Register of Interests – Guidance notes

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1. Purpose

This guideline assists councillors, councillor advisors, chief executive officers, senior executive employees, and their related persons to understand and meet their obligations for completing a register of interests under the *Local Government Act 2009* (LGA) and Local Government Regulation 2012 (LGR), or the *City of Brisbane Act 2010* (COBA) and City of Brisbane Regulation 2012 (COBR).

The register of interests must disclose both financial and non-financial interests.

How to complete your register

- Complete all sections of the form
- Add extra rows or attach additional pages if needed
- Write **NIL** where there is nothing to declare
- Sign and date every page, including NIL pages

2. Who is required to complete a register of interest?

The following persons are required to complete a register of interests under section 291 LGR and section 273 COBR:

- councillors
- chief executive officers
- councillor advisors
- senior executive employees
- related persons of the above.

3. What is a register of interests?

A register of interests is the record maintained by the local government (the council) of the financial and non-financial interests that must be disclosed under Schedule 5 of the LGR and Schedule 3 of the COBR.

The register is established and updated using the approved forms and supporting documents submitted by the relevant person and maintained in accordance with sections 290 of the LGA and 268 of the COBR.

The register of interests must disclose both financial and non-financial interests listed in Schedule 5 of the LGR and Schedule 3 of the COBR for each relevant person.

For related persons, an interest does not need to be included if it is:

- held jointly or in common with the relevant person; and
- already recorded in that person's register.

4. Register of interests process

1. Complete the register of interests form.
2. Submit within the required timeframe.
3. The local government records and maintains the register.
4. Public extracts are prepared and published by the local government (councillors only).
5. Update the register within 30 days of any change.
6. Provide annual updates where required.

5. Your responsibilities

- Submit a new register of interests within 30 calendar days of the start of your term or appointment.
- Notify of any changes to interests within 30 calendar days.
- Provide an update to the register within 30 calendar days of the end of each financial year (councillors and councillor advisors only).
- Complete separate registers of interests forms for each of your related persons, i.e. if the person is the primary party's spouse; or the person is totally or substantially dependent on the primary party and the person is the primary party's child; or 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.

6. Maintaining the register

The chief executive officer must maintain a register of interest for the following persons:

- a councillor
- a councillor advisor
- a senior executive employee
- a person who is related to a councillor, councillor advisor or senior executive employee.

The mayor must maintain a register of interests of the following persons—

- the chief executive officer
- a person who is related to the chief executive officer.

7. Updating the register

You must update your register when:

- you acquire or become aware of a new interest that has not yet been recorded; or

- an existing interest changes.

This applies to:

- the councillor or councillor advisor; and
- any related person

When this happens, you must:

- complete the approved form; and
- notify the chief executive officer of the new interest or change.

This must be done **within 30 days** of:

- acquiring the interest; or
- the change taking place.

8. Financial and non-financial interests

How to complete each section

For each interest type:

- Include all relevant interests, including the full name of any corporations.
- Do not include monetary values unless specifically required.
- Provide enough detail to clearly identify the interest.
- Use additional pages if required.

8.1 Shares in corporations (not including private companies)

List here all corporations in which you own shares.

- You don't need to write the monetary value or number of shares.
- You only need to include corporations where you own shares or have a controlling interest of a shareholding, section 2, Schedule 5, LGR and Schedule 3, COBR. (i.e., to exercise or control a voting power attached to the shares or have control over the sale of the shares).
- Share – includes a share in the capital of a corporation, stock, a convertible note, or an option contract.

Examples:

If you have an interest in this section, ensure you enter information in all columns

Name of corporation
Harvey Industries Ltd
Telstra Ltd
National Australia Bank Ltd

8.2 Shares in privately-owned companies

List here all private proprietary companies (Pty Ltd) in which you are a shareholder or have a controlling interest in shares, including any subsidiary companies and any other investments of those private companies.

