

Disclosure of Interest - Designated Persons

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Disclosure of interest return by councillors and designated persons

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1. This form is to be routinely completed by **councillors and designated persons** as defined in [Council's Code of Conduct \(the code\)](#).

The form constitutes the **disclosure of interests in written returns** required by **clause 4.21** of the code and detailed in **schedule 1 and schedule 2** of the code.

The form often refers to the 'return date'. This means:

- For a first return, the date on which you became a councillor or designated person
- For an annual return, 30 June of the year in which the return is made (i.e. reporting on the financial year that has just finished)
- For a change return, the date on which you became aware of an interest that needs to be disclosed
- For an exit return, the date on which you cease your engagement with Council.

A version of this form is used in the following circumstances:

- **First** – within three (3) months of becoming a councillor or designated person (there is no need to complete Parts C, D and I).
- **Annual** – within three (3) months of 30 June each year (unless you have completed a return in the same period).
- **Change** – within three (3) months of becoming aware of an interest, or a change to an interest, which you are required to disclose in a return.
- **Exit** - on exiting Council (when you complete your exit forms with Human Resources).

2. Do not leave any parts blank. If there are no interests to be disclosed under a heading in Parts A to J, the word 'NIL' must be placed in the relevant box. The boxes in this on line form default to NIL for ease of completion. Please overwrite this where necessary.

3. Please read [Part 4, Part 5, schedule 1 and schedule 2 of the code](#) and have a look at the [Disclosures of Interest intranet page](#). Questions? Call the Governance Team or email pecuniaryinterests@northernbeaches.nsw.gov.au.

Important information

This information is being collected for the purpose of compliance with Parts 4 and 5 of the code.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the code). Complaints made about breaches of these requirements are to be referred to the Office of Local Government (OLG) and may result in disciplinary action by the council, OLG or the NSW Civil and Administrative Tribunal.

Information contained in returns made and lodged under clause 4.21 is made publicly available in accordance with the requirements of the Government Information (*Public Access*) Act 2009 (*GIPA*), Government Information (*Public Access*) Regulation 2018 and any guidelines issued by the Information Commissioner. In particular, *Guideline 1: For local councils on the disclosure of information contained in returns of public interest of councillors and designated persons* reinforces that this information is deemed open access information for public release.

You have a right under [section 739](#) of the *Local Government Act 1993* and [section 58](#) of the *Privacy and Personal Information Protection Act 1998 (PPIPA)* to request that certain personal information not be publicly released ([via this form](#)).

Council also has a responsibility to consider any overriding public interest against information disclosure under [section 14](#) of GIPA.

You have an obligation to keep the information contained in this return up to date.

Return Type	Annual
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Please refer to the instructions above for what Return type you need to complete.

Return Date	2020-06-30
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Section A - Real Property

Street address of each parcel of real property in which I had an interest **at the return date/at any time since 30 June**.

(Refer to clauses 1, 2, 3, 5-8 and 23-25 of schedule 1 to the [Code](#))

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You must disclose if you own or rent a property anywhere in Australia, including land, the right to occupy land and structures attached to land. You also must disclose if you have any other rights to property, e.g. right to drill, right to get property back under some circumstances.

You must provide the address of each property and the nature of interest, e.g. owner, tenant, trustee, beneficiary, freehold, lease, option to purchase.

You do not need to fill in this section if you are living at home with family.

You do not need to disclose an interest in a parcel of real property if you ceased to have the interest prior to becoming a councillor or designated person.

You also do not need to disclose an interest in a parcel of real property if your interest was:

- as executor of a will, or administrator of an estate, of a deceased person, and you were not a beneficiary under the will or intestacy, or
- as a trustee, if the interest was acquired in the course of an occupation that was not related to your duties as a councillor or designated person.

Address of property

████████████████████

Nature of interest

Owner

Section B - Sources of Income

(Refer to clauses 26-30 of schedule 1 to the [Code](#)).

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You do not need to disclose a source of income if:

- it did not exceed, or you do not reasonably expect it to exceed, \$500
- you ceased to receive income from that source prior to becoming a councillor or designated person, or
- it is your fee as a councillor

1. Income from an occupation - you must disclose all source of income received/expect to receive from an employer or from an occupation or position you hold, director's fee, income from a partnership, or income earned as a consultant or from self employment (naming the type of consultancy or occupation carried on and any business or other trading name used) You must include your position at Council and the name and address of any secondary employer

2. Trust income - if the trustee is a corporation you must insert the registered name and address of the corporation. If the trustee is a company, the trust and the company are basically one and the same. But there will still be a need to make the relevant disclosure regarding that company in Section E as well

3. Other income - this could include rental income, business revenue, investment or welfare payment

1a. Sources of income from an occupation I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June:

