

Mid North Coast  
Joint Organisation

**mncjo**



# Agenda for the MNJCO Meeting

**Date:** 26 October 2023  
**Location:** MS Teams  
**Time:** 9:00 AM



## **Agenda**

**MNCJO  
EXTRAORDINARY  
BOARD  
26 October 2023**

- 1 ATTENDANCE**
- 2 ACKNOWLEDGEMENT OF COUNTRY**
- 3 APOLOGIES**
- 4 DECLARATION OF PECUNIARY AND NON PECUNIARY INTEREST**
- 5 REPORTS FOR THIS MEETING**
  - 5.1. GENERAL PURPOSE FINANCIAL STATEMENTS
  - 5.2. WRITTEN RETURNS OF INTEREST



## 5 REPORTS FOR THIS MEETING

---

<b>Item</b>	5.1
<b>Subject</b>	General Purpose Financial Statements
<b>Presented by</b>	Liz Fairweather, Project Manager

---

### RECOMMENDATION

That the MNCJO Board:

1. endorse and sign the 2022-2023 Mid North Coast Joint Organisation (MNCJO) General Purpose Financial Statements.
2. submit the General Purpose Financial Statements to the NSW Office of Local Government (OLG) and place them on the MNCJO website in compliance with s418(2) of the NSW Local Government Act.

### EXECUTIVE SUMMARY

Section 416 1(A) of the NSW Local Government Act (the Act), 1993, requires that all council financial reports be audited within four months of the end of the financial year (ie in this case, 30 October 2023). The financial audit of the Mid North Coast Joint Organisation (MNCJO) for the period 2022/2023 was completed by auditors Thomas, Nobel and Russell (TNR).

### ATTACHMENTS

1. Report - MNCJO General Purpose Reports - 2022 - 2023



GENERAL PURPOSE FINANCIAL STATEMENTS

for the year ended 30 June 2023

---

# Mid North Coast Joint Organisation

## General purpose financial statements for the year ended 30 June 2023

### Contents

	Page
Statement by Members of the Board and Management.....	1
Statement of Income and Accumulated Surplus.....	2
Statement of Financial Position.....	3
Statement of Cash Flows.....	4
Notes to the Financial Statements.....	5
Auditor's Report.....	18

Mid North Coast Joint Organisation is constituted under the *Local Government Act 1993 (NSW)* and has its principal place of business at:

Mid North Coast Joint Organisation  
17 Burrawan Street  
Port Macquarie NSW 2444

Through the use of the internet, we have ensured that our reporting is timely, complete and available at minimum cost. All press releases, financial statements and other information are publicly available on our website: [www.mncjo.nsw.gov.au](http://www.mncjo.nsw.gov.au)

# Mid North Coast Joint Organisation

For the year ended 30 June 2023

## Statement by Members of the Board and Management

made pursuant to Section 413(2c) of the *Local Government Act 1993 (NSW)*

The attached general purpose financial statements have been prepared in accordance with:

- the *Local Government Act 1993 (NSW)* and the regulations made thereunder.
- the Australian Accounting Standards - Simplified Disclosures and other pronouncements of the Australian Accounting Standards Board
- the Joint Organisations Supplement to the Local Government Code of Accounting Practice and Financial Reporting

To the best of our knowledge and belief, these statements:

- present fairly Mid North Coast Joint Organisation's operating result and financial position for the period, and
- accord with Mid North Coast Joint Organisation's accounting and other records.

We are not aware of any matter that would render this report false or misleading in any way.

Signed in accordance with a resolution of the Board of Mid North Coast Joint Organisation made on 26 October 2023.

---

Name: Steve Allan

**Acting Chairperson**

Date: 26 October 2023

---

Name: Leo Hauville

**Voting Representative Board Member**

Date: 26 October 2023

---

Name: Liz Fairweather

**Executive Officer**

Date: 26 October 2023

## Mid North Coast Joint Organisation

### Statement of Income and Accumulated Surplus for the year ended 30 June 2023

	Notes	2023 \$'000	2022 \$'000
<b>Income:</b>			
Member council contributions	B1-1	75	185
Grants provided for operating purposes	B1-2	673	45
Other Income	B1-3	-	2
<b>Total income</b>		<b>748</b>	<b>232</b>
<b>Expenses</b>			
Employee benefits and on-costs		66	55
Administrative Expenses	B2-1	495	460
<b>Total expenses</b>		<b>561</b>	<b>515</b>
<b>Net operating result for the year</b>		<b>187</b>	<b>(283)</b>
<b>Net result for the year</b>		<b>187</b>	<b>(283)</b>
<b>Accumulated surplus at 1 July</b>		<b>741</b>	<b>1,024</b>
<b>Accumulated surplus at 30 June</b>		<b>928</b>	<b>741</b>

The above Statement of Income and Accumulated Surplus should be read in conjunction with the accompanying notes.

# Mid North Coast Joint Organisation

## Statement of Financial Position as at 30 June 2023

	Notes	2023 \$'000	2022 \$'000
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	C1-1	988	772
Receivables	C1-2	1	31
<b>Total current assets</b>		<b>989</b>	<b>803</b>
<b>Total assets</b>		<b>989</b>	<b>803</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	C3-1	58	59
Employee benefit provisions	C3-2	3	3
<b>Total current liabilities</b>		<b>61</b>	<b>62</b>
<b>Total liabilities</b>		<b>61</b>	<b>62</b>
<b>Net assets</b>		<b>928</b>	<b>741</b>
<b>EQUITY</b>			
Accumulated Surplus		928	741
<b>Total equity</b>		<b>928</b>	<b>741</b>

The above Statement of financial position should be read in conjunction with the accompanying notes.



# Mid North Coast Joint Organisation

## Statement of Cash Flows for the year ended 30 June 2023

	2023	2022
Notes	\$'000	\$'000
<b>Cash flows from operating activities</b>		
<b>Receipts:</b>		
Contributions from member councils	75	185
Grants	700	18
Other income	3	(1)
<b>Payments:</b>		
Employees	(71)	(73)
Non-employee cash outflows	(491)	(453)
<b>Net cash provided from (or used) in operating activities</b>	<b>216</b>	<b>(324)</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>	<b>216</b>	<b>(324)</b>
<b>Cash and cash equivalents at beginning of reporting period</b>	<b>772</b>	<b>1,096</b>
<b>Cash and cash equivalents at end of reporting period</b>	<b>988</b>	<b>772</b>

C1-1

The above Statement of cash flows should be read in conjunction with the accompanying notes.

# Mid North Coast Joint Organisation

## Contents of the notes to the Financial Statements for year ended 30 June 2023

<b>A. About the Joint Organisation and these financial statements</b> .....	<b>6</b>
<b>A1. Basis of preparation</b> .....	<b>6</b>
<b>B. Financial Performance</b> .....	<b>7</b>
<b>B1. Sources of Income</b> .....	<b>7</b>
B1-1 Members Council contributions.....	7
B1-2 Grants.....	8
B1-3 Other income.....	9
<b>B2. Costs of providing services</b> .....	<b>10</b>
B2-1 Administrative expenses.....	10
<b>C. Financial position</b> .....	<b>11</b>
<b>C1. Assets we manage</b> .....	<b>11</b>
C1-1 Cash and cash equivalents.....	11
C1-2 Receivables.....	12
<b>C2. Liabilities of the Joint Organisation</b> .....	<b>13</b>
C2-1 Payables.....	13
C2-2 Employee benefits.....	14
<b>D. Risks and accounting uncertainties</b> .....	<b>15</b>
D1-1 Financial risk management.....	15
D2-1 Contingencies.....	15
<b>E. People and relationships</b> .....	<b>16</b>
<b>E1. Related party disclosures</b> .....	<b>16</b>
E1-1 Key management personnel (KMP).....	16
E1-2 Other related parties.....	16
<b>E2. Other relationships</b> .....	<b>17</b>
E2-1 Audit fees.....	17
<b>F. Other matters</b> .....	<b>17</b>
<b>F1. Commitments</b> .....	<b>17</b>
<b>F2. Events occurring after reporting date</b> .....	<b>17</b>

## A. About the Joint Organisation and these financial statements

### A1. Basis of Preparation

---

These financial statements were authorised for issue by the Board of the Joint Organisation on the 26 October 2023. The Board has the power to amend and reissue these financial statements.

The principal accounting policies adopted in the preparation of these financial statements are set out below.

These general purpose financial statements have been prepared in accordance with Australian Accounting Standards - Simplified Disclosures, the *Local Government Act 1993 (NSW)* and Regulations, and the Joint Organisation Code of Accounting Practice and Financial Reporting. Mid North Coast Joint Organisation is a not-for-profit entity. The financial statements are presented in Australian dollars and are rounded to the nearest thousand dollars.

#### *b. New and amended standards adopted by JO*

The following new standards are effective for the first time at 30 June 2023.

- AASB 2022-3 *Amendments to Australian Accounting Standards - Illustrative Examples for Not-for-Profit Entities accompanying AASB 15.*
- AASB 2020-3 *Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments.*

These standards have not had a significant impact on the JO.

#### *b. Historical cost convention*

These financial statements have been prepared under the historical cost convention.

#### *c. Significant accounting estimates and judgements*

The preparation of financial statements requires the use of certain critical accounting estimates. It also requires management to exercise its judgement in the process of applying the JO's accounting policies. Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that may have a financial impact on the JO and that are believed to be reasonable under the circumstances.

### **Critical accounting estimates and assumptions**

Mid North Coast Joint Organisation makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

employee benefit provisions - refer Note C2-2

Significant judgements in applying the JO accounting policies

None are applicable at this stage.

### **Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the Statement of Financial Position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities that are recoverable from, or payable to, the taxation authority are presented as operating cash flows.

**B. Financial Performance****B1. Sources of income****B1-1 Member Council contributions**

	<b>2023</b>	<b>2022</b>
	<b>\$'000</b>	<b>\$'000</b>
Port Macquarie Hastings Council	25	115
Kempsey Shire Council	25	45
Bellingen Shire Council	25	25
<b>Total member council contributions</b>	<b>75</b>	<b>185</b>

**Accounting policy**

Contributions by member councils are recognised as revenue at the point in time when the amount to be paid for the period has been determined and communicated to councils. The contribution may be in the form of a cash payment or non-monetary contribution (which is recorded at its fair value).

The methodology for determining the contributions is:

- equal contributions by all member councils in order to perform the principal functions of delivering on strategic regional priorities, regional leadership and intergovernmental cooperation.
- contributions by participating member councils for the functions of enhancing strategic capacity and direct service delivery.

**B. Financial Performance****B1. Sources of income****B1-2 Grants**

	Operating		Capital	
	2023	2022	2023	2022
	\$'000	\$'000	\$'000	\$'000
NSW Reconstruction Authority - Mid North Coast Resilience & Disaster Risk Reduction	380	-	-	-
Department of Regional NSW - Circular Economy Centre of Excellence	192	-	-	-
Office of Local Government - Increasing Resilience to Climate Change	8	-	-	-
Office of Energy & Climate Change - Net Zero Acceleration Project	93	-	-	-
Koala Hospital Port Macquarie	-	45	-	-
<b>Total grants</b>	<b>673</b>	<b>45</b>	-	-
<b>Comprising:</b>				
- Commonwealth funding	-	-	-	-
- State funding	673	-	-	-
- Other funding	-	45	-	-
	<b>673</b>	<b>45</b>	-	-
<b>Timing of revenue recognition</b>				
Grants recognised over time	-	-	-	-
Grants recognised at a point in time	673	45	-	-
<b>Total grants</b>	<b>673</b>	<b>45</b>	-	-

**Accounting policy****Grants - enforceable agreement with sufficiently specific performance obligations**

Grant revenue arising from an agreement which is enforceable and contains sufficiently specific performance obligations is recognised as or when control of each performance obligation is transferred.

The performance obligations are varied according to the agreement but include reaching project milestones, completion of grant acquittals, whether the grant will be refunded if performance obligations are not met.

Performance obligations may be satisfied either at a point in time or over time and this is reflected in the revenue recognition pattern. Point in time recognition occurs when the beneficiary obtains the control of the goods/services at a single time (e.g. completion of the project when a report / outcome is provided), whereas over time recognition is where the control of the services is ongoing throughout the project (e.g. provision of community health services through the year).

Where control is transferred over time, generally the input methods of costs or time are deemed to be the most appropriate methods to reflect the transfer of the benefit.

**Capital grants**

Capital grants received under an enforceable contract for the acquisition or construction of infrastructure, property, plant and equipment to identified specifications which will be under the Mid North Coast Joint Organisation's control on completion are recognised as revenue and when the obligation to construct or purchase is completed.

For construction projects, this is generally as the construction progresses in accordance with costs incurred since this is deemed to be the most appropriate measure of the completeness of the construction project.

For acquisition of assets, the revenue is recognised when the asset is acquired and controlled by the Mid North Coast Joint Organisation.

**B. Financial Performance****B1. Sources of income****B1-2 Grants****Other grants**

Assets (e.g. cash) received from other grants are recognised at fair value when the asset is received. The Mid North Coast Joint Organisation considers whether there are any related liability or equity items associated with the asset which are recognised in accordance with the relevant accounting standard.

Once the assets and liabilities have been recognised then income is recognised for any remaining asset value at the time that the asset is received.

**B1-3 Other income**

	<b>2023</b>	<b>2022</b>
	<b>\$'000</b>	<b>\$'000</b>
Other	-	2
<b>Total other income</b>	<b>-</b>	<b>2</b>

**Accounting policy**

Other income is recorded when the payment is due, the value of the payment is notified, or the payment is received, whichever occurs first.

Gains and losses on disposals are determined by comparing proceeds with carrying amount. The gain or loss on sale of an asset is determined when control of the asset has irrevocably passed to the buyer and the assets is de-recognised.

**B2. Costs of providing services****B2-1 Administrative Expenses**

	2023	2022
	\$'000	\$'000
Contractor and consultancy costs		
- Project Manager Services	43	55
- Biodiversity Stewardship Project	24	10
- Koala Monitoring Program consultancy costs	-	188
- Circular Economy Centre of Excellence	25	-
- Community Land Trust	29	36
- Platform/Co-ordination Hub	-	10
- DRRF Regional Capability	14	-
- Scholarship Program	(5)	48
- Other	18	-
Transfer to Koala Recovery Partnership to Koala Hospital	296	-
Remuneration of auditors	16	10
Office Expenses	9	24
Other	22	69
Sitting Fees	4	7
Travelling	-	3
<b>Total administrative expenses</b>	<b>495</b>	<b>460</b>

**Accounting policy****Employee benefit expenses**

Employee benefit expenses are recorded when the service has been provided to the employee.

Contributions to defined contribution plans are recognised as an expense as they become payable. Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction of the future payments is available.

**Administrative expenses**

Administrative expenses are recorded on an accruals basis as the Mid North Coast Joint Organisation receives the goods or services.

