

Aged & Community Services
Association of NSW & ACT
Incorporated

Level 1, 391 Liverpool Road
Ashfield NSW 2131
(access via Beatrice Street)

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ABN 13 737 853 254

28th March 2002



Ms Caroline Pryor
Statutory Services Branch
Australian Industry Registry
Level 8, Terrace Towers
80 William Street
EAST SYDNEY NSW 2011

Dear Ms Pryor

**AGED SERVICES ASSOCIATION OF NSW & ACT – ANNUAL RETURN OF
INFORMATION CONTAINED IN RECORDS KEPT BY ORGANISATION**

Thank you for your letter of 20th March re the above.

In response to your reminder regarding listing of offices for which elections must be held, I would advise there are no offices for which elections must be held during the year commencing 1st April 2002 to 31st March 2003. The Aged and Community Services Association of NSW & ACT Rules see the position holders elected by the full membership for a two year term. The positions were filled at the election held in October 2001.

Yours sincerely

Paul Sadler
Executive Director/Public Officer



AUSTRALIAN INDUSTRIAL REGISTRY

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 9332 0666
Fax: (02) 9380 6990

Our ref: **AR2002/54**

Mr J Ireland
Honorary Secretary/Treasurer
Aged and Community Association of NSW & ACT
Level 1
391 Liverpool Road
ASHFIELD NSW 2131

Dear Mr Ireland,

**RE: AGED SERVICES ASSOCIATION OF NSW & ACT
- ANNUAL RETURN OF INFORMATION
CONTAINED IN RECORDS KEPT BY ORGANISATION**

I have received your statutory declarations dated **5 February 2002** providing information in accordance with subsection 268(3) and reg 43(1) of the *Workplace Relations Act 1996*. The documents were lodged in the Industrial Registry on 7 February 2002.

The documents lodged cover the following information for the year 2001.

- Number of members and employees as at 1/1/2002.
- Declaration in respect of the register of members of the organisation.
- List of offices of the organisation and its branches and of the persons holding those offices.
- The addresses of the offices of the organisation and its branches.

The documents have been filed.

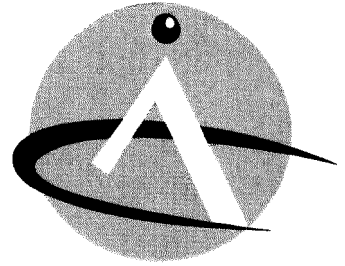
The documents lodged did not include a statement under cover of a statutory declaration listing any offices for which elections must be held according to your organisation's rules during the year commencing 1 April 2002 to 31 March 2003. You are reminded that such a statement is required under s268(3)(b) of the Act and regulation 102 of the Workplace Relations Regulations if any elections are due during that period.

Please do not hesitate to contact me on (02) 8374 6516 if you wish to discuss the reporting requirements.

Yours sincerely

Caroline Pryor
Statutory Services Branch

March 20, 2002



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Mr Robin Godfrey
Statutory Service Branch
Australian Industrial Registry
Level 8 Terrace Towers
80 William St
East Sydney NSW 2011

6 February 2002

Dear Mr Godfrey,

As discussed please find enclosed :

A copy of ACS's Annual Report reporting for year 2000-2001.

ACS's Secretaries Certificate

A statutory Declaration by ACS's Secretary re Offices, Office Holders, registry of membership and ACS address as required by the Act.

If you have any queries please contact me on 02 97990900. Thank you.

Yours sincerely

Jeremy Magee
Systems & Finance Manager ASA.

Cop for FR's

STATUTORY DECLARATION

(1) Here insert name, address and occupation of person making the declaration.

I, ⁽¹⁾ John Arthur Ireland
do solemnly and sincerely declare⁽²⁾

(2) Here insert matter declared to. Where the matter is long, add the words 'as follows:' and then set the matter out in numbered paragraphs.

