



3 January 2025

David Reynolds
Chief Executive
Local Government NSW
Sent via email: chiefexecutive@lgnsw.org.au

Dear David Reynolds

Notification of changes – Action required

We acknowledge receipt of a Notification of Change to the office holders of the Local Government NSW (AR2024/77).

A list of those changes has been summarised in Appendix A at the end of this letter.

What you need to do right now

- Any person who has been elected or appointed to a new office that has financial management duties (which usually includes all the committee of management) **MUST** do [financial training](#) or [obtain an exemption](#)
- Inform all officers of their [disclosure obligations](#)
- Consider giving your new officers the link to the Commission's [Officer Induction Kit](#)

These next steps are explained below in more detail.



Late notification warning

Appendix A contains late notifications. Please inform the relevant officer that this has been recorded against AR2024/77.

Late notifications are a serious issue that impacts on the transparency of the whole organisation to its members. Members should be able to tell who their officers are.

We have included some resources below to help support your good governance in relation to notifications of change.

Financial training must be done within 6 months

Any officer who has been elected or appointed to a new office that has financial management duties must complete [financial training](#) (or obtain an exemption) **within 6 months** after taking office (section 293K of the *Fair Work (Registered Organisations) Act 2009* (RO Act)).

The organisation is responsible for this requirement. You should arrange for the relevant officers to have training as soon as possible.

Good governance processes around financial training are highly recommended. These include:

- keeping a list of all offices that have financial management duties
- having a single person or officer responsible for overseeing the process
- collecting records of who has done training or obtained an exemption, including any certificates and exemption letters
- doing refresher courses for officers who have been re-elected to the same office (and are not required to do training under the RO Act)
- extending training to non-officers who are essential to your financial processes



Officer financial training audit

An audit by the Commission into officer training found that organisations frequently misunderstood **which** officers are required to do training.

To help with this we have an [officer training online panel](#) with examples explaining what triggers the need to do training and how to identify the offices that require it.

Further information about training is provided in our [officer financial training fact sheet](#).

Help for new officers: Officer Induction Kit

The Commission has created an [Officer Induction Kit](#) to assist new officers. The Kit has resources that will help an officer to understand their general duties as an officer and their specific duties as an officer in your organisation. It also includes tools to guide an officer's understanding of compliance dates, disclosures and other reporting obligations.

Please direct your officers to the kit which is on the Commission's [officers and disclosures](#) page.

Disclosure obligations: what officers must do

All officers are required to make disclosures regarding remuneration, non-cash benefits and material personal interests. Details are contained in the RO Act and are summarised in the Commission's [Disclosures Fact Sheet](#).

The organisation and officers are both responsible for meeting this obligation.

Time frames for notifications of change

Notifications of change must be lodged within 35 days of the change occurring (regulation 151 *Fair Work (Registered Organisations) Regulations 2009*).

Resources to help you make your notifications of change

Notifications of change are vitally important to maintain the transparency of an organisation to its members. They empower members to hold the organisation properly to account for its decisions.

To ensure that organisations get these notifications right we have created resources to help you understand the notification of change requirement and complete it quickly.

These resources include:

- [notification of change template](#)
- a podcast that answers the question – [who is an officer?](#)
- and a [fact sheet on notifications of change](#) that explains the requirement

eLearning module – notifications of change



The Commission has launched an eLearning module to assist organisations in understanding when a notification of change is required.

The [eLearning module](#) is available on our website.

It will take approximately 20 minutes and has a short quiz at the end to help you test your knowledge.

Please contact 1300 341 665 or regorgs@fwc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Fair Work Commission

Appendix A

The table below outlines the changes notified and when they were lodged.

Our records have been updated.

The notification of change and this filing letter can be viewed on the Commission Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
12/12/2024	National	Director (3)	No, 27 Days

NOTIFICATION OF CHANGES TO RECORDS (Changes to Records in the Annual Return) required to be kept in accordance with section 230 *Fair Work (Registered Organisations) Act 2009* and regulation 147 *Fair Work (Registered Organisations) Regulations 2009*

I, Darriea Turley, being the President of Local Government NSW, declare the following:

1. I am authorised to make this declaration.
2. The following is a correct statement of the changes made to the information contained in the records required to be kept by the organisation in accordance with s.230(1)(b), (c), and (d) of the *Fair Work (Registered Organisations) Act 2009*:
 - A list of changes to offices and the names, postal addresses and occupations of persons holding those offices is attached to this declaration at Annexure A and forms part of this declaration.

