

Designated Persons – Duties of Disclosure Policy

Date Adopted: 21 July 2026

Version: 19.0

Policy Objectives

The objectives of this policy are to:

1. Allow council to meet its regulatory compliance requirements under clause 2.20 of Council's Code of Conduct:

A designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the designated person's interests as specified in schedule 1 to this code within 3 months after:

- a) *Becoming a designated person, and*
 - b) *30 June of each year, and*
 - c) *the designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).*
2. Identify and determine positions within Council, the occupants of which are determined to be designated persons for the purposes of clause 2.8 of Council's Code of Conduct.

Policy Scope

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

Policy Statement

4. Under clause 2.8 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 person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest
 - a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

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

- a) The General Manager

Other senior staff of the Council, as follows:

- b) Director Corporate Services
- c) Director Strategy, Performance and Experience
- d) Director City Planning
- e) Director City Services

6. The following members of staff:

6.1 Corporate Services

- a) Executive Manager Finance Services
- b) Manager Budgeting and Performance
- c) Manager Compliance and Reporting
- d) Manager Rates and Revenue
- e) Strategic Property Manager
- f) Strategic Procurement Manager
- g) Executive Manager Digital Services
- h) Manager Enterprise Architecture
- i) Manager Channels Delivery
- j) Manager ICT Operations
- k) Executive Manager People and Culture
- l) Executive Manager Risk, Health and Safety

6.2 Strategy, Performance and Experience

- a) Executive Manager Communications and Corporate Performance
- b) Executive Manager Community Experiences

6.3 City Planning

- a) Executive Manager City Futures
- b) Manager Strategic Planning and Heritage
- c) Manager Environment Sustainability and Strategy
- d) Strategic Planning Policy Lead
- e) Manager Natural Environment and Resilience
- f) Executive Manager Waste and Regulatory Services
- g) Manager Regulatory Compliance
- h) Manager Waste Services
- i) Executive Manager City Development
- j) Manager Planning and Development
- k) Manager Building and Certification
- l) Manager Subdivision Engineers

6.4 City Services

- a) Executive Manager Assets and Engineering
- b) Manager Asset Management
- c) Manager Transport and Infrastructure
- d) Manager Design and Projects
- e) Executive Manager Infrastructure Delivery and Operations
- f) Manager Civil Projects
- g) Manager Construction and Maintenance
- h) Manager Capital Works Delivery
- i) Manager Cemeteries and Depot Admin
- j) Executive Manager Community and Recreation Operations

- k) Manager Libraries
- l) MRAG Gallery Director
- m) Manager Aquatics
- n) Manager Major Venues and Facilities
- o) Manager Emergency Coordination

7. Former Designated Persons

A person who held a designated person position at any time during the financial year ending 30 June is also required to complete and lodge an annual return for that reporting period, even if they have ceased to occupy a designated person position before the due date for lodgement. The return must be lodged within three (3) months after 30 June and completed in accordance with the requirements of the Council's Code of Conduct.

Policy Administration

Business Group:	Office of the General Manager
Responsible Officer:	Manager, Office of the General Manager
Council Reference:	Ordinary Council Meeting – 21 July 2026 - Item
Policy Review Date:	Annually
File Number:	35/1/2 and 35/1/3
Relevant Legislation	• <i>Local Government Act 1993</i> (NSW) • <i>Local Government (General) Regulation 2005</i> (NSW)
Related Policies / Procedures / Protocols	• 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
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.
19.0	16/06/2026	Annual Review and in line with new organisation structure.