

**DETAILS**Council ☐ Admin ☒

Effective from:	25 October 2016
Contact officer:	Manager Executive Services
Next review date:	October 2018
File reference:	LG449/258/02/03(P2)
iSpot #	This policy
	Value Proposition
	23742703
	41618078

**OBJECTIVES AND MEASURES**

Objectives	To provide a policy for the effective administration of the registers of interests of: <ul style="list-style-type: none"> <li>councillors;</li> <li>the chief executive officer ('CEO');</li> <li>senior executive employees; and</li> <li>persons related to a councillor, the CEO, and senior executive employees</li> </ul>
Performance measures	% of Councillors' registers of interests published within 5 business days of receipt in the Office of the CEO – target 100%  % of requests to access the registers of interests where access is available immediately upon receipt of the request – target 100%
Risk assessment	Medium

**POLICY STATEMENT**

The Local Government Regulation 2012 ('the Regulation') obliges councillors, the CEO, and senior executive employees to disclose specified financial and non-financial interests in a document known as a register of interests. Related persons must also disclose a register of interests in certain circumstances. Councillors and officers must comply with the attached procedure and standards for recording and submitting a register of interests.

The responsibility to ensure the accuracy and completeness of the register rests with the relevant person. Notwithstanding that, section 290 of the Regulation requires:

- (a) the CEO to maintain the registers of all councillors, senior executive employees and, when necessary, persons related to a councillor or senior executive employee; and
- (b) the Mayor to maintain a register of interests for the CEO and, when necessary, persons related to the CEO.

In this context, the word 'maintain' means that the CEO and the Mayor must be available to receive, store, and retrieve for inspection all registers under their responsibility. In the case of the CEO, there is an additional requirement to publish the register of interests for each councillor.

The Council of the City of Gold Coast ('Council') has developed practices for the efficient management of the registers where the Regulation and the *Local Government Act 2009* ('the Act') are silent – refer to Attachment A. The requirements of the Regulation and the Act have been codified in Attachments B and C.

The Register of Interests Policy ('the ROIP') supports the local government principles in section 4 of the Act. Transparent and effective processes, decision making in the public interest, good governance, and ethical and legal behaviour are particularly relevant to the ROIP.

The administration of the registers operates upon the following principles:

**Security and transparency:** The registers are kept securely while maintaining accessibility and transparency for those persons permitted to inspect the registers. Public registers are published on Council's website in a secure format.

**Efficiency:** Changes to all registers are made as soon as practicable. For Councillors, changes to registers are actioned and published no later than five business days after receipt in the office of the CEO.

**Consistency:** All registers are maintained in a standard format which allows for appendices or extra information when required. The standard disclosure form is available from the Department of Infrastructure, Local Government and Planning at the following web address:  
<http://www.dilgp.qld.gov.au/resources-ilgp/forms-templates-checklists/statutory-forms.html>

**Certainty:** Relevant persons are obliged to provide complete and correct registers of interests and the administration assists them in this regard by providing regular reminders and information.

**Continuity:** The integrity of the registers is not affected by incoming or outgoing councillors or employees.

## SCOPE

The ROIP applies to all councillors, the CEO, senior executive employees, and persons related to a councillor, the CEO, and a senior executive employee. See the definitions section for the meaning of 'senior executive employee', 'related persons', and 'primary party'.

This policy also applies to persons who wish to inspect a register of interests and outlines the requirements for an inspection to occur.

## DEFINITIONS

**The Act** – *The Local Government Act 2009*

**Controlling interest** – The interest in shares that a person has in a corporation if the person is able to dispose of, or exercise control over the disposal of, the shares; or if the shares are voting shares, to exercise, or control the exercise of, a voting power attached to the shares. (*Schedule 5, the Regulation.*)

**Corporation** –

- a company
- any body corporate whether incorporated in Queensland or elsewhere; and
- an unincorporated body that under the law of its place of origin may sue or be sued, or may hold property in the name of its secretary or of an office holder of the body duly appointed for that purpose.

**Council** – Council of the City of Gold Coast

**Debenture** - See the *Corporations Act, section 9*

**Director** – See the *Corporations Act, section 9*

**Gift** –

- the transfer of money, other property, or other benefit:
  - without consideration; or
  - for a consideration substantially less than full consideration; or
- a loan of money or other property made on a permanent or indefinite basis, other than an overdraft facility.