- Proprietary company – this section applies to a private company (Pty Ltd) that has a maximum number of shareholders and is not a public company (Ltd) - see the *Corporations Act 2001* (Commonwealth) section 9.
- Subsidiary, in relation to a proprietary company – see the *Corporations Act 2001* (Commonwealth) section 9.
- Column 2 – provide a description of the company's main business activities.
- Column 3 – list each company's investments, interests in property and subsidiaries (e.g., if you own shares in a manufacturing proprietary company you must also declare the land where its factory is situated).
- If companies in Column 3 have subsidiaries, state their investments, interests in property and the name of any further subsidiaries.
- Don't write the monetary value or number of shares in the company or the value of its investments.

Examples:

If you have an interest in this section, ensure you enter information in all columns:

Name of company	Nature of company's activities	Company's and subsidiaries' investments and interests in property
McDonald Holdings Pty Ltd	Logistics company	Agricultural land in Bilby Hill, Qld McDonald Distribution Pty Ltd (subsidiary) Warehouse in Bilby Hill, Qld (owned by subsidiary)
Joe's Beauty Salon Pty Ltd	Beauty salon	Leased shop at Sunshine Shopping Centre, Sunshine, Qld

8.3 Positions as executive officer of a corporation

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.

- Include appointments to an executive officer role of a corporation.
- Executive officer of a corporation means:
  - a member of a board or management committee of the corporation
  - a person who is concerned with or takes part in the management of the corporation.

- If you are appointed to an executive officer role on an entity other than a company, include those details under executive officer of an organisation.

Note: for interests in property listed (property means land, any structure on the land, and a vehicle) they do not need to be captured again in part 8 of the form.

Examples:

If you have an interest in this section, ensure you enter information in all columns

Name of corporation	Nature of corporation's activities	Nature of person's role
Harvey Industries Pty Ltd	Sheet metal production	Director
Torres Health Indigenous Corporation	Primary health care services	Director
Sunshine Indigenous Health Alliance	Policy development and advocacy	Chairperson

8.4 Beneficial Interests in trusts or nominee corporations

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

- If providing a description of the trust, make sure the description is sufficient to identify the trust or the corporation's name.
- Don't state the monetary value of beneficial interests.
- Where you are a beneficiary of a trust that has land or business interests (e.g., the trust runs a holiday accommodation business), record details of those interests under 'Other interest that appear to raise or could potentially raise a conflict between your interest and the public interest.'
- Trust – includes charitable trusts, as well as implied, resulting, bare, constructive, and testamentary trusts, and cases where the trustee has a beneficial interest in trust property, and duties incidental to the office of a representative.
- Trust – does not include the duties incidental to an estate conveyed by way of mortgage.
- Nominee corporation – a corporation whose principal business is holding marketable securities under the *Corporations Act 2001* (Commonwealth) as a trustee or nominee.

Examples:

If you have an interest in this section, ensure you enter information in all columns:

Name of trust or corporation (or description of trust)	Nature of activities	Nature of your interest
Harvey Family Trust	Agricultural activities	Trustee and beneficiary
Western Queensland Community Trust	Support traditional owner initiatives in western Queensland	Beneficiary

8.5 Self-managed superannuation funds

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).

- Director – see the *Corporations Act 2001* (Commonwealth) section 9.
- Column 2 – provide a description of the fund's main investment activities (for example, property, bullion, crypto currency).
- Column 3 – list each fund's investments or other interests in property that you are aware of (for example, if the fund has shares in public companies, private companies or owns property).

Note: for interests in property listed (property means land, any structure on the land, and a vehicle) they do not need to be captured again in part 8 of the form.

Examples:

If you have an interest in this section, ensure you enter information in all columns:

Name or description of fund	Nature of fund's activities	Investments or other interests in property held
Private superannuation fund for Mr and Mrs McDonald	Property investment	Investment property in Greenhill, Qld Investment property in Sandy Bay, NSW

8.6 Trustee of family or business trusts

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

- Trust – includes charitable trusts of which you are a trustee, as well as implied, resulting, bare, constructive, and testamentary trusts, and cases where the trustee has a beneficial interest in the trust property, and the duties incidental to the office of a personal representative.
- Trust – does not include the duties incidental to an estate conveyed by way of mortgage.

