

## DESIGNATED OFFICERS OF COUNCIL

### POLICY OBJECTIVE

The intent of this policy to identify designated persons and ensure that they fulfil their obligations to prepare annual returns in accordance with the Code of Conduct.

### 1. POLICY STATEMENT

This official Council policy ensures that Wentworth Shire Council establishes systems which deal with the nomination and obligations of Designated Officers within the staffing structure of Council.

### 2. POLICY COVERAGE

This policy is applicable to designated officers of Council.

### 3. STRATEGIC PLAN LINK

Objective: 4.0 Wentworth is a caring, supportive and inclusive community that is informed and engaged in its future

Strategy: 4.1 Provide strong and effective representation, leadership, planning, decision-making and service delivery

### 4. DEFINITIONS AND ABBREVIATIONS

Term/Word	Definition
Designated Persons	<ul style="list-style-type: none"> <li>(a) The General Manager</li> <li>(b) Other senior staff of the Council for the purposes of section 332 of the <i>Local Government Act 1993</i></li> <li>(c) A person (other than a member of the senior staff of the Council) who is a member of staff of the Council or a delegate of the Council and who holds a position that involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the persons duty as a member of staff or delegate and the persons private interest</li> </ul>
Code of Conduct	Council's adopted Code of Conduct

### 5. POLICY CONTENT

It is the Policy of this Council that:

- 5.1** The General Manager and all Directors are designated persons by virtue of the positions that they hold being classified as senior staff of the Council
- 5.2** Council staff members who hold a position of Manager are deemed to be designated persons of Council
- 5.3** A designated person must prepare and submit written returns of interests in accordance with clauses 4.21 of the Code of Conduct which states:

A Councillor or designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the Councillor's or designated person's interests as specified in schedule 1 to this code within 3 months after:

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- (a) Becoming a councillor or designated person, and
- (b) 30 June of each year, and
- (c) The councillor or designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b).

**5.4** A designated person must disclose in writing to the General Manager (or if the person is the General Manager, to the Council) the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.

**5.5** The General Manager must on receiving a pecuniary interest disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with in line with the Code of Conduct.

**5.6** A pecuniary interest disclosure by the General Manager must as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and the council must deal with the matter to which the disclosure relates or refer it to another person to deal with in line with the Code of Conduct.

### 6. RELATED DOCUMENTS & LEGISLATION

Wentworth Shire Council Code of Conduct

### 7. ATTACHMENTS

Nil.

### 8. DOCUMENT APPROVAL

This document is the latest version of the official policy of the Wentworth Shire Council, as adopted by Council on 31 January 2022. All previous versions of this policy are null and void.

This policy may be amended or revoked by Council at any time.

A PDF copy of the signed document can be accessed from Council's record management system and Reliansys.

Signed: .....



**General Manager Wentworth Shire Council**

7 February 2022

**Date**