**Holding company** – In relation to a body corporate, means a body corporate of which the first body corporate is a subsidiary. (*Section 9, Corporations Act*)

**Interest** – A financial or non-financial interest of a relevant person of which the relevant person is aware and that raises, appears to raise, or could raise, a conflict with the relevant person's duty under the Act.

**Joint venture** – A business enterprise for which two or more parties join forces (not necessarily in partnership or by the formation of a company)

**Nominee corporation** – A corporation whose principal business is holding marketable securities as a trustee or nominee. (*Schedule 5, the Regulation*)

**Officer of a corporation** – A director or secretary of the corporation; or

- a person:
  - who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or
  - who has the capacity to affect significantly the corporation's financial standing; or
  - in accordance with whose instructions or wishes the directors of the corporation are accustomed to act (excluding advice given by the person in the proper performance of functions attaching to the person's professional capacity or their business relationship with the directors or the corporation); or
- a receiver, or receiver and manager, of the property of the corporation; or
- an administrator of the corporation; or
- an administrator of a deed of company arrangement executed by the corporation; or
- a liquidator of the corporation; or
- a trustee or other person administering a compromise or arrangement made between the corporation and someone else.

**Official capacity** – when a councillor or employee carries out functions as part of a statutory process or if those functions are recorded in minutes or other official documents. For example a councillor may attend an event or function to perform official duties or be an official representative, such as:

- ceremonial openings of buildings or facilities;
- fetes and carnivals;
- annual or presentation dinners;
- public meetings;
- private meetings arranged through official Council channels (i.e. documented in official records or diary) for the purpose of conducting bona fide discussions of business with the Council; and
- any other meeting, event, or function described in the provisions for the insurance of Councillors

An employee performing responsibilities described in his or her relevant position description, or in accordance with a Council resolution, is acting in an official capacity.

**Partnership** – The legal relationship of persons carrying on some business together with a view to profit (provided that they are not members of an incorporated body).

**Primary party** – A councillor, the CEO, or a senior executive employee to whom a related person is related.

**Private company** – A proprietary company in which a relevant person holds securities

**Proprietary company** – A company that is registered as, or converts to, a proprietary company under the *Corporations Act 2001*

**Register of interests** – A written declaration of the financial and non-financial interests of an individual as stipulated in *Schedule 5 of the Regulation*.

**The Regulation** – *The Local Government Regulation 2012*

**Related person** – As provided in *section 289(2) of the Regulation*:

- (2) *A person is related to a councillor, chief executive officer or senior executive employee (the primary party) if –*
  - (a) *the person is the primary party's spouse; or*
  - (b) *the person is totally or substantially dependent on the primary party and –*
    - i. *the person is the primary party's child; or*
    - ii. *the person's affairs are so closely connected with the affairs of the primary party that a benefit derived by the person, or a substantial part of it, could pass to the primary party.*

**Relevant person** – any of the following persons to whom this policy applies:

- a councillor;
- the chief executive officer;
- a senior executive employee; or
- a person who is related to a councillor, the chief executive officer, or a senior executive employee.

**Securities** - See the *Corporations Act, section 92*

**Self managed superannuation fund** – See the *Superannuation Industry (Supervision) Act, sections 10, 17A and 17B*

**Senior executive employee** – contracted senior employees of the Council who report (directly or indirectly) to the CEO. As at October 2016 the senior executive employees are the Directors of each Directorate, the Manager Executive Services, the Manager Corporate Assurance, the City Solicitor, and the Digital City Program Manager.

**Share** – Any of the following –

- share in the share capital of the corporation
- stock
- a convertible note or
- an option contract

**Sponsored hospitality benefit** – A contribution, whether financial or non-financial, for the cost of travel by, or accommodation for, a relevant person unless the travel or accommodation relates to the official capacity of the relevant person.

Note: A person does not however receive a sponsored hospitality benefit if the contribution was made by the person's spouse, or other family member or friend *unless* there could be a perception of a conflict of interest, financial or otherwise, relating to the contribution.

**Subsidiary** – Relevant to a body corporate, a subsidiary body corporate exists where the head body corporate:

- controls the composition of the subsidiary body corporate's board; or
- is in a position to cast, or control the casting of, more than one-half of the maximum number of votes that might be cast at a general meeting of the first body; or
- holds more than one-half of the issued share capital of the first body (excluding any part of that issued share capital that carries no right to participate beyond a specified amount in a distribution of either profits or capital); or
- the subsidiary body corporate is a second level subsidiary i.e. there is an additional subsidiary body corporate between the head body corporate and the subject subsidiary body corporate.

