



Australian Government
Australian Industrial Registry

Level 8, Terrace Towers
80 William Street, East Sydney, NSW 2011
Telephone: (02) 8374 6666
Fax: (02) 9380 6990

Mr Ian Wilson
President
Aged and Community Services Association of NSW & ACT Incorporated
PO Box 3124
RHODES NSW 2138

Dear Mr Wilson

**Re: Annual Return of Information Contained In Records Kept By Organisation –
Aged and Community Services Association of NSW & ACT Incorporated
(AR2008/431)**

The Registry has received your declaration dated 4 March 2008 providing information in accordance with section 233 of Schedule 1 of the *Workplace Relations Act 1996* (the RAO Schedule). The document was lodged in the Industrial Registry on 17 March 2008.

The document lodged covers the following information:

- Number of members and employees as at 31 December 2007.
- Declaration that the register of members was maintained as required by section 230 of the RAO Schedule.
- List of offices of the organisation and of the persons holding those offices.
- The address of the office of the organisation, and
- A statement regarding the elections which must be held under the organisation's rules during 2008.

Please note for your future reference, that the declaration regarding the register of members being maintained should include a statement that the copy of the records lodged are “a correct statement of the information contained in those records”, as required by subsection 233(1)(b) of the RAO Schedule, so as to fully comply with the requirements of the *Workplace Relations Act 1996*.

The lodged documents have been filed.

Yours sincerely

David Vale
for Deputy Industrial Registrar

18 March 2008

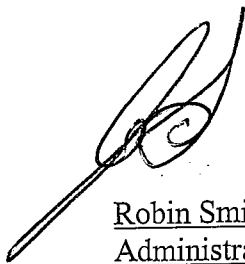
Aged & Community Services Association of NSW & ACT Incorporated
STATUTORY REPORTING. AUSTRALIAN INDUSTRIAL REGISTER

1. Declaration by the President and Director, Mr Ian Wilson.
 - Annex A List of Offices as at 31st December 2007
 - Annex B List of Office Holders as at 31st December 2007
 - Annex C Change of Office Holders

2. Statement
 - Information required

Note

Copy of the full Annual Report and the Annual Financial Statements for the 12 months to 30th June 2007 were lodged together with the Secretary's Certificate on 2nd November 2007.



Robin Smith
Administration Manager
6 March 2008



DECLARATION

I, Ian Wilson,
Of Warrigal Care, 2 Pine Street, Albion Park Rail NSW 2527 do declare that:-

1. I am the President and Director 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 2007 calendar year, 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 Level 3, 9 Blaxland Road, Rhodes NSW 2138. The postal address is PO Box 3124 Rhodes NSW 2138.

Ian Wilson
President and Director



.....
Declared: 4th March 2008

Annex A

List of the Offices of the Aged and Community Services Association of NSW & ACT
Incorporated as at 31st December 2007.

President

Vice President

Directors 14 (Fourteen)

Annex B

List of Office Holders of the Aged and Community Services Association of NSW & ACT Incorporated as at 31 December 2007

Office	Office Holder
President	Mr Ian Wilson Chief Executive Officer Mt Warrigal Care Group PO Box 435 ALBION PARK NSW 2527
Vice President	Dr June Heinrich Chief Executive Officer Baptist Community Services NSW & ACT Po Box 655 EPPING NSW 1710
Director	Mrs Jennene Buckley Chief Executive Officer Feros Care Ltd PO Box 99 POTTSVILLE BEACH NSW 2489
Director	Mr Christopher Rigby Chief Executive Officer Catholic Healthcare Limited PO Box 858 EPPING NSW 1710
Director	Mr Stephen Walkerden General Manager United Protestant Association of NSW PO Box 273 WAHROONGAH NSW 2076
Director	Ms Vivienne Allanson Chief Executive Officer Maroba 58 Edith Street WARATAH NSW 2298
Director	Mr Rob Evers Director Chesalon Aged Care Anglican Diocese of Sydney 16 Parkes Street PARRAMATTA NSW 2150
Director	Mr Kevin Klose Chief Executive Officer Strathearn Village PO Box 138 SCONE NSW 2337

Annex B (Continued).

Office	Office Holder
Director	Mr Denis Byron General Manager Anglican Care Toronto Road BOORAGUL NSW 2884
Director	Ms Prudence Skye Executive Officer Community Care (Northern Beaches) Unit 7/8, Level 1 Pittwater Place 10 Park Street MONA VALE NSW 2103
Director	Mr Rex Leighton Chief Executive Officer Illawarra Diggers Aged & Community Care Residence Inc. 8 Blundell Parade CORRIMAL NSW 2518
Director	Dr Stephen Judd Chief Executive The Hammond Care Group Level 2, 447 Kent Street SYDNEY NSW 2000
Director	Mr Philip Armstrong Chief Executive Officer Banksia Villages Ltd 65 Heath Street BROULEE NSW 2537
Director	Mr John Baremans Hon. Treasurer Abel Tasman Village 222 Waldron Rd CHESTER HILL NSW 2162
Director	Ms Gillian McFee Director UnitingCare Ageing PO Box A2178 SYDNEY SOUTH NSW 1235

Annex C

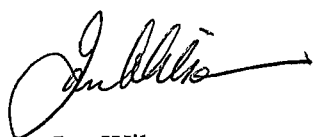
Change of Office Holders Aged & Community Services Association of NSW & ACT Inc.

