

Upper Macquarie County Council

KEY DOCUMENT: KD_UMCC_2018/07

Designated Persons (declaration of interests) Register.

Identifying those persons that are required to submit annual returns declaring interests (if any) of the kind defined in Part 2 of the Local Government Act (1923).

Adopted by: Upper Macquarie County Council
Review Date: Every 3 years or as required

Date: 3rd August 2018
Next Due: August 2021

Key Document Approved by:

David Young

David Young
General Manager

Date: 7th August 2018

1. Introduction

Section 450A of the Local Government Act (1993) (the Act) provides that a council must maintain a Register of Returns from councillors, specified and nominated designated persons. This key document identifies the various persons within the County Council that are required to make such annual returns.

2. Persons required to submit Annual Returns

The Council has resolved that Annual Returns – disclosing interests as defined in Part 2, of the Act – are required from the following persons:

- A. A member (councillor) in accordance with Section 444 of the *Local Government Act 1993*.
- B. The General Manager as a designated person in accordance with Section 441 of the *Local Government Act 1993*.
- C. The Chief Weeds Officer and Biosecurity Administration Officer In accordance with Section 441 of the *Local Government Act 1993*, by virtue of council identification as designated persons.

3. General Requirements

Each councillor and designated person must lodge an annual written Return in the appropriate form with the General Manager in accordance with Section 449 of the Local Government Act (1993).

The General Manager must maintain a Register of Returns from councillors, specified and nominated designated persons in accordance with Section 450A of the Local Government Act (1993).

The Register of Returns must be tabled annually at the next Council Meeting after the returns are submitted.

The Register of Returns must be available for public inspection on request without charge. Such inspection is only provided at the Council Offices and usually only by appointment (The offices may not always be attended due to field based duties).

4. Contacts

Any person wishing to inspect the Register of Returns should contact the Biosecurity Administration Officer in the first instance by email admin@umcc.nsw.gov.au or telephone (02) 6338 2875.