**Trust** –

- (a) For disclosure of a beneficial interest in a trust or nominee corporation or for disclosure of an interest in a family or business trust: includes implied, resulting, bare and constructive trusts, and to cases where the trustee has a beneficial interest in the trust property, and to the duties incidental to the office of a personal representative. Provided that this does not include the duties incidental to an estate conveyed by way of mortgage.
- (b) For disclosure of liabilities of more than \$10,000: the disclosure does not apply to debt which arises from the supply of goods or services supplied in the ordinary course of business or the business of a trust or private company. 'Trust' in these circumstances means a trust of which a relevant person is a beneficiary.

## RELATED POLICIES AND DELEGATIONS

Benefits and Gifts Policy  
Conflicts of Interest for Employees Policy  
Corporate Travel and Accommodation Policy – Employees and Contractors  
Fraud and Corruption Control Policy  
Right to Information and Information Provision Policy

## LEGISLATION

*Local Government Act 2009*  
*Local Government Regulation 2012*  
*Public Records Act 2002*  
*Right to Information Act 2009*

## SUPPORTING DOCUMENTS

### INTERNAL DOCUMENTS

- **Attachment A: Procedure**
- **Attachment B: Administration Standards**
- **Attachment C: Standard for Interests to be Recorded**

### EXTERNAL DOCUMENTS

- **Standard disclosure forms** found at:  
<http://www.dilgp.qld.gov.au/resources-ilgp/forms-templates-checklists/statutory-forms.html>

## RESPONSIBILITIES

Sponsor	Chief Executive Officer
Owner	Manager, Executive Services, Office of the CEO

## VERSION CONTROL

Document	Date	Approved	Amendment
#23742703 v4	25.10.16	GA16.0818.006/G16.0823.022 & CEO #58530600	Retire council adopted policy Approve administrative policy Change in ownership to Executive Services Branch
#23742703 v3	30.08.12	CEO #37356636	Change ownership to People & Culture Branch
#23742703 v2	01.07.05		Changes to Local Government Regulations
#23742703 v1	19.10.01	C01.1012.013/G01.1019.009	Replaced the Sponsored Hospitality Benefits Policy
	14.08.95	C95.0814.002	Sponsored Hospitality Benefits Policy

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## **1. SUBMITTING A REGISTER OF INTERESTS**

A register of interests shall be submitted electronically via email and the signed original shall also be submitted in hard copy to the Office of the CEO or the Office of the Mayor as appropriate. The electronic copy will alleviate the risk that the document may be lost in the mailing system, and the signed original is evidence of the relevant person's personal disclosure.

## **2. STORAGE OF REGISTERS**

Councillors' registers shall be kept in an appropriate electronic file for ease of access and for publication on the website.

Hard copies of sitting Councillors' registers shall be kept securely in the Office of the CEO along with the registers of persons related to Councillors.

Hard copies of senior executive employees and their related persons shall be kept securely in the Office of the CEO.

Hard copies of the CEO's register of interest and persons related to the CEO shall be kept securely in the Office of the Mayor.

In this part 'securely' means in a locked compartment.

## **3. PROVIDING ADVICE AND REMINDERS TO RELEVANT PERSONS**

The CEO shall from time to time issue reminders to all relevant persons about their obligation to disclose their interests.

The CEO shall also issue advice on any other relevant matters. For example, legal advice was received stating that gifts and sponsored hospitality benefits from previous electoral terms could be removed from the registers of Councillors who have successfully retained their seat in the current term. This advice was emailed to the Councillors.

## **4. PROVISIONS FOR NEW ELECTORAL TERMS AND NEW EMPLOYEES**

- 4.1** The hard copy of the register of interests for a councillor shall be kept in the office of the CEO from the time of their first election until the time that he or she becomes an outgoing councillor.
- 4.2** An outgoing councillor must disclose their interests until the declaration of poll for their replacement. This date also applies to a person related to an outgoing councillor where a duty exists to disclose the related person's interests.
- 4.3** An outgoing councillor's register of interest is to be removed from the office of the CEO and the website as soon as practicable after the declaration of poll for their replacement. The register of interest of a former Councillor is to be archived in Council's records in accordance with the Public Records Act 2002. The register of a former councillor is not a public document.



