



## DESIGNATED PERSONS – DUTIES OF DISCLOSURE POLICY

**DATE ADOPTED: 23 AUGUST 2022**

**VERSION: 15.0**

### 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 and Business Systems
  - Group Manager Infrastructure and Works
  - Group Manager Planning and Environment
  - Group Manager Culture, Community and Recreation

3. The following members of staff:

## **STRATEGY PERFORMANCE and BUSINESS SYSTEMS**

- Chief Financial Officer
- Manager Finance and Procurement
- Manager Corporate Planning and Performance
- Manager Governance and Risk
- Coordinator Corporate Procurement
- Senior Property Advisor

## **INFRASTRUCTURE and WORKS**

### **Engineering and Design**

- Manager Engineering and Design
- Operations Manager Transport and Infrastructure Engineering
- Coordinator Subdivision and Development
- Operations Manager Design and Projects

### **Works**

- Manager Works
- Operations Manager Civil Works
- Operations Manager Civil Maintenance
- Operations Manager Recreation Works

### **Asset Strategy, Planning and Plant**

- Manager Asset Strategy, Planning and Plant
- Operations Manager Plant Services

### **Building Projects and Services**

- Manager Building Projects and Services
- Operations Manager Building Project Design
- Operations Manager Building Services

## **PLANNING and ENVIRONMENT**

### **Development and Compliance**

- Manager Development and Compliance
- Coordinator Planning and Development
- Coordinator Building and Development
- Senior Development Planner
- Senior Town Planner
- Town Planner
- Principal Planner
- Team Leader Building Assessment
- Health and Building Surveyor
- Senior Health and Building Surveyor
- Coordinator Regulatory Compliance
- Team Leader Ranger Services
- Ranger
- Compliance Officer

- Regional Illegal Dumping Officer
- Team Leader Compliance
- Environmental Health Officer

## **Environment and Sustainability**

- Manager Environment and Sustainability
- Operations Manager Waste Services
- Principal Sustainability Officer
- Coordinator Natural Environment & Resilience

## **Strategic Planning**

- Manager Strategic Planning
- Senior Strategic Planner
- Principal Strategic Planner
- Strategic Planner
- Heritage Officer
- Coordinator City Planning
- Senior Urban Design
- Development Contributions Administrator

## **CULTURE, COMMUNITY and RECREATION**

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

## **VIBRANT CITY**

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

## **WORKPLACE CULTURE and SAFETY**

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

## **DIGITAL TRANSFORMATION**

- Executive Manager Digital Transformation
- Manager Business Systems
- Manager Enterprise Architecture

## **POLICY ADMINISTRATION**

BUSINESS GROUP:	Strategy, Performance and Business Systems
RESPONSIBLE OFFICER:	Group Manager Strategy, Performance and Business Systems
COUNCIL REFERENCE:	Ordinary Council Meeting –23 August 2022- Item 11.1
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