



## Disclosure of Pecuniary Interest and Other Matters

### Schedule 2 Form of Written Return of Interests Submitted Under Clause 4.21 of the Model Code of Conduct.

#### Disclosures by Councillors and Designated Persons.

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.
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, all relevant 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 general manager 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 general manager, 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 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 general manager 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. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

### 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 general manager in a register of returns. The general manager is required to table all returns at a council meeting. This form will also be made available on Council's website.

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.

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.

Everyone is entitled to inspect the register of returns free of charge. You may correct or update the information contained in the register of returns by submitting a fresh return at any time. Your return will be kept by Council and will be disposed of in accordance with the Local Government Disposal Authority. You are entitled to review your personal information at any time by contacting this Council.

### Help filling out your return

If you need help filling out your return, the Office of Local Government has produced a guide which can be accessed by clicking the following link:

Office of Local Government - Guide to Completing Returns of Interest

If you need further assistance, please call Governance Services on 6648 4216.

**Please select which of the following apply: \***

Submitting a new return for the new financial year

## Details of Councillor or Designated Person

**Full Name of Councillor or Designated Person: \***

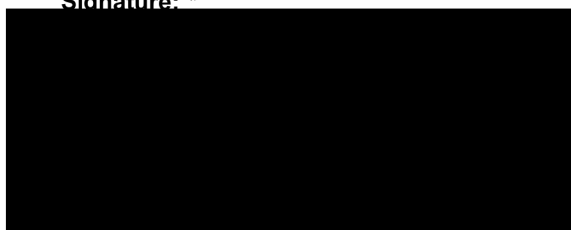
Adam Richards

**Annual return period 1 July 2022 to 30 June 2023.**

**Return Date: \***

06-09-2023

**Signature: \***



## Real Property

Please provide details of each parcel of real property in which you had an interest at the return date or at any time since 30 June. If this is not applicable please put NIL in the space provided.

### Property 1

**Property Address: \***



**Nature of Interest: \***

Owner

**Do you reside here: \***

Yes

**Would you like to add another property: \***

No

## Sources of Income from an Occupation

Please provide details of sources of income you reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on 30 June. If this is not applicable please put NIL in the space provided.

### Occupation 1

**Description of Occupation: \***

Section Leader Transport Services

**Name and address of employer or description of office held (if applicable): \***

Coffs Harbour City Council

2 Castle St

Coffs Harbour NSW

**Name under which partnership conducted (if applicable):**

**Would you like to list details of another occupation: \***

No

## Sources of Income from a Trust

Please provide details of sources of other income you 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. If this is not applicable please put NIL in the space provided.

### Trust 1

**Name and address of settlor: \***

NIL

**Name and address of trustee: \***

NIL

**Would you like to list details of another trust: \***

No

## Other Income

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. If this is not applicable please put NIL in the space provided.

**Please provide details of other income received any time since 30 June (include description sufficient to identify the person from who or the circumstances in which, that income was received): \***

NIL

**If there is insufficient space for all the information you are required to disclose, please attach an appendix which is to be properly identified and signed by you:**

(maximum 10 MB per file; limit 3 files)

## Gifts

Please provide details of each gift received at any time since 30 June. If this is not applicable please put NIL in the space provided.

### Gift 1

**Description of Gift: \***

NIL

**Name and address of donor: \***

NIL

**Would you like to add details of another gift: \***

No

## Contributions to Travel

Please provide details of any financial or other contribution to any travel undertaken since 30 June. If this is not applicable please put NIL in the space provided.

### Travel Details 1

**Name and address of contributor: \***

NIL

**Dates of which travel was undertaken: \***

NIL

**Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken: \***

NIL

**Would you like to add additional travel details: \***

No

## Interests and Positions in Corporations

Please provide details of each corporation in which you had an interest or held a position at the return date or at any time since 30 June. If this is not applicable please put NIL in the space provided.

### Corporation Details 1

**Name and address of corporation: \***

NIL

**Nature of interest (if any):**

NIL

**Description of position (if any):**

NIL

**Description of principal objects (if any) of corporation except in the case of a listed company:**

NIL

**Would you like to add details of another corporation: \***

No

## Property Development

**Were you a developer or a close associate of a property developer on the return date: \***

No

## Positions in trade unions and professional or business associations

Please provide details of each trade union and each professional or business associations in which you held a position (whether remunerated or not) at the return date or any time since 30 June. If this is not applicable please put NIL in the space provided.

### Trade Union and Professional or Business Association 1

**Name of trade union/professional or business association: \***

Local Government Engineers Association

**Description of position: \***

Member

**Would you like to add details or another trade union/professional or business association: \***

Yes

### Trade Union and Professional or Business Association 2

**Name of trade union/professional or business association: \***

Institute of Public Works Engineering Australasia

**Description of position: \***

Member

**Would you like to add details or another trade union/professional or business association: \***

No

## Debts

Please list the name and address of each person to whom you were liable to pay any debt at the return date or any time since 30 June. If this is not applicable please put NIL in the space provided.

### Debt 1

**Name and address: \***

Nil

**Would you like to add details of another debt: \***

No

## Dispositions of Property

Please provide particulars of each disposition of real property by you at any time since 30 June as a result of which you retained, either wholly or in part, the use and benefit or the right to re-acquire the property at a later time. If this is not applicable please put NIL in the space provided.

### Property 1

**Street address of the affected property: \***

NIL

**Would you like to add details of another property: \***

No

## Dispositions of Property

Please provide particulars of each disposition of property to a person by any other person under arrangements made by you, being dispositions made at any time since 30 June, as a result of which you obtained, either wholly or in part, the use and benefit of the property. If this is not applicable please put NIL in the space provided.

### Property 1

**Street address of the affected property: \***

NIL

**Would you like to add details of another property: \***

No

## Discretionary Disclosures

**Please provide details of any Discretionary Disclosures: \***

NIL