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- 4.4** A person who wishes to obtain information about the register of interests of a former councillor may seek that information in accordance with the Right to Information process. Refer to the Right to Information and Information Provision Policy.
- 4.5** An incoming councillor must disclose their interests no later than 30 days after the declaration of office has been taken. This date also applies to a person related to an incoming councillor where a duty exists to disclose the related person's interests.
- 4.6** The CEO and senior executive employees must disclose their interests no later than 30 days after the commencement date of their employment contract. This date also applies to any person related to a new CEO or new senior executive employee where a duty exists to disclose the related person's interests.

## **5. RELATED PARTY DISCLOSURES**

For the purpose of complying with Australian Accounting Standard 124 *Related Party Disclosures*, the registers of interests kept in the Office of the CEO and the Office of the Mayor may be used by the CEO in order to determine the corporations and proprietary companies in which a relevant person has a controlling interest.

## **6. ENQUIRIES ABOUT REGISTERS**

All enquiries about the registers of interests are to be directed to the Manager Executive Services, Executive Services branch, Office of the CEO.



## **7. ADMINISTRATION OF THE REGISTERS**

### **7.1 Standard forms**

A person required to disclose a register of interests shall use the standard forms published by the Department of Infrastructure, Local Government and Planning (or the future equivalent State department). Provided that a person may also append or provide any information in addition to the standard form when necessary in order to provide certainty and clarity to his or her register.

### **7.2 Duty to disclose**

#### **7.2.1 General duty**

Each councillor, the CEO, and all senior executive employees are responsible for maintaining a complete and current register of interests by submitting to either the CEO or the Mayor as appropriate a standard form for all the interests stipulated in part 8 of this policy. In addition the primary parties are responsible to submit complete and current registers for related persons when necessary.

#### **7.2.2 Councillor's duty to advise of new or changed interests**

If a councillor or a person who is related to a councillor has an interest that must be disclosed in a register of interests, or if there is a change to an existing interest which has already been disclosed, then the councillor must submit the standard form containing the particulars of the interest or changed interest to the CEO within 30 days after the interest arises or the change happens.

Failure to make the required disclosure within the 30 day time frame may result in a fine of up to 100 penalty units if the non-compliance was intentional, or up to 85 units otherwise. Furthermore intentional non-compliance is an integrity offence and, if convicted, a councillor immediately stops being a councillor and is disqualified from being a councillor for four years after the conviction. (See sections 171B and 153 of the Local Government Act 2009.)

#### **7.2.3 CEO's duty to advise of new or changed interests**

If the CEO or a person who is related to the CEO:

- (a) has an interest that must be disclosed in a register of interests; or
- (b) has an existing register of interests and the details are no longer correct

and if the CEO knows about the foregoing information, then the CEO must submit a standard form with complete and correct information to the Mayor within 30 days after the CEO knows of the interest or the correct particulars. Failure to make the disclosure may result in a fine of up to 85 penalty units.

#### **7.2.4 Senior executive employee's duty to advise of new or changed interests**

If a senior executive employee ('the employee') or a person who is related to that employee:

- (a) has an interest that must be disclosed in a register of interests; or
- (b) has an existing register of interests and the details are no longer correct

and if the employee knows about the foregoing information, then the employee must submit a standard form with the complete and correct information to the CEO within 30 days after the employee knows of the interest or the correct particulars. Failure to make the disclosure may result in a fine of up to 85 penalty units.

#### **7.2.5 Interests held jointly or in common with a related person**

The register of a related person need not include any interest which is held jointly or in common with the primary party and is included in the register of the primary party. To clarify, if all the interests of a related person fall within those parameters, the related person is not obliged to submit a register of interests.

### **7.3 Register of interests to be kept in the office of the CEO**

There shall exist in the office of the CEO a register of interests for each councillor, and each senior executive employee, and each person related to a councillor or a senior executive employee who has disclosed a register of interests.

#### **7.3.1 Special requirements for Councillor's registers**

- (a) The CEO shall publish copies of all Councillors' registers on Council's website.
- (b) The hard copy of Councillors' registers shall be updated no later than five business days after a standard form is submitted by a Councillor showing a new or changed interest.
- (c) When a Councillor submits a standard form showing a new or changed interest, the CEO shall publish a copy of the updated register on Council's website as soon as practicable after the update is received, and in all cases no later than five business days after receipt.

### **7.4 Register of interests to be kept in the office of the Mayor**

There shall exist in the office of the Mayor a register of interests for the CEO, and each person related to the CEO who has disclosed a register of interests.

