



Disclosure of Interests by Councillors and Designated Persons Return

Important information

The Annual Disclosures by Councillors and Designated Persons' Return" will be completed electronically this year.



ALL DISCLOSURES MUST BE COMPLETED AND SUBMITTED NO LATER THAN 30 SEPTEMBER

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 2018](#) and any guidelines issued by the Information Commissioner.



To clarify the above statement, all returns are required to be posted on QPRC's Website.

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.

Instructions

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).

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.

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.



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.

If there is insufficient space for all the information you are required to disclose, you must submit/upload an attachment at the end of this form under the appropriate upload sections.



Information on fields where you have nothing to disclose

In any field that you have nothing to disclose, you are required to insert the word NIL in the corresponding box. If the form is submitted with empty boxes, Governance will return the form for you amendment/update.

Real Property # 1 	123 Any Street
Select the Return Period	<input type="radio"/> at the return date <input type="radio"/> at any time since 30 June Clear selected answer
Real Property # 2 	NIL

Person Making the Disclosure and Date(s) of Return

Name of person making this disclosure (required)

Narelle Richards 

Date of this disclosure



Complete this date field ONLY if this is your FIRST Return. The date is the day which you became a Councillor or Designated Person

Start date of the period this disclosure covers

30/06/2020



Only complete this field if this is NOT your first return. The date to be entered is the 12-month period commencing on 30 June of the previous year

End date of the period this disclosure covers

30/06/2021



Only complete this field if this is NOT your first return. Enter the end date of 30 June of THIS YEAR

Section A - Real Property

Identify the street address of each parcel of real property in which I had an interest.

Identify:

The interest - at the return date OR at any time since 30 June

The nature of the interest



There are 3 property fields available. Should you have more than 3 properties to report, please add them as an attachment at the end of this document.

Select the Return Period (required)

- at the return date
 at any time since 30 June

Real Property # 1

Select the Return Period

- at the return date
 at any time since 30 June

Real Property # 2

Select the Return Period

- at the return date
 at any time since 30 June

Real Property # 3

B1 - Sources of Income

Three fields have been provided. If you have more than 3 sources of income, please upload the information at the end of the form.

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 since 30 June

Source of Income - 1 Category
(required)

- 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
 Sources of income I received from an occupation at any time since 30 June

Source of Income 1
(required)

Identify in this field:

Description of occupation

Name/Address of Employer or description of office held (if applicable)

Name under which partnership conducted (if applicable)

Portfolio General Manager
Council executive employee
256 Crawford Street
Queanbeyan NSW 2620

Source of Income - 2 Category

- 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
 Sources of income I received from an occupation at any time since 30 June

Source of Income 2

Identify in this field:

Description of occupation

Name/Address of Employer or description of office held (if applicable)

Name under which partnership conducted (if applicable)

Business Partnership
Supply of consulting service and hand sanitiser
4 Xenica Street
Wright ACT 2611

Source of Income - 3 Category

- 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
- Sources of income I received from an occupation at any time since 30 June

Source of Income 3

Identify in this field:

Description of occupation

Name/Address of Employer or description of office held (if applicable)

Name under which partnership conducted (if applicable)

B2 - Sources of Income - Trusts

Three fields have been provided. If you have more than 3 sources of income, please upload the information at the end of the form.

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 since 30 June

Source of Income Trusts - 1 Category

- 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
- Sources of income I received from a trust since 30 June

Source of Income Trusts - 1

Identify in this field:

Name and Address of Settlor

Name and Address of Trustee

NIL

Source of Income Trusts - 2 Category

- 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
- Sources of income I received from a trust since 30 June

Source of Income Trusts -2

Identify in this field:

Name and Address of Settlor

Name and Address of Trustee

Source of Income Trusts - 3 Category

- 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
- Sources of income I received from a trust since 30 June

Source of Income Trusts -3

Identify in this field:

Name and Address of Settlor

Name and Address of Trustee

B3 - Sources of Income - Other

Three fields have been provided. If you have more than 3 sources of income, please upload the information at the end of the form.

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 since 30 June

Source of Income Other - 1 Category

- 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
- Sources of other income I received at any time since 30 June

Source of Income Other - 1

Identify in this field:

Include description sufficient to identify the person from whom, or the circumstances in which, that income was received.

Ongoing superannuation fortnightly payment from husband's CSS super.

Source of Income Other -2 Category

- 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
- Sources of other income I received at any time since 30 June

Source of Income Other - 2

Identify in this field:

Include description sufficient to identify the person from whom, or the circumstances in which, that income was received.

