



Register of Interests Policy

Policy Number	A18
Responsible Officer(s)	Chief Executive Officer; Manager People & Governance
Policy Adopted	August 2023
Next Review Date	August 2027
Minutes reference	2023/08-07
Applicable Legislation	<i>Local Government Act 1999.</i>
Related Policies	Behavioural Management Policy; HR: Code of Conduct for Council Employees.
Related Documents	Primary Return Form (Council Members); Ordinary Return Form (Council Members); Primary & Ordinary Returns: Council Members Guidelines; Primary Return Form (Council Officers); Ordinary Return Form (Council Officers); Primary & Ordinary Returns: Council Officers Guidelines.

1. POLICY PRINCIPLE

Council promotes transparency and accountability of all its decision making by the implementation of a Register of Interests as an effective risk management tool intended to reduce the implication or occurrence of conflict of interest.

2. POLICY OBJECTIVE

2.1 The purpose of this Policy is to assist Wakefield Regional Council's Council Members and Prescribed Officers undertaking the registering of their interests in accordance with the *Local Government Act 1999* ("the Act"). This Policy applies to:

- Council Members;
- The Chief Executive Officer, including anyone acting in that role; and
- Prescribed Officers (as defined in clause 3.3.2 of this Policy).

2.2 This Policy does not apply to the Independent Members of those committees of Council established under Section 41 of the Act.

3. POLICY DETAIL

3.1 Council is committed to transparent and accountable governance practices which seek to minimise the risk of conflicting interests, fraud and corruption, and in turn promote community trust.

3.2 Council Member Interests

3.2.1 The Register of Interests provisions within the Act apply to the Mayor and all Council Members.

3.2.2 Council Members are required to register their interests in accordance with the requirements of Chapter 5, Part 4, Division 1, Subdivision 2 of the Act – Register of Interests.

3.3 Council Officer Interest

- 3.3.1 Council Officers are required to register their interests in accordance with Chapter 7, Part 4, Division 1, Subdivision 2 of the Act – Register of Interests, where it has been declared by Council that such officers are *prescribed officers* in accordance with section 111 of the Act and this Policy.
- 3.3.2 The following officers are declared Prescribed Officers pursuant to section 111 of the Act:
- Chief Executive Officer;
 - Managers;
 - Planning & Building Officer, including contractors employed, hired or contracted to provide cover for existing positions, but excluding administrative support officers.
- 3.3.3 Where any officer temporarily acts as a Prescribed Officer as a result of performing higher duties for a period of time, the following will apply:
- More than 90 days – they will be required to register their interests;
 - Between 30 – 90 days – they will be required to register their interests only if the Manager or Chief Executive Officer determines that it is appropriate in all the circumstances having regard to the conditions and limitations of the higher duties' arrangements;
 - Less than 30 days – they will not be required to register their interests.
- 3.3.4 In addition to the above requirements, all Officers of Council continue to be bound by the conflict of interest provisions contained within section 120 of the Act and Councils HR Code of Conduct for Council Employees.

4. REVIEW

This Policy shall be reviewed every 48 months, or more frequently if required by legislation or Council.

Document history:

Version	Adopted	Description of Change
1.0	July 2000 – Min 37	New Policy
2.0	June 2001 – Min 445	
3.0	October 2013 – Min 103	Add 3 additional officers to list required to submit returns
	November 2014	Policy numbering system changed and inclusion of document history table
4.0	September 2015 – Min 66	Inclusion of Policy objective
5.0	January 2018	Formatting changes, minor amendments to wording
6.0	August 2021	Position update
7.0	August 2023	New policy template and additional content added.