**C. Financial position****C1. Assets we manage****C1-1 Cash and cash equivalents**

	<b>2023</b>	<b>2022</b>
	<b>\$'000</b>	<b>\$'000</b>
Cash at bank and on hand	988	772
	<b>988</b>	<b>772</b>
<b>Restricted cash and cash equivalents</b>		
External restrictions	739	609
Unrestricted	249	163
	<b>988</b>	<b>772</b>
<b>Reconciliation of cash and cash equivalents</b>		
Total cash and cash equivalents per Statement of Financial Position	988	772
<b>Balances as per Statement of Cash Flows</b>	<b>988</b>	<b>772</b>

**Accounting policy**

For Statement of Cash Flow presentation purposes, cash and cash equivalents include: cash on hand; deposits held at call with financial institutions; other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value; and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the Statement of Financial Position, however are included as cash and cash equivalents in the Statement of Cash flows.



**C1-2 Receivables**

	<b>2023</b>	<b>2022</b>
	<b>\$'000</b>	<b>\$'000</b>
Other (GST receivable)	1	3
Other	-	27
<b>Total</b>	<b>1</b>	<b>30</b>
<b>Net Receivables</b>	<b>1</b>	<b>30</b>

**Accounting policy**

Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less provision for impairment. Receivables are generally due for settlement within 30 days.

Impairment of receivables is assessed using the simplified expected credit loss model where lifetime credit losses are recorded on initial recognition. To measure the expected credit losses, debtors have been grouped based on shared credit risk characteristics and the days past due.

The Joint Organisation has not recognised a provision for impairment at 30 June 2023 on the basis that the Mid North Coast Joint Organisation has no history of credit losses being incurred.

**C2. Liabilities of the joint organisation****C2-1 Payables**

	2023	2022
	\$'000	\$'000
Trade payables	45	42
Accrued expenses	13	17
<b>Total payables</b>	<b>58</b>	<b>59</b>

**Accounting policy**

The Mid North Coast Joint Organisation measures all financial liabilities initially at fair value less transaction costs, subsequent financial liabilities are measured at amortised cost using the effective interest rate method.

Trade payables represent liabilities for goods and services provided to the Mid North Coast Organisation prior to the end of financial period that are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

**C2-2 Employee benefits**

	2023		2022	
	Current \$'000	Non-Current \$'000	Current \$'000	Non-Current \$'000
<b>Employee benefits provisions</b>				
Annual leave	3	-	-	-
Long service leave	-	-	3	-
<b>Total employee benefit provisions</b>	<b>3</b>	<b>-</b>	<b>3</b>	<b>-</b>
<b>Current employee benefit provisions not expected to be settled within the next 12 months</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Accounting policy***Short-term obligations*

Liabilities for wages and salaries (including non-monetary benefits and annual leave expected to be wholly settled within 12 months after the end of the period in which the employees render the related service) are recognised in respect of employees' services up to the end of the reporting period and are measured at the amounts expected to be paid when the liabilities are settled. The liability for annual leave is recognised in the provision for employee benefits. All other short-term employee benefit obligations are presented as payables.

*Other long-term employee benefit obligations*

The liability for long service leave and annual leave that is not expected to be wholly settled within 12 months after the end of the period in which the employees render the related service is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the end of the reporting period using the projected unit credit method.

Consideration is given to expected future wage and salary levels, experience of employee departures, and periods of service. Expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity and currency that match, as closely as possible, the estimated future cash outflows.

*On-costs*

The employee benefit provisions include the aggregate on-cost liabilities that will arise when payment of current employee benefits is made in future periods.

These amounts include superannuation, payroll tax and workers compensation expenses which will be payable upon the future payment of certain leave liabilities which employees are entitled to at the reporting period.

The obligations are presented as current liabilities in the Statement of Financial Position if the Mid North Coast Joint Organisation does not have an unconditional right to defer settlement for at least 12 months after the reporting date, regardless of when the actual settlement is expected to occur.

## **D. Risks and accounting uncertainties**

### **D1. Financial risk management**

#### Risk management

The Mid North Coast Joint Organisation's activities expose it to a variety of financial risks including credit risk, liquidity risk and interest rate risk.

Financial risk management is carried out by the finance team under policies approved by the Mid North Coast Joint Organisation Board.

The fair value of receivables, investments and financial liabilities approximates the carrying amount.

### **D2. Contingencies**

The Mid North Coast Joint Organisation is a member of Statewide Mutual, a mutual pool scheme providing liability insurance to local government.

Membership includes the potential to share in either the net assets or liabilities of the fund depending on its past performance. The Mid North Coast Joint Organisation's share of the net assets or liabilities reflects the contributions to the pool and the result of insurance claims within each of the fund years.

The future realisation and finalisation of claims incurred but not reported to 30 June 2023 may result in future liabilities or benefits as a result of past events that the JO will be required to fund or share respectively.

## **E. People and relationships**

### **E1. Related Party Disclosures**

#### **E1-1 Key management personnel**

---

Key management personnel (KMP) of the Mid North Coast Joint Organisation are those persons having the authority and responsibility for planning, directing and controlling the activities of the Mid North Coast Joint Organisation, directly or indirectly.

The aggregate amount of KMP compensation included in the Income Statement and Other Comprehensive Income is \$55,196 (2022: \$61,544)

#### **Other transactions with KMP and their related parties**

There were no other transactions between the JO and the KMP and their related parties.

#### **E1-2 Other related parties**

---

There were no transactions between the JO and other related parties (2022:nil)

**E2. Other relationships****E2-1 Audit fees**

	2023	2022
	\$'000	\$'000
Auditors of the JO - NSW Auditor-General:		
Audit of financial statements	16	10
<b>Total fees paid or payable to the Auditor-General</b>	<b>16</b>	<b>10</b>

**F. Other matters****F1. Commitments**

The Mid North Coast Joint Organisation does not have any commitments relating to the acquisition of property, plant and equipment that are not recognised in the financial statements as liabilities.

**F2. Events occurring after reporting date**

There were no events occurring after reporting date.

Mid North Coast Joint Organisation

General Purpose Audit Reports

for the year ended 30 June 2023



## 5 REPORTS FOR THIS MEETING

---

**Item** 5.2  
**Subject** Written Returns of Interest  
**Presented by** Liz Fairweather, Project Manager

---

### RECOMMENDATION

That the Board note the Written Returns of Interest

### EXECUTIVE SUMMARY

Councillors and designated persons are required to lodge Written Returns of Interest in accordance with the requirements set out in the code of conduct. In accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 these returns will be made publicly available via the MNCJO website.

### ATTACHMENTS

1. Combined redacted Disclosures 2022-2023



# DISCLOSURE OF INTERESTS


ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR


For further information please read the Office of Local Government's Self help guide for completion of returns

Ensure that wherever you have nothing to declare, that you have selected the word 'NIL' from the drop-down lists.



<b>MY FULL NAME</b>	<b>GIVEN NAME: Leo</b>	<b>SURNAME: Hauville</b>
<b>RETURN PERIOD: 2022-2023</b>		

## A REAL PROPERTY

 **A TIP:** You must include: (i) either the postal addresses OR particulars of title, i.e. Lot and DP (or SP) of properties anywhere in Australia that you had an interest in at any time during the Return Period; (ii) the Nature of your Interest, i.e. Owner, Part Owner, Lessee, Beneficiary, Occupier or Other

Address of each parcel of real property in which I had an interest at any time during the Return Period	Nature of my Interest: Select from the drop-down list 
---	--

### MY PLACE(S) OF RESIDENCE:

No: 		Lot & DP:	Owner
Suburb: Yarravel		State: NSW	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	

### OTHER REAL PROPERTY POSTAL ADDRESS DETAILS:

No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	

If insufficient space, please attach a schedule to this form. Please tick if adding an attachment

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## B SOURCES OF INCOME

**A TIP:** Only provide information where the amount of income from an occupation, a Trust or other source, exceeded \$500.

### 1 SOURCES OF MY INCOME FROM AN OCCUPATION(S) (sources, not amounts, of income I received from my Occupation(s) at any time during the Return Period)

Position Held e.g. Labourer, Cadet, Project Officer, Manager, etc.	Name and Address of Employer or Description of Office held (if applicable) If self employed include business name & business address	Name of Partnership (if applicable)
Mayor	Kempsey Shire Council	

### 2 SOURCES OF MY INCOME FROM A TRUST (sources of income, not amounts, I received from a Trust during the Return Period)

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box		NIL
<b>A TIP:</b> The 'Settlor' is the name of a person who created the Trust	NAME AND ADDRESS OF SETTLOR	NAME AND ADDRESS OF TRUSTEE

### 3 OTHER SOURCES OF MY INCOME (sources of other income, not amounts, I received at any time during the Return Period)

<b>TIPS:</b> a Other Sources of Income may include income from rental property, investments, business activities, welfare payments; b You must include a description sufficient to identify the person, property or business activity from whom, or the circumstances in which, that income was received.		
If you have Nothing to Declare, select the word 'Nil' in the adjacent Box		NIL

## C GIFTS

**A TIP:** Only include description of a single gift or multiple gifts from the same donor, the total value of which exceeded \$500

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box  and move to Section D		NIL
If you declare a gift  then you MUST also complete a Gifts and Benefits Declaration Form available on request from the Group Leader Governance		
DESCRIPTION OF EACH GIFT RECEIVED BY ME AT ANY TIME DURING THE RETURN PERIOD	NAME AND ADDRESS OF GIFT DONOR	


# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## D CONTRIBUTIONS TO TRAVEL

### A TIP:


- Relates to the return period
- Do not include payments by Council for your work-related travel


If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section E 

NIL


NAME AND ADDRESS OF EACH PERSON WHO MADE GREATER THAN \$250 FINANCIAL OR OTHER CONTRIBUTION TO ANY TRAVEL UNDERTAKEN BY ME DURING THE RETURN PERIOD	DATES TRAVEL WAS UNDERTAKEN	NAME OF STATES, TERRITORIES OF THE COMMONWEALTH AND OTHER COUNTRIES IN WHICH TRAVEL WAS UNDERTAKEN

## E INTERESTS AND POSITIONS IN CORPORATIONS

 **TIPS:** (i) Declare only if your shareholding was greater than 10% of voting rights in the corporation (ii) You must declare any position (not Shareholder) you held in a Corporation (including not-for-profit corporation) such as Director, whether or not you held shares in the Corporation or the position was a paid position


If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section F 


NIL

If you declare a Position  you held in a Corporation that had a relationship with Council, you MUST complete a Conflict of Interests Disclosure Form in the Councillors Dropbox or located on [Council's Intranet](#)

NAME AND ADDRESS OF EACH CORPORATION IN WHICH I HAD AN INTEREST OR HELD A POSITION AT ANY TIME DURING THE RETURN PERIOD	NATURE OF INTEREST (IF ANY) EG SHAREHOLDER	DESCRIPTION OF POSITION (IF ANY) EG DIRECTOR, COMPANY SECRETARY	PRINCIPAL OBJECTS OF CORPORATION (EXCEPT IN CASE OF LISTED COMPANY)

## F INTERESTS AS A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER

 **TIPS:** (i) Declare whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section F 

NIL

NAME AND ADDRESS OF PROPERTY DEVELOPER	NATURE OF INTEREST (IF ANY) eg SHAREHOLDER	DESCRIPTION OF POSITION (IF ANY) EG DIRECTOR, COMPANY SECRETARY

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH  
COUNCIL'S GOVERNANCE COORDINATOR


- A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
- For the purposes of clause 19 of this schedule:
  - close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the Electoral Funding Act 2018.
  - property developer has the same meaning as it has in Division 7 of Part 3 of the Electoral Funding Act 2018.

<b>G POSITIONS IN TRADE UNIONS OR PROFESSIONAL OR BUSINESS ASSOCIATION</b>	
<b>A TIP:</b> Do not include general membership but include details of any positions held whether remunerated or not	
If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section G	<input type="radio"/> NIL
NAME OF EACH TRADE UNION AND EACH PROFESSIONAL OR BUSINESS ASSOCIATION IN WHICH I HELD ANY POSITION (WHETHER REMUNERATED OR NOT) AT ANY TIME DURING THE RETURN PERIOD	DESCRIPTION OF POSITION

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## H DEBTS

 **A TIP:** You **do not** need to provide information on (i) the amounts; (ii) debts for less than \$500; (iii) debts to any relative, bank, building society, credit union or other financial institution such as for your home mortgage, credit card or department store

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section H




NIL

NAME AND ADDRESS OF EACH PERSON OR ORGANISATION (CREDITOR) TO WHOM I WAS LIABLE TO PAY ANY DEBT AT ANY TIME DURING THE RETURN PERIOD

NAME OF CREDITOR	ADDRESS OF CREDITOR

## I DISPOSITIONS OF REAL PROPERTY

 **TIPS:** You must disclose details:

- of each disposal of real property since your last return was made by which you wholly or partly retained the use or benefit of the property or the right to repurchase the property;
- of each disposal of real property by other persons or entities whereby you wholly or partly obtained the use of the property;
- disposal includes –
  - grant of a lease or licence for all or part of the land,
  - mortgage over your land,
  - grant of easement over land by which you retain the ability to use the land,
  - sale of land (or grant of option by you) with (i) a lease or licence granted to you or a right for you to repurchase the land, (ii) or an easement or covenant over the land in favour of you
- creation of an option to purchase land in favour of you;
- creation by you of a charge over your land;
- transfer by you of an interest in your land to a Trustee of a Trust of which you are a beneficiary;
- transfer of land to your spouse or by your spouse to a third party whereby you continue to occupy the land;
- transfer of title of your land subject to you continuing to receive a benefit, e.g. rent from the land.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section I



NIL

Should you require more detailed explanation on the information to be provided in this Section, you should refer to Clauses 188(1) and 188(2) of the Local Government (General) Regulation 2005 or consult your solicitor

### ➤ 1 PARTICULARS OF EACH DISPOSITION OF REAL PROPERTY BY ME AT ANY TIME DURING THE RETURN PERIOD AS A RESULT OF WHICH I RETAINED, EITHER WHOLLY OR IN PART, THE USE AND BENEFIT OF THE PROPERTY OR THE RIGHT TO REACQUIRE THE PROPERTY AT A LATER DATE

No:	Street:	Lot & DP:	Suburb:	State:

### ➤ 2 PARTICULARS OF EACH DISPOSITION OF REAL PROPERTY TO A PERSON BY ANOTHER PERSON UNDER ARRANGEMENTS MADE BY ME, BEING DISPOSITIONS MADE AT ANY TIME DURING THE RETURN PERIOD, AS A RESULT OF WHICH I OBTAINED EITHER WHOLLY OR IN PART, THE USE AND BENEFIT OF THE PROPERTY

No:	Street:	Lot & DP:	Suburb:	State:



# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

J DISCRETIONARY DISCLOSURES	
<b>A TIP:</b> To be completed if you wish to make any additional disclosures	
If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and go to Sign and Date to complete this Return	<input type="radio"/>
	NIL

<b>MY SIGNATURE:</b>	
<b>DATE SIGNED:</b>	17th July 2023

**NEXT STEPS:**

- Ensure that wherever you had nothing to declare, that you have selected the word 'NIL' from the drop-down lists.
- Print the form.
- Sign and date the return.
  - Your form should then be forwarded to the Project Manager, Mid North Coast Joint Organisation at [liz.fairweather@mncjo.nsw.gov.au](mailto:liz.fairweather@mncjo.nsw.gov.au)

**OPTIONAL STATUTORY DECLARATION:**

Did you complete the optional Statutory Declaration on the next page?

