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Somerset Regional Council	
-9 SEP 2020	
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Register of Interests – New or Update

Councillors, councillor advisors, CEOs and senior executive employees and their related persons

❖ **Use this form if you:**

- are newly elected or appointed, or
- are starting a new term, or
- have already submitted a register of interests and need to register, update, or add new information about an interest.

Once you have completed this form for the first time, ensure you keep an electronic copy for future updates.

This form does not provide for the annual confirmation of your or your related persons interests. Instead, use the Annual Confirmation form to confirm that your register is up to date.

❖ **What this form is for**

- register your interests and the interests of your related persons when beginning a term or appointment, or
- to update, amend, or change details previously recorded in your or your related persons register of interests.

❖ **When to submit it**

For all persons required to submit a register of interest:

- complete and submit this form for you and your related persons:
 - within 30 calendar days of starting your term or appointment
 - within 30 calendar days of becoming aware of a change to an existing interest.

Additional requirements for councillors and councillor advisors:

- within 30 days after the end of each financial year if you or your related persons have acquired an interest that is not listed on your register of interest and must be recorded.
- within 30 days after the end of each financial year if there has been a change to the particulars required to be included in the register of interest for you or a related person

❖ **How to complete and submit this form**

- complete only the sections that apply to you
- write NIL where you have no interests to declare
- complete a form for yourself and a separate form for each related person
- you must sign and initial each page
- submit the completed form to the chief executive officer
- If you are the chief executive officer, submit the completed form to the mayor.

❖ **What to do if you are unsure**

- for detailed guidance and examples, refer to the Register of Interest Guidance Notes.
- if you are unsure of your legal obligations, speak with your chief executive officer or you may wish to seek independent legal advice.

NOTE: This form does not provide for your required Register of Interests annual confirmation for you or a person related to you. Instead use the Register of Interest - Annual Confirmation Form to ensure that your register, and the registers of persons related to you, are accurate and up to date.

❖ **Related persons definition**

A person is **related** to a councillor, chief executive officer, councillor advisor or senior executive employee (the **primary party**) if—

1. the person is the primary party's spouse; or
2. the person is totally or substantially dependent on the primary party and
 - a) the person is the primary party's child; or
 - b) 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.

❖ **Reporting term, for a relevant person, means—**

(a) for a councillor or a person who is related to a councillor— the relevant councillor's term of office; or

(b) for the chief executive officer or a person who is related to the chief executive officer—

- (i) the period of the chief executive officer's current contract of employment; and
- (ii) if the chief executive officer held a contract of employment as chief executive officer for a period ending immediately before the start of the current contract—the period of the contract of employment ending immediately before the chief executive officer's current contract started; or

(c) for a councillor advisor or a person who is related to a councillor advisor—

- (i) the period of the councillor advisor's current contract of employment; and
- (ii) if the councillor advisor held a contract of employment as a councillor advisor for a period ending immediately before the start of the current contract—the period of the contract of employment ending immediately before the councillor advisor's current contract started; or

(d) for a senior executive employee or a person who is related to a senior executive employee—

- (i) the period of the senior executive employee's current contract of employment; and
- (ii) if the senior executive employee held a contract of employment as a senior executive employee for a period ending immediately before the start of the current contract—the period of the contract of employment ending immediately before the senior executive employee's current contract started.

Details of the person completing the form.

Sally Jess

Name

Councillor

Somerset Regional Council

Position

Council

Details of the related person for whom this register of interests is being completed.

Name of related person

Person's relationship to me

I certify that the information provided is true and correct.

Signature

Date

Note: Local governments are required to keep a copy of all councillors' registers of interests at their public office for public inspection and to publish an extract on the local government's website. It is recommended that you also save a copy for your own records, either on your computer or in another secure location.

When completing your register of interests forms, refer to the:

- Local Government Act 2009 and Local Government Regulation 2012, Chapter 8, part 5 and schedule 5
- City of Brisbane Act 2010 and City of Brisbane Regulation 2012, Chapter 8, part 5 and schedule 3.

If you are uncertain about your obligations or the information required to be disclosed, it is strongly recommended that you speak with your chief executive officer or seek independent legal advice.

If you fail to correctly submit or update your register of interests as required you may be guilty of misconduct or an integrity offence and may face significant penalties.

1. Shares in corporations (not including private companies) (refer to schedule 5, section (2), (a) of the LGR and schedule 3, section (2) (a) of the COBR)

List here all corporations in which you own shares.

Name of corporation

2. Shares in privately owned companies (refer to schedule 5, section (2) (b) of the LGR and schedule 3, section (2) (b) of the COBR)

List here all private proprietary companies (Pty Ltd) in which you own shares, and any subsidiary companies and any other investments or interests in property of those companies. *Note: for interests in property that involve land, they do not need to be captured again in part 8 of this form.*

Name of company	Nature of company's activities	Company's and subsidiaries' investments and interests in property

3. Positions as executive officer of a corporation (refer to schedule 5, section (3) of the LGR and schedule 3, section (3) of the COBR)

List here positions you hold as an executive officer of a corporation, including for any corporations you have listed under 'shares in corporations and shares in privately owned companies'.

Name of corporation	Nature of corporation's activities	Nature of person's role

4. Beneficial interests in trusts or nominee corporations (refer to schedule 5, section (4) of the LGR and schedule 3, section (4) of the COBR)

List here any beneficial interest in a trust or nominee corporation.

