MEMORANDUM

To: Adam Wilkinson, Engineering Services Manager
Engineering Services Department

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Engineering Services Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Adam Wilkinson**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 18 August, 2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Engineering Services Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
Nil	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
Nil	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

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C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
Nil	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

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D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

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E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of Interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
Nil			

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes - (please give details)	**No**

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

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G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
Nil	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  - a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
    - i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
    - ii. the amounts to be paid exceeded, in the aggregate, $500, or
  - b) the person was liable to pay the debt to a relative, or
  - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  - d) in the case of debt arising from the supply of goods or services:
    - i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
    - ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  - e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

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H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
[redacted]

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
Nil

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

Nil

MEMORANDUM

To: Andrew Jackson, Director Development and Regulatory Services
Leadership Team

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Director Development and Regulatory Services has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Andrew Jackson**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period) – **Note: commenced employment with Council on 12 July 2021**

[redacted]

21/07/2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

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A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of Interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Director - Development and Regulatory Services	Penrith City Council 601 High Street Penrith NSW 2750	N/a

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
Nil.	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
Nil.	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

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C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
Nil.	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

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D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil.		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

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E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of Interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
Nil.			

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes - (please give details)	No ☑

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

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

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
     i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
     ii. the amounts to be paid exceeded, in the aggregate, $500, or
  b) the person was liable to pay the debt to a relative, or
  c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  d) in the case of debt arising from the supply of goods or services:
     i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
     ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
Nil.

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
Nil.

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

Nil.

MEMORANDUM

To: Andrew Moore, Director – Corporate Services
Leadership Team

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Director – Corporate Services has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Andrew Moore**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 18 August 2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Director – Corporate Services	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
NIL	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
NIL	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
NIL	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
NIL			

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

~~Yes – (please give details)~~	**No**

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

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CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
NIL	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  - a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
    - i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
    - ii. the amounts to be paid exceeded, in the aggregate, $500, or
  - b) the person was liable to pay the debt to a relative, or
  - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  - d) in the case of debt arising from the supply of goods or services:
    - i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
    - ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  - e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
NIL

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
NIL

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

NIL

MEMORANDUM

To: Andrew Robinson, Community Facilities and Recreation Manager
Community Facilities and Recreation Department

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Community Facilities and Recreation Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return; that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Andrew Robinson**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 16 September 2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of Interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Community Facilities and Recreation Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
Nil	Nil

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
Nil	Nil

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
Nil	Nil

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil	Nil	Nil

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
Nil	Nil	Nil	Nil

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

	No

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
Nil	Nil

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
     i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
     ii. the amounts to be paid exceeded, in the aggregate, $500, or
  b) the person was liable to pay the debt to a relative, or
  c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  d) in the case of debt arising from the supply of goods or services:
     i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
     ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
Nil

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
Nil

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

Nil

MEMORANDUM

To: Brian Steffen, Director – City Services
Leadership Team

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Director – City Services has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Brian Steffen**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 14/07/2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Director – City Services	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
NIL	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
NIL	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
NIL	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of Interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
Penrith Whitewater Stadium Ltd Mc Carthy's Lane Cranebrook NSW 2747 NIL financial interest	Director	Director	NIL

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

NO	**NO**

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
NIL	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
     i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
     ii. the amounts to be paid exceeded, in the aggregate, $500, or
  b) the person was liable to pay the debt to a relative, or
  c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  d) in the case of debt arising from the supply of goods or services:
     i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
     ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
NIL

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
NIL

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

NIL

MEMORANDUM

To: Carlie Ryan, City Strategy Manager
City Strategy Department

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of City Strategy Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Carlie Ryan**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 15 July 2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
City Strategy Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
NIL	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received)	
NIL	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
Nil	Nil

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL	Nil	NIL

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
NIL	NIL	NIL	NIL

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes - (please give details)	No
	No.

