

# Designated Persons – Duties of Disclosure Policy

**Date Adopted:** 15 July 2025

**Version:** 18.0

## Policy 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.

## Policy 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

- Manager Financial Reporting
- Manager Financial Services
- Coordinator Corporate Procurement
- Senior Property Advisor

### Customer and Digital Services

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

### People and Performance

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

### City Planning

#### Development and Compliance

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

#### Environment and Sustainability

- Manager Environment and Sustainability
- Operations Manager Waste Services
- Coordinator Sustainability Strategy and Education
- Project Manager Waste Services
- Principal Resilience Officer
- Principal Sustainability Officer
- Principal Estuary Officer

#### Strategic Planning

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

### City Services

- Gallery Director (Maitland Regional Art Gallery)
- Manager Asset Strategy and Engineering
- Manager Capital Works Delivery
- Manager Libraries and Learning
- Manager Works
- Manager Community and Recreation
- Operations Manager Asset Management
- Operations Manager Architecture
- Operations Manager Design and Projects
- Operations Manager Transport and Infrastructure Engineering
- Operations Manager Civil Maintenance
- Operations Manager Civil Projects
- Operations Manager Civil Construction
- Operations Manager Recreation Works
- Operations Manager Plant Services
- Operations Manager Capital Works Delivery (Community & Recreation)

## Policy Administration

Business Group:	Office of the General Manager
Responsible Officer:	Manager, Office of the General Manager
Council Reference:	Ordinary Council Meeting – 15 July 2025 - Item 10.2
Policy Review Date:	Annually
File Number:	35/1/2 and 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
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
17.1	-	Updated to new branding. No change to content.
18.0	15/07/2025	Annual Review. Position titles updates and reviewed in line with current organisation structure.