- If providing a description of the trust or nominee corporation, make sure the description is sufficient to identify the trust or corporation.

Examples:

If you have an interest in this section, ensure you enter information in all columns.

Name or description of trust	Nature of trust's activities	Name of each beneficiary or class of beneficiary
McDonald Trust Pty Ltd	Ownership of Harvey Industries Pty Ltd, which undertakes steel manufacturing	Sarah McDonald Jessica McDonald

8.7 Partnerships or joint ventures

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

- Partnership – the legal relationship of persons carrying on some business together.
- Joint venture – business enterprise for which two or more parties join forces (not necessarily in partnership or by the formation of a company).
- If providing a description rather than a name, make sure any description is sufficient to identify the business partnership or joint venture.
- List the partnerships or joint venture's investments or other interests in property held (e.g., ownership, lease) that you are aware of.

Examples:

If you have an interest in this section, ensure you enter information in all columns

Name or description	Nature of activities	Nature of interest (e.g., owner)	Investments or interests in property
Web designs	Website development for local organisations	Partner	Lease of office in Smith Street mall, Oshi Grove, Qld

8.8 Land including houses, rentals and other properties

List here any land or properties you own or have an interest in that are not identified elsewhere on the form.

- Don't state the full street address of the property (suburb or locality is sufficient).
- Don't write the monetary value of the land or properties.
- Includes any land leased, owned, or mortgaged, whether the interest is held alone, jointly or in common with any other person.
- Types of property where you may hold an interest:

  - property you rent, lease, own, or have a mortgage for, including your place of residence or business
  - commercial property that you rent, lease, own, or have a mortgage for
  - native title land where granted
  - agistment rights
  - easements
  - unincorporated business premises.
- If the lessee is a corporation, state the name of the corporation (individuals do not need to be stated).
- You don't need to include land that has been identified in parts 3 and 5 of the form.

Examples:

If you have an interest in this section, ensure you enter information in all columns:

Suburb or locality of land	Approximate size	Purpose of which land is used	Nature of interest (e.g., owned, leased, rented)
Sandy Bay	850m2	Residential	Owner-occupier
Greenhill	2550m2	Investment	Owner
Red Hill	890m2	Rental property	Owner/landlord
Elkwood	700m2	Residential	Rented house
Thursday Island	200m2	Commercial workshop	Leased

8.9 Liabilities more than $10,000 (excluding department store and credit card accounts)

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

- You don't need to disclose liabilities of $10,000 or less.
- Include debts or liabilities of a trust you are a beneficiary of, or a private company you have a share in.
- You don't need to disclose the debt or liability if it arises from the supply of goods or services supplied in the ordinary course of your business or the business of a trust or private company.
- You don't need to disclose a line of credit until such time as it is used.
- Don't state the monetary value of liabilities.

Examples:

If you have an interest in this section, ensure you enter information in all columns

Type of liability (e.g., home mortgage, car loan)	Name of bank or creditor
Mortgage for investment property at Greenhill	Westcorp Bank
Personal loan	Bank of Sandy Bay
Home loan	Perth Bank
Student HELP loan	Australian Government
Business loan for Harvey Industries Pty Ltd	Westcorp Bank

8.10 Debentures and similar investments

List here any debentures, bonds, and similar investments you hold.

- May include investments such as a life insurance policy where a return of the policy's premium may occur.
- Don't write the monetary value of the investments.
- Debenture – see the *Corporations Act 2001* (Commonwealth), section 9.

Examples:

If you have an interest in this section, ensure you enter information in all columns:

Name of corporation the investment is in	Nature of the corporation's business	Nature of the investment
Suncorp	Insurance	Life insurance (term policy)
Australian Pensioners Insurance Agency	Insurance	Life and accident insurance

8.11 Savings and investment accounts held with financial institutions

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

- Don't state the account number or current balance.