If 'YES', make sure that you have listed the reasons for completing the form and then have your signature witnessed by a Justice of the Peace before submitting your Disclosure of Interest Form.

# DISCLOSURE OF INTERESTS


ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH  
COUNCIL'S GOVERNANCE COORDINATOR


**For further information please read the**  
[Office of Local Government's Self help guide for completion of returns](#)

Ensure that wherever you have nothing to declare, that you have selected the word 'NIL' from the drop-down lists.

<b>MY FULL NAME</b>	<b>GIVEN NAME: Craig</b>	<b>SURNAME: Milburn</b>
<b>RETURN PERIOD: 2022-2023</b>		

## A REAL PROPERTY

 **A TIP:** You must include: (i) either the postal addresses OR particulars of title, i.e. Lot and DP (or SP) of properties anywhere in Australia that you had an interest in at any time during the Return Period; (ii) the Nature of your Interest, i.e. Owner, Part Owner, Lessee, Beneficiary, Occupier or Other

Address of each parcel of real property in which I had an interest at any time during the Return Period	Nature of my Interest: Select from the drop-down list 
---	--

### MY PLACE(S) OF RESIDENCE:

No: █	█	Lot & DP:	<b>Part Owner</b>
Suburb: █		State: NSW	
No:	Street:	Lot & DP:	<b>SELECT FROM LIST BELOW</b>
Suburb:		State:	

### OTHER REAL PROPERTY POSTAL ADDRESS DETAILS:

No:	Street:	Lot & DP:	<b>SELECT FROM LIST BELOW</b>
Suburb:		State:	
No:	Street:	Lot & DP:	<b>SELECT FROM LIST BELOW</b>
Suburb:		State:	
No:	Street:	Lot & DP:	<b>SELECT FROM LIST BELOW</b>
Suburb:		State:	
No:	Street:	Lot & DP:	<b>SELECT FROM LIST BELOW</b>
Suburb:		State:	
No:	Street:	Lot & DP:	<b>SELECT FROM LIST BELOW</b>
Suburb:		State:	
No:	Street:	Lot & DP:	<b>SELECT FROM LIST BELOW</b>
Suburb:		State:	


If insufficient space, please attach a schedule to this form.

Please tick if adding an attachment

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR


## B SOURCES OF INCOME


 **A TIP:** Only provide information where the amount of income from an occupation, a Trust or other source, exceeded \$500.

### ➡ 1 SOURCES OF MY INCOME FROM AN OCCUPATION(S) (sources, *not amounts*, of income I received from my Occupation(s) at any time during the Return Period)


Position Held e.g. Labourer, Cadet, Project Officer, Manager, etc.	Name and Address of Employer or Description of Office held (if applicable) <i>If self employed include business name &amp; business address</i>	Name of Partnership (if applicable)
General Manager	Kempsey Shire Council 22 Tozer St West Kempsey	


### ➡ 2 SOURCES OF MY INCOME FROM A TRUST (sources of income, *not amounts*, I received from a Trust during the Return Period)

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box  **NIL**


NAME AND ADDRESS OF SETTLOR  <b>A TIP:</b> The 'Settlor' is the name of a person who created the Trust	NAME AND ADDRESS OF TRUSTEE


### ➡ 3 OTHER SOURCES OF MY INCOME (sources of other income, *not amounts*, I received at any time during the Return Period)


 **TIPS:** a Other Sources of Income may include income from rental property, investments, business activities, welfare payments;  
b You must include a description sufficient to identify the person, property or business activity from whom, or the circumstances in which, that income was received.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box  **NIL**


## C GIFTS

 **A TIP:** Only include description of a single gift or multiple gifts from the same donor, the total value of which exceeded \$500

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box  **NIL**  
and move to Section D

If you declare a gift  then you MUST also complete a Gifts and Benefits Declaration Form available on request from the Group Leader Governance

DESCRIPTION OF EACH GIFT RECEIVED BY ME AT ANY TIME DURING THE RETURN PERIOD	NAME AND ADDRESS OF GIFT DONOR




# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## D CONTRIBUTIONS TO TRAVEL

### A TIP:


- Relates to the return period
- Do not include payments by Council for your work-related travel


If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section E 

**NIL**


NAME AND ADDRESS OF EACH PERSON WHO MADE GREATER THAN \$250 FINANCIAL OR OTHER CONTRIBUTION TO ANY TRAVEL UNDERTAKEN BY ME DURING THE RETURN PERIOD	DATES TRAVEL WAS UNDERTAKEN	NAME OF STATES, TERRITORIES OF THE COMMONWEALTH AND OTHER COUNTRIES IN WHICH TRAVEL WAS UNDERTAKEN

## E INTERESTS AND POSITIONS IN CORPORATIONS

 **TIPS:** (i) Declare only if your shareholding was greater than 10% of voting rights in the corporation (ii) You must declare any position (not Shareholder) you held in a Corporation (including not-for-profit corporation) such as Director, whether or not you held shares in the Corporation or the position was a paid position


If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section F 


**Refer Below**

If you declare a Position  you held in a Corporation that had a relationship with Council, you MUST complete a Conflict of Interests Disclosure Form in the Councillors Dropbox or located on [Council's Intranet](#)

NAME AND ADDRESS OF EACH CORPORATION IN WHICH I HAD AN INTEREST OR HELD A POSITION AT ANY TIME DURING THE RETURN PERIOD	NATURE OF INTEREST (IF ANY) EG SHAREHOLDER	DESCRIPTION OF POSITION (IF ANY) EG D RECTOR, COMPANY SECRETARY	PRINCIPAL OBJECTS OF CORPORATION (EXCEPT IN CASE OF LISTED COMPANY)
Arts On Tour Pitt Street Sydney	Director		Management of touring logistics for touring companies across Aust.

## F INTERESTS AS A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER

 **TIPS:** (i) Declare whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section F 

**NIL**


NAME AND ADDRESS OF PROPERTY DEVELOPER	NATURE OF INTEREST (IF ANY) eg SHAREHOLDER	DESCRIPTION OF POSITION (IF ANY) EG DIRECTOR, COMPANY SECRETARY

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH  
COUNCIL'S GOVERNANCE COORDINATOR

- A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
- For the purposes of clause 19 of this schedule:
  - close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the Electoral Funding Act 2018.
  - property developer has the same meaning as it has in Division 7 of Part 3 of the Electoral Funding Act 2018.

## G POSITIONS IN TRADE UNIONS OR PROFESSIONAL OR BUSINESS ASSOCIATION

 **A TIP:** Do not include general membership but include details of any positions held whether remunerated or not

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section G



NIL


NAME OF EACH TRADE UNION AND EACH PROFESSIONAL OR BUSINESS ASSOCIATION  
IN WHICH I HELD ANY POSITION (WHETHER REMUNERATED OR NOT)  
AT ANY TIME DURING THE RETURN PERIOD

DESCRIPTION OF POSITION

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## H DEBTS

 **A TIP:** You do not need to provide information on (i) the amounts; (ii) debts for less than \$500; (iii) debts to any relative, bank, building society, credit union or other financial institution such as for your home mortgage, credit card or department store

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section H




NIL

NAME AND ADDRESS OF EACH PERSON OR ORGANISATION (CREDITOR) TO WHOM I WAS LIABLE TO PAY ANY DEBT AT ANY TIME DURING THE RETURN PERIOD

NAME OF CREDITOR	ADDRESS OF CREDITOR

## I DISPOSITIONS OF REAL PROPERTY

 **TIPS:** You must disclose details:

- of each disposal of real property since your last return was made by which you wholly or partly retained the use or benefit of the property or the right to repurchase the property;
- of each disposal of real property by other persons or entities whereby you wholly or partly obtained the use of the property;
- disposal includes –
  - grant of a lease or licence for all or part of the land,
  - mortgage over your land,
  - grant of easement over land by which you retain the ability to use the land,
  - sale of land (or grant of option by you) with (i) a lease or licence granted to you or a right for you to repurchase the land, (ii) or an easement or covenant over the land in favour of you
- creation of an option to purchase land in favour of you;
- creation by you of a charge over your land;
- transfer by you of an interest in your land to a Trustee of a Trust of which you are a beneficiary;
- transfer of land to your spouse or by your spouse to a third party whereby you continue to occupy the land;
- transfer of title of your land subject to you continuing to receive a benefit, e.g. rent from the land.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section I



NIL

Should you require more detailed explanation on the information to be provided in this Section, you should refer to Clauses 188(1) and 188(2) of the Local Government (General) Regulation 2005 or consult your solicitor

### ➡ 1 PARTICULARS OF EACH DISPOSITION OF REAL PROPERTY BY ME AT ANY TIME DURING THE RETURN PERIOD AS A RESULT OF WHICH I RETAINED, EITHER WHOLLY OR IN PART, THE USE AND BENEFIT OF THE PROPERTY OR THE RIGHT TO REACQUIRE THE PROPERTY AT A LATER DATE

No:	Street:	Lot & DP:	Suburb:	State:

### ➡ 2 PARTICULARS OF EACH DISPOSITION OF REAL PROPERTY TO A PERSON BY ANOTHER PERSON UNDER ARRANGEMENTS MADE BY ME, BEING DISPOSITIONS MADE AT ANY TIME DURING THE RETURN PERIOD, AS A RESULT OF WHICH I OBTAINED EITHER WHOLLY OR IN PART, THE USE AND BENEFIT OF THE PROPERTY

No:	Street:	Lot & DP:	Suburb:	State:



# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

[Redacted]	
[Redacted]	
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

[Redacted]	[Redacted]
<b>DATE SIGNED:</b>	9 AUGUST 2023

### NEXT STEPS:

- Ensure that wherever you had nothing to declare, that you have selected the word 'NIL' from the drop-down lists.
- Print the form.
- Sign and date the return.
  - Your form should then be forwarded to the Project Manager, Mid North Coast Joint Organisation at [liz.fairweather@mncjo.nsw.gov.au](mailto:liz.fairweather@mncjo.nsw.gov.au)

### OPTIONAL STATUTORY DECLARATION:

Did you complete the optional Statutory Declaration on the next page?

If **'YES'**, make sure that you have listed the reasons for completing the form and then have your signature witnessed by a Justice of the Peace before submitting your Disclosure of Interest Form.





# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## COMPLETION OF THE FOLLOWING STATUTORY DECLARATION IS **OPTIONAL**

The declaration should be completed only if you want to withhold your place of living from the version of your Return which is made available for public inspection. Reasons for withholding your place of living must be detailed in the declaration.

### STATUTORY DECLARATION

Request for Protection of Privacy (place of living) Local Government Act 1993, Section 739

I, .....  
of .....

in the State of New South Wales, do solemnly and sincerely declare as follows –

I request that my Annual Return of Disclosure of Interests and Other Matters that is available, or is to be made available, for public inspection by or under the Local Government Act 1993 be prepared or amended so as to omit or remove any matter that would disclose, or discloses, my place of living.

I consider that the disclosure of my place of living would place, or places, my personal safety, or the personal safety of members of my family, at risk for the reason(s) that –

**LIST YOUR REASONS HERE -**

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act, 1900.

Subscribed and declared at: .....

This ..... day of .....

20.....

My Signature

before me:

I, \_\_\_\_\_ a JP for NSW \_\_\_\_\_ certify  
(Full name of JP) (JP Registration Number)

(Tick a box that applies)

- 1  I saw the face of the declarant
- I did not see the face of the declarant because he/she was wearing a face covering, but I am satisfied that he/she had a special justification for not removing it, and

(Tick a box that applies)

- 2  I have known the person for at least 12 months
- I confirmed the person's identity with \_\_\_\_\_  
(Describe identification document relied on [PTO])

(Signature of JP)

(Date)

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH  
COUNCIL'S GOVERNANCE COORDINATOR



## NOTES FOR COMPLETING THE OPTIONAL STATUTORY DECLARATION

A person's identity can be confirmed with any one of the following approved identification documents, unless the document has expired or been cancelled. However, an Australian passport is acceptable if it expired no more than 2 years ago –

- a driver's licence or permit with a photograph, whether issued in Australia or another country
- a NSW photo card issued under Photo Card Act 2005
- an Australian proof of age card which contains the person's photograph
- an Australian passport (either current or expired less than 2 years ago)
- a passport or similar document with the person's photograph and signature issued by another country or by the United Nations
- a national identity card with the person's photograph and signature issued by another country or the United Nations (with an English language translation if not in English)
- an Australian citizenship certificate
- a foreign citizenship certificate (with an English language translation if not in English)
- a birth certificate or birth extract, whether issued in Australia, another country or by the United Nations (with an English language translation if not in English)
- a Centrelink pension card
- a credit card or passbook
- an account from a bank, building society or credit union, or statement of account up to one year old
- a Medicare card, pension concession card, Department of Veteran's Affairs entitlement card or other entitlement card issued by the Federal or any State Government
- an electoral enrolment card or other evidence of enrolment as an elector up to 2 years old, or
- a student identity card, or a certificate or statement of enrolment up to 2 years old from an educational institution

A copy of an identification document is acceptable if certified as a true copy by:

- any justice of the peace,
- notary public,
- commissioner of the court for taking affidavits,
- Australian legal practitioner authorised to take and receive any affidavit,
- the NSW Registrar-General,
- a Deputy Registrar-General,
- or other person by law authorised to administer an oath.

The certifier and the witness cannot be the same person.






# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

For further information please read the [Office of Local Government's Self help guide for completion of returns](#)

Ensure that wherever you have nothing to declare, that you have selected the word 'NIL' from the drop-down lists.

