



DATE ADOPTED: 28 MAY 2024

VERSION: 17.0

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:
 - Executive Manager Customer and Digital Services
 - Executive Manager People and Performance
 - Executive Manager Finance
 - Director City Planning
 - Director City Services

3. The following members of staff:

FINANCE

- Chief Financial Officer
- Manager Finance and Procurement
- Coordinator Corporate Procurement
- Senior Property Advisor

CUSTOMER AND DIGITAL SERVICES

- Manager ICT Operations
- Manager Enterprise Architecture
- Digital and Customer Program Manager

PEOPLE AND PERFORMANCE

- Manager Human Resources
- Manager Communications Marketing and Engagement
- Manager Organisational Development
- Manager Corporate Planning and Performance
- Manager Enterprise Risk, Health and Safety

CITY PLANNING

Development and Compliance

- Manager Development and Compliance
- Coordinator Regulatory Compliance
- Coordinator Building and Development
- Coordinator Planning and Development

Environment and Sustainability

- Manager Environment and Sustainability
- Operations Manager Waste Services
- Coordinator Natural Environment and Resilience
- Project Manager Waste Services
- Principal Resilience Officer
- Principal Sustainability Officer
- Principal Estuary Officer
- Team Leader Building and Development

Strategic Planning

- Manager Strategic Planning
- Coordinator City and Visitor Economy
- Coordinator City Planning
- Strategic Planning Policy Lead
- Heritage Officer



CITY SERVICES

- Contracts Manager
- Manager Building Projects and Services
- MRAG Gallery Director
- Manager Assets and Engineering
- Manager Libraries and Learning
- Manager Works
- Manager Community and Recreation
- Operations Manager Building Delivery
- Operations Manager Building Project Design
- Operations Manager Building Services
- Operations Manager Transport and Infrastructure Engineer
- Operations Manager Civil Maintenance
- Operations Manager Civil Projects
- Operations Manager Recreation Works
- Coordinator Subdivision and Development

POLICY ADMINISTRATION

BUSINESS GROUP:	Office of the General Manager
RESPONSIBLE OFFICER:	Manager, Office of the General Manager
COUNCIL REFERENCE:	Ordinary Council Meeting – 28 May 2024 - Item
POLICY REVIEW DATE:	Annually
FILE NUMBER:	35/1/2 AND 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
14.0	27/07/2021	Annual Review
15.0	23/08/2022	Annual Review
16.0	27/06/2023	Annual Review
17.0	28/05/2024	Annual Review and in line with new organisation structure