Examples:

If you have an interest in this section, ensure you enter information in all columns:

Name of bank or institution	Type of account
Westcorp Banking	Term deposit account
Westcorp Banking	Savings account
Commonwealth Bank	Savings
Bendigo Bank	Election campaign account
Perth Bank	Offset home loan account

8.12 Gifts valued at $500 or more, or multiple gifts from the same donor totalling $500 or more

Information in this section applies to each financial year. Relevant disclosures must appear in the public extract for that financial year, while the full details remain on the original Register of Interests for the duration of the term (relevant councillor's term of office).

List here all gifts from donors valued at $500 or more, where multiple smaller gifts from the same donor total $500 or more:

- Gift – the transfer of money, property, or other benefit (without 'consideration' or for substantially less than full consideration).
- Include multiple smaller gifts or loans once the combined total of all gifts and loans from one donor reaches $500 or more within your current and previous term/contract period.
- Include loans of money or other property made on a permanent or indefinite basis (not including overdraft facilities).
- You do not need to include refreshments or meals received as part of undertaking your official duties or a gift of free admission to an event associated with undertaking your official duties. Council is responsible for deciding what constitutes official duties for councillors, councillor advisors, and chief executive officers. The chief executive officer is responsible for deciding what official duties are for a senior executive employee.
- If known, identify and list the true source of all gifts received, for example where you receive a gift from one person directly, but it was gifted on behalf of a company (or vice versa).

- You don't need to disclose gifts received from your spouse, other family members, or friends, unless the gift could be perceived as a conflict of interest if a matter came before the local government for decision in the future. For example, if you receive a $1000 wedding present from a close friend you generally don't need to disclose this, unless for example the friend does contracting work for the local government, and it may be seen as an attempt to gain favourable treatment when granting future contracts.
- Don't list gifts that were included on your election summary return lodged with the Electoral Commission of Queensland.
- Don't list gifts that you received in an official capacity as councillor if you gave the gift to a local government.
- Don't list gifts received before you became a councillor (or before you were appointed as a chief executive officer, senior executive employee, or councillor advisor).
- Date and value information.

Legislation does not require you to disclose small gifts or the date or value of gifts in your register of interests.

You must be able to provide the date and value of every gift to your chief executive officer if the value of all gifts, loans, non-work-related travel, or accommodation from a single donor leads to a conflict of interest in a matter being decided by the local government:

- $500 or more in total for a conflict of interest received in the financial year.

Examples:

If you have an interest in this section, ensure you enter information in all columns:

Name of donor	Description of the gifts	Financial Year
Mr Paul Kens	Season corporate box tickets (NRL)	2025
West Corporation	Tickets to Women's Day Lunch West Symphony Orchestra tickets	2025

8.13 Sponsored travel or accommodation benefits

Information in this section applies to each financial year. Relevant disclosures must appear in the public extract for that financial year, while the full details remain on the original Register of Interests for the duration of the reporting term (relevant councillor's term of office).

List here all sponsored travel or accommodation you have received.

- Sponsored travel or accommodation – if you receive a contribution (financial or non-financial) from someone for the cost of non-work-related travel or accommodation.
- Includes any travel or accommodation paid for by an entity other than the local government or the State to enable the councillor or officer to undertake their role or official duties (for example, a stakeholder paying for you to travel to meet with them).
- Doesn't include contributions to travel or accommodation paid for by your spouse, other family members, or friends, unless it could be perceived as a conflict of interest if a matter came before the local government for decision in the future.
- Doesn't include travel paid for by your employer as part of your employment outside of the local government.
- Doesn't include travel or accommodation paid for by an entity that you are a board member of.
- Doesn't include travel or accommodation paid for by the Queensland Government, your local government, or another local government.
- Doesn't include travel or accommodation that you have paid for yourself, even if you then receive a free upgrade (e.g., from one class of travel to a higher class or different accommodation such as a larger room).
- Doesn't include sponsored travel or accommodation benefits received before you became a councillor (or before you were appointed as a chief executive officer, senior executive employee, or councillor advisor).
- Date and value information.