<b>MY FULL NAME</b>	<b>GIVEN NAME:</b>	<b>SURNAME:</b>
<b>RETURN PERIOD: 2022-2023</b>		

<b>A REAL PROPERTY</b>			
 <b>A TIP:</b> You must include: (i) either the postal addresses OR particulars of title, i.e. Lot and DP (or SP) of properties anywhere in Australia that you had an interest in at any time during the Return Period; (ii) the Nature of your Interest, i.e. Owner, Part Owner, Lessee, Beneficiary, Occupier or Other			
Address of each parcel of real property in which I had an interest at any time during the Return Period			Nature of my Interest: Select from the drop-down list 
<b>MY PLACE(S) OF RESIDENCE:</b>			
No: 		Lot & DP:	<b>Lessee</b>
Suburb: 		State:	
No:	Street:	Lot & DP:	<b>SELECT FROM LIST BELOW</b>
Suburb:		State:	
<b>OTHER REAL PROPERTY POSTAL ADDRESS DETAILS:</b>			
No: 32	Street: <b>Massie Place</b>	Lot & DP:	<b>Owner</b>
Suburb: <b>Dondingalong, 2444</b>		State:	
No: 9	Street: <b>Fireglow Street</b>	Lot & DP:	<b>Part Owner</b>
Suburb: <b>Erskine, WA, 6210</b>		State:	
No:	Street:	Lot & DP:	<b>SELECT FROM LIST BELOW</b>
Suburb:		State:	
No:	Street:	Lot & DP:	<b>SELECT FROM LIST BELOW</b>
Suburb:		State:	
No:	Street:	Lot & DP:	<b>SELECT FROM LIST BELOW</b>
Suburb:		State:	
No:	Street:	Lot & DP:	<b>SELECT FROM LIST BELOW</b>
Suburb:		State:	

If insufficient space, please attach a schedule to this form. Please tick if adding an attachment

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## B SOURCES OF INCOME

**A TIP:** Only provide information where the amount of income from an occupation, a Trust or other source, exceeded \$500.

### 1 SOURCES OF MY INCOME FROM AN OCCUPATION(S)

(sources, not amounts, of income I received from my Occupation(s) at any time during the Return Period)

Position Held e.g. Labourer, Cadet, Project Officer, Manager, etc.	Name and Address of Employer or Description of Office held (if applicable)	Name of Partnership (if applicable)
CEO	Port Macquarie Hastings, Burrwan Stree, Port Macquarie	
Director	Words That Express PTY Ltd	

### 2 SOURCES OF MY INCOME FROM A TRUST

(sources of income, not amounts, I received from a Trust during the Return Period)

NAME AND ADDRESS OF SETTLOR	NAME AND ADDRESS OF TRUSTEE

**A TIP:** The Settlor is the name of a person who created the Trust

### 3 OTHER SOURCES OF MY INCOME

(sources of other income, not amounts, I received at any time during the Return Period)

**TIPS:** a Other Sources of Income may include income from rental property, investments, business activities, welfare payments; b You must include a description sufficient to identify the person, property or business activity from whom, or the circumstances in which, that income was received.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box	NIL
---	-----

## C GIFTS

**A TIP:** Only include description of a single gift or multiple gifts from the same donor, the total value of which exceeded \$500

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box	NIL
---	-----

If you declare a gift then you MUST also complete a Gifts and Benefits Declaration Form available on request from the Group Leader Governance

DESCRIPTION OF EACH GIFT RECEIVED BY ME AT ANY TIME DURING THE RETURN PERIOD	NAME AND ADDRESS OF GIFT DONOR



# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH  
COUNCIL'S GOVERNANCE COORDINATOR

## D CONTRIBUTIONS TO TRAVEL

### A TIP:

- Relates to the return period
- Do not include payments by Council for your work-related travel


If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section E



NIL

NAME AND ADDRESS OF EACH PERSON WHO MADE GREATER THAN \$250 FINANCIAL OR OTHER CONTRIBUTION TO ANY TRAVEL UNDERTAKEN BY ME DURING THE RETURN PERIOD	DATES TRAVEL WAS UNDERTAKEN	NAME OF STATES, TERRITORIES OF THE COMMONWEALTH AND OTHER COUNTRIES IN WHICH TRAVEL WAS UNDERTAKEN


## E INTERESTS AND POSITIONS IN CORPORATIONS

 **TIPS:** (i) Declare only if your shareholding was greater than 10% of voting rights in the corporation (ii) You must declare any position (not Shareholder) you held in a Corporation (including not-for-profit corporation) such as Director, whether or not you held shares in the Corporation or the position was a paid position

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section F




NIL

If you declare a Position  you held in a Corporation that had a relationship with Council, you MUST complete a Conflict of Interests Disclosure Form in the Councillors Dropbox or located on [Council's Intranet](#)

NAME AND ADDRESS OF EACH CORPORATION IN WHICH I HAD AN INTEREST OR HELD A POSITION AT ANY TIME DURING THE RETURN PERIOD	NATURE OF INTEREST (IF ANY) EG SHAREHOLDER	DESCRIPTION OF POSITION (IF ANY) EG DIRECTOR, COMPANY SECRETARY	PRINCIPAL OBJECTS OF CORPORATION (EXCEPT IN CASE OF LISTED COMPANY)
Words That Express PTY LTD	Sahreholder	Director	Books/Audio Sales, Courses
NSW International Student Advisory Board	Represent Regional NSW	Board member	Attract/retain international students

## F INTERESTS AS A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER


 **TIPS:** (i) Declare whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section F



NIL

NAME AND ADDRESS OF PROPERTY DEVELOPER	NATURE OF INTEREST (IF ANY) eg SHAREHOLDER	DESCRIPTION OF POSITION (IF ANY) EG DIRECTOR, COMPANY SECRETARY

<b>G POSITIONS IN TRADE UNIONS OR PROFESSIONAL OR BUSINESS ASSOCIATION</b>	
<b>A TIP:</b> Do not include general membership but include details of any positions held whether remunerated or not	
If you have Nothing to Declare, select the word 'Nil' in the adjacent Box	
NIL	DESCRIPTION OF POSITION
NAME OF EACH TRADE UNION AND EACH PROFESSIONAL OR BUSINESS ASSOCIATION IN WHICH I HELD ANY POSITION (WHETHER REMUNERATED OR NOT) AT ANY TIME DURING THE RETURN PERIOD	MEMBER GAICD
Australian Institute of company directors	Member
Local Government Professionals	Member

- A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
- For the purposes of clause 19 of this schedule:
  - close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the Electoral Funding Act 2018.
  - property developer has the same meaning as it has in Division 7 of Part 3 of the Electoral Funding Act 2018.


**DISCLOSURE OF INTERESTS**  
 ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH  
 COUNCIL'S GOVERNANCE COORDINATOR




# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## H DEBTS

 **A TIP:** You **do not** need to provide information on (i) the amounts; (ii) debts for less than \$500; (iii) debts to any relative, bank, building society, credit union or other financial institution such as for your home mortgage, credit card or department store


If you have Nothing to Declare, select the word 'Nil' in the adjacent Box  and move to Section H


NIL

NAME AND ADDRESS OF EACH PERSON OR ORGANISATION (CREDITOR) TO WHOM I WAS LIABLE TO PAY ANY DEBT AT ANY TIME DURING THE RETURN PERIOD

NAME OF CREDITOR	ADDRESS OF CREDITOR

## I DISPOSITIONS OF REAL PROPERTY

-  **TIPS:** You must disclose details:
- of each disposal of real property since your last return was made by which you wholly or partly retained the use or benefit of the property or the right to repurchase the property;
  - of each disposal of real property by other persons or entities whereby you wholly or partly obtained the use of the property;
  - disposal includes –
    - grant of a lease or licence for all or part of the land,
    - mortgage over your land,
    - grant of easement over land by which you retain the ability to use the land,
    - sale of land (or grant of option by you) with (i) a lease or licence granted to you or a right for you to repurchase the land, (ii) or an easement or covenant over the land in favour of you
  - creation of an option to purchase land in favour of you;
  - creation by you of a charge over your land;
  - transfer by you of an interest in your land to a Trustee of a Trust of which you are a beneficiary;
  - transfer of land to your spouse or by your spouse to a third party whereby you continue to occupy the land;
  - transfer of title of your land subject to you continuing to receive a benefit, e.g. rent from the land.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box  and move to Section I

NIL

Should you require more detailed explanation on the information to be provided in this Section, you should refer to Clauses 188(1) and 188(2) of the Local Government (General) Regulation 2005 or consult your solicitor

### 1 PARTICULARS OF EACH DISPOSITION OF REAL PROPERTY BY ME AT ANY TIME DURING THE RETURN PERIOD AS A RESULT OF WHICH I RETAINED, EITHER WHOLLY OR IN PART, THE USE AND BENEFIT OF THE PROPERTY OR THE RIGHT TO REACQUIRE THE PROPERTY AT A LATER DATE

No:	Street:	Lot & DP:	Suburb:	State:

### 2 PARTICULARS OF EACH DISPOSITION OF REAL PROPERTY TO A PERSON BY ANOTHER PERSON UNDER ARRANGEMENTS MADE BY ME, BEING DISPOSITIONS MADE AT ANY TIME DURING THE RETURN PERIOD, AS A RESULT OF WHICH I OBTAINED EITHER WHOLLY OR IN PART, THE USE AND BENEFIT OF THE PROPERTY

No:	Street:	Lot & DP:	Suburb:	State:


If 'YES', make sure that you have listed the reasons for completing the form and then have your signature witnessed by a Justice of the Peace before submitting your Disclosure of Interest Form.


Did you complete the optional Statutory Declaration on the next page?

**OPTIONAL STATUTORY DECLARATION:**

- Ensure that wherever you had nothing to declare, that you have selected the word 'NIL' from the drop-down lists.
- Print the form.
- Sign and date the return.
- Your form should then be forwarded to the Project Manager, Mid North Coast Joint Organisation at [liz.fairweather@mncjo.nsw.gov.au](mailto:liz.fairweather@mncjo.nsw.gov.au)

**NEXT STEPS:**

DATE SIGNED:	25/7/23
MY SIGNATURE:	

<b>DISCRETIONARY DISCLOSURES</b>	
 <b>A TIP:</b> To be completed if you wish to make any additional disclosures	
NIL	If you have Nothing to Declare, select the word 'NIL' in the adjacent Box and go to Sign and Date to complete this Return



# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH  
COUNCIL'S GOVERNANCE COORDINATOR

**For further information please read the**  
[Office of Local Government's Self help guide for completion of returns](#)

Ensure that wherever you have nothing to declare, that you have selected the word 'NIL' from the drop-down lists.

<b>MY FULL NAME</b>	<b>GIVEN NAME: ELIZABETH</b>	<b>SURNAME: FAIRWEATHER</b>
<b>RETURN PERIOD: 2022-2023</b>		

## A REAL PROPERTY

**A TIP:** You must include: (i) either the postal addresses OR particulars of title, i.e. Lot and DP (or SP) of properties anywhere in Australia that you had an interest in at any time during the Return Period; (ii) the Nature of your Interest, i.e. Owner, Part Owner, Lessee, Beneficiary, Occupier or Other

Address of each parcel of real property in which I had an interest at any time during the Return Period	Nature of my Interest: Select from the drop-down list 
---	---

MY PLACE(S) OF RESIDENCE:			
No	[REDACTED]	Lot & DP:	Part Owner
Suburb	[REDACTED]	[REDACTED] : NSW	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	


OTHER REAL PROPERTY POSTAL ADDRESS DETAILS:			
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	

*If insufficient space, please attach a schedule to this form.*      Please tick if adding an attachment

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR


## B SOURCES OF INCOME


 **A TIP:** Only provide information where the amount of income from an occupation, a Trust or other source, exceeded \$500.

### ➔ 1 SOURCES OF MY INCOME FROM AN OCCUPATION(S) (sources, *not amounts*, of income I received from my Occupation(s) at any time during the Return Period)


Position Held e.g. Labourer, Cadet, Project Officer, Manager, etc.	Name and Address of Employer or Description of Office held (if applicable) If self employed include business name & business address	Name of Partnership (if applicable)
Consultant	Elizabeth Fairweather (sole trader)	


### ➔ 2 SOURCES OF MY INCOME FROM A TRUST (sources of income, *not amounts*, I received from a Trust during the Return Period)

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box  **NIL**

NAME AND ADDRESS OF SETTLOR  <b>A TIP:</b> The 'Settlor' is the name of a person who created the Trust	NAME AND ADDRESS OF TRUSTEE


### ➔ 3 OTHER SOURCES OF MY INCOME (sources of other income, *not amounts*, I received at any time during the Return Period)


 **TIPS:** a Other Sources of Income may include income from rental property, investments, business activities, welfare payments;  
b You must include a description sufficient to identify the person, property or business activity from whom, or the circumstances in which, that income was received.


If you have Nothing to Declare, select the word 'Nil' in the adjacent Box  **Refer Below**

Rental Income – [REDACTED]	
Rental Income – [REDACTED]	

## C GIFTS

 **A TIP:** Only include description of a single gift or multiple gifts from the same donor, the total value of which exceeded \$500

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box  **NIL**  
and move to Section D

If you declare a gift  then you MUST also complete a Gifts and Benefits Declaration Form available on request from the Group Leader Governance

DESCRIPTION OF EACH GIFT RECEIVED BY ME AT ANY TIME DURING THE RETURN PERIOD	NAME AND ADDRESS OF GIFT DONOR


# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## D CONTRIBUTIONS TO TRAVEL

### A TIP:


- Relates to the return period
- Do not include payments by Council for your work-related travel


If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section E 

NIL


NAME AND ADDRESS OF EACH PERSON WHO MADE GREATER THAN \$250 FINANCIAL OR OTHER CONTRIBUTION TO ANY TRAVEL UNDERTAKEN BY ME DURING THE RETURN PERIOD	DATES TRAVEL WAS UNDERTAKEN	NAME OF STATES, TERRITORIES OF THE COMMONWEALTH AND OTHER COUNTRIES IN WHICH TRAVEL WAS UNDERTAKEN

## E INTERESTS AND POSITIONS IN CORPORATIONS

 **TIPS:** (i) Declare only if your shareholding was greater than 10% of voting rights in the corporation (ii) You must declare any position (not Shareholder) you held in a Corporation (including not-for-profit corporation) such as Director, whether or not you held shares in the Corporation or the position was a paid position


If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section F 


NIL

If you declare a Position  you held in a Corporation that had a relationship with Council, you MUST complete a Conflict of Interests Disclosure Form in the Councillors Dropbox or located on [Council's Intranet](#)

NAME AND ADDRESS OF EACH CORPORATION IN WHICH I HAD AN INTEREST OR HELD A POSITION AT ANY TIME DURING THE RETURN PERIOD	NATURE OF INTEREST (IF ANY) EG SHAREHOLDER	DESCRIPTION OF POSITION (IF ANY) EG DIRECTOR, COMPANY SECRETARY	PRINCIPAL OBJECTS OF CORPORATION (EXCEPT IN CASE OF LISTED COMPANY)

## F INTERESTS AS A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER

 **TIPS:** (i) Declare whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section F 

NIL


NAME AND ADDRESS OF PROPERTY DEVELOPER	NATURE OF INTEREST (IF ANY) eg SHAREHOLDER	DESCRIPTION OF POSITION (IF ANY) EG DIRECTOR, COMPANY SECRETARY

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH  
COUNCIL'S GOVERNANCE COORDINATOR

- A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
- For the purposes of clause 19 of this schedule:
  - close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the Electoral Funding Act 2018.
  - property developer has the same meaning as it has in Division 7 of Part 3 of the Electoral Funding Act 2018.