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
NIL	NIL

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
     i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
     ii. the amounts to be paid exceeded, in the aggregate, $500, or
  b) the person was liable to pay the debt to a relative, or
  c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  d) in the case of debt arising from the supply of goods or services:
     i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
     ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
NIL

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
NIL

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

NIL

MEMORANDUM

To: David Parry, Customer Experience Manager
Customer Experience Department

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Customer Experience Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **David Parry**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 03/08/2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Customer Experience Manager	Penrith City Council 601 High Street Penrith NSW 2750/	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
NIL	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
NIL	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
NIL	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of Interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
NIL			

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes - (please give details)	**No**

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
NIL	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  - a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
    - i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
    - ii. the amounts to be paid exceeded, in the aggregate, $500, or
  - b) the person was liable to pay the debt to a relative, or
  - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  - d) in the case of debt arising from the supply of goods or services:
    - i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
    - ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  - e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
NIL

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
NIL

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

NIL

MEMORANDUM

To: Glenn McCarthy, Governance Manager
Legal & Governance Department

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Governance Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Glenn McCarthy**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 14/07/2022

(Coun[redacted]Name) *(Date the form was completed)*

PENRITH
CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of Interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Governance Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
NIL	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
NIL	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
NIL	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of Interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
NIL			

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes - (please give details)	**No** **No**

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
NIL	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  - a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
    - i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
    - ii. the amounts to be paid exceeded, in the aggregate, $500, or
  - b) the person was liable to pay the debt to a relative, or
  - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  - d) in the case of debt arising from the supply of goods or services:
    - i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
    - ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  - e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
NIL

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
NIL

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

NIL

MEMORANDUM

To: Gregory McCarthy, Environmental Health & Compliance Manager
Environmental Health & Compliance Department

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Environmental Health & Compliance Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Gregory McCarthy**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 19/09/2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of interest
[redacted]	
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Environmental Health & Compliance Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
NIL	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
NIL	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
NIL	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
NIL			

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes - (please give details)	**No**
NIL	

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
NIL	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  - a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
    - i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
    - ii. the amounts to be paid exceeded, in the aggregate, $500, or
  - b) the person was liable to pay the debt to a relative, or
  - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  - d) in the case of debt arising from the supply of goods or services:
    - i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
    - ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  - e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
NIL

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
NIL

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

NIL

MEMORANDUM

To: Jade Bradbury, Children's Services Operations Manager
Children's Services Department

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Children's Services Operations Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Jade Bradbury**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 13 July 2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Children's Services Operations Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
NIL	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
NIL	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
NIL	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of Interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
NIL			

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes - (please give details)	No
NIL	

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

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CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
NIL	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
     i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
     ii. the amounts to be paid exceeded, in the aggregate, $500, or
  b) the person was liable to pay the debt to a relative, or
  c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  d) in the case of debt arising from the supply of goods or services:
     i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
     ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
NIL

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
NIL

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

NIL

MEMORANDUM

To: Jane Howard, ICT Operations Manager
Information and Communications Technology Department

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of ICT Operations Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "NIL", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "NIL" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Jane Howard**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 20/7/22

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of Interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or

c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
ICT Operations Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
NIL	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
NIL	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.

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

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
NIL	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of Interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
NIL			

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes - (please give details)	NIL

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
[redacted]	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
     i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
     ii. the amounts to be paid exceeded, in the aggregate, $500, or
  b) the person was liable to pay the debt to a relative, or
  c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  d) in the case of debt arising from the supply of goods or services:
     i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
     ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
NIL

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
NIL

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

NIL

MEMORANDUM

To: Jennifer Pollard, City Resilience Manager
City Resilience Department

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of City Resilience Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Jennifer Pollard**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

PENRITH CITY COUNCIL

[redacted] 21.09.22

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and

iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or

b) in relation to income from a trust, the name and address of the settlor and the trustee, or

c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
City Resilience Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
Nil	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
Nil	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or

c) the donor was a relative of the donee, or
d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.

