSATIONS OF SOCIAL MEDIA & WEBSITE ADMINISTRATION

Name of social media and website accounts where I have ceased being an administrator.

Name of social media and website account	Date administration ceased