## G POSITIONS IN TRADE UNIONS OR PROFESSIONAL OR BUSINESS ASSOCIATION

 **A TIP:** Do not include general membership but include details of any positions held whether remunerated or not

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section G



NIL

NAME OF EACH TRADE UNION AND EACH PROFESSIONAL OR BUSINESS ASSOCIATION  
IN WHICH I HELD ANY POSITION (WHETHER REMUNERATED OR NOT)  
AT ANY TIME DURING THE RETURN PERIOD


DESCRIPTION OF POSITION




# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## H DEBTS

 **A TIP:** You do not need to provide information on (i) the amounts; (ii) debts for less than \$500; (iii) debts to any relative, bank, building society, credit union or other financial institution such as for your home mortgage, credit card or department store

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section H




NIL

NAME AND ADDRESS OF EACH PERSON OR ORGANISATION (CREDITOR) TO WHOM I WAS LIABLE TO PAY ANY DEBT AT ANY TIME DURING THE RETURN PERIOD

NAME OF CREDITOR	ADDRESS OF CREDITOR

## I DISPOSITIONS OF REAL PROPERTY

 **TIPS:** You must disclose details:

- of each disposal of real property since your last return was made by which you wholly or partly retained the use or benefit of the property or the right to repurchase the property;
- of each disposal of real property by other persons or entities whereby you wholly or partly obtained the use of the property;
- disposal includes –
  - grant of a lease or licence for all or part of the land,
  - mortgage over your land,
  - grant of easement over land by which you retain the ability to use the land,
  - sale of land (or grant of option by you) with (i) a lease or licence granted to you or a right for you to repurchase the land, (ii) or an easement or covenant over the land in favour of you
- creation of an option to purchase land in favour of you;
- creation by you of a charge over your land;
- transfer by you of an interest in your land to a Trustee of a Trust of which you are a beneficiary;
- transfer of land to your spouse or by your spouse to a third party whereby you continue to occupy the land;
- transfer of title of your land subject to you continuing to receive a benefit, e.g. rent from the land.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section I



NIL

Should you require more detailed explanation on the information to be provided in this Section, you should refer to Clauses 188(1) and 188(2) of the Local Government (General) Regulation 2005 or consult your solicitor

### ➡ 1 PARTICULARS OF EACH DISPOSITION OF REAL PROPERTY BY ME AT ANY TIME DURING THE RETURN PERIOD AS A RESULT OF WHICH I RETAINED, EITHER WHOLLY OR IN PART, THE USE AND BENEFIT OF THE PROPERTY OR THE RIGHT TO REACQUIRE THE PROPERTY AT A LATER DATE

No:	Street:	Lot & DP:	Suburb:	State:

### ➡ 2 PARTICULARS OF EACH DISPOSITION OF REAL PROPERTY TO A PERSON BY ANOTHER PERSON UNDER ARRANGEMENTS MADE BY ME, BEING DISPOSITIONS MADE AT ANY TIME DURING THE RETURN PERIOD, AS A RESULT OF WHICH I OBTAINED EITHER WHOLLY OR IN PART, THE USE AND BENEFIT OF THE PROPERTY

No:	Street:	Lot & DP:	Suburb:	State:



# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

<b>J DISCRETIONARY DISCLOSURES</b>	
<b>A TIP:</b> To be completed if you wish to make any additional disclosures	
If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and go to Sign and Date to complete this Return	 <span style="color: red;">NIL</span>

<b>MY SIGNATURE:</b>	
<b>DATE SIGNED:</b>	04/07/2023

**NEXT STEPS:**

- Ensure that wherever you had nothing to declare, that you have selected the word 'NIL' from the drop-down lists.
- Print the form.
- Sign and date the return.
  - Your form should then be forwarded to the Project Manager, Mid North Coast Joint Organisation at [liz.fairweather@mncjo.nsw.gov.au](mailto:liz.fairweather@mncjo.nsw.gov.au)

**OPTIONAL STATUTORY DECLARATION:**

Did you complete the optional Statutory Declaration on the next page?

If **'YES'**, make sure that you have listed the reasons for completing the form and then have your signature witnessed by a Justice of the Peace before submitting your Disclosure of Interest Form.



# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## COMPLETION OF THE FOLLOWING STATUTORY DECLARATION IS **OPTIONAL**

The declaration should be completed only if you want to withhold your place of living from the version of your Return which is made available for public inspection. Reasons for withholding your place of living must be detailed in the declaration.

### STATUTORY DECLARATION

Request for Protection of Privacy (place of living) Local Government Act 1993, Section 739

I, .....  
of .....

in the State of New South Wales, do solemnly and sincerely declare as follows –

I request that my Annual Return of Disclosure of Interests and Other Matters that is available, or is to be made available, for public inspection by or under the Local Government Act 1993 be prepared or amended so as to omit or remove any matter that would disclose, or discloses, my place of living.

I consider that the disclosure of my place of living would place, or places, my personal safety, or the personal safety of members of my family, at risk for the reason(s) that –

**LIST YOUR REASONS HERE -**

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act, 1900.

Subscribed and declared at: .....

This ..... day of .....

20.....

My Signature

before me:

I, \_\_\_\_\_ a JP for NSW \_\_\_\_\_ certify  
(Full name of JP) (JP Registration Number)

(Tick a box that applies)

- 1  I saw the face of the declarant
- I did not see the face of the declarant because he/she was wearing a face covering, but I am satisfied that he/she had a special justification for not removing it, and

(Tick a box that applies)

- 2  I have known the person for at least 12 months
- I confirmed the person's identity with \_\_\_\_\_  
(Describe identification document relied on [PTO])

(Signature of JP)

(Date)

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH  
COUNCIL'S GOVERNANCE COORDINATOR



## NOTES FOR COMPLETING THE OPTIONAL STATUTORY DECLARATION

A person's identity can be confirmed with any one of the following approved identification documents, unless the document has expired or been cancelled. However, an Australian passport is acceptable if it expired no more than 2 years ago –

- a driver's licence or permit with a photograph, whether issued in Australia or another country
- a NSW photo card issued under Photo Card Act 2005
- an Australian proof of age card which contains the person's photograph
- an Australian passport (either current or expired less than 2 years ago)
- a passport or similar document with the person's photograph and signature issued by another country or by the United Nations
- a national identity card with the person's photograph and signature issued by another country or the United Nations (with an English language translation if not in English)
- an Australian citizenship certificate
- a foreign citizenship certificate (with an English language translation if not in English)
- a birth certificate or birth extract, whether issued in Australia, another country or by the United Nations (with an English language translation if not in English)
- a Centrelink pension card
- a credit card or passbook
- an account from a bank, building society or credit union, or statement of account up to one year old
- a Medicare card, pension concession card, Department of Veteran's Affairs entitlement card or other entitlement card issued by the Federal or any State Government
- an electoral enrolment card or other evidence of enrolment as an elector up to 2 years old, or
- a student identity card, or a certificate or statement of enrolment up to 2 years old from an educational institution

A copy of an identification document is acceptable if certified as a true copy by:

- any justice of the peace,
- notary public,
- commissioner of the court for taking affidavits,
- Australian legal practitioner authorised to take and receive any affidavit,
- the NSW Registrar-General,
- a Deputy Registrar-General,
- or other person by law authorised to administer an oath.

The certifier and the witness cannot be the same person.

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH  
COUNCIL'S GOVERNANCE COORDINATOR

**For further information please read the**  
[Office of Local Government's Self help guide for completion of returns](#)

Ensure that wherever you have nothing to declare, that you have selected the word 'NIL' from the drop-down lists.

<b>MY FULL NAME</b>	<b>GIVEN NAME: Liz</b>	<b>SURNAME: Jeremy</b>
<b>RETURN PERIOD: 2022-2023</b>		

## A REAL PROPERTY

**A TIP:** You must include: (i) either the postal addresses OR particulars of title, i.e. Lot and DP (or SP) of properties anywhere in Australia that you had an interest in at any time during the Return Period; (ii) the Nature of your Interest, i.e. Owner, Part Owner, Lessee, Beneficiary, Occupier or Other

Address of each parcel of real property in which I had an interest at any time during the Return Period	Nature of my Interest: Select from the drop-down list 
---	---

### MY PLACE(S) OF RESIDENCE:

No: <span style="background-color: black; color: black;">████</span>	<span style="background-color: black; color: black;">██████████</span>	Lot & DP:	<b>Part Owner</b>
Suburb: <span style="background-color: black; color: black;">██████████</span>	State: <b>NSW</b>		
No:	Street:	Lot & DP:	<b>SELECT FROM LIST BELOW</b>
Suburb:	State:		

### OTHER REAL PROPERTY POSTAL ADDRESS DETAILS:


No: 43	Street: <b>Sirus Drive</b>	Lot & DP:	<b>Owner</b>
Suburb: <b>Lakewood</b>	State: <b>NSW</b>		
No:	Street:	Lot & DP:	<b>SELECT FROM LIST BELOW</b>
Suburb:	State:		
No:	Street:	Lot & DP:	<b>SELECT FROM LIST BELOW</b>
Suburb:	State:		
No:	Street:	Lot & DP:	<b>SELECT FROM LIST BELOW</b>
Suburb:	State:		
No:	Street:	Lot & DP:	<b>SELECT FROM LIST BELOW</b>
Suburb:	State:		
No:	Street:	Lot & DP:	<b>SELECT FROM LIST BELOW</b>
Suburb:	State:		
No:	Street:	Lot & DP:	<b>SELECT FROM LIST BELOW</b>
Suburb:	State:		

*If insufficient space, please attach a schedule to this form. Please tick if adding an attachment*

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR


## B SOURCES OF INCOME

 **A TIP:** Only provide information where the amount of income from an occupation, a Trust or other source, exceeded \$500.


### ➡ 1 SOURCES OF MY INCOME FROM AN OCCUPATION(S) (sources, *not amounts*, of income I received from my Occupation(s) at any time during the Return Period)

Position Held e.g. Labourer, Cadet, Project Officer, Manager, etc.	Name and Address of Employer or Description of Office held (if applicable) <i>If self employed include business name &amp; business address</i>	Name of Partnership (if applicable)
General Manager	Bellingen Shire Council 33 Hyde Street Bellingen NSW 2454	

### ➡ 2 SOURCES OF MY INCOME FROM A TRUST (sources of income, *not amounts*, I received from a Trust during the Return Period)


If you have Nothing to Declare, select the word 'Nil' in the adjacent Box	➡	NIL
NAME AND ADDRESS OF SETTLOR  <b>A TIP:</b> The 'Settlor' is the name of a person who created the Trust	NAME AND ADDRESS OF TRUSTEE	


### ➡ 3 OTHER SOURCES OF MY INCOME (sources of other income, *not amounts*, I received at any time during the Return Period)

 **TIPS:** a Other Sources of Income may include income from rental property, investments, business activities, welfare payments;  
b You must include a description sufficient to identify the person, property or business activity from whom, or the circumstances in which, that income was received.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box	➡	Select option from this list

## C GIFTS

 **A TIP:** Only include description of a single gift or multiple gifts from the same donor, the total value of which exceeded \$500

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section D	➡	NIL
If you declare a gift  then you MUST also complete a Gifts and Benefits Declaration Form available on request from the Group Leader Governance		
DESCRIPTION OF EACH GIFT RECEIVED BY ME AT ANY TIME DURING THE RETURN PERIOD	NAME AND ADDRESS OF GIFT DONOR	


# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## D CONTRIBUTIONS TO TRAVEL

### A TIP:


- Relates to the return period
- Do not include payments by Council for your work-related travel


If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section E 

NIL


NAME AND ADDRESS OF EACH PERSON WHO MADE GREATER THAN \$250 FINANCIAL OR OTHER CONTRIBUTION TO ANY TRAVEL UNDERTAKEN BY ME DURING THE RETURN PERIOD	DATES TRAVEL WAS UNDERTAKEN	NAME OF STATES, TERRITORIES OF THE COMMONWEALTH AND OTHER COUNTRIES IN WHICH TRAVEL WAS UNDERTAKEN

## E INTERESTS AND POSITIONS IN CORPORATIONS

 **TIPS:** (i) Declare only if your shareholding was greater than 10% of voting rights in the corporation (ii) You must declare any position (not Shareholder) you held in a Corporation (including not-for-profit corporation) such as Director, whether or not you held shares in the Corporation or the position was a paid position


If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section F 


NIL

If you declare a Position  you held in a Corporation that had a relationship with Council, you MUST complete a Conflict of Interests Disclosure Form in the Councillors Dropbox or located on [Council's Intranet](#)

NAME AND ADDRESS OF EACH CORPORATION IN WHICH I HAD AN INTEREST OR HELD A POSITION AT ANY TIME DURING THE RETURN PERIOD	NATURE OF INTEREST (IF ANY) EG SHAREHOLDER	DESCRIPTION OF POSITION (IF ANY) EG D RECTOR, COMPANY SECRETARY	PRINCIPAL OBJECTS OF CORPORATION (EXCEPT IN CASE OF LISTED COMPANY)
Tournesol Investments Pty Ltd, [REDACTED]	50%	Director	Non Trading Co. Trustee for SMSF
Tournesol Investments Pty Ltd [REDACTED]	50%	Director	Small Business
Sovereign Innovations Pty Ltd [REDACTED]	Shareholder		

## F INTERESTS AS A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER

 **TIPS:** (i) Declare whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section F 

NIL

NAME AND ADDRESS OF PROPERTY DEVELOPER	NATURE OF INTEREST (IF ANY) eg SHAREHOLDER	DESCRIPTION OF POSITION (IF ANY) EG DIRECTOR, COMPANY SECRETARY


# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH  
COUNCIL'S GOVERNANCE COORDINATOR




- A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
- For the purposes of clause 19 of this schedule:
  - close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the Electoral Funding Act 2018.
  - property developer has the same meaning as it has in Division 7 of Part 3 of the Electoral Funding Act 2018.