1. Per 2007 Elections

- Outgoing Directors – 2006 Directors not standing
 - Wendy Jeskie - resigned June 2007
 - Errol Curran - resigned April 2007
 - Pauline Armour - resigned June 2007
- Newly Elected Directors
 - First 2007 Election
 - Christopher Rigby
 - Viv Allanson
 - Rob Evers
 - Prudence Skye
 - Second 2007 Election
 - Jennene Buckley
- There was one vacancy on the Board at the close of the 2007 election process. This position remains unfilled.

2. Other Changes

- Mr John Ireland (Treasurer) was not re-elected.
- Mr Rex Leighton (Director) resigned December 2007 and was subsequently reappointed in December 2007.
- Mr Jack Murphy (Director) elected 2007, resigned 2007.



Ian Wilson
President and Director
4th March 2008

Statement
Aged and Community Services Association of NSW & ACT Inc.
Information Requirement

Requirement	ACS Compliance
1. Maintenance of Register of Members	<ul style="list-style-type: none"> Declaration by Ian Wilson. Parra 4.
2. List of Offices	<ul style="list-style-type: none"> Declaration by Ian Wilson. Annex A
3. List of Office Holders	<ul style="list-style-type: none"> Declaration by Ian Wilson. Annex B Annex C signed by Ian Wilson.
4. Branches	<ul style="list-style-type: none"> Declaration by Ian Wilson Parra. 5 There are no branches at the date of this statement. There have been no branches closed or open in 2007/8.
5. Membership	<ul style="list-style-type: none"> There were 308 members at 31st December 2007. There were 27 employees at 31st December 2007.
6. Elections	<ul style="list-style-type: none"> Elections were held in September 2007 and in December 2007. <u>Attached</u> <ol style="list-style-type: none"> A declaration by the Australian Electoral Commission advising the results of both elections. A post-election report by the Australian Electoral Commission on both elections. ACS internal document recording the full results of both elections and the position as at 31st December 2007 (2 pages). We advise that under the Association's Rules, elections for Directors are to be held each year. In 2008, the election process will commence in August 2008 and conclude in September 2008 with the declaration of results by the Australian Electoral Commission.

**AEC****Australian Electoral Commission****Workplace Relations Act 1996 – Schedule 1****POST ELECTION REPORT****Client:** Aged Care Services Association of NSW & ACT Incorporated**Contact details:** Stephen Lowndes
CEO
PO Box 3124
Rhodes NSW 2138**Email:** mail@agedservices.asn.au
Tel: 0412 600 586**AIR contact officer:** Steve Teece**Email:** Industrial.elections@air.gov.au
Tel: 02 8374 6516**ELECTIONS COVERED IN THIS REPORT****Election Decision No/s:** E2006/195**RULES****Rules used for elections Rule ID:** [133N: Incorporates alterations of 30/5/2007]
[R2007/242]**Rules difficult to apply/interpret:** N/A**Model Rule reference (if any):****ROLL OF VOTERS**

Total number of voters on the roll	467	
Number of apparent workplace addresses	467	100 %
Number of non-current addresses	0	0 %
Other Matters	N/A	

ALLEGATIONS OF IRREGULARITIES RECEIVED**Details of written allegations of irregularities, and action taken by AEC:** N/A**Other irregularities identified, and action taken:** N/A**ATTACHMENTS****A:** Declaration of Uncontested Offices and Contested Offices – Election of President and Directors (9)Hugh Williams
Returning Officer
28 September 2007

**Aged & Community Services Association of NSW & ACT Incorporated
Election of President and Directors (9)**

DECLARATION OF RESULTS FOR UNCONTESTED AND CONTESTED OFFICES

Results of the election for the following offices conducted in accordance with the provisions of the Workplace Relations Act 1996 and the rules of the organisation.

Aged & Community Services of NSW & ACT Incorporated

President

Candidate

WILSON, Ian John ✓

I declare Ian John Wilson elected.

Total number of persons on the roll of voters	0
Ballot papers issued	467
Duplicate ballot papers issued	0
TOTAL BALLOT PAPERS ISSUED	467
Ballot papers/ envelopes returned for scrutiny	222
Less ballot papers/ envelopes rejected at preliminary scrutiny	1
Adjusting Balance	6
TOTAL BALLOT PAPERS ADMITTED TO SCRUTINY	215
Percentage of ballot papers returned to number issued	46%
Ballot papers returned as unclaimed mail	4
Ballot papers not returned	248

Director (9)

<u>Candidates</u>	<u>First Preference Votes</u>	<u>Votes</u>	<u>Order of Election</u>
ARMSTRONG, Phil ✓	28 (1)	114	3 ✓
IRELAND, John Arthur ✓	13	0	
SKY, Prudence ✓	14	105	9 ✓
EVERS, Rob ✓	6	118	8 ✓
ALLANSON, Viv ✓	6	114	7 ✓
RICHARDS, Stephen ✓	1	0	
CARTER, Phillip M ✓	12	0	
RIGBY, Christopher ✓	7	116	6 ✓
MCREE, Gillian ✓	29	115	5 ✓
BUCKLEY, Jennene ✓	7X	0	
MILLER, John ✓	7	0	
JUDD, Stephen ✓	13	102	2 ✓
EVERSON, Timothy ✓	3	0	
MURPHY, Jack ✓	13	114	4 ✓
RICHARDS, Raad ✓	22	0	
HEINRICH, June ✓	23 (2)