 Wattle Range COUNCIL	<b>POLICY I.48</b>	Version:	5
	<b>Register of Interests</b>	Date Adopted:	22 October 2018
		Next Review Due:	October 2019

## 1. STATEMENT

### Purpose

The purpose of this Policy is to provide direction to Elected Members, Independent Members, staff and the community with regard to the Register of Interest provisions in the *Local Government Act 1999* (“the Act”).

Council is committed to:

- Open, transparent and accountable governance practices;
- Recognising its responsibilities to current and future communities with regard to minimising and managing risks;
- Promoting community trust and confidence in Council, Elected Members, Independent Committee and/or Development Assessment Panel Members and Council’s Administration.
- Assisting Elected Members and Employees to demonstrate their accountability whilst conducting Council business.

## 2. DEFINITIONS

There are no known definitions related to this policy.

## 3. PRINCIPLES

### 3.1 Scope

This policy applies to:


- Elected Members, including the Mayor;
- The Chief Executive Officer, including anyone acting in that role;
- Independent Members of the Council’s Development Assessment Panel and Audit Committee; and
- Council staff as identified in this Clause 3.5 of this Policy.

### 3.2 Elected Members

The application of Register of Interest provisions within the Act applies to all Elected Members of the Council.

- Employees will ensure that Elected Members are provided (within 10 working days of their appointment or by 15 July annually as relevant), with a relevant Register of Interests form for their completion.
- Elected Members will submit their completed forms to the Chief Executive Officer, who will receipt the form (by signature and date) before entering it into Council’s Register of Interests for Elected Members.
- The Chief Executive Officer (or nominee) will monitor usage of the Register of Interests for Elected Members.
- If copies of the register are sought, the fee stated in Council’s Schedule of Fees and Charges must be paid prior to the applicant receiving a copy of the register.

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GF 9.63.1/4	Public	Corporate Services	Chief Executive Officer	Annually
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### 3.3 Development Assessment Panel Members

The application of Register of Interest provisions within the *Development Act 1993 and Planning, Development and Infrastructure Act 2016* applies to all independent members of the Development Assessment Panel (DAP) and Council Assessment Panel (CAP).

- Employees will ensure that independent DAP / CAP members are provided (within 10 working days of their appointment or by 15 July annually as relevant), with a relevant Register of Interests form for their completion.
- Members will submit their completed forms to the Chief Executive Officer, who will receipt the form (by signature and date) before entering it into Council's Register of Interests for Elected Members.
- The Chief Executive Officer (or nominee) will monitor usage of the Register of Interests for Elected Members.
- If copies of the register are sought, the fee stated in Council's Schedule of Fees and Charges must be paid prior to the applicant receiving a copy of the register.

### 3.4 Section 41 Independent Committee Members

The application of Register of Interest provisions within the Act applies to all independent members of the Audit Committee and any member that voluntarily requests to complete a primary or ordinary Register of Interests return.

Register of Interest returns must be completed:


- Employees will ensure that independent Committee Members are provided (within 10 working days of their appointment or by 15 July annually as relevant), with a relevant Register of Interests form for their completion.
- Members will submit their completed forms to the Chief Executive Officer, who will receipt the form (by signature and date) before entering it into Council's Register of Interests for Elected Members.
- The Chief Executive Officer (or nominee) will monitor usage of the Register of Interests for Elected Members.
- If copies of the register are sought, the fee stated in Council's Schedule of Fees and Charges must be paid prior to the applicant receiving a copy of the register.

### 3.5 Council Staff

Pursuant to Section 111(b) of the Act, Council declares that the provisions of Chapter 7, Part 4, Division 2, relating to Register of Interests will apply to the following Officers of the Council, in addition to the Chief Executive Officer:

- Building Maintenance Officer;
- Building Services Officer;
- Building Surveyor;
- Cadet Planning Officer;
- Director Childcare Services;
- Director Corporate Services / Deputy Chief Executive Officer;
- Director Development Services;
- Director Engineering Services;
- Environmental Health Officer;
- Executive Assistant;

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- General Inspector;
- Human Resources & Risk Manager;
- IT Officer;
- Maintenance Officer CWMS & Pools;
- Manager Administration;
- Manager Assets;
- Manager Development, Health and Compliance;
- Manager Economic Development;
- Manager Environmental Services;
- Manager Financial Services;
- Manager Libraries & Cultural Services;
- Manager Operations;
- Mechanical Team Leader;
- Planning Officer;
- Project Manager;
- Purchasing Officer;
- Senior General Inspector;
- Team Leader – Construction;
- Team Leader – Maintenance;
- Team Leader – Parks & Gardens.

The Chief Executive Officer is authorised with identifying and adding additional staff to this list from time to time between policy reviews, as appropriate.

Staff will submit their completed forms to the Chief Executive Officer, who will receipt the form (by signature and date) before entering it into Council's Staff Register of Interests and ensure that only Elected Members are provided access to the register.

The Chief Executive Officer will submit his completed form to the Mayor, who will receipt the form (by signature and date) before ensuring it is entered into Council's Staff Register of Interests.

#### 4. REVIEW

This Policy will be reviewed by Council annually.

Reviews and amendments of this policy will be done in consultation with affected Staff, Executive Leadership Team and Council.


#### 5. AVAILABILITY

This Policy is available for inspection without charge at the following location during ordinary business hours:

- Principal Office, "Civic Centre", George Street, Millicent
- Council Website: [www.wattlerange.sa.gov.au](http://www.wattlerange.sa.gov.au).

A copy of the Policy may be purchased from the Principal Council Office upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.

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## 6. REFERENCES & FURTHER READING

Relevant Legislation:	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1999</i> – Section 111(b)</li> <li>• <i>Development Act 1993</i></li> </ul>
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> <li>• LGA SA Guidelines for Primary &amp; Ordinary Returns for Council Officers</li> <li>• LGA SA Guidelines for Primary &amp; Ordinary Returns for Council Members</li> </ul>

## 7. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of the policy.

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	13/10/2015	Council	Adopted	Folio 6142; Item 11.2.6
2	09/08/2016	Council	Amended – Staff position titles update	Folio 6462: Item 13.2.5
3	08/08/2017	Council	Amended – staff position titles update & reference to PDI Act	Folio 7200; Item 13.2.10
4	08/10/2018	CEO	Amended – New position added to staff list	
5	22/10/2018	CEO	Amended – new position added to staff list	

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