## G POSITIONS IN TRADE UNIONS OR PROFESSIONAL OR BUSINESS ASSOCIATION

 **A TIP:** Do not include general membership but include details of any positions held whether remunerated or not

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section G



**NIL**

NAME OF EACH TRADE UNION AND EACH PROFESSIONAL OR BUSINESS ASSOCIATION  
IN WHICH I HELD ANY POSITION (WHETHER REMUNERATED OR NOT)  
AT ANY TIME DURING THE RETURN PERIOD


DESCRIPTION OF POSITION




# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## H DEBTS

 **A TIP:** You do not need to provide information on (i) the amounts; (ii) debts for less than \$500; (iii) debts to any relative, bank, building society, credit union or other financial institution such as for your home mortgage, credit card or department store

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section H




NIL

NAME AND ADDRESS OF EACH PERSON OR ORGANISATION (CREDITOR) TO WHOM I WAS LIABLE TO PAY ANY DEBT AT ANY TIME DURING THE RETURN PERIOD

NAME OF CREDITOR	ADDRESS OF CREDITOR

## I DISPOSITIONS OF REAL PROPERTY

 **TIPS:** You must disclose details:

- of each disposal of real property since your last return was made by which you wholly or partly retained the use or benefit of the property or the right to repurchase the property;
- of each disposal of real property by other persons or entities whereby you wholly or partly obtained the use of the property;
- disposal includes –
  - grant of a lease or licence for all or part of the land,
  - mortgage over your land,
  - grant of easement over land by which you retain the ability to use the land,
  - sale of land (or grant of option by you) with (i) a lease or licence granted to you or a right for you to repurchase the land, (ii) or an easement or covenant over the land in favour of you
- creation of an option to purchase land in favour of you;
- creation by you of a charge over your land;
- transfer by you of an interest in your land to a Trustee of a Trust of which you are a beneficiary;
- transfer of land to your spouse or by your spouse to a third party whereby you continue to occupy the land;
- transfer of title of your land subject to you continuing to receive a benefit, e.g. rent from the land.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section I



Select option from this list

Should you require more detailed explanation on the information to be provided in this Section, you should refer to Clauses 188(1) and 188(2) of the Local Government (General) Regulation 2005 or consult your solicitor

### ➔ 1 PARTICULARS OF EACH DISPOSITION OF REAL PROPERTY BY ME AT ANY TIME DURING THE RETURN PERIOD AS A RESULT OF WHICH I RETAINED, EITHER WHOLLY OR IN PART, THE USE AND BENEFIT OF THE PROPERTY OR THE RIGHT TO REACQUIRE THE PROPERTY AT A LATER DATE

No:	Street:	Lot & DP:	Suburb:	State:

### ➔ 2 PARTICULARS OF EACH DISPOSITION OF REAL PROPERTY TO A PERSON BY ANOTHER PERSON UNDER ARRANGEMENTS MADE BY ME, BEING DISPOSITIONS MADE AT ANY TIME DURING THE RETURN PERIOD, AS A RESULT OF WHICH I OBTAINED EITHER WHOLLY OR IN PART, THE USE AND BENEFIT OF THE PROPERTY

No:	Street:	Lot & DP:	Suburb:	State:



# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

<b>J DISCRETIONARY DISCLOSURES</b>	
<b>A TIP:</b> To be completed if you wish to make any additional disclosures	
If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and go to Sign and Date to complete this Return	<input type="radio"/> <b>NIL</b>

<b>MY SIGNATURE:</b>	
<b>DATE SIGNED:</b>	6 JULY 2023

**NEXT STEPS:**

- Ensure that wherever you had nothing to declare, that you have selected the word 'NIL' from the drop-down lists.
- Print the form.
- Sign and date the return.
  - Your form should then be forwarded to the Project Manager, Mid North Coast Joint Organisation at [liz.fairweather@mncjo.nsw.gov.au](mailto:liz.fairweather@mncjo.nsw.gov.au)

**OPTIONAL STATUTORY DECLARATION:**

Did you complete the optional Statutory Declaration on the next page?

If **'YES'**, make sure that you have listed the reasons for completing the form and then have your signature witnessed by a Justice of the Peace before submitting your Disclosure of Interest Form.



# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH  
COUNCIL'S GOVERNANCE COORDINATOR

## COMPLETION OF THE FOLLOWING STATUTORY DECLARATION IS **OPTIONAL**

The declaration should be completed only if you want to withhold your place of living from the version of your Return which is made available for public inspection. Reasons for withholding your place of living must be detailed in the declaration.

### STATUTORY DECLARATION

Request for Protection of Privacy (place of living) Local Government Act 1993, Section 739

I, .....  
of .....

in the State of New South Wales, do solemnly and sincerely declare as follows –

I request that my Annual Return of Disclosure of Interests and Other Matters that is available, or is to be made available, for public inspection by or under the Local Government Act 1993 be prepared or amended so as to omit or remove any matter that would disclose, or discloses, my place of living.

I consider that the disclosure of my place of living would place, or places, my personal safety, or the personal safety of members of my family, at risk for the reason(s) that –

**LIST YOUR REASONS HERE -**

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act, 1900.

Subscribed and declared at: .....

This ..... day of .....

20.....

My Signature

before me:

I, \_\_\_\_\_ a JP for NSW \_\_\_\_\_ certify  
(Full name of JP) (JP Registration Number)

(Tick a box that applies)

- 1  I saw the face of the declarant
- I did not see the face of the declarant because he/she was wearing a face covering, but I am satisfied that he/she had a special justification for not removing it, and

(Tick a box that applies)

- 2  I have known the person for at least 12 months
- I confirmed the person's identity with \_\_\_\_\_  
(Describe identification document relied on [PTO])

(Signature of JP)

(Date)

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH  
COUNCIL'S GOVERNANCE COORDINATOR



## NOTES FOR COMPLETING THE OPTIONAL STATUTORY DECLARATION

A person's identity can be confirmed with any one of the following approved identification documents, unless the document has expired or been cancelled. However, an Australian passport is acceptable if it expired no more than 2 years ago –

- a driver's licence or permit with a photograph, whether issued in Australia or another country
- a NSW photo card issued under Photo Card Act 2005
- an Australian proof of age card which contains the person's photograph
- an Australian passport (either current or expired less than 2 years ago)
- a passport or similar document with the person's photograph and signature issued by another country or by the United Nations
- a national identity card with the person's photograph and signature issued by another country or the United Nations (with an English language translation if not in English)
- an Australian citizenship certificate
- a foreign citizenship certificate (with an English language translation if not in English)
- a birth certificate or birth extract, whether issued in Australia, another country or by the United Nations (with an English language translation if not in English)
- a Centrelink pension card
- a credit card or passbook
- an account from a bank, building society or credit union, or statement of account up to one year old
- a Medicare card, pension concession card, Department of Veteran's Affairs entitlement card or other entitlement card issued by the Federal or any State Government
- an electoral enrolment card or other evidence of enrolment as an elector up to 2 years old, or
- a student identity card, or a certificate or statement of enrolment up to 2 years old from an educational institution

A copy of an identification document is acceptable if certified as a true copy by:

- any justice of the peace,
- notary public,
- commissioner of the court for taking affidavits,
- Australian legal practitioner authorised to take and receive any affidavit,
- the NSW Registrar-General,
- a Deputy Registrar-General,
- or other person by law authorised to administer an oath.

The certifier and the witness cannot be the same person.

# DISCLOSURE OF INTERESTS


ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR


**For further information please read the [Office of Local Government's Self help guide for completion of returns](#)**

Ensure that wherever you have nothing to declare, that you have selected the word 'NIL' from the drop-down lists.





<b>MY FULL NAME</b>	<b>GIVEN NAME: Mark</b>	<b>SURNAME: Griffioen</b>
<b>RETURN PERIOD: 2022-2023</b>		

## A REAL PROPERTY

 **A TIP:** You must include: (i) either the postal addresses OR particulars of title, i.e. Lot and DP (or SP) of properties anywhere in Australia that you had an interest in at any time during the Return Period; (ii) the Nature of your Interest, i.e. Owner, Part Owner, Lessee, Beneficiary, Occupier or Other

Address of each parcel of real property in which I had an interest at any time during the Return Period	Nature of my Interest: Select from the drop-down list 
---	--

### MY PLACE(S) OF RESIDENCE:

No: 		Lot & DP:	Part Owner
Suburb: 	 : NSW		
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	

### OTHER REAL PROPERTY POSTAL ADDRESS DETAILS:


No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	

If insufficient space, please attach a schedule to this form. Please tick if adding an attachment

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR


## B SOURCES OF INCOME

 **A TIP:** Only provide information where the amount of income from an occupation, a Trust or other source, exceeded \$500.


### ➤ 1 SOURCES OF MY INCOME FROM AN OCCUPATION(S) (sources, *not amounts*, of income I received from my Occupation(s) at any time during the Return Period)

Position Held e.g. Labourer, Cadet, Project Officer, Manager, etc.	Name and Address of Employer or Description of Office held (if applicable) <i>If self employed include business name &amp; business address</i>	Name of Partnership (if applicable)
Acting General Manager	Bellingen Shire Council Hyde Street Bellingen	
Company Secretary	ETC Ltd Grafton Street Coffs Harbour	

### ➤ 2 SOURCES OF MY INCOME FROM A TRUST (sources of income, *not amounts*, I received from a Trust during the Return Period)


If you have Nothing to Declare, select the word 'Nil' in the adjacent Box		NIL
NAME AND ADDRESS OF SETTLOR  <b>A TIP:</b> The 'Settlor' is the name of a person who created the Trust	NAME AND ADDRESS OF TRUSTEE	

### ➤ 3 OTHER SOURCES OF MY INCOME (sources of other income, *not amounts*, I received at any time during the Return Period)


 **TIPS:** a Other Sources of Income may include income from rental property, investments, business activities, welfare payments;  
b You must include a description sufficient to identify the person, property or business activity from whom, or the circumstances in which, that income was received.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box		NIL

## C GIFTS

 **A TIP:** Only include description of a single gift or multiple gifts from the same donor, the total value of which exceeded \$500

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section D		NIL
---	--	-----

If you declare a gift  then you MUST also complete a Gifts and Benefits Declaration Form available on request from the Group Leader Governance

DESCRIPTION OF EACH GIFT RECEIVED BY ME AT ANY TIME DURING THE RETURN PERIOD	NAME AND ADDRESS OF GIFT DONOR

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## D CONTRIBUTIONS TO TRAVEL

### A TIP:

- Relates to the return period
- Do not include payments by Council for your work-related travel


If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section E



NIL

NAME AND ADDRESS OF EACH PERSON WHO MADE GREATER THAN \$250 FINANCIAL OR OTHER CONTRIBUTION TO ANY TRAVEL UNDERTAKEN BY ME DURING THE RETURN PERIOD	DATES TRAVEL WAS UNDERTAKEN	NAME OF STATES, TERRITORIES OF THE COMMONWEALTH AND OTHER COUNTRIES IN WHICH TRAVEL WAS UNDERTAKEN


## E INTERESTS AND POSITIONS IN CORPORATIONS

 **TIPS:** (i) Declare only if your shareholding was greater than 10% of voting rights in the corporation (ii) You must declare any position (not Shareholder) you held in a Corporation (including not-for-profit corporation) such as Director, whether or not you held shares in the Corporation or the position was a paid position

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section F




Refer Below

If you declare a Position  you held in a Corporation that had a relationship with Council, you MUST complete a Conflict of Interests Disclosure Form in the Councillors Dropbox or located on [Council's Intranet](#)

NAME AND ADDRESS OF EACH CORPORATION IN WHICH I HAD AN INTEREST OR HELD A POSITION AT ANY TIME DURING THE RETURN PERIOD	NATURE OF INTEREST (IF ANY) EG SHAREHOLDER	DESCRIPTION OF POSITION (IF ANY) EG D RECTOR, COMPANY SECRETARY	PRINCIPAL OBJECTS OF CORPORATION (EXCEPT IN CASE OF LISTED COMPANY)
Livable Ltd		Director	NFP
ETC Ltd		Company Secretary	NFP
Jamikay Pty Ltd		Director	Shelf Company

## F INTERESTS AS A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER

 **TIPS:** (i) Declare whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section F



NIL

NAME AND ADDRESS OF PROPERTY DEVELOPER	NATURE OF INTEREST (IF ANY) eg SHAREHOLDER	DESCRIPTION OF POSITION (IF ANY) EG D RECTOR, COMPANY SECRETARY

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

- A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
- For the purposes of clause 19 of this schedule:
  - close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the Electoral Funding Act 2018.
  - property developer has the same meaning as it has in Division 7 of Part 3 of the Electoral Funding Act 2018.


<b>G POSITIONS IN TRADE UNIONS OR PROFESSIONAL OR BUSINESS ASSOCIATION</b>	
<b>A TIP:</b> Do not include general membership but include details of any positions held whether remunerated or not	
If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section G <div style="float: right; text-align: center;"> </div>	NIL
NAME OF EACH TRADE UNION AND EACH PROFESSIONAL OR BUSINESS ASSOCIATION IN WHICH I HELD ANY POSITION (WHETHER REMUNERATED OR NOT) AT ANY TIME DURING THE RETURN PERIOD	DESCRIPTION OF POSITION



# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## H DEBTS

 **A TIP:** You **do not** need to provide information on (i) the amounts; (ii) debts for less than \$500; (iii) debts to any relative, bank, building society, credit union or other financial institution such as for your home mortgage, credit card or department store

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section H




NIL

NAME AND ADDRESS OF EACH PERSON OR ORGANISATION (CREDITOR) TO WHOM I WAS LIABLE TO PAY ANY DEBT AT ANY TIME DURING THE RETURN PERIOD

NAME OF CREDITOR	ADDRESS OF CREDITOR

## I DISPOSITIONS OF REAL PROPERTY

 **TIPS:** You must disclose details:

- of each disposal of real property since your last return was made by which you wholly or partly retained the use or benefit of the property or the right to repurchase the property;
- of each disposal of real property by other persons or entities whereby you wholly or partly obtained the use of the property;
- disposal includes –
  - grant of a lease or licence for all or part of the land,
  - mortgage over your land,
  - grant of easement over land by which you retain the ability to use the land,
  - sale of land (or grant of option by you) with (i) a lease or licence granted to you or a right for you to repurchase the land, (ii) or an easement or covenant over the land in favour of you
- creation of an option to purchase land in favour of you;
- creation by you of a charge over your land;
- transfer by you of an interest in your land to a Trustee of a Trust of which you are a beneficiary;
- transfer of land to your spouse or by your spouse to a third party whereby you continue to occupy the land;
- transfer of title of your land subject to you continuing to receive a benefit, e.g. rent from the land.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section I



NIL

Should you require more detailed explanation on the information to be provided in this Section, you should refer to Clauses 188(1) and 188(2) of the Local Government (General) Regulation 2005 or consult your solicitor

### 1 PARTICULARS OF EACH DISPOSITION OF REAL PROPERTY BY ME AT ANY TIME DURING THE RETURN PERIOD AS A RESULT OF WHICH I RETAINED, EITHER WHOLLY OR IN PART, THE USE AND BENEFIT OF THE PROPERTY OR THE RIGHT TO REACQUIRE THE PROPERTY AT A LATER DATE

No:	Street:	Lot & DP:	Suburb:	State:

### 2 PARTICULARS OF EACH DISPOSITION OF REAL PROPERTY TO A PERSON BY ANOTHER PERSON UNDER ARRANGEMENTS MADE BY ME, BEING DISPOSITIONS MADE AT ANY TIME DURING THE RETURN PERIOD, AS A RESULT OF WHICH I OBTAINED EITHER WHOLLY OR IN PART, THE USE AND BENEFIT OF THE PROPERTY

No:	Street:	Lot & DP:	Suburb:	State:



# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

<b>J DISCRETIONARY DISCLOSURES</b>	
<b>A TIP:</b> To be completed if you wish to make any additional disclosures	
If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and go to Sign and Date to complete this Return	 <b>NIL</b>

<b>MY SIGNATURE:</b>	 
<b>DATE SIGNED:</b>	04/07/2023

**NEXT STEPS:**

- Ensure that wherever you had nothing to declare, that you have selected the word 'NIL' from the drop-down lists.
- Print the form.
- Sign and date the return.
  - Your form should then be forwarded to the Project Manager, Mid North Coast Joint Organisation at [liz.fairweather@mncjo.nsw.gov.au](mailto:liz.fairweather@mncjo.nsw.gov.au)

**OPTIONAL STATUTORY DECLARATION:**

Did you complete the optional Statutory Declaration on the next page?