### **7.5 Inspection of Councillors' registers**

- (a) To make the inspection of a Councillor's register of interest accessible and transparent, a Councillor's register published on the website or made available to the public as a hard copy shall be a consolidated document, consolidated in such a way that it shows all of the Councillor's current interests.

- (b) A Councillor's register of interest may be inspected by the public, for example through inspecting the copy of the register on the website. The inspection may also be achieved through making a verbal or written request to the CEO to inspect the hard copy of the Councillor's register kept in the office of the CEO. Permission shall be granted to inspect the register except if it would be unreasonable to grant the request. The CEO may withdraw permission to inspect if the inspection does not take place within five working days of allowing access or if there are other reasonable grounds for withdrawing permission.
- (c) A person who has inspected a Councillor's register of interests must not knowingly disclose information obtained during the inspection if it is not a true copy or a fair summary of the contents of the register. Failure to comply with this requirement may result in a fine of up to 85 penalty units.

#### **7.6 Inspection of non-Councillor registers**

The following provisions apply for access to non-Councillor registers:

- (a) Registers belonging to persons other than Councillors are not available for public inspection. The only persons permitted to inspect such registers are the CEO, Councillors, and those to whom lawful permission has been granted to access the information on the registers.
- (b) In the event that a register is inspected, the information discovered during the inspection must not be disclosed except to other permitted persons.
- (c) Any disclosure of information obtained during an inspection must be a true copy or a fair summary of the contents of the register. Failure to comply with this requirement may result in a fine of up to 85 penalty units.
- (d) A person seeking access to the register of the CEO or persons related to the CEO must apply in writing to the Mayor.
- (e) A person seeking access to the register of a senior executive employee, or a person related to a senior executive employee, or a person related to a Councillor must apply in writing to the CEO.
- (f) The Mayor and the CEO must record the name of each person who inspects a non-Councillor register of interests, along with the address of that person (home or business) and the date of the inspection.
- (g) A person must be notified as soon as practicable of the date their register was inspected by another person. It is the responsibility of the Mayor or the CEO to give the notification depending on who granted permission for the inspection.

#### **7.7 Querying the contents of a register of interests**

- (a) If a person suspects on reasonable grounds that a register of interests is incomplete or incorrect, that person may inform the CEO or the mayor of his suspicion depending on where the register is kept.
- (b) The CEO or the Mayor must immediately inform the relevant person of the suspicion that the register is incomplete or incorrect, however for a register belonging to a related person the CEO or Mayor informs the primary party.

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- (c) The relevant person so informed must, within 30 days of being informed, establish whether the register of interests should be amended to make it a true record of fact. If so, the relevant person submits a complete and correct standard form within the 30 day period. If no amendment is required then the relevant person completes a statutory declaration stating that the register of interests is a true record of fact and gives the declaration to the CEO or mayor as appropriate.

## **8. PARTICULAR INTERESTS TO BE RECORDED**

Schedule 5 of the Regulation provides that the financial and non-financial interests listed below must be disclosed.

### **8.1 Shareholdings and controlling interests in corporations**

If a relevant person has a controlling interest or a shareholding in a corporation, the following details must be disclosed for each such corporation:

- (a) the name of the corporation; and
- (b) if the shareholding or interest is a controlling interest – details of the shareholdings of the corporation in any other corporation; and
- (c) if the shareholding or interest is held in a proprietary company that is the holding company of another corporation –
  - (i) details of the holding company's investments; and
  - (ii) the name of any corporation that is a subsidiary of the holding company; and
  - (iii) the name of any corporation that is a subsidiary of any corporation that is the holding company's subsidiary; and
  - (iv) if the relevant person is a councillor or a person related to a councillor—the investments or other interests in property held by the subsidiaries; and
- (d) if the relevant person is a councillor, or a person related to a councillor, and the shareholding or interest is held in a proprietary company—the investments or other interests in property, other than those mentioned in paragraph (c)(iv), held by the company.

### **8.2 Officer of a corporation**

If a relevant person is an officer in a corporation, the following details of each such corporation must be disclosed:

- (a) the name of the corporation; and
- (b) the nature of the office held; and
- (c) the nature of the corporation's activities.

### **8.3 Beneficial interest in a trust or a nominee corporation**

If a relevant person holds a beneficial interest in a family trust, a business trust, or a nominee corporation, the following particulars must be disclosed for each trust:

- (a) the name of, or a description sufficient to identify, the trust or nominee corporation; and

- (b) the nature of the activities of the trust or corporation; and
- (c) the nature of the interest.