1. I am the Honorary Secretary / Treasurer of the Aged and Community Services Association of NSW & ACT Inc. which is an organisation registered under the provisions of the Workplace Relations Act 1996.

2. To the best of my knowledge and belief the list annexed hereto and marked "A" is a true and correct list of the offices of the Aged and Community Services Association of NSW & ACT Inc as required by [268(3)(b)].

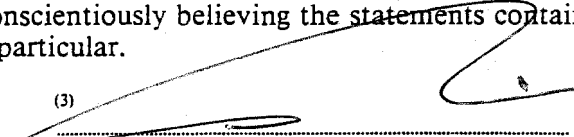
3. To the best of my knowledge and belief the list annexed hereto and marked "B" is a true and correct list of the office holders of the Aged and Community Services Association of NSW & ACT Inc as required for [s268(3)(b)].

4. To the best of my knowledge and belief the register of members of the Aged and Community Services Association of NSW & ACT Inc., has during the 2001 calendar year has been kept and maintained as required by section 268 (1) and (2).

5. The office of the Aged and Community Services Association of NSW & ACT Inc. is located at First Floor, 391 Liverpool Road Ashfield NSW 2131. The postal address is First Floor, 391 Liverpool Road Ashfield NSW 2131.

I make this solemn declaration by virtue of the *Statutory Declarations Act 1959* as amended and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

(3) Signature of person making the declaration.

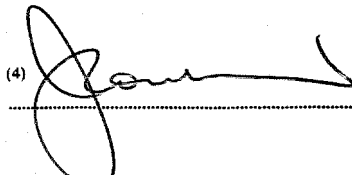
(3) 

Declared at ASHFIELD
on 5th FEBRUARY

2002
19

before me,

(4) Signature of person before whom the declaration is made.

(4) 

(5) Here insert printed name, qualification and address of person before whom the declaration is made.

(5) J E COWLAND JP (NSW)
10 KOALA PL BLACKBUTT 2529

NOTE 1.—A person who wilfully makes a false statement in a statutory declaration under the *Statutory Declarations Act 1959* as amended is guilty of an offence against that Act, the punishment for which is a fine not exceeding \$200 or imprisonment for a term not exceeding six months or both if the offence is prosecuted summarily, or imprisonment for a term not exceeding four years if the offence is prosecuted upon indictment.

PERSONS BEFORE WHOM A STATUTORY DECLARATION MAY BE MADE LISTED OVERLEAF

Annex A

List of Offices of the Aged and Community Association of NSW & ACT Inc.

President
Senior Vice President.
Junior Vice President.
Honorary Secretary / Treasurer
Councillors (12) twelve.

Annex B

List of Office Holders of the Aged and Community Association of NSW & ACT
Inc. as at 31 December 2001.

Office	Office Holder
President	Mr John Cowland Chief Executive Officer Illawarra Retirement Trust PO Box 116 WOONONA NSW 2517
Senior Vice President	Ms Carol Allen General Manager, Aged Services Anglicare Chesalon Aged Services PO Box 427 PARRAMATTA NSW 2124
Junior Vice President	Mr Ian Wilson Chief Executive Officer Mt Warrigal Care Group PO Box 435 ALBION PARK NSW 2527
Honorary Secretary / Treasurer	Mr John Ireland Chief Executive Officer Southern Cross Homes Cardinal Gilroy Village Barcom St. MERRYLANDS NSW 2160
Councillor	Mr Don Murchie Administrator Presbyterian Aged Care – Walcha 2e Hill St WALCHA NSW 2354
Councillor	Mr Graeme Fear Group Co-ordinator, Aged Care Society of St Vincent de Paul PO Box 5 PETERSHAM NSW 2049
Councillor	Mr Brian Dooley Administrator Our Lady of Consolation Home 32 Evans Road ROOTY HILL NSW 2766

Annex B (Continued).