Signature: 
President – Local Government NSW

Dated: 11 December 2024

[PLEASE NOTE: This declaration must be submitted to the Fair Work Commission within **35 days**. It can be submitted to regorgs@fwc.gov.au].

ANNEXURE A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

Changes to Offices and Office Holders in the Organisation and its Branches [insert as many pages as required]:

Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New Office</u> Holder	Postal Address of <u>New Office</u> Holder	Occupation of <u>New Office</u> Holder
11.10.2024 Formally received and noted by the LGNSW Board on 6.12.24	Director (Rural/Regional Council)	Scott Ferguson	Danielle Mulholland	Local Government NSW, Level 8, 28 Margaret Street Sydney NSW 2000	Mayor – Kyogle Council
11.10.2024 Formally received and noted by the LGNSW Board on 6.12.24	Director (Rural/Regional Council)	Cameron Walters	Kenrick Winchester	Local Government NSW, Level 8, 28 Margaret Street Sydney NSW 2000	Mayor – Queanbeyan-Palerang Regional Council
11.10.2024 Formally received and noted by the LGNSW Board on 6.12.24	Director (Rural/Regional Council)	Jamie Chaffey	Sam Coupland	Local Government NSW, Level 8, 28 Margaret Street Sydney NSW 2000	Mayor – Armidale Regional Council



23 February 2024

Darriea Turley
President
Local Government NSW

Sent via email: lgnsw@lgnsw.org.au

cc: chiefexecutive@lgnsw.org.au

Dear Darriea Turley

The Local Government NSW's annual return of information (annual return) lodged under subsection 233(1) of the RO Act

Thank you for providing your annual return lodged under subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009* (the RO Act).

Summary of your annual return and its assessment

Year	2024
Matter number	AR2024/77
Lodgement date	15 February 2024
Review	Primary Review
Result	FILED

Your primary review

Your annual return had a **primary review** which checked whether it was signed by an officer, lodged on time, the required declarations were made, included the list of offices and office holders and whether you met the requirements that the regulator raised with you last year. A primary review does not examine all the requirements of subsection 233(1).

Your annual return has been uploaded to the Commission website. You do not need to do anything further this year, however the following comments are made to assist you when you prepare next year's annual return. Some of the addresses listed in the Annual Return appeared to be private addresses. Please ensure you include only business addresses next year or preferably care of the registered organisation.



ELECTIONS

Information regarding elections should include whether elections are due to be held this year, in 2024. The information you provided about elections in November 2023 made it unclear whether elections are required to be held in 2024.

If you would like to discuss your specific annual return, or other compliance obligations, consider booking an appointment with our Governance to You program.



Looking for help with compliance?

Our **'Governance to You'** program can tailor assistance to your needs. If you want to discuss any of the concerns below [click here to make arrangements](#).

Next year

The Commission will check for compliance with these areas next year.

The Commission's risk-based approach

This year your annual return was assessed against a primary review. Consistent with the Commission's risk-based approach, most annual returns are the subject of a primary review.

The remainder receive an advanced review which is a more comprehensive review.

Each organisation should expect that in some years their annual return will be the subject of an advanced review.

The Commission's [advanced review checklists](#) are published on our website.

Do you have any questions?

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the Commission's subscription service to find out when we release new materials](#).

If you have any queries we can be contacted on 1300 341 665 or by email at regorgs@fwc.gov.au.

Yours sincerely

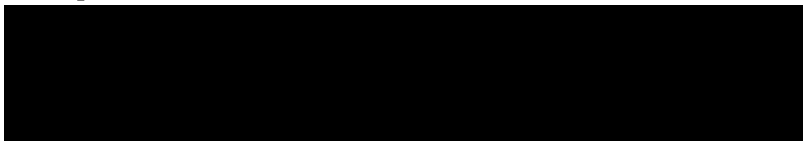
Fair Work Commission

ANNUAL RETURN OF INFORMATION (organisation with no branches) in accordance with Regulation 147 Fair Work (Registered Organisations) Regulations 2009 and Sections 230 and 233 Fair Work (Registered Organisations) Act 2009