Description of occupation

Business owner

Name and address of employer or description of office held (if applicable)

Inspiring Women
[REDACTED]

Name under which partnership conducted (if applicable)

NIL

1b. Sources of income from an occupation I received at any time since 30 June:

Description of occupation

NIL

Name and address of employer or description of office held (if applicable)

NIL

Name under which partnership conducted (if applicable)

NIL

2a. Sources of income from a trust I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June:

Name and address of settlor

NIL

Name and address of trustee

NIL

2b. Sources of income from a trust I received at any time since 30 June:

Name and address of settlor

NIL

Name and address of trustee

NIL

3a. Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June:

Other income details

NIL

3b. Sources of other income I received at any time since 30 June:

Other income details

NIL

Section C - Gifts

Gifts I received **at any time since 30 June.**

(Refer to clauses 1, 4 and 9-11 of schedule 1 to the Code).

- [Click here for directions on Section C](#)
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Note this relates to gifts to you personally, not as a council official for which there is a zero gift / benefit position.

A person making a return under clause 4.21 of this Code of Conduct must disclose:

- a description of each gift received in the period since 30 June of the previous financial year, and
- the name and address of the donor of each of the gifts.

A gift need not be included in a return if:

- it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or
- it was a political donation disclosed, or required to be disclosed, under Part 3 of the Electoral Funding Act 2018, or
- the donor was a relative of the donee, or
- subject to paragraph (a), it was received prior to the person becoming a councillor or designated person.

For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Description of gift

NIL

Name and address of donor

NIL

Section D - Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me **at any time since 30 June.**

(Refer to clauses 1, 12-14 of schedule 1 to the Code).

Name and address of contributor

NIL

Travel Occurred

No

Names of States, Territories of the Commonwealth and overseas countries in which travel undertaken

NIL

Section E - Interests and positions in corporations

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You must disclose any position you hold in a corporation, such as director or secretary (whether remunerated or not), or if you have a beneficial interest in shares in a company that exceeds 10 per cent of the voting rights in the company.

You must provide:

- the full name of the corporation - do not use abbreviations, even if the corporation is well known. Likewise where the actual name of a company is not generally known and it trades under another name that the public would know, in the interests of full disclosure it may be useful to add information as to that trading or business name (eg, Shelf Company No 27 Pty Ltd trading as the Riverina Department Stores)
- the address of the corporation
- the nature of your interest in the corporation
- your position in the corporation
- description of the principal objects (if any) of the corporation (except if listed company).

You do not need to disclose an interest or position in a corporation if the corporation:

- is formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
- it is required to apply its profits or other income for the purpose of promoting its objects, and
- it is prohibited from paying any dividend to its members.

You also do not need to disclose an interest or position in a corporation if you ceased to hold the interest or position prior to becoming a councillor or designated person.

Name and address of each corporation in which I had an interest or held a position **at the return date/at any time since 30 June.**

(Refer to clauses 1, 2, 4, 15-18 of schedule 1 to the Code)

Name and address of corporation

NIL

Nature of interest (if any)

Nil

Description of position (if any)

Nil

Description of principal objects (if any) of corporation (except in case of listed company)

Nil

Section F - Property developer

Were you a property developer or a close associate of a property developer **on the return date/at any time since 30 June?**

(Refer to clauses 19 and 20 of the schedule to the Code)

Were you a property developer or a close associate of a property developer on the return date? No

Section G - Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) **at the return date/at any time since 30 June.**

(Refer to clauses 21 and 22 of schedule 1 to the Code).

Name of trade union, professional or business association

NIL

Description of position

NIL

Section H - Debts

Name and address of each person to whom I was liable to pay any debt **at the return date/at any time since 30 June**.

(Refer to clauses 31-33 of schedule 1 to the Code).

Name and address of person indebted

NIL

Section I - Dispositions of property

1. Particulars of each disposition of real property **by me** (including the street address of the affected property) **at any time since 30 June**, as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time.

(Refer to clauses 1 and 23-25 of schedule 1 to the Code).

Particulars of disposition of property - retained use, benefit or right to re-acquire

NIL

2. Particulars of each disposition of property **to a person by any other person under arrangements made by me** (including the street address of the affected property), being dispositions made **at any time since 30 June** as a result of which I obtained, either wholly or in part, the use and benefit of the property.

(Refer to clauses 1 and 23-25 of schedule 1 to the Code).

Particulars of disposition of property - obtained use or benefit

NIL

Section J - Discretionary disclosures – pecuniary or non-pecuniary

(Refer to clause 34 of schedule 1 to the Code).

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In this section, you may voluntarily disclose any other interests, benefits, advantages or liabilities you may have, or you may be perceived to have, whether or not they are pecuniary, which you have not been required to disclose elsewhere in the return.

Discretionary disclosure

NIL

- I agree
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