#### **8.4 Self managed superannuation funds (SMSF)**

This part only applies to Councillors and their related persons. If a Councillor or a person related to a Councillor is:

- either a trustee of a SMSF; or
- the director of a corporation and the corporation is a trustee of a SMSF

then the following particulars of each SMSF must be disclosed:

- (a) the name or a description of the SMSF; and
- (b) the nature of the activities of the SMSF; and
- (c) the investments or other interests in property held, of which the councillor or person is aware, by the fund.

#### **8.5 Trustee of a trust**

If a relevant person is the trustee of a family or business trust, the following particulars of each trust must be disclosed:

- (a) the name of, or a description sufficient to identify, the trust; and
- (b) the nature of the trust's activities; and
- (c) the name of each beneficiary of the trust, or, if the trust is a discretionary trust, each class of persons who may benefit under the trust.

#### **8.6 Partnership and joint venture**

If a relevant person has an interest in a partnership or a joint venture, the following details of each partnership or joint venture must be disclosed:

- (a) the name of, or a description sufficient to identify, the partnership or joint venture; and
- (b) the nature of the partnership's or joint venture's activities; and
- (c) the nature of the interest.

#### **8.7 Land**

The particulars required for all land in which a relevant person has an interest are:

- (a) the suburb or locality of the land; and
- (b) the approximate size of the land; and
- (c) the purpose for which the land is, and is intended to be, used; and
- (d) the nature of the interest.

#### **8.8 Liabilities of more than \$10,000**

The particulars required for each liability in excess of \$10,000, other than department store and credit card accounts, of a relevant person, trust, or private company are –

- (a) the nature of the liability; and
- (b) the name of the creditor.

The above details are not required if:

- the debt is \$10,000 or less; or
- the debt arises from the supply of goods or services supplied in the ordinary course of the relevant person's business or the business of the trust or private company.

#### **8.9 Debentures and similar investments**

The particulars required for each debenture or similar investment held by a relevant person are:

- (a) the nature of the investment; and
- (b) the name of the corporation in which the investment is made; and
- (c) the nature of the business of the corporation.

#### **8.10 Savings and investment accounts**

The particulars required for each savings or investment account of a relevant person held with a financial institution are:

- (a) the nature of the account; and
- (b) the name of the institution.

#### **8.11 Gifts totalling more than \$500**

The particulars required for each gift, or all gifts totalling, more than \$500 in amount or value given to a relevant person by another person ('a donor') are:

- (a) the donor's name; and
- (b) a description of the gift.

The above particulars are not required if the donor is a person who is related to the relevant person; or someone else who is related by blood or marriage to the relevant person; or the relevant person's friend. However, the relevant person must be satisfied there cannot be the perception of a conflict of interest, financial or otherwise, relating to the gift that could conflict with a duty the person has under the Act.



#### **8.12 Sponsored hospitality benefits**

The particulars required for each sponsored hospitality benefit received by a relevant person are:

- (a) The source of the contribution for the travel or accommodation; and
- (b) The purpose of the benefit.

#### **8.13 Membership in a political party, body, or association, or trade or professional organisation**

The particulars required for each political party, body or association, or trade or professional organisation, of which a relevant person is a member are its name and address.

#### **8.14 Other assets of more than \$5000**

The particulars required for each other asset of a relevant person with a value of more than \$5000 are sufficient details of the asset to identify it. However, a relevant person does not have to disclose details of household and personal effects, a motor vehicle used mainly for personal use, and superannuation entitlements.

#### **8.15 Other sources of income of more than \$500 a year**

If a relevant person derives any other income of more than \$50 per year, or if a proprietary company or trust in which the relevant person holds securities, provides a source of income to the relevant person of more than \$500 per year, then the relevant person must disclose sufficient details of the income in order to identify the income.

#### **8.16 Other financial or non-financial interests**

The particulars required for each other interest of a relevant person are sufficient details of the interest to identify it.

#### **8.17 Matters which need not be disclosed**

A register of interests need not include any of the following detail:

- (a) the number or monetary value of shares;
- (b) the monetary value of an investment or interest;
- (c) the full street address of land;
- (d) the amount of a liability, donation or other income;
- (e) the account number of, or amounts held in, accounts held with a financial institution;
- (f) the monetary value of accommodation, an asset, a gift or travel.