Source of Income Other -3 Category

- 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
- Sources of other income I received at any time since 30 June

Source of Income Other - 3

Identify in this field:

Include description sufficient to identify the person from whom, or the circumstances in which, that income was received.

Section C - Gifts

If this is your first return



DO NOT COMPLETE THIS SECTION

Gifts

Please report any gifts received at any time since 30 June and include the name and address of the donor

NIL

Section D - Contributions to Travel

If this is your first return



DO NOT COMPLETE THIS SECTION

In the box below please identify the name and address of each person who made ANY financial or other contribution to any travel undertaken by me at any time since 30 June.

 Three entries have been provided. If there are more than 3 contributions to travel to report please add an attachment at the end of the document

Trave Contributor #1

NIL

Date of Departure

Date of Return

Trave Destination

Trave Contributor #2

Date of Departure

Date of Return

Trave Destination

Travel Contributor #3

Date of Departure

Date of Return

Travel Destination

Section E - Interests in Positions in Corporations

In this section, provide the name and address of each corporation in which you had an interest or a position held.



Three reporting fields have been provided. If you have more than three to report, please upload an attachment at the end of this document.

Select the Return Period

- at the return date
 at any time since 30 June

Name and address of each corporation in which I had an interest or held a position #1

NIL

Nature of Interest (if any) #1

Description of #1 Position (if any)

Description of principle objects #1 (if any) of corporation (except in the case of a listed company)

Select the Return Period

- at the return date
 at any time since 30 June

Name and address of each corporation in which I had an interest or held a position #2

Nature of Interest (if any) #2

Description of #2 Position (if any)

Description of principle objects #2 (if any) of corporation (except in the case of a listed company)

Select the Return Period

- at the return date
 at any time since 30 June

Name and address of each corporation in which I had an interest or held a position #3

Nature of Interest (if any) #3

Description of #2 Position (if any)

Section F - Developer Relationships

Were you a property developer on the return date?
(required)

- Yes No

Were you a close associate of a property developer on the return date?
(required)

- Yes No

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

In this section, provide the name of each trade union, professional or business associations in which you held any position.



Three reporting fields have been provided. If you have more than three to report, please upload an attachment at the end of this document.

Select the Return Period

- at the return date
 at any time since 30 June

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) #1

NIL

Description of the Position #1

Select the Return Period

- at the return date

at any time since 30 June
-

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) #2

Description of the Position #2

Select the Return Period

- at the return date

at any time since 30 June
-

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) #3

Description of the Position #3

Section H - Debts

Please provide the name and address of each person to whom I was liable to pay any debt



Three reporting fields have been provided. If you have more than three to report, please upload an attachment at the end of this document.

Select the Return Period

- at the return date

at any time since 30 June
-

Name and address of each person to whom I was liable to pay any debt #1

Mortgage held by Service One Alliance Bank
75 Denison Street
Deakin ACT 2600

Select the Return Period

- at the return date
- at any time since 30 June

Name and address of each person to whom I was liable to pay any debt #2

Select the Return Period

- at the return date
- at any time since 30 June

Name and address of each person to whom I was liable to pay any debt #3

Section I - Disposition of Property

If this is your first return

DO NOT COMPLETE THIS SECTION



Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part,
Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June 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

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
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 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

Section J - Discretionary disclosures



Three reporting fields have been provided. If you have more than three to report, please upload an attachment at the end of this document.

Discretionary Disclosure #1

NIL

Discretionary Disclosure #2

Discretionary Disclosure #3



In this section



upload any additional information that may be required from Sections A, D, E, G, H and J

Document Upload Section A - Real Property

No uploaded files.

Document Upload Section D - Contributions to Travel

No uploaded files.

Document Upload Section E - Interests in Positions in Corporations

No uploaded files.

Document Upload Section G - Positions in trade unions and professional or business associations

No uploaded files.

Document Upload Section H - Debts

No uploaded files.

Document Upload Section J - Discretionary Disclosures

No uploaded files.

Submission

Submitted on 14 Oct 2021 11:01 by

Narelle Richards

Acknowledgements

Disclosures by Councilors and Designated Persons Return

TEAM: Governance Members

Outcome: Accurate and Received Effective: 14-10-2021 Recorded: 14-10-2021 [View Comments](#)

Amendment History



Include deleted

Application	Title	Status	Outcome	Last Updated
25	[25] REPORT: Disclosures by Councillors and Designated Persons Return - Narelle Richards [this application]	Complete	Approved	14/10/2021