



23 December 2021

Scott Phillips
Chief Executive
Local Government NSW
Sent via email: scott.phillips@lgnsw.org.au

Notification of changes – Action required

Dear Scott Phillips,

We acknowledge receipt of a Notification of Change to the office holders of the Local Government NSW (AR2021/79).

A list of those changes has been summarised in Appendix A at the end of this letter. Please note that, as this is a notification of **changes made to the records** kept by the organisation, when an office holder has retained the same office there is no requirement to include that information. Only changes are required to be notified.

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 ROC's [Officer Induction Kit](#)

These next steps are explained below in more detail.

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 (s.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 ROC 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 ROC 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 ROC'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 ROC'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 (r 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 ROC 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@roc.gov.au if you have any questions or would like to discuss this matter further.

Yours sincerely

Registered Organisations 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 ROC Website through the [list of Registered Organisations](#).

Date of lodgement	Branch	Change	Within prescribed period (Yes/No). If No, how many days late
21/12/2021	N/A	President, Vice President (Metropolitan/Urban), Vice President (Rural/Regional), Director (Metropolitan/Urban) (4), Director (Rural/Regional) (5)	Yes

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*.
3. On 3 December 2021 the Australian Electoral Commission declared the results of the Local Government NSW elections.
4. The election was for the following positions:
 - a. President
 - b. Treasurer
 - c. Vice President Rural/Regional council
 - d. Vice President Metro/Urban council
 - e. 7 Directors Rural/Regional councils
 - f. 7 Directors Metro/Urban councils
5. 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. This list includes the those re-elected to office.
6. The record of office holders of LGNSW which is required to be kept pursuant to the provisions of section 230(1)(c) of the *Fair Work (Registered Organisations) Act 2009* has been amended to reflect the results of the election.

Signed:



Dated: 21 December 2021

*[PLEASE NOTE: This declaration must be submitted to the Registered Organisations Commission within **35 days** of the change. It can be submitted to regorgs@roc.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. Please note that where an office holder was re-elected to the position, this has been

Branch	Date of Change	Name of Office that has changed	Name of <u>Outgoing</u> Office Holder	Name of <u>New</u> Office Holder	Postal Address of <u>New</u> Office Holder	Occupation of <u>New</u> Office Holder
NSW	3.12.2021	President	Linda Scott	Darriea Turley	Broken Hill City Council PO Box 448 BROKEN HILL, NSW 2880	Councillor
	3.12.2021	Treasurer – No change to office holder	Jerome Laxale	Jerome Laxale	City of Ryde Locked Bag 2069 NORTH RYDE, NSW 1670	Councillor
	3.12.2021	Vice President (Metropolitan/Urban)	Angelo Tsirekas	Khal Asfour	City of Canterbury Bankstown PO Box 8 BANKSTOWN, NSW 1885 AUSTRALIA	Councillor
	3.12.2021	Director (Metropolitan/Urban)	Lesley Furneaux-Cook	Nathan Hagarty	Liverpool City Council Locked Bag 7064 LIVERPOOL BC, NSW 1871	Councillor
	3.12.2021	Director (Metropolitan/Urban) No Change to office holder	Karen McKeown	Karen McKeown	Penrith City Council PO Box 60 PENRITH, NSW 2751	Councillor
	3.12.2021	Director (Metropolitan/Urban) No change to office holder	Julie Griffiths	Julie Griffiths	Blacktown City Council PO Box 63 BLACKTOWN, NSW 2148 AUSTRALIA	Councillor

	3.12.2021	Director (Metropolitan/Urban)	Khal Asfour	Philipa Veitch	Randwick City Council 30 Frances Street RANDWICK, NSW 2031	Councillor
	3.12.2021	Director (Metropolitan/Urban)	Dai Le	Carmelo Pesce	Sutherland Shire Council Locked Bag 17 SUTHERLAND, NSW 1499	Councillor
	3.12.2021	Director (Metropolitan/Urban) No Change to office holder	George Greiss	George Greiss	Campbelltown City Council PO Box 57 CAMPBELLTOWN, NSW 2560	Councillor
	3.12.2021	Director (Metropolitan/Urban)	Khal Asfour	Michael Forshaw	Sutherland Shire Council Locked Bag 17 SUTHERLAND, NSW 1499	Councillor
	3.12.2021	Vice President (Rural/Regional)	Stephen Lawrence	Scott Ferguson	Blayney Council PO Box 62 BLAYNEY, NSW 2799	Councillor
	3.12.2021	Director (Rural/Regional)	Ruth Fagan	Danielle Mulholland	Kyogle Council PO Box 11 KYOGLA, NSW 2474	Councillor
	3.12.2021	Director (Rural/Regional) No Change to office holder	Phyllis Miller	Phyllis Miller	Forbes Shire Council PO Box 333 FORBES, NSW 2871	Councillor
	3.12.2021	Director (Rural/Regional)	Keith Rhoades	Nuatali Nelmes	City of Newcastle PO Box 489 NEWCASTLE, NSW 2300	Councillor
	3.12.2021	Director (Rural/Regional)	Marianne Saliba	Romola Hollywood	Blue Mountains City Council Locked Bag 1005 KATOOMBA, NSW 2780	Councillor

	3.12.2021	Director (Rural/Regional) No Change to office holder	Dominic King	Dominic King	Bellingen Shire Council PO Box 117 BELLINGEN, NSW 2454	Councillor
	3.12.2021	Director (Rural/Regional)	Ben Shields	Jamie Chaffey	Gunnedah Shire Council PO Box 63 GUNNEDAH, NSW 2380	Councillor
	3.12.2021	Director (Rural/Regional)	Darriea Turley	Cameron Walters	Wollongong City Council Locked Bag 8821 WOLLONGONG, NSW 2500	Councillor



14 April 2021

Scott Phillips
Chief Executive
Local Government NSW

sent via email: scott.phillips@lgnsw.org.au

Dear Scott Phillips

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 declarations and information (Annual Return) lodged under subsection 233(1) of the Fair Work (Registered Organisations) Act 2009 (the RO Act).