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

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
Nil	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of Interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
Western Sydney Business Centre Level 1, 111 Henry Street PENRITH NSW 2750	Nil	Board Member	Not for Profit providing business advice to small business

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes - (please give details)	**No**
NIL	

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
NIL	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
     i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
     ii. the amounts to be paid exceeded, in the aggregate, $500, or
  b) the person was liable to pay the debt to a relative, or
  c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  d) in the case of debt arising from the supply of goods or services:
     i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
     ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
NIL

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
NIL

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

NIL

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **John Gordon**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted]

(Counci[redacted]re/Typed Name)

19 SEPTEMBER 2022
(Date the form was completed)

PENRITH
CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of Interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.
- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.

- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	Name & address employer/description of office held	Name under which partnership conducted (if applicable)
City Presentation Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	Name and address of trustee
NIL	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (include description sufficient to identify the person from whom, or the circumstances in which, that income was received)	
NIL	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
NIL	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH
CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
NIL			

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes – (please give details)	No
NIL	

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I hold any position (whether remunerated or not) *at the time of the return date/^ at any time during the return period	Description of the position
NIL	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  - a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
    - i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
    - ii. the amounts to be paid exceeded, in the aggregate, $500, or
  - b) the person was liable to pay the debt to a relative, or
  - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  - d) in the case of debt arising from the supply of goods or services:
    - i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
    - ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  - e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
NIL

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
NIL
2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time

during the return period, as a result of which I obtained, either wholly or in part, the use and benefit of the property.
NIL

J. **Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct**

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

NIL

MEMORANDUM

To: Joshua Fayle, People and Culture Manager
People and Culture Department

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of People and Culture Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Joshua Fayle**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted]

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
People and Culture Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
NIL	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received)	
NIL	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH
CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
NIL	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of Interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
NIL			

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes - (please give details)	**No** **No**

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
NIL	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
     i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
     ii. the amounts to be paid exceeded, in the aggregate, $500, or
  b) the person was liable to pay the debt to a relative, or
  c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  d) in the case of debt arising from the supply of goods or services:
     i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
     ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
NIL

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
NIL

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

NIL

MEMORANDUM

To: Kylie Powell, Director – City Futures
Leadership Team

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Director – City Futures has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Kylie Powell**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 25 July 2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH
CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of Interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Director – City Futures	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
Nil	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
Nil	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
Nil	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of Interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
Nil			

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes - (please give details)	No N

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
Nil	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
     i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
     ii. the amounts to be paid exceeded, in the aggregate, $500, or
  b) the person was liable to pay the debt to a relative, or
  c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  d) in the case of debt arising from the supply of goods or services:
     i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
     ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
Nil

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
Nil

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

Nil

MEMORANDUM

To: Linda Ross, People and Children Manager
People and Children Department

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of People and Children Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Linda Ross**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 21/9/2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of Interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
People and Children Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
NIL	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
NIL	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH
CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
NIL	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of Interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
NIL			

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes - (please give details)	No

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
NIL	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
     i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
     ii. the amounts to be paid exceeded, in the aggregate, $500, or
  b) the person was liable to pay the debt to a relative, or
  c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  d) in the case of debt arising from the supply of goods or services:
     i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
     ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
NIL

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
NIL

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

NIL

MEMORANDUM

To: Matthew Bullivant, Legal Services Manager
Legal & Governance Department

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Legal Services Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Matthew Bullivant**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 15 July 2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH
CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of Interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Legal Services Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
NIL	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
NIL	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
NIL	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of Interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
NIL			

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

	No

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
[redacted]	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  - a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
    - i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
    - ii. the amounts to be paid exceeded, in the aggregate, $500, or
  - b) the person was liable to pay the debt to a relative, or
  - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  - d) in the case of debt arising from the supply of goods or services:
    - i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
    - ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  - e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
NIL

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
NIL

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

NIL

MEMORANDUM

To: Michael Jackson, Design & Projects Manager
Design & Projects Department

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Design & Projects Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Michael Jackson**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 3/8/2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Design & Projects Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
Nil	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
[redacted]	Rental income

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
Nil	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of Interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
Nil			

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes - (please give details)	**No** **NO**

