

# Register of Interests Policy

<b>Policy Reference Number</b>	5712788
<b>Responsible Department</b>	Corporate Services
<b>Related Policies</b>	
<b>Related Procedures</b>	Nil
<b>Date of Initial Adoption</b>	01 December 2009
<b>Last Reviewed by Council</b>	16 May 2023

## 1. Purpose

The purpose of this Policy is to provide direction to Elected Members, Independent Members, Employees and the Community with regard to:

- the Register of Interests provisions in the Local Government Act 1999, and
- the Related Party Disclosure requirements in accordance with the Australian Accounting Standards.

## 2. Power to Make the Policy

This Policy is made pursuant to:

- Chapter 5, Part 4, Division 2 and Chapter 7, Part 4, Division 2 of the Local Government Act 1999 (the 'Act').
- Section 83(1)(e) of the Planning, Development and Infrastructure Act 2016.

## 3. Strategic Plan Link

This Policy has the following link to Council's Strategic Plan 2024:

- Leading Our People (Goal 5)

## 4. Principles

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 Council Assessment Panel Members and Council's Administration
- Assisting Elected Members and Employees to demonstrate their accountability whilst conducting Council business.

## 5. Definitions

Nil.

## 6. Policy

### *Elected Members and Independent Committee Members*

The application of Register of Interest provisions within the Act applies to all Elected Members of the Council and Independent Members of the Audit and Governance Advisory Committee.

- Employees will ensure that Elected Members and relevant Independent 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/Independent Members will submit their completed forms to the Chief Executive Officer (or nominee).
- The Chief Executive Officer (or nominee) will receipt completed forms (by signature and date) and arrange for information to be entered into Council's Register of Interests and uploaded to Council's website in accordance with Section 70 of the Local Government Act 1999.

### *Council Assessment Panel Members*

The application of Disclosure of Interest provisions within the Planning, Development and Infrastructure Act 2016 applies to all Independent Members of the Council Assessment Panel.

- Employees will ensure that independent Council Assessment Panel 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 (or nominee), who will receipt the form (by signature and date) before arranging for it to be entered into Council's Register of Interests for Elected Members.
- The Chief Executive Officer (or nominee) will monitor usage of the Register of Interests for Council Assessment Panel members and ensure that:
  - Any person(s) that views or seeks a copy of the Register completes the Register inspection page, and
  - If copies of the Register are sought, the fee stated in Council's Schedule of Fees and Charges is paid prior to the applicant receiving a copy of the Register.

### *Council Employees*

For the purpose of this section, the following Council Employees will be subject to the Register of Interest provisions:

- Chief Executive Officer and General Managers
- Managers and
- And Council Employees who:
  - Work in areas of potential conflict and/or
  - Work primarily unsupervised

The CEO will maintain the Prescribed officer list and may identify and add additional prescribed officers to the Prescribed officers list between policy reviews where appropriate.

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

Relevant Employees will be provided (within 10 working days of their appointment or by 15 July annually as relevant), with a Register of Interests form for their completion. Employees will submit their completed forms to the Chief Executive Officer (or nominee), who will receipt the form (by signature and date) before entering it into Council's Employees' Register of Interests.

The Chief Executive Officer (or nominee) will monitor usage of the Employees' Register of Interests and ensure that:

- Only Elected Members of the Council are provided access to the Register; and
- Any Elected Member who views the Register must firstly complete the Register inspection page.

### *Related Party Disclosures (AASB 124)*

Elected Members and Council Employees who are members of the Management Team will be subject to completing a Related Party Disclosure form (approved by Council's auditor) annually and returning it to the Manager Finance by no later than the first Friday in July. The information supplied will be treated as private and confidential by Council and its Employees and only used for the purpose of preparing Council's Annual Financial Statements.

## **7. Review and Evaluation**

Within six months of each new Council term Council will review this policy. Following this initial review this policy will be reviewed annually by Staff with minor administrative adjustments being approved by the Chief Executive Officer.

## **8. Availability of the Policy**

Copies of this Policy will be available at Council's principal office during ordinary business hours and at Council's website [www.campbelltown.sa.gov.au](http://www.campbelltown.sa.gov.au).