Legislation does not require you to disclose the date or value of travel and accommodations benefits in your register of interests. However, the online electronic form will ask councillors for this optional information to help local governments determine when the total value reaches the $2000 threshold requiring it to be published on the local government's website.

Examples:

If you have an interest in this section, ensure you enter information in all columns:

Name of person or source who contributed to your travel or accommodation	Nature and purpose of the benefit received	Financial year
Ms Karen Smith	Accommodation at Sandy Bay Resort for Sandy Bay Resort Christmas function	2025
Qld Resources Council	Flights and accommodation to attend a meeting in Brisbane with the Qld Resources Council	2025

8.14 Memberships of political parties, and trade or professional organisations

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

- You don't need to disclose social or ordinary memberships of clubs such as sporting or community clubs or environmental groups.

Examples:

If you have an interest in this section, ensure you enter information in all columns:

Name of organisation
Sunshine First Party
Queensland Law Society
Engineers Australia
Sunshine Workers Union
CPA Australia
Australian Institute of Company Directors

8.15 Positions as executive officer of an organisation

List here any organisations, bodies, or associations where you are an office holder.

- Include appointments to an executive officer role of an organisation even if you were appointed or elected to the position by the local government.
- Doesn't include honorary patrons and honorary memberships unless you hold a position on the board of the organisation.
- Doesn't include social or ordinary memberships of clubs such as sporting or community clubs or environmental groups, unless you are an executive office holder of the organisation.
- Don't list positions in this section if the organisation is a corporation ('incorporated,' Inc.). List these under 'positions as executive officer of a corporation.'
- You do not need to include being an executive officer of a political party, trade union, or professional organisation that you have listed in 'Memberships of political parties, and trade or professional organisations.

Examples

If you have an interest in this section, ensure you enter information in all columns:

Name of organisation
Sunshine Animal Welfare Association (secretary)
Sunshine Football Club (president)
Sunshine Landcare Group (treasurer)
Sunshine State School P&C
Sunshine Lions Club (committee member)

8.16 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

Information in this section applies to each financial year. Relevant disclosures must appear in the public extract for that financial year, while the full details remain on the original Register of Interests for the duration of the reporting term (relevant councillor's term of office).

List here any donations valued at $500 or more that you have made to other people or organisations on or after your first day in term, including where multiple smaller donations made to one person or organisation on or after that day reach a total of $500 or more.

The particulars for each donation include the name of the person or organisation to whom the donation was made.

- Do not include donations that you have given your spouse, family members, or friends, unless it could be perceived as a conflict of interest if a matter came before the local government for decision in the future.
- Don't state the value of the donations.
- Don't list donations made before you became a councillor (or before you were appointed as a chief executive officer, senior executive employee, or councillor advisor).
- Date and value information.

Legislation does not require you to disclose small donations or the date or value of donations in your register of interests. However, the online electronic form will ask councillors for this optional information to help you determine when the total value of multiple small donations reaches the $500 disclosure threshold.

The electronic form calculation of donations function is a tool only: it is strongly recommended that councillors keep their own separate record of donations data as a means of cross-checking the accuracy of details provided.

Examples:

If you have an interest in this section, ensure you enter information in all columns:

Person or organisation	Financial Year
St. Mary's Sun End	2025

8.17 Other assets over $5000

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

- Don't state the value of the assets.
- Don't include household and personal effects, motor vehicles used mainly for personal use, or superannuation entitlements.
- Includes assets over $5000 owned by any unincorporated business you may have.