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
Nil	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  - a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
    - i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
    - ii. the amounts to be paid exceeded, in the aggregate, $500, or
  - b) the person was liable to pay the debt to a relative, or
  - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  - d) in the case of debt arising from the supply of goods or services:
    - i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
    - ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  - e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
Nil

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
Nil
2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time during the return period, as a result of which I obtained, either wholly or in part, the use and benefit of the property.
Nil

PENRITH
CITY COUNCIL

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

Nil

MEMORANDUM

To: Natasha Borgia, City Planning Manager
City Planning Department

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of City Planning Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Natasha Borgia**

(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**

(Return Period)

18 August 2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of Interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
City Planning Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
NIL	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
NIL	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
NIL	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
NIL			

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes - (please give details)	**No**
My partner (fiancé) [redacted] works in his family business (Austilt Constructions) that owns a number of properties within the LGA. He has no financial interest other than an employee in the family business. The Company is P.C & J.M Williams Pty Ltd trading as Austilt Constructions at 3/19 Penrith St. South Penrith. I have already disclosed this through Conflict of Interest Declaration March 2019.	

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
NIL	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:

a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:

i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and

ii. the amounts to be paid exceeded, in the aggregate, $500, or

b) the person was liable to pay the debt to a relative, or

c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or

d) in the case of debt arising from the supply of goods or services:

i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or

ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.

e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
NIL

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
NIL

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

NIL

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Nathan Ritchie**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 27/9/2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.
- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.

- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Property Development Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
Nil	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
Nil	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
Nil	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of Interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
Nil			

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes - (please give details)	**No** **No**

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
[redacted]	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
     i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
     ii. the amounts to be paid exceeded, in the aggregate, $500, or
  b) the person was liable to pay the debt to a relative, or
  c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  d) in the case of debt arising from the supply of goods or services:
     i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
     ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
Nil

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
Nil

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

Nil

MEMORANDUM

To: Neil Farquharson, Financial Services Manager
Financial Services Department

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Financial Services Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Neil Farquharson**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

19/09/2022

[redacted]

PENRITH CITY COUNCIL

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or

c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Financial Services Manager	Penrith City Council 601 High Street Penrith NSW 2750	NIL

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
NIL	NIL

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
Rental Income on Blackheath Property	Zeus Humpries & Nikki McWatters tenants
NIL	NIL
NIL	NIL

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
NIL	NIL
NIL	NIL
NIL	NIL
NIL	NIL

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL	NIL	NIL
NIL	NIL	NIL
NIL	NIL	NIL
NIL	NIL	NIL

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of Interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
Thorton Stage 3A 2 Aviators Way Penrith NSW 2750	Member of my Penrith Unit Strata Committee	Treasurer	Participate and support decision making of the Strata Committee.
NIL	NIL	NIL	NIL
NIL	NIL	NIL	NIL

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes - (please give details)	**No**
NIL	**NIL**

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
NIL	NIL
NIL	NIL

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
     i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
     ii. the amounts to be paid exceeded, in the aggregate, $500, or
  b) the person was liable to pay the debt to a relative, or
  c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  d) in the case of debt arising from the supply of goods or services:
     i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
     ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
[redacted]
NIL
NIL

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property..
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
NIL
NIL
NIL

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

NIL
NIL
NIL
NIL
NIL

MEMORANDUM

To: Peter Wood, Development Services Manager
Development Services Department

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Development Services Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Peter Wood**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 13/07/2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of Interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Development Services Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
NIL	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
NIL	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
NIL	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
NIL			

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes - (please give details)	No
NIL	

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
NIL	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  - a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
    - i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
    - ii. the amounts to be paid exceeded, in the aggregate, $500, or
  - b) the person was liable to pay the debt to a relative, or
  - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  - d) in the case of debt arising from the supply of goods or services:
    - i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
    - ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  - e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
NIL

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
NIL

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

NIL

MEMORANDUM

To: Rebecca Hackney, Communications Manager
Communications Department

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Communications Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Rebecca Hackney**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 27 September 2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of Interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Communications Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
Pat Anthony Faga Ground Floor Suite 5 12-16 Daniel Street **Wetherill Park NSW 2164**	Chumak Pty Ltd 102 Factory Road **Regentville NSW 2745**

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
NIL	NIL

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH
CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
NIL	NIL

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL	NIL	NIL

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
NIL	NIL	NIL	NIL

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes - (please give details)	**No**
NIL	No.