Councillor	John Agius Deputy Chief Executive Officer Scalabrini Village Ltd 167 Allambie Rd ALLAMBIE HIGHTS NSW 2110
Councillor	Mrs Sue Irvine Director of Care Services Anglican Retirement Community Services PO Box 3276 BELCONNEN ACT 2617
Councillor	Mr Tony Cummings General Manager, Community & Therapy Services Anglican Retirement Villages 25 Highland St LURA NSW 2780
Councillor	Mrs Joan David Director of Care Ex-Services Home, Ballina PO Box 350 BALLINA NSW 2478
Councillor	Mrs Sue McCann Director of Care Catholic Care of the Aged – Port Macquarie PO Box 1736 PORT MACQUARIE NSW 2444
Councillor	Mr Elwyn Townsend Territorial Consultant Aged Care Services Salvation Army (NSW) Property Trust PO Box A435 SYDNEY SOUTH NSW 1232
Councillor	Ms Lorraine Poulos Manager Community Care St Luke's Hospital Complex PO Box 35 POTTS POINT NSW 2011
Councillor	Mr Rex Leighton Group Manager, Care Operations (Illawarra Retirement Trust) Peakhurst Retirement Village PO Box 116 WOONOONA NSW 2517
Councillor	Mr John Bareman Hon. Treasurer Abel Tasman Village 222 Waldron Rd CHESTER HILL NSW 2162

ASA at a glance

Number of member organisations represented at July 2000	307
Number of member organisations represented at June 2001	314
Number of facilities / services and beds / places at June 2001	
Nursing Homes / Places	184 / 9653
Hostels / Places	445 / 18896
Retirement Villages / Self Care Places	372 / 14013
Members providing CACPs / CACP Places / CACP Programs	88 / 4181 / 89
Members providing non-residential services including CACPs	132
Sites	1016
Number of staff	14 full-time / one part-time 15
Number of Committee members (including Councillors)	131
Number of conferences and courses held and number of attendees	
1500 attended six conferences	
1490 attended 103 training courses	
13 ASA members are providing their staff with Certificate III in Community Services (Aged Care) under the auspices of ASA	
Number of cases where ASA represented a member in an Industrial Court	
Hearings on industrial matters	26
Hearings on award matters	29

Contents

ASA at a glance	3
Council of Management	4
President's Report	6
Chief Executive Officer's Report	7
Professionalism: the future of aged care	9
ASA Advisory Committee Reports	11
ASA Regional Committee Reports	14
ASA Membership	19

ASA MEMBERS AND STAFF WITH SENATOR CHRIS EVANS, SHADOW MINISTER FOR FAMILY SERVICES AND THE AGED, AT THE 2001 COMMUNITY CARE CONFERENCE





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Fax: (02) 9380 6990

Mr J Ireland
Honorary Secretary/Treasurer
Aged Services Association of NSW & ACT Inc.
Level 1
391 Liverpool Road
ASHFIELD NSW 2131

Dear Mr Ireland

Re: Annual Returns of Information

You will be aware that each registered organisation is required under subsection 268(3) of the *Workplace Relations Act 1996* to lodge in the Registry certain information relating to records that the organisation is required to keep **prior to the 31st March each year**. It is a mandatory obligation on organisations to supply this information, I am writing to you to outline the information required and offer assistance if the requirements are unclear.

Subsection 268(3)(b) requires the following documents to be lodged:

- List of offices;
- List of office-holders including names, postal addresses and occupations as at January 1st 2002;
- Address of the office of the organisation; and
- A record of each election that must, under the rules of the organisation, be held during the year commencing 1 April 2002. (reg 102)

Each of the above is required to be lodged under cover of a Commonwealth statutory declaration certifying that the information is correct. The statutory declaration must also declare that the register of members has been kept and maintained in accordance with the requirements of Subsection 268(3)(a).

Should you wish to discuss this matter, I may be contacted on (02) 8374 6612

Yours sincerely

Caroline Pryor
for Deputy Industrial Registrar

22/02/2002