

SCHEDULE 2:FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.21 CODE OF CONDUCT

The form will take approximately 9 minutes to complete. 'Disclosures by councillors and designated persons' return:

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the Model Code of Conduct for Local Councils in NSW (the [Model Code of Conduct](#)).
2. If this is the first return you have been required to lodge with the CEO after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the CEO and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the CEO, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the CEO and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed and submitted by the close of business Monday 30th of September 2024.

6. If there are no pecuniary interests or other matters of the kind required to be disclosed under a 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 complying 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 (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal.

The information collected on this form will be kept by the CEO in a register of returns. The CEO is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the Government Information (Public Access) Act 2009, the Government Information (Public Access) Regulation 2009 and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

The information regarding the annual return is contained in the Code of Conduct Part 2: Pecuniary interests to be disclosed in returns p.36' please click the following link to see the document: <https://bit.ly/2S1dsZu>

Guide to completing returns of interest: <https://bit.ly/3Azhyt8>

Disclosure of pecuniary interests and other matters by councillor or designated person.

1.Councillor's or designated person's full name and office held.

This disclosure form is executed in accordance with section 9 of the Electronic Transactions Act 2000 (NSW) with the consent of Liverpool City Council. Typing your name below is intended to authenticate this disclosure form and to have the same legal force and effect as if it was a handwritten signature. You represent and warrant that the content of this disclosure form is true and correct, and you agree and acknowledge that you cannot otherwise challenge the validity of this disclosure form only of the fact that it does not have a manually executed signature, and you are estopped from asserting otherwise.

Michelle Marie Margaret Mcilvenny - Director Customer Experience and Business Performance

2. In respect of the period from 1 July 2023 to 30 June 2024

3. Date Submitted

25/08/2024

Section A – Real property

4. Street address of each parcel of real property in which I had an Nature of interest at the return date/at any time since 1 July 2023 - 30 June 2024.

[REDACTED]

Section B – Sources of Income

5. 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 2024.

*Sources of income I received from an occupation at any time since 1st July 2023 - 30 June 2024.
[Description of occupation, Name and address of employer or description of office held (if applicable),
and Name under which partnership conducted (if Applicable)].*

Director Customer Experience and Business Performance, Liverpool City Council

6. 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 2024.

Sources of income I received from a trust since 1 July 2021 - 30 June 2023. [Name of address of settlor and Name and address of trustee].

Nil

7. 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 2024.

Sources of other income I received at any time since 1 July 2021. [Include description sufficient to identify the person from whom, or the circumstances in which, that income was received].

Nil

Section C – Gifts

8. Description of each gift I received at any time. [Name and address of donor since 1st July 2023 - 30 June 2024.]

Nil

Section D – Contribution to travel

9. Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 1 July 2023 - 30 June 2024, Dates on which travel was undertaken and Name of States,

Territories of the Commonwealth and overseas countries in which travel was undertaken.

Nil

Section E – Interests and positions in corporations

**10. Name and address of each corporation in which I had an interest or held a position at the return date/ at any time since 1 July 2023 - 30 June 2024
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

Section F – Property Developer

11. Were you a property developer or a close associate of a property developer on this return date?

No

12. Please provide further details (If answering Yes to Question 11)

[12. Further Details (If Yes to Question 11)]

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

13. Name of each trade union and each professional or business association in which I held any position whether remunerated or not) at the return date/at any time since 1 July 2023, Description of position.

Nil

Section H – Debts

14. Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 1 July 2023.

Nil

Section I -Dispositions of property

15. Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 1 July 2023 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

16. Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 1 July 2023, as a result of which I obtained, either wholly or in part, the use and benefit of the property.

Nil

Section I - Discretionary disclosures

17. Discretionary disclosures. You may voluntarily disclose any other interests, benefits, advantages or liabilities you may have/had at any time since 1 July 2023.

Nil

Section J – LOCAL GOVERNMENT ACT 1993

18. Protection of privacy

Section 739 Protection of privacy

(1) A person may request that any material that is available (or is to be made available) for public inspection by or under this Act be prepared or amended so as to omit or remove any matter that would disclose or discloses the person's place of living if the person considers that the disclosure would place or places the personal safety of the person or of members of the person's family at risk.

PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998

Section 58 Suppression of personal information

(1) A person about whom personal information is contained (or proposed to be contained) in a public register may request the public sector agency responsible for keeping the register to have the information:

- (a) removed from, or not placed on, the register as publicly available, and**
- (b) not disclosed to the public.**

(2) If the public sector agency is satisfied that the safety or well-being of any person would be affected by not suppressing the personal information as requested, the agency must suppress the information in accordance with the request unless the agency is of the opinion that the public interest in

maintaining public access to the information outweighs any individual interest in suppressing the information.

(3) Any information that is removed from, or not placed on, a public register under this section may be kept on the register for other purposes.

N.B. The Pecuniary Interest Declaration must be completed in full. By ticking the boxes above your residential address will be redacted from the Pecuniary Interest Declaration that is on the public register.

["I request that if my Annual Return is to be made available, for public inspection by law, be amended to remove any matter that would disclose my place of living", "Disclosing my place of living would place my personal safety and family members at risk"]