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
NIL	NIL

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
     i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
     ii. the amounts to be paid exceeded, in the aggregate, $500, or
  b) the person was liable to pay the debt to a relative, or
  c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  d) in the case of debt arising from the supply of goods or services:
     i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
     ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
NIL

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
NIL

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures
NIL

MEMORANDUM

To: Robert Tweddle, Manager - Ripples
Ripples Aquatic and Recreation Centre

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Manager - Ripples has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Robert Tweddle**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 13/07/2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Manager - Ripples	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
NIL	NIL

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
NIL	NIL

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
NIL	NIL

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL	NIL	NIL

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
NIL	NIL	NIL	NIL

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

~~Yes – (please give details)~~	**No**

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
NIL	NIL

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
     i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
     ii. the amounts to be paid exceeded, in the aggregate, $500, or
  b) the person was liable to pay the debt to a relative, or
  c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  d) in the case of debt arising from the supply of goods or services:
     i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
     ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
NIL

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
NIL

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

NIL

MEMORANDUM

To: Sandy Davies, Director - Community and People
Leadership Team

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Director - Community and People has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Sandy Davies**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 19/07/2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of Interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.
- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

PENRITH CITY COUNCIL

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Director - Community and People	Penrith City Council 601 High Street Penrith NSW 2750	Nil

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
Davies Family Super Trust Rental Income from Superannuation Fund Property	[redacted]

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
NIL	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
NIL	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
Children Services Cooperative Board 601 High Street Penrith NSW 2750	Board Member	Director / Secretary	NIL

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

Yes - (please give details)	**No** **NO**

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
NIL	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
     i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
     ii. the amounts to be paid exceeded, in the aggregate, $500, or
  b) the person was liable to pay the debt to a relative, or
  c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  d) in the case of debt arising from the supply of goods or services:
     i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
     ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
[redacted]

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
[redacted]

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

NIL

MEMORANDUM

To: Sarah Dean, Library Services Manager
Library Services Department

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Library Services Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Sarah Dean**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 26 July 2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of Interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Library Services Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
NIL	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received)	
Rent from investment property	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
NIL	NIL

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
NIL	NIL	NIL

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of Interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
NIL	NIL	NIL	NIL

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N) No

Yes - (please give details)	**No**

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose;

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
NIL	NIL

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
     i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
     ii. the amounts to be paid exceeded, in the aggregate, $500, or
  b) the person was liable to pay the debt to a relative, or
  c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  d) in the case of debt arising from the supply of goods or services:
     i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
     ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
NIL

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
NIL

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

NIL

PENRITH

MEMORANDUM

To: Stephen Britten, Chief Governance Officer
Leadership Team

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Chief Governance Officer has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Stephen Britten**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 22/08/2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH
CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of Interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and

iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or

b) in relation to income from a trust, the name and address of the settlor and the trustee, or

c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Chief Governance Officer	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
Nil	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
Rent Income from Investment Properties	
[redacted]	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or

b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
c) the donor was a relative of the donee, or
d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.

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

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
Nil	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH
CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
Penrith Valley Co-op Housing Society	Director	Director	Co-operative Housing
[redacted]			

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

	No

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
Nil	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
     i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
     ii. the amounts to be paid exceeded, in the aggregate, $500, or
  b) the person was liable to pay the debt to a relative, or
  c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  d) in the case of debt arising from the supply of goods or services:
     i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
     ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
Nil

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
Nil

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

[redacted]

MEMORANDUM

To: Tracy Chalk, Waste & Resource Recovery Manager
Waste & Resource Recovery Department

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of Waste & Resource Recovery Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Tracy Chalk**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] TRACY CHALK 19 JULY 2022

(Councillor's or Designated Person's Signature/Typed Name/Date)