If '**YES**', make sure that you have listed the reasons for completing the form and then have your signature witnessed by a Justice of the Peace before submitting your Disclosure of Interest Form.



# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## COMPLETION OF THE FOLLOWING STATUTORY DECLARATION IS **OPTIONAL**

The declaration should be completed only if you want to withhold your place of living from the version of your Return which is made available for public inspection. Reasons for withholding your place of living must be detailed in the declaration.

### STATUTORY DECLARATION

Request for Protection of Privacy (place of living) Local Government Act 1993, Section 739

I, .....

of .....

in the State of New South Wales, do solemnly and sincerely declare as follows –

I request that my Annual Return of Disclosure of Interests and Other Matters that is available, or is to be made available, for public inspection by or under the Local Government Act 1993 be prepared or amended so as to omit or remove any matter that would disclose, or discloses, my place of living.

I consider that the disclosure of my place of living would place, or places, my personal safety, or the personal safety of members of my family, at risk for the reason(s) that –

**LIST YOUR REASONS HERE -**

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act, 1900.

Subscribed and declared at: .....

This ..... day of.....

20.....

\_\_\_\_\_  
My Signature

before me:

I, \_\_\_\_\_ a JP for NSW \_\_\_\_\_ certify  
(Full name of JP) (JP Registration Number)

(Tick a box that applies)

- 1  I saw the face of the declarant
- I did not see the face of the declarant because he/she was wearing a face covering, but I am satisfied that he/she had a special justification for not removing it, and

(Tick a box that applies)

- 2  I have known the person for at least 12 months
- I confirmed the person's identity with \_\_\_\_\_  
(Describe identification document relied on [PTO])

\_\_\_\_\_  
(Signature of JP)

\_\_\_\_\_  
(Date)

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH  
COUNCIL'S GOVERNANCE COORDINATOR



## NOTES FOR COMPLETING THE OPTIONAL STATUTORY DECLARATION

A person's identity can be confirmed with any one of the following approved identification documents, unless the document has expired or been cancelled. However, an Australian passport is acceptable if it expired no more than 2 years ago –

- a driver's licence or permit with a photograph, whether issued in Australia or another country
- a NSW photo card issued under Photo Card Act 2005
- an Australian proof of age card which contains the person's photograph
- an Australian passport (either current or expired less than 2 years ago)
- a passport or similar document with the person's photograph and signature issued by another country or by the United Nations
- a national identity card with the person's photograph and signature issued by another country or the United Nations (with an English language translation if not in English)
- an Australian citizenship certificate
- a foreign citizenship certificate (with an English language translation if not in English)
- a birth certificate or birth extract, whether issued in Australia, another country or by the United Nations (with an English language translation if not in English)
- a Centrelink pension card
- a credit card or passbook
- an account from a bank, building society or credit union, or statement of account up to one year old
- a Medicare card, pension concession card, Department of Veteran's Affairs entitlement card or other entitlement card issued by the Federal or any State Government
- an electoral enrolment card or other evidence of enrolment as an elector up to 2 years old, or
- a student identity card, or a certificate or statement of enrolment up to 2 years old from an educational institution

A copy of an identification document is acceptable if certified as a true copy by:

- any justice of the peace,
- notary public,
- commissioner of the court for taking affidavits,
- Australian legal practitioner authorised to take and receive any affidavit,
- the NSW Registrar-General,
- a Deputy Registrar-General,
- or other person by law authorised to administer an oath.

The certifier and the witness cannot be the same person.

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## COMPLETION OF THE FOLLOWING STATUTORY DECLARATION IS *OPTIONAL*

The declaration should be completed only if you want to withhold your place of living from the version of your Return which is made available for public inspection. Reasons for withholding your place of living must be detailed in the declaration.

### STATUTORY DECLARATION

Request for Protection of Privacy (place of living) Local Government Act 1993, Section 739

I, STEPHEN ALLAN  
of [REDACTED]

in the State of New South Wales, do solemnly and sincerely declare as follows –

I request that my Annual Return of Disclosure of Interests and Other Matters that is available, or is to be made available, for public inspection by or under the Local Government Act 1993 be prepared or amended so as to omit or remove any matter that would disclose, or discloses, my place of living.

I consider that the disclosure of my place of living would place, or places, my personal safety, or the personal safety of members of my family, at risk for the reason(s) that –

#### LIST YOUR REASONS HERE -

CONCERNS FOR FAMILY SAFETY

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act, 1900.

Subscribed and declared at: BELLINGEN

This 13<sup>TH</sup> day of JULY

2023



My Signature

before me:

I, JAYNE BURKE a JP for NSW 725539 certify  
(Full name of JP) (JP Registration Number)

(Tick a box that applies)

- 1  I saw the face of the declarant  
 I did not see the face of the declarant because he/she was wearing a face covering, but I am satisfied that he/she had a special justification for not removing it, and

(Tick a box that applies)

- 2  I have known the person for at least 12 months  
 I confirmed the person's identity with \_\_\_\_\_  
(Describe identification document relied on [PTO])

J Burke  
(Signature of JP)

13 JULY 2023  
(Date)

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

For further information please read the **Office of Local Government's Self help guide for completion of returns**

Ensure that wherever you have nothing to declare, that you have selected the word 'NIL' from the drop-down lists.

<b>MY FULL NAME</b>	<b>GIVEN NAME: Stephen</b>	<b>SURNAME: Allan</b>
<b>RETURN PERIOD: 2022-2023</b>		

## A REAL PROPERTY



**A TIP:** You must include: (i) either the postal addresses OR particulars of title, i.e. Lot and DP (or SP) of properties anywhere in Australia that you had an interest in at any time during the Return Period; (ii) the Nature of your Interest, i.e. Owner, Part Owner, Lessee, Beneficiary, Occupier or Other

Address of each parcel of real property in which I had an interest at any time during the Return Period	Nature of my Interest: Select from the drop-down list 
---	---

<b>MY PLACE(S) OF RESIDENCE:</b>			
No: [REDACTED]	[REDACTED]	Lot & DP:	Owner
Suburb: [REDACTED]		State: NSW	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	

### OTHER REAL PROPERTY POSTAL ADDRESS DETAILS:

No: [REDACTED]	Street: [REDACTED]	Lot & DP:	Owner
Suburb: Drummoyne		State: NSW	
No: [REDACTED]	[REDACTED]	Lot & DP:	Owner
Suburb: [REDACTED]		State: NSW	
No: [REDACTED]	Street: [REDACTED]	Lot & DP:	Owner
Suburb: [REDACTED]		State: NSW	
No: [REDACTED]	[REDACTED]	Lot & DP:	Part Owner
Suburb: Narrawallee		State: NSW	
No: [REDACTED]	Street: [REDACTED]	Lot & DP:	Owner
Suburb: [REDACTED]		State: NSW	
No:	Street:	Lot & DP:	SELECT FROM LIST BELOW
Suburb:		State:	


If insufficient space, please attach a schedule to this form.

Please tick if adding an attachment

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR



## B SOURCES OF INCOME

 **A TIP:** Only provide information where the amount of income from an occupation, a Trust or other source, exceeded \$500.


### ➤ 1 SOURCES OF MY INCOME FROM AN OCCUPATION(S) (sources, not amounts, of income I received from my Occupation(s) at any time during the Return Period)


Position Held e.g. Labourer, Cadet, Project Officer, Manager, etc.	Name and Address of Employer or Description of Office held (if applicable)  If self employed include business name & business address	Name of Partnership (if applicable)
Mayor	Bellingen Shire Council 33 Hyde Street, Bellingen NSW 2454	
Locum Pharmacist	Self employed contractor	

### ➤ 2 SOURCES OF MY INCOME FROM A TRUST (sources of income, not amounts, I received from a Trust during the Return Period)


If you have Nothing to Declare, select the word 'Nil' in the adjacent Box 		NIL
 NAME AND ADDRESS OF SETTLOR <b>A TIP:</b> The 'Settlor' is the name of a person who created the Trust	NAME AND ADDRESS OF TRUSTEE	



### ➤ 3 OTHER SOURCES OF MY INCOME (sources of other income, not amounts, I received at any time during the Return Period)

 **TIPS:** a Other Sources of Income may include income from rental property, investments, business activities, welfare payments;  
b You must include a description sufficient to identify the person, property or business activity from whom, or the circumstances in which, that income was received.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box 		Refer Below
Rental Property	Rental Property - SMSF	
Share Portfolio & Fixed term deposits	Share Portfolio & fixed term deposits- SMSF	

## C GIFTS

 **A TIP:** Only include description of a single gift or multiple gifts from the same donor, the total value of which exceeded \$500

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box  and move to Section D		NIL
If you declare a gift  then you MUST also complete a Gifts and Benefits Declaration Form available on request from the Group Leader Governance		
DESCRIPTION OF EACH GIFT RECEIVED BY ME AT ANY TIME DURING THE RETURN PERIOD	NAME AND ADDRESS OF GIFT DONOR	


# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## D CONTRIBUTIONS TO TRAVEL

### A TIP:


- Relates to the return period
- Do not include payments by Council for your work-related travel


If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section E 

NIL


NAME AND ADDRESS OF EACH PERSON WHO MADE GREATER THAN \$250 FINANCIAL OR OTHER CONTRIBUTION TO ANY TRAVEL UNDERTAKEN BY ME DURING THE RETURN PERIOD	DATES TRAVEL WAS UNDERTAKEN	NAME OF STATES, TERRITORIES OF THE COMMONWEALTH AND OTHER COUNTRIES IN WHICH TRAVEL WAS UNDERTAKEN

## E INTERESTS AND POSITIONS IN CORPORATIONS

 **TIPS:** (i) Declare only if your shareholding was greater than 10% of voting rights in the corporation (ii) You must declare any position (not Shareholder) you held in a Corporation (including not-for-profit corporation) such as Director, whether or not you held shares in the Corporation or the position was a paid position


If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section F 


NIL

If you declare a Position  you held in a Corporation that had a relationship with Council, you MUST complete a Conflict of Interests Disclosure Form in the Councillors Dropbox or located on [Council's Intranet](#)

NAME AND ADDRESS OF EACH CORPORATION IN WHICH I HAD AN INTEREST OR HELD A POSITION AT ANY TIME DURING THE RETURN PERIOD	NATURE OF INTEREST (IF ANY) EG SHAREHOLDER	DESCRIPTION OF POSITION (IF ANY) EG DIRECTOR, COMPANY SECRETARY	PRINCIPAL OBJECTS OF CORPORATION (EXCEPT IN CASE OF LISTED COMPANY)
Neighbourhood Centres of Bellingden Shire	Management Committee Member		Servicing our community
Urunga Business & Community	Life Member	Ex Officio	

## F INTERESTS AS A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER

 **TIPS:** (i) Declare whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section F 

NIL

NAME AND ADDRESS OF PROPERTY DEVELOPER	NATURE OF INTEREST (IF ANY) eg SHAREHOLDER	DESCRIPTION OF POSITION (IF ANY) EG DIRECTOR, COMPANY SECRETARY





# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH  
COUNCIL'S GOVERNANCE COORDINATOR

- A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
- For the purposes of clause 19 of this schedule:
  - close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the Electoral Funding Act 2018.
  - property developer has the same meaning as it has in Division 7 of Part 3 of the Electoral Funding Act 2018.

## G POSITIONS IN TRADE UNIONS OR PROFESSIONAL OR BUSINESS ASSOCIATION

 **A TIP:** Do not include general membership but include details of any positions held whether remunerated or not

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box  and move to Section G

Refer Below

NAME OF EACH TRADE UNION AND EACH PROFESSIONAL OR BUSINESS ASSOCIATION  
IN WHICH I HELD ANY POSITION (WHETHER REMUNERATED OR NOT)  
AT ANY TIME DURING THE RETURN PERIOD

DESCRIPTION OF POSITION


Pharmaceutical Society of Australia

member

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## H DEBTS

 **A TIP:** You do not need to provide information on (i) the amounts; (ii) debts for less than \$500; (iii) debts to any relative, bank, building society, credit union or other financial institution such as for your home mortgage, credit card or department store

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section H




Refer Below

NAME AND ADDRESS OF EACH PERSON OR ORGANISATION (CREDITOR) TO WHOM I WAS LIABLE TO PAY ANY DEBT AT ANY TIME DURING THE RETURN PERIOD

NAME OF CREDITOR	ADDRESS OF CREDITOR
NAB	63 Harbour Drive Coffs Harbour 2450

## I DISPOSITIONS OF REAL PROPERTY

 **TIPS:** You must disclose details:

- of each disposal of real property since your last return was made by which you wholly or partly retained the use or benefit of the property or the right to repurchase the property;
- of each disposal of real property by other persons or entities whereby you wholly or partly obtained the use of the property;
- disposal includes –
  - grant of a lease or licence for all or part of the land,
  - mortgage over your land,
  - grant of easement over land by which you retain the ability to use the land,
  - sale of land (or grant of option by you) with (i) a lease or licence granted to you or a right for you to repurchase the land, (ii) or an easement or covenant over the land in favour of you
- creation of an option to purchase land in favour of you;
- creation by you of a charge over your land;
- transfer by you of an interest in your land to a Trustee of a Trust of which you are a beneficiary;
- transfer of land to your spouse or by your spouse to a third party whereby you continue to occupy the land;
- transfer of title of your land subject to you continuing to receive a benefit, e.g. rent from the land.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section I



NIL

Should you require more detailed explanation on the information to be provided in this Section, you should refer to Clauses 188(1) and 188(2) of the Local Government (General) Regulation 2005 or consult your solicitor

### ➤ 1 PARTICULARS OF EACH DISPOSITION OF REAL PROPERTY BY ME AT ANY TIME DURING THE RETURN PERIOD AS A RESULT OF WHICH I RETAINED, EITHER WHOLLY OR IN PART, THE USE AND BENEFIT OF THE PROPERTY OR THE RIGHT TO REACQUIRE THE PROPERTY AT A LATER DATE

No:	Street:	Lot & DP:	Suburb:	State:

### ➤ 2 PARTICULARS OF EACH DISPOSITION OF REAL PROPERTY TO A PERSON BY ANOTHER PERSON UNDER ARRANGEMENTS MADE BY ME, BEING DISPOSITIONS MADE AT ANY TIME DURING THE RETURN PERIOD, AS A RESULT OF WHICH I OBTAINED EITHER WHOLLY OR IN PART, THE USE AND BENEFIT OF THE PROPERTY



No:	Street:	Lot & DP:	Suburb:	State:



# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

<b>J DISCRETIONARY DISCLOSURES</b>	
🔔 <b>A TIP:</b> To be completed if you wish to make any additional disclosures	
If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and go to Sign and Date to complete this Return	<input type="radio"/> <span style="margin-left: 100px;">NIL</span>

<b>MY SIGNATURE:</b>	 
<b>DATE SIGNED:</b>	12/7/23

### NEXT STEPS:

- Ensure that wherever you had nothing to declare, that you have selected the word 'NIL' from the drop-down lists.
- Print the form.
- Sign and date the return.
  - Your form should then be forwarded to the Project Manager, Mid North Coast Joint Organisation at [liz.fairweather@mncjo.nsw.gov.au](mailto:liz.fairweather@mncjo.nsw.gov.au)

### OPTIONAL STATUTORY DECLARATION:

Did you complete the optional Statutory Declaration on the next page?