Name of trust or corporation (or description of trust)	Nature of activities	Nature of your interest

5. Self-managed superannuation funds (refer to schedule 5, section (5) of the LGR and schedule 3, section (5) of the COBR)

List here self-managed superannuation funds you are a trustee of (or corporations you are a director of if they are trustees of a self-managed superannuation fund). *Note: for interests in property that involve land, they do not need to be captured again in part 8 of this form.*

Name or description of fund	Nature of fund's activities	Investments or other interests in property held

6. Trustee of family or business trusts (refer to schedule 5, section (6) of the LGR and schedule 3, section (6) of the COBR)

List here family or business trusts where you are a trustee.

Name or description of trust	Nature of trust's activities	Name of each beneficiary or class of beneficiary

7. Partnerships or joint ventures (refer to schedule 5, section (7) of the LGR and schedule 3, section (7) of the COBR)

List here all business partnerships or joint ventures in which you have an interest.

Name or description	Nature of activities	Nature of interest (e.g. owner)	Investments or interests in property

8. Land (including houses, rentals and other properties) (refer to schedule 5, section (8) of the LGR and schedule 3, section (8) of the COBR)

List here any land or properties you own or have an interest. **Note:** land that you have detailed in part 2 and part 5 of this form do not need to be included in this part.

Suburb or locality of land	Approximate size	Purpose of which land is used	Nature of interest (e.g. owned, leased, rented)

9. Liabilities more than \$10,000 (excluding department store and credit card accounts) (refer to schedule 5, section (9) of the LGR and schedule 3, section (9) of the COBR)

List here any debts or liabilities you, your trusts or your private companies have of more than \$10,000.

Type of liability (e.g. home mortgage, car loan)	Name of bank or creditor

10. Debentures and similar investments (refer to schedule 5, section (10) of the LGR and schedule 3, section (10) of the COBR)

List here any debentures, bonds and similar investments.

Name of corporation the investment is in	Nature of the corporation's business	Nature of the investment

11. Savings and investment accounts held with financial institutions (refer to schedule 5, section (11) of the LGR and schedule 3, section (11) of the COBR)

List here all savings or investment accounts you hold with a bank or other financial institution.

Name of bank or institution	Type of account

12. Gifts valued at \$500 or more, or multiple gifts from the same donor totalling \$500 or more (refer to schedule 5, section (12) of the LGR and schedule 3, section (12) of the COBR)

List here all gifts from donors valued at \$500 or more, or where multiple smaller gifts total \$500 or more, received during your reporting term (for reporting term - refer to schedule 5, section 1 of the LGR and schedule 3, section 1 of the COBR).

Name of donor	Description of the gifts	Financial year in which received (optional)

13. Sponsored travel or accommodation benefits (refer to schedule 5, section (13) of the LGR and schedule 3, section (13) of the COBR)

List here all sponsored travel or accommodation you have received.

Name of person or source who contributed to your travel or accommodation	Nature and purpose of the benefit received	Financial year in which received (optional)

14. Memberships of political parties, and trade or professional organisations
(refer to schedule 5, section (14) of the LGR and schedule 3, section (14) of the COBR)

List here any memberships of political parties and trade or professional organisations.

Name of organisation

15. Executive officer of particular organisations (refer to schedule 5, section (14A) of the LGR and schedule 3, section (14A) of the COBR)

List here any organisations, bodies or associations where you are an office holder (other than those mentioned in part 3 and part 14 of this form).

Name of organisation

16. Donations made to other people or organisations valued at \$500 or more, or multiple donations to the same person or organisation totalling \$500 or more (refer to schedule 5, section (14B) of the LGR and schedule 3, section (14B) of the COBR)

List here the recipients of individual donations of \$500 or more, or recipients of multiple donations totalling \$500 or more, that you have made during the reporting term (for reporting term - refer to schedule 5, section 1 of the LGR and schedule 3, section 1 of the COBR).

Person or organisation	Financial year in which received (optional)

17. Other assets over \$5000 (refer to schedule 5, section (15) of the LGR and schedule 3, section (15) of the COBR)

List here any other assets over \$5000 you own or have an interest in.

Details of other assets

18. Other sources of income of \$500 or more per year (refer to schedule 5, section (16) of the LGR and schedule 3, section (16) of the COBR)

List here any other sources of income you, your trusts or private companies receive of \$500 or more per year.

Source of income

19. Other interests that appear to raise or could potentially raise a conflict between your interest and the public interest (refer to schedule 5, section (17) of the LGR and schedule 3, section (17) of the COBR)

List any interests that you are aware of that could appear to raise a conflict of interest but do not fit into other categories on this form.

Other interests

Register of interests – update

Only use this section to update, amend, or change details previously recorded in your register of interests.

Updates are to be provided to the CEO:

- within 30 calendar days of becoming aware of a change to an existing interest.
- within 30 days after the end of each financial year if you or a person related to you has acquired an interest that must be recorded and it is not currently listed on the register of interest.
- within 30 days after the end of each financial year if there has been a change to the particulars required to be included in the register of interest for you or a person related to you.

New interests

Type of interest	Date of change
Donation of products from my online business to Lowood Community Action Group totaling \$1000	03/09/2026

Remove interests

Type of interest	Date of change