I, Darriea Turley, being the President of the Local Government and Shires Association of New South Wales, declare the following:

1. I am authorised to make this declaration.
2. The register of members has, during the immediately preceding calendar year, been kept and maintained as required by section230(1)(a) and section230(2) of the *Fair Work (Registered Organisations) Act 2009* (the Act).
3. The following is a correct statement of the information contained in the records required to be kept by the organisation in accordance with section230(1)(b), (c), and (d) of the Act:
 - The address of the organisation is Level 8, 28 Margaret Street, Sydney 2000.¹
 - The organisation has no branches and no branches have ceased or commenced in the previous 12 months.²
 - On 31 December in the previous year the number of members was 128 ordinary members and 12 associate members.
 - A list of offices and the names, postal addresses and occupations of persons holding those offices as at the date of this declaration is attached at Annexure A and forms part of this declaration.
 - Under the rules of the organisation, elections are held biennially with the last election held at the annual conference on 12 – 14 November 2023,
 - The organisation has not entered into an agreement under section151(1) of the Act with a state union.

Signed: [SECRETARY OR OTHER AUTHORISED OFFICER]



¹ section230(1)(d); reg.147(d)

² section230(1)(d); reg.147(a), (b), (c) & (d)

13/2/2024

Dated: [DATE]


[PLEASE NOTE: This declaration must be lodged with the Fair Work Commission by 31 March. It can be submitted to regorgs@fwc.gov.au. If at any time in the year this information changes a Notification of Changes must be lodged with the Commission within **35 days** of the change³.]


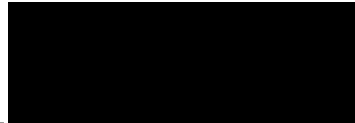
³ section233(2); reg. 151

Annexure A

THIS IS A PUBLIC DOCUMENT THAT WILL BE PUBLISHED ON THE WEBSITE

- Offices and Office Holders in the Organisation *[insert as many pages as required]*:

Name of Office (include any offices that are vacant)	Name of Office Holder	Postal Address of Office Holder	Occupation of Office Holder
President	Darriea Turley AM	PO Box 448 BROKEN HILL NSW 2880	Councillor
Treasurer	Nuatali Nelmes		Councillor
Vice President (Metropolitan/Urban)	Khal Asfour	PO Box 8 BANKSTOWN NSW 1885	Councillor
Vice President (Regional/Rural)	Phyllis Miller OAM	PO Box 333 FORBES NSW 2871	Councillor
Committee Member (Metropolitan/Urban)	Christine Kay	Locked Bag 1006 GORDON NSW 2072	Councillor
Committee Member (Metropolitan/Urban)	Julie Griffiths AM	PO Box 63 BLACKTOWN NSW 2560	Councillor

Committee Member (Metropolitan/Urban)	Michael Mijatovic	PO Box 21 FAIRFIELD NSW 1860	Councillor
Committee Member (Metropolitan/Urban)	Ned Mannoun	Locked Bag 7064 LIVERPOOL BC NSW 1871	Councillor
Committee Member (Metropolitan/Urban)	Penny Pedersen	Locked Bag 2069 NORTH RYDE NSW 1670	Councillor
Committee Member (Metropolitan/Urban)	Philipa Veitch		Councillor
Committee Member (Metropolitan/Urban)	Philippa Scott	PO Box 14 PETERSHAM NSW 2049	Councillor
Committee Member (Regional/Rural)	Cameron Walters		Councillor
Committee Member (Regional/Rural)	Claire Pontin	PO Box 482 TAREE NSW 2430	Councillor
Committee Member (Regional/Rural)	Dallas Tout	PO Box 20 WAGGA WAGGA NSW 2650	Councillor
Committee Member (Regional/Rural)	Dominic King	PO Box 117 BELLINGEN NSW 2454	Councillor

Committee Member (Regional/Rural)	Jamie Chaffey	PO Box 63, [REDACTED] GUNNEDAH NSW 2380	Councillor
Committee Member (Regional/Rural)	Romola Hollywood	PO Box 67 WENTWORTH FALLS NSW 2782	Councillor
Committee Member (Regional/Rural)	Scott Ferguson	PO Box 62 BLAYNEY NSW 2799	Councillor