If 'YES', make sure that you have listed the reasons for completing the form and then have your signature witnessed by a Justice of the Peace before submitting your Disclosure of Interest Form.

# DISCLOSURE OF INTERESTS


ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH  
COUNCIL'S GOVERNANCE COORDINATOR


**For further information please read the**  
**Office of Local Government's Self help guide for completion of returns**

Ensure that wherever you have nothing to declare, that you have selected the word 'NIL' from the drop-down lists.

<b>MY FULL NAME</b>	<b>GIVEN NAME:</b> Peta	<b>SURNAME:</b> Pinson
<b>RETURN PERIOD: 2022-2023</b>		

## A REAL PROPERTY

 **A TIP:** You must include: (i) either the postal addresses OR particulars of title, i.e. Lot and DP (or SP) of properties anywhere in Australia that you had an interest in at any time during the Return Period; (ii) the Nature of your Interest, i.e. Owner, Part Owner, Lessee, Beneficiary, Occupier or Other

Address of each parcel of real property in which I had an interest at any time during the Return Period	Nature of my Interest: Select from the drop-down list 
---	--

### MY PLACE(S) OF RESIDENCE:

No: [REDACTED]	[REDACTED]	Lot & DP:	Owner
Suburb: [REDACTED]	[REDACTED]	State: NSW 2445	

### OTHER REAL PROPERTY POSTAL ADDRESS DETAILS:

No: [REDACTED]	[REDACTED]	Lot & DP:	Other (Add details below)
Suburb: [REDACTED]	[REDACTED]	State: NSW 2446	
No: [REDACTED]	Street: [REDACTED]	Lot & DP:	Other (Add details below)
Suburb: [REDACTED]	[REDACTED]	State: NSW 2446	
No: [REDACTED]	Street: [REDACTED]	Lot & DP:	Owner
Suburb: [REDACTED]	[REDACTED]	State: 2446	
No: [REDACTED]	Street: [REDACTED]	Lot & DP:	Owner
Suburb: [REDACTED]	[REDACTED]	State: 2446	

**NOTE: 30 and 35 Commerce Street, Wauchope are owned by Superannuation Fund**


If insufficient space, please attach a schedule to this form.

Please tick if adding an attachment

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR


## B SOURCES OF INCOME


 **A TIP:** Only provide information where the amount of income from an occupation, a Trust or other source, exceeded \$500.

### 1 SOURCES OF MY INCOME FROM AN OCCUPATION(S) (sources, *not amounts*, of income I received from my Occupation(s) at any time during the Return Period)


Position Held e.g. Labourer, Cadet, Project Officer, Manager, etc.	Name and Address of Employer or Description of Office held (if applicable)  If self employed include business name & business address	Name of Partnership (if applicable)
Beneficiary	Pinson Family Trust 37 Commerce Street, Wauchope, NSW, 2446	N/A
Mayor	Port Macquarie-Hastings Council 17 Burrawan Street, Port Macquarie, NSW, 2444	N/A
Chairperson	Mid North Coast Joint Organisation C/- Port Macquarie-Hastings Council 17 Burrawan Street, Port Macquarie, NSW, 2444	N/A


### 2 SOURCES OF MY INCOME FROM A TRUST (sources of income, *not amounts*, I received from a Trust during the Return Period)

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box  **Select option from this list**

NAME AND ADDRESS OF SETTLOR  <b>A TIP:</b> The 'Settlor' is the name of a person who created the Trust	NAME AND ADDRESS OF TRUSTEE
NIL	


### 3 OTHER SOURCES OF MY INCOME (sources of other income, *not amounts*, I received at any time during the Return Period)


 **TIPS:** a Other Sources of Income may include income from rental property, investments, business activities, welfare payments;  
b You must include a description sufficient to identify the person, property or business activity from whom, or the circumstances in which, that income was received.


If you have Nothing to Declare, select the word 'Nil' in the adjacent Box  **Refer Below**

NIL	
-----	--

## C GIFTS

 **A TIP:** Only include description of a single gift or multiple gifts from the same donor, the total value of which exceeded \$500

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box  **NIL**  
and move to Section D

If you declare a gift  then you MUST also complete a Gifts and Benefits Declaration Form available on request from the Group Leader Governance

DESCRIPTION OF EACH GIFT RECEIVED BY ME AT ANY TIME DURING THE RETURN PERIOD	NAME AND ADDRESS OF GIFT DONOR
NIL	

# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

## D CONTRIBUTIONS TO TRAVEL

### A TIP:

- Relates to the return period
- Do not include payments by Council for your work-related travel


If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section E



NIL

NAME AND ADDRESS OF EACH PERSON WHO MADE GREATER THAN \$250 FINANCIAL OR OTHER CONTRIBUTION TO ANY TRAVEL UNDERTAKEN BY ME DURING THE RETURN PERIOD	DATES TRAVEL WAS UNDERTAKEN	NAME OF STATES, TERRITORIES OF THE COMMONWEALTH AND OTHER COUNTRIES IN WHICH TRAVEL WAS UNDERTAKEN
NIL		


## E INTERESTS AND POSITIONS IN CORPORATIONS

 **TIPS:** (i) Declare only if your shareholding was greater than 10% of voting rights in the corporation (ii) You must declare any position (not Shareholder) you held in a Corporation (including not-for-profit corporation) such as Director, whether or not you held shares in the Corporation or the position was a paid position

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section F




Refer Below

If you declare a Position  you held in a Corporation that had a relationship with Council, you MUST complete a Conflict of Interests Disclosure Form in the Councillors Dropbox or located on [Council's Intranet](#)

NAME AND ADDRESS OF EACH CORPORATION IN WHICH I HAD AN INTEREST OR HELD A POSITION AT ANY TIME DURING THE RETURN PERIOD	NATURE OF INTEREST (IF ANY) EG SHAREHOLDER	DESCRIPTION OF POSITION (IF ANY) EG DIRECTOR, COMPANY SECRETARY	PRINCIPAL OBJECTS OF CORPORATION (EXCEPT IN CASE OF LISTED COMPANY)
Stabilcorp Pty Ltd 37 Commerce Street, Wauchope, NSW, 2446	Shareholder	N/A	Road Maintenance & Construction
Coastal Asphalt & Civil Constructions 37 Commerce Street, Wauchope, NSW, 2446	Shareholder	N/A	Road Maintenance & Construction
Diveva Pty Ltd Superannuation Fund 59 Smith Street, Kempsey, NSW, 2440	Member	Trustee	Self-Managed Super Fund
Pinhold Pty Ltd 37 Commerce Street, Wauchope, NSW, 2446	Beneficiary	N/A	Road Maintenance & Construction
C & P Holdings 37 Commerce Street, Wauchope, NSW, 2446	Beneficiary	N/A	Road Maintenance & Construction
Pinson Family Trust 37 Commerce Street, Wauchope, NSW, 2446	Member	N/A	Self-Managed Super Fund

## F INTERESTS AS A PROPERTY DEVELOPER OR A CLOSE ASSOCIATE OF A PROPERTY DEVELOPER

 **TIPS:** (i) Declare whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and move to Section F



NIL


NAME AND ADDRESS OF PROPERTY DEVELOPER	NATURE OF INTEREST (IF ANY) eg SHAREHOLDER	DESCRIPTION OF POSITION (IF ANY) EG DIRECTOR, COMPANY SECRETARY
NIL		


# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

- A person making a return under clause 4.21 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.
- For the purposes of clause 19 of this schedule:
  - close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the Electoral Funding Act 2018.
  - property developer has the same meaning as it has in Division 7 of Part 3 of the Electoral Funding Act 2018.


## G POSITIONS IN TRADE UNIONS OR PROFESSIONAL OR BUSINESS ASSOCIATION


 **A TIP:** Do not include general membership but include details of any positions held whether remunerated or not

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box  **NIL**

NAME OF EACH TRADE UNION AND EACH PROFESSIONAL OR BUSINESS ASSOCIATION IN WHICH I HELD ANY POSITION (WHETHER REMUNERATED OR NOT) AT ANY TIME DURING THE RETURN PERIOD	DESCRIPTION OF POSITION
NIL	


## H DEBTS


 **A TIP:** You **do not** need to provide information on (i) the amounts; (ii) debts for less than \$500; (iii) debts to any relative, bank, building society, credit union or other financial institution such as for your home mortgage, credit card or department store

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box  **Refer Below**

NAME AND ADDRESS OF EACH PERSON OR ORGANISATION (CREDITOR) TO WHOM I WAS LIABLE TO PAY ANY DEBT AT ANY TIME DURING THE RETURN PERIOD	
NAME OF CREDITOR	ADDRESS OF CREDITOR
Stabilcorp Pty Ltd	37 Commerce Street, Wauchope, NSW, 2446

## I DISPOSITIONS OF REAL PROPERTY

-  **TIPS:** You must disclose details:
- of each disposal of real property since your last return was made by which you wholly or partly retained the use or benefit of the property or the right to repurchase the property;
  - of each disposal of real property by other persons or entities whereby you wholly or partly obtained the use of the property;
  - disposal includes –
    - grant of a lease or licence for all or part of the land,
    - mortgage over your land,
    - grant of easement over land by which you retain the ability to use the land,
    - sale of land (or grant of option by you) with (i) a lease or licence granted to you or a right for you to repurchase the land, (ii) or an easement or covenant over the land in favour of you
  - creation of an option to purchase land in favour of you;
  - creation by you of a charge over your land;
  - transfer by you of an interest in your land to a Trustee of a Trust of which you are a beneficiary;
  - transfer of land to your spouse or by your spouse to a third party whereby you continue to occupy the land;
  - transfer of title of your land subject to you continuing to receive a benefit, e.g. rent from the land.

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box  **NIL**

Should you require more detailed explanation on the information to be provided in this Section, you should refer to Clauses 188(1) and 188(2) of the Local Government (General) Regulation 2005 or consult your solicitor

### 1 PARTICULARS OF EACH DISPOSITION OF REAL PROPERTY BY ME AT ANY TIME DURING THE RETURN PERIOD AS A RESULT OF WHICH I RETAINED, EITHER WHOLLY OR IN PART, THE USE AND BENEFIT OF THE PROPERTY OR THE RIGHT TO REACQUIRE THE PROPERTY AT A LATER DATE

No:	Street:	Lot & DP:	Suburb:	State:
-----	---------	-----------	---------	--------


# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH COUNCIL'S GOVERNANCE COORDINATOR

2 PARTICULARS OF EACH DISPOSITION OF REAL PROPERTY TO A PERSON BY ANOTHER PERSON UNDER ARRANGEMENTS MADE BY ME, BEING DISPOSITIONS MADE AT ANY TIME DURING THE RETURN PERIOD, AS A RESULT OF WHICH I OBTAINED EITHER WHOLLY OR IN PART, THE USE AND BENEFIT OF THE PROPERTY

No:	Street:	Lot & DP:	Suburb:	State:
-----	---------	-----------	---------	--------

## J DISCRETIONARY DISCLOSURES

 **A TIP:** To be completed if you wish to make any additional disclosures

If you have Nothing to Declare, select the word 'Nil' in the adjacent Box and go to Sign and Date to complete this Return



NIL

NIL

MY SIGNATURE:



DATE SIGNED:

3/8/23





# DISCLOSURE OF INTERESTS

ELECTRONICALLY COMPLETE THIS FORM, PRINT HARD COPY, SIGN AND LODGE WITH  
COUNCIL'S GOVERNANCE COORDINATOR

## COMPLETION OF THE FOLLOWING STATUTORY DECLARATION IS **OPTIONAL**

The declaration should be completed only if you want to withhold your place of living from the version of your Return which is made available for public inspection. Reasons for withholding your place of living must be detailed in the declaration.

### STATUTORY DECLARATION

Request for Protection of Privacy (place of living) Local Government Act 1993, Section 739

I, Peta Pinson

of [REDACTED]

in the State of New South Wales, do solemnly and sincerely declare as follows –

I request that my Annual Return of Disclosure of Interests and Other Matters that is available, or is to be made available, for public inspection by or under the Local Government Act 1993 be prepared or amended so as to omit or remove any matter that would disclose, or discloses, my place of living.

I consider that the disclosure of my place of living would place, or places, my personal safety, or the personal safety of members of my family, at risk for the reason(s) that –

#### LIST YOUR REASONS HERE -

Privacy

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act, 1900.

Subscribed and declared at: Port Macquarie

This ..... day of August

2023

SUSAN THERESE O'BREE  
A Justice of the Peace in and for  
the State of New South Wales  
No. 221259

before me:

I, Susan T Dunn a JP for NSW 221259 certify  
(Full name of JP) (JP Registration Number)

(Tick a box that applies)

- 1  I saw the face of the declarant  
 I did not see the face of the declarant because he/she was wearing a face covering, but I am satisfied that he/she had a special justification for not removing it, and

(Tick a box that applies)

- 2  I have known the person for at least 12 months  
 I confirmed the person's identity with \_\_\_\_\_  
(Describe identification document relied on [PTO])

Susan Dunn

(Signature of JP)

3/8/2023

(Date)