



WA Country Health Service Interest Register Business Rules Procedure

1. Purpose

The purpose of the WA Country Health Service (WACHS) Interest Register (WIRe) is to provide WACHS with a central repository to record and manage interest declarations utilising Content Manager (CM). This will allow information to be securely stored and available for external audit and monitoring purposes. Utilising CM will ensure compliance with the [State Records Act 2000](#) (WA), MP 0124/19 [Code of Conduct](#) and the WACHS [Recordkeeping Plan](#).

In addition, it will provide guidance on how interest declarations will be recorded in the WA health system, Conflicts of Interest Declaration Registry (COIR), as required by the, MP 0138/20 [Managing Conflicts of Interest Policy](#).

2. Procedure

This procedure provides the business rules concerning the recording and management of interest declarations in CM and the COIR.

2.1 Steps

The following steps are to be followed in relation to registering a conflict of interest:

Step 1 – by the staff member making a declaration:

- The staff member declares an interest and must notify their Line Manager, in writing, with details of the interest. The declaration is to be made by completing an [Interest Assessment Guide and Record Form](#) (COI Form).
- The staff member should include their proposed strategy for resolving or managing the interest.

Step 2 – by the Line Manager:

- The Line Manager acknowledges the interest declaration and signs the relevant section of the COI Form. The Line Manager is to provide comment in relation to the staff member's proposed action for resolving/managing interest.
- The Line Manager is to cause the documentation (the COI Form and any supporting documentation) to be provided to the Head of Department/Director for endorsement.

Step 3 – by the Head of Department/Director:

- The Head of Department/Director is to consider the interest declaration and endorse the relevant section of the COI Form, including providing comment in relation to the proposed action for resolving/managing interest.
- The Head of Department/Director is to progress the documentation (the COI Form and any supporting documentation) to the staff member's Executive Officer (Tier 3 or above) for final approval.

Step 4 – by the Executive Officer (Tier 3 or above):

- The Executive Officer is to review the COI Form and ensure the details of the declaration are considered carefully and determine whether the proposed action is appropriate.
- If the Executive Officer believes that some of the information is inaccurate or misleading, or that the staff member making the declaration has failed to consider relevant factors, it is appropriate that they discuss this directly with the staff member who made the declaration.
- If the Executive Officer is unclear about the information in the declaration, it is important that they discuss the matter with the staff member making the declaration to enable them to make a fully informed decision.
- If the Executive Officer feels the declaration is not sufficient and requires changes, they should return the COI Form to the staff member for editing and return to the Executive Officer.
- If the Executive Officer is satisfied with the declaration, they should endorse the COI Form and email it to the Integrity Unit at WACHSIntegrity@health.wa.gov.au. The COI Form is invalid unless endorsed by the Executive Officer and received by the Integrity Unit directly from the Executive Officer or the Executive Officer's delegate or assistant.

Step 5 – by the Integrity Unit:

- On receipt of the COI Form from the Executive Officer, the Integrity Unit must save the COI Form to CM in a confidential folder.
- The Integrity Unit must then enter the details from the COI form into the COIR, stating that the COI Form has been approved by the Executive Officer, and include the CM document number.
- The staff member who made the declaration will be notified that their COI Form has been approved and registered in the COIR.

2.2 Advice and Assistance Contact Details

CM queries: Contact Helpdesk 1800 794 748 option 3.

COI queries: Contact your Regional Executive Office or the WACHS Integrity Unit WACHSIntegrity@health.wa.gov.au.

3. Roles and Responsibilities

The **Head of Department/Director** is responsible for:

- endorsing the COI Form and completing the Comment/Notes field
- progressing the COI Form to the Executive Officer.

The **Executive Officer** (Tier 3 or above) is responsible for:

- reviewing and approving the COI Form
- progressing the COI Form to the Integrity Unit.

The **Integrity Unit** is responsible for:

- saving the COI Form to a confidential folder in CM
- entering the COI Form into the COIR
- informing the staff member that their COI Form was approved and registered in the COIR.

The **Line manager** is responsible for:

- reviewing the COI Form to ensure all fields are completed in adequate detail and the proposed strategy for resolving or managing the conflict of interest is suitable
- endorsing the COI Form and completing the Comment/Notes field
- progressing the COI Form to the Head of Department/Director.

The **Staff member** declaring an interest is responsible for:

- completing all fields of the COI Form in adequate detail and submitting it to their Line manager.

All staff are required to comply with the directions in WACHS policies and procedures as per their roles and responsibilities. Guidelines are the recommended course of action for WACHS, and staff are expected to use this information to guide practice. If staff are unsure which policies procedures and guidelines apply to their role or scope of practice, and/or are unsure of the application of directions they should consult their manager in the first instance.

4. Monitoring and Evaluation

Monitoring of compliance to this Procedure is to be undertaken by the Integrity Unit by the assessment of each COI Form to ensure:

- all steps of this procedure are completed by the responsible officer
- the COI is sufficiently detailed.

This Procedure will be evaluated as required to determine effectiveness, relevance and currency. At a minimum it will be reviewed every three (3) years by the Manager WACHS Integrity Unit.

5. References

Nil

6. Definitions

Term	Definition
Conflict of interest	A situation arising from conflict between the performance of public duty and private or personal interests.
Interest declaration	A declaration of a situation which could constitute an actual, perceived or potential conflict of interest.

7. Document Summary

Coverage	WACHS-wide
Audience	All staff
Records Management	Non Clinical: Corporate Recordkeeping Compliance Policy Clinical: Health Record Management Policy
Related Legislation	State Records Act 2000 (WA)
Related Mandatory Policies / Frameworks	<ul style="list-style-type: none"> • MP 0138/20 Managing Conflict of Interest Policy • MP 0136/20 Gifts, Benefits and Hospitality Policy • MP 0017/16 WA Health Staff Air Travel Policy • MP 0124/19 Code of Conduct • Integrity Policy Framework • Procurement Policy Framework
Related WACHS Policy Documents	<ul style="list-style-type: none"> • Nil
Other Related Documents	<ul style="list-style-type: none"> • WACHS Recordkeeping Plan
Related Forms	<ul style="list-style-type: none"> • Interest Assessment Guide and Record Form (COI Form)
Related Training	Available from MyLearning : <ul style="list-style-type: none"> • Accountable and Ethical Decision-Making course (AEDM) and refresher (AEDM-R)
Aboriginal Health Impact Statement Declaration (ISD)	ISD Record ID: 4680
National Safety and Quality Health Service (NSQHS) Standards	Nil
Aged Care Quality Standards	Nil
Chief Psychiatrist's Standards for Clinical Care	Nil
Other Standards	Nil

8. Document Control

Version	Published date	Current from	Summary of changes
3.00	10 February 2026	10 February 2026	<ul style="list-style-type: none"> change of title and policy type procedure, steps, roles/responsibilities and contact details updated references to HPE Records Manager amended to Content Manager to reflect new records management system.
3.01	27 February 2026	10 February 2026	<ul style="list-style-type: none"> form hyperlink updated

9. Approval

Policy Owner	Executive Director People Capability and Culture
Co-approver	Executive Director Business Services
Contact	Director Integrity
Business Unit	People Capability and Culture
EDRMS #	ED-CO-16-80221
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