Summary of your Annual Return and Review Outcome

Year 2021
Matter number AR2021/79
Lodgement date 4 March 2021
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 ROC raised with you last year. A primary review does not examine all the requirements of subsection 233(1).



Your Annual Return satisfied the requirements of the primary review and has been uploaded to the ROC website.

The ROC's risk-based approach

This year your Annual Return was assessed against a primary review. A primary review does not check all legislative requirements.

Over a five year period the Annual Return of every organisation will be subject to at least one advanced review. An advanced review is a more comprehensive review.

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

Do you have questions?

Information and education materials are available on our [website](#). These materials are regularly updated. We recommend you [subscribe to the ROC's subscription service](#).

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

Yours sincerely

Registered Organisations 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, Linda Scott, being the President of the Local Government and Shires Association of New South Wales (the "organisation"), 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 s.230(1)(a) and s.230(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 s.230(1)(b), (c), and (d) of the Act:
 - The address of the organisation is Level 8, 28 Margaret Street, Sydney, NSW, 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 125 ordinary members and 13 associate members.³
 - Under the rules of the organisation, the following elections must be held between 1 January and 31 December of 2021:⁴

President (1)
Vice President (Metropolitan/Urban) (1)
Vice President (Regional/Rural) (1)
Treasurer (1)
Committee member (Metropolitan/Urban) (7)
Committee member (Regional/Rural) (7)

¹ s.230(1)(d); reg.147(d)

² s.230(1)(d); reg.147(a), (b), (c) & (d)

³ s.230(1)(d); reg.147(f)

⁴ s.230(1)(d); reg.147(e)



- 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.
- The organisation has not entered into an agreement under s.151(1) of the Act with a state union.

Signed:



President

Linda Scott.

Dated:

4th March 2021

[PLEASE NOTE: This declaration must be lodged with the Registered Organisations Commission by 31 March. It can be submitted to regorgs@roc.gov.au. If at any time in the year this information changes a Notification of Changes must be lodged with the ROC within 35 days of the change⁵.]

⁵ s.233(2); reg. 151



ANNEXURE A

- 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	Linda Scott	City of Sydney GPO Box 1591 SYDNEY NSW 2001	Councillor
Vice President (Metropolitan /Urban)	Angelo Tsirekas	City of Canada Bay Locked Bag 1470 DRUMMOYNE NSW 1470	Councillor
Vice President (Regional / Rural)	Stephen Lawrence	Dubbo Regional Council PO Box 81, DUBBO NSW 2830	Councillor
Treasurer	Jerome Laxale	City of Ryde Locked Bag 2069, NORTH RYDE NSW 1670	Councillor
Committee member (Metropolitan/Urban)	George Greiss	Campbelltown City Council PO Box 57, CAMPBELLTOWN NSW 2560	Councillor
Committee member (Metropolitan/Urban)	Dai Le	Fairfield City Council PO Box 21, FAIRFIELD NSW 1860	Councillor
Committee member (Metropolitan/Urban)	Julie Griffiths	Blacktown City Council PO Box 63 BLACKTOWN NSW 2148	Councillor
Committee member (Metropolitan/Urban)	Khal Asfour	City of Canterbury Bankstown PO Box 8 BANKSTOWN NSW 1885	Councillor
Committee member (Metropolitan/Urban)	Lesley Furneaux-Cook	Burwood Council PO Box 240 BURWOOD NSW 1805	Councillor
Committee member (Metropolitan/Urban)	Karen McKeown	Penrith City Council PO Box 60 PENRITH NSW 2751	Councillor
Committee member (Metropolitan/Urban)	Mazhar Hadid	Liverpool City Council Locked Bag 7064 LIVERPOOL BC NSW 2171	Councillor

Committee member (Regional/Rural)	Darriea Turley	Broken Hill City Council PO Box 448 BROKEN HILL NSW 2880	Councillor
Committee member (Regional/Rural)	Ruth Fagan	Cowra Shire Council Private Bag 342 COWRA NSW 2794	Councillor
Committee member (Regional/Rural)	Dominic King	Bellingen Shire Council PO Box 117 BELLINGEN NSW 2454	Councillor
Committee member (Regional/Rural)	Phyllis Miller OAM	Forbes Shire Council PO Box 333 FORBES NSW 2871	Councillor
Committee member (Regional/Rural)	Keith Rhoades AFSM	Coffs Harbour City Council Locked Bag 155 COFFS HARBOUR NSW 2450	Councillor
Committee member (Regional/Rural)	Marianne Saliba	Shellharbour City Council Locked Bag 155, SHELLHARBOUR CITY CENTRE NSW 2529	Councillor
Committee member (Regional/Rural)	Ben Shields	Dubbo Regional Council PO Box 81, DUBBO NSW 2830	Councillor