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
Waste & Resource Recovery Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
Nil	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
Nil	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
Nil	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of Interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
Nil			

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

	No

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH
CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
[redacted]	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
     i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
     ii. the amounts to be paid exceeded, in the aggregate, $500, or
  b) the person was liable to pay the debt to a relative, or
  c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  d) in the case of debt arising from the supply of goods or services:
     i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
     ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

PENRITH CITY COUNCIL

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
[redacted]

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
Nil

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

Director/Board Member Panther Premier League Netball **Director HAC Foundation WSU**

MEMORANDUM

To: Warwick Winn, General Manager
Leadership Team

From: Governance Coordinator, Adam Beggs

Date: 13 July 2022

Subject: Disclosures of Pecuniary Interests and other Matters

As you may be aware, your position of General Manager has been identified by the Council as a designated position for the purpose of completing a pecuniary interest return.

Part 4, Clause 4.21 of the Model Code of Conduct for Local Councils in NSW requires all Council employees in designated positions on 30 June each year to disclose their interests specified in Schedule 1 of the Code on a Disclosure of Interests Form within three (3) months of that date or becoming aware of an interest required to disclose under Schedule 1 that has not been previously disclosed.

As a designated person, for the purposes of the Code, on 30 June this year, you need to complete the attached Disclosure of Interests Form, sign and date it on the first page, and return to me prior to **30 September 2022**.

If there are no matters to be disclosed in any section of your return, write the word "NIL" in that section. (This is a requirement under the Code). Don't leave any sections blank, and don't write "N/A", "Not Applicable" or draw lines through any unused sections.

In previous years, many forms have had to be sent back to people for correction, causing inconvenience for them, and for our staff. The most common errors made were:

- Leaving blank sections in the form, or typing "N/A" or "Not Applicable" instead of "Nil" in sections of the form where they have no interest to declare
- Not filling in the completion date (on the front page of the form)

Please take the time to complete your return correctly, and in particular, please ensure that all information you provide is legible – preferably in block letters. Please refer to the attached guide provided by the Office of Local Government, which can also be downloaded from https://www.olg.nsw.gov.au/wp-content/uploads/Model-Code-of-Conduct-Completing-returns-of-interest.pdf. This guide provides suggestions to assist you with completion of your return.

If you require any further information regarding the completion of your pecuniary interest return, please contact me on 4732 7597.

Your co-operation in this matter is appreciated.

Adam Beggs
Governance Coordinator

PENRITH
CITY COUNCIL

Part 4 of the Model Code of Conduct for Local Councils in NSW

DISCLOSURE OF INTERESTS BY COUNCILLOR OR DESIGNATED PERSON

General Instructions in Completing the Return

1. The pecuniary interests and other matters to be disclosed in this return are incorporated in Part 4 of the Model Code of Conduct for Local Councils in NSW as prescribed by local Government Act 1993 and Local Government (General) Regulation 2005.
2. All parts of the return should be completed with appropriate information for the relevant return period since the last return, that is, the period from the return date of the last return to 30 June in this year or the period from the end of the last return period to 30 June in this year (whichever is appropriate).
3. The particulars required to complete this form should be written in block letters or typed. Forms with illegible information will need to be returned to you for correction.
4. If any space is insufficient in this form for all the particulars required to complete it, an appendix properly identified and signed by you is to be attached.

Note:

If there are no pecuniary interest or other matters of the kind required to be disclosed under a particular main heading in this form, the word 'NIL' is to be placed in an appropriate space under that heading.

Important Information

This information is being collected for the purpose of compliance with Clause 4.21 of the Model Code of Conduct. You must not lodge a return that you know, or ought reasonably to know, is false or misleading in a material particular. Complaints made about contraventions of these requirements may be referred to the Local Government Pecuniary Interest and Disciplinary Tribunal.

The information collected on this form will be kept by the General Manager in a register of returns. The General Manager is required to table all returns at a Council Meetings. The returns register is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act* and the *Regulation 2009* and any guidelines issued by the *Information Commissioner*. You have an obligation to keep the information contained in this register up to date. If you become aware of a new interest that must be disclosed or an interest that you previously fail to disclose you must submit an updated return within 3 months of becoming aware of the previously undisclosed interest.

DISCLOSURES OF PECUNIARY INTERESTS AND OTHER MATTERS

(Clause 4.21 of the Model Code of Conduct)

By: **Warwick Winn**
(Full Name of Councillor or Designated Person)

In respect of the period from: **1 July 2021 to 30 June 2022**
(Return Period)

[redacted] 17/08/2022

(Councillor's or Designated Person's Signature/Typed Name) *(Date the form was completed)*

PENRITH CITY COUNCIL

A. Real property – Schedule 1, Part 2, Clauses 5, 6 & 7 of the Model Code of Conduct

- A person making an annual return under Clause 4.21 of the Code must disclose:
  a) the street address of each parcel of real property in which they had an interest at any time during the return period, and
  b) the nature of the interest.
- An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
  a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
  b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to his or her duties as the holder of a position required to make a return.
- An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a Councillor or designated person.
- In clause 5, interest includes an option to purchase.

Note:

You have a pecuniary interest in a property if you own or are buying your own home, rent a property, or if you live in a property owned by someone else but don't actually pay them.

A. Real property

Address of each parcel of real property in which I had an interest at the return date/ at any time during the return period	Nature of interest
[redacted]	

B. Source of income – Schedule 1, Part 2, Clauses 26 – 30 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on following 30 June, and
  b) each source of income received by the person in the period since 30 June of the previous financial year.
- A reference in clause 26 to each source of income received or reasonably expected to be received by a person is a reference to:
  a) in relation to income from an occupation of the person:
     i. a description of the occupation, and
     ii. if the person is employed or the holder of an office, the name and address of his or her employer or a description of the office, and
     iii. if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
  b) in relation to income from a trust, the name and address of the settlor and the trustee, or
  c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which the income was received.

- The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed $500, or is not reasonably expected to exceed $500, as the case may be.
- The source of income received by the person that they ceased to receive prior to becoming a Councillor or designated person need not be disclosed.

B. Sources of income

1. *Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from an occupation at any time during the return period Sources.		
Description of Occupation	**Name & address employer/description of office held**	**Name under which partnership conducted (if applicable)**
General Manager	Penrith City Council 601 High Street Penrith NSW 2750	

2. *Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of income I received from a trust during the return period.	
Name and address of settlor	**Name and address of trustee**
Nil	

3. * Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June OR *Sources of other income I received at any time during the return period: (Include description sufficient to identify the person from whom, or the circumstances in which, that income was received).	
Nil	

C. Gifts – Schedule 1, Part 2, Clauses 9 – 11 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) a description of each gift received since the last return, and
  b) the name and address of the donor of each of the gifts.
- A gift need not be included in a return if:
  a) it did not exceed $500, unless it was among gifts totalling more than $500 made by the same person during a period of 12 months or less, or
  b) it was a political donation disclosed, or required to be disclosed, under Part 3 of the Election Funding Act 1981, or
  c) the donor was a relative of the donee, or
  d) subject to paragraph (a), it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a gift other than money is an amount equal to the value of the property given.

PENRITH CITY COUNCIL

C. Gifts

Description of each gift I received at any time during the return period	Name and address of donor
Nil	

D. Contribution to travel – Schedule 1, Part 2, Clauses 12 – 14 of the Model Code of Conduct

- person making an annual return under clause 4.12 of the Code must disclose:
  a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person since the last return was made, and
  b) the dates on which the travel was undertaken, and
  c) the names of the States and Territories, and of the overseas countries, in which the travel was undertaken.
- A financial or other contribution to any travel need not be disclosed under this clause if it:
  a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or Council vehicles), or
  b) was made by a relative of the traveller, or
  c) was made in the ordinary course of an occupation of the traveller that is not related to his or her functions as the holder of a position requiring the making of a return, or
  d) did not exceed $250, unless it was among gifts totalling more than $250 made by the same person during a 12 month period or less, or
  e) was a political donation disclosed, or required to be disclosed under Part 3 of the Election Funding Act, 1981, or
  f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales or to enable the traveller to represent the party within Australia, or
  g) subject to paragraph (d) it was received prior to the person becoming a Councillor or designated person.
- For the purposes of above clause, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