Examples:

If you have an interest in this section, ensure you enter information in all columns:

Details of other assets
Refrigeration truck (commercial deliveries)
Excavator (leased for hire)
Racehorse
Lawnmowing equipment (for home-based) Johnson's Mowing Services business)

8.18 Other sources of income of $500 or more per year

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

- Don't include your remuneration received for your local government role.
- Include income of $500 or more received from any unincorporated business you may have.
- List details of sources of income worth $500 or more received from private companies or trusts that could give rise to a perception that a benefit could be passed on. For example, if your family business undertakes contract work solely or mainly on behalf of another company list those details here.
- If you receive income of $500 or more as an executive officer of a corporation (a Director or member of a board or management committee, or a person who is concerned with or takes part in the management of the corporation), you are required to declare that income (for example, Director's sitting fees) in addition to declaring the position you hold as an executive officer of the corporation.

Examples:

If you have an interest in this section, ensure you enter information in all columns:

Source of income
LGIA Super
Commonwealth Superannuation Administration
Agricultural consultant
Disability pension
Johnson's Mowing Services
Director's sitting fees, Harvey Industries Pty Ltd
North Queensland Sugar Mill (private company sells sugar cane to mill)
Abstract Homes Pty. Ltd. (family business's main source of subcontracted electrical work)

8.19 Other interests that appear to raise or could potentially raise a conflict between your interest and the public interest

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 the Register of Interests forms.

- Membership of a community or sporting organisation, or involvement as a parent of a student at a school, does not need to be recorded here as it does not give rise to a declarable conflict of interest. See exemptions under Chapter 6, Part 2, Division 5A of the City of Brisbane Act 2010 and Chapter 5B of the Local Government Act 2009 for further information.

- Where you are a beneficiary of a trust that has land or business interests in the local government area (e.g., it runs a holiday accommodation business), record details of those interests here.
- List voluntary or unpaid work provided to a person/entity which has dealings with local government where no direct benefit may be received (e.g., providing free bookkeeping services for small business run by a family friend or relative).
- List details of non-financial business dealings and interests that could give rise to a perception of a conflict of interest. For example, if your family business is part of a promotional alliance for the industry or region.
- Doesn't include honorary patrons and honorary memberships unless you hold a position on the board of the organisation.
- You do not need to include business dealings or interests involving normal business transactions. For example, merely buying pencils from the newsagent for your company does not give rise to a conflict of interest that would need to be recorded in this section.

Examples:

If you have an interest in this section, ensure you enter information in all columns:

Other interests
Smith Lawyers
View Lodge Apartments, Mountain View Road, Range Hill, held in trust by Mountain View Trust Pty Ltd
Burger Joint Café, Cottage Point (provision of free book-keeping services)

9. Annual Confirmation

Each councillor and councillor advisor must update their Register of Interests within 30 days after the end of each financial year by advising the chief executive officer, using the approved form.

They must:

- Report any new interests (including those of related persons) that should be recorded but are not yet listed.
- Report any changes to previously recorded interests (including those of related persons).
- Confirm no change, if no new interests or updates apply.

10. Public availability and publishing requirements

Public access to registers

- A copy of each councillor's register must be kept at the local government's public office for inspection.
- Extracts of councillors' registers must be published on the local government's website.
- Registers for chief executive officers, councillor advisors, senior executive employees, and related persons are held by the local government but are not publicly published.

Publishing the register of interests extract

Sections 295 of the LGR and 273 of the COBR require an extract of the register of interests of each councillor be made available for inspection on the council's website.

The online extract must include:

- each type of interest listed in Schedule 5A (column 1) LGR and Schedule 3A of the COBR held by the councillor; and
- the relevant period for each interest, as shown in Schedule 5A (column 2) of the LGR and Schedule 3A COBR (column 2).

If a councillor's register changes:

- the copy at the public office and the online extract must both be updated
- updates must occur as soon as practicable, and no later than 5 business days after the change.

11. Compliance and consequences

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 including dismissal from office.

When completing your Register of Interests forms, refer to these notes, the LGA, LGR, COBA and COBR.

If you are unsure of your obligations, speak with your chief executive officer or you may wish to seek independent legal advice.

This document is a guide only. It does not constitute and should not be relied on as legal advice. Relevant persons must satisfy themselves that they have accurately completed and updated their register of interests.