



DATE ADOPTED: 25 AUGUST 2020

VERSION: 13.0

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
- Corporate Procurement Officer

INFRASTRUCTURE & WORKS

Engineering & Design

- Manager Engineering & Design
- Coordinator Infrastructure Planning Engineer
- Coordinator Subdivision & Development
- Operations Manager Design & Projects
- 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
- Operations Manager Services

PLANNING & ENVIRONMENT

Development and Compliance

- Manager Development & Compliance
- 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
- Senior Ranger
- Ranger
- Compliance Officer

Environment and Sustainability

- Manager Environment & Sustainability
- Environmental Health Officer
- Coordinator Waste Services



Strategic Planning

- Manager Strategic Planning
- Senior Strategic Planner
- Strategic Planner
- Heritage Officer
- Coordinator City Planning
- Senior Urban Design
- Senior Strategic Planner (Contributions)

CULTURE, COMMUNITY & RECREATION

- Manager Community and Recreation Services
- Gallery Director
- Manager Libraries & Learning

VIBRANT CITY

- Executive Manager Vibrant City
- Manager Marketing & Communication
- Manager City Experience and Economy

WORKPLACE CULTURE & SAFETY

- Executive Manager Workplace Culture & Safety
- Manager Human Resources
- Manager Workplace Health & Safety

POLICY ADMINISTRATION

BUSINESS GROUP:	Strategy, Performance & Business Systems
RESPONSIBLE OFFICER:	Group Manager Strategy, Performance & Business Systems
COUNCIL REFERENCE:	Ordinary Council Meeting – 25 August 2020 - Item 11.1
POLICY REVIEW DATE:	Annually
FILE NUMBER:	35/1/2 & 35/1/3
RELEVANT LEGISLATION	<ul style="list-style-type: none">• <i>Local Government Act 1993</i> (NSW)• <i>Local Government (General) Regulation 2005</i> (NSW)
RELATED POLICIES / PROCEDURES / PROTOCOLS	<ul style="list-style-type: none">• Code of Conduct

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
13.0	25/08/2020	Annual Review