PENRITH CITY COUNCIL

D. Contribution to travel

Name and added of each person who made any financial or other contribution to any travel undertaken by me at any time during the return period	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
Nil		

E. Interests and positions in corporations – Schedule 1, Part 2, Clauses 15 – 18 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose:
  a) the name and address of each corporation in which he or she had an interest or held a position (whether remunerated or not) on the return date, and
  b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
  c) the nature of the interest, or the position held, in each of the corporations, and
  d) a description of the principal objects of each of the corporations, except in the case of a public company.
- An interest in, or a position held in a corporation need not be disclosed if the corporation is:
  a) formed for the purpose of providing recreation or amusement or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
  b) required to apply its profits or other income in promoting its objects, and
  c) prohibited from paying any dividend to its members.
- An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
- An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position *at the return date/* at any time during the return period	Nature of Interest (if any)	Description of position (if any)	Description of principal objects (if any) or corporation (except in case of listed company)
Penrith Performing and Visual Arts		Director (non-remunerated)	Theatre and Arts

F. Interests as a property developer or a close associate of a property developer – Schedule 1, Part 2, Clauses 19 and 20 of the Model Code of Conduct

- A person making a return under clause 4.12 of the 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 above clause 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.

F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

~~Yes – (please give details)~~	**No**

G. Positions in trade unions and professional or business associations – Schedule 1, Part 2, Clauses 21 and 22 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose:

a) the name of each trade union, and of each professional or business association, in which he or she held any position (whether remunerated or not) on the return date, and

b) the name of each trade union, and of each professional or business associate, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and

c) a description of the position held in each of the unions and associations.

- A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a Councillor or designated person.

PENRITH CITY COUNCIL

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) *at the time of the return date/* at any time during the return period	Description of the position
Nil	

H. Debt – Schedule 1, Part 2, Clauses 31 – 33 of the Model Code of Conduct

- A person making a return under clause 4.21 of the Code must disclose the name and address of each person to whom the person was liable to pay any debt on the return date and at any time since the last return.
- A liability to pay a debt must be disclosed by a person in a return whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time since 30 June of the previous financial year, as the case may be.
- A liability to pay a debt need not be disclosed by a person in a return of:
  - a) The amount to be paid did not exceed $500 on the return date or at any time since the last return, as the case may be unless:
    - i. the debt was one of two or more debts that the person was liable to pay to one person on the return date or at any time since the last return was made, and
    - ii. the amounts to be paid exceeded, in the aggregate, $500, or
  - b) the person was liable to pay the debt to a relative, or
  - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to a bank, building society, credit union or other person whose ordinary business includes the lending of money and the loan was made in the ordinary course of business of the lender, or
  - d) in the case of debt arising from the supply of goods or services:
    - i. the goods or services were supplied in the period of 12 months immediately preceding the return date or were supplied since the last return, or
    - ii. the goods or services were supplied in the ordinary course of any occupation of the person that is not related to his or her duties as the holder of a position required to make a return.
  - e) subject to clause 33 (a), the debt was discharged prior to the person becoming a Councillor or designated person.

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H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/ at any time during the return period
Nil

I. Disposition of real property – Schedule 1, Part 2, Clauses 23 – 25 of the Model Code of Conduct

- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
- A person making an annual return under clause 4.21 of the Code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June if the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
- A disposition of real property need not be disclosed it if was made prior to a person becoming a Councillor or designated person.

I. Disposition of real property

1 Particulars of each disposition of real property by me (including the street address of the affected property) 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 re-acquire the property at a later time.
Nil

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

J. Discretionary disclosures – Schedule 1, Part 2, Clauses 34 of the Model Code of Conduct

- A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

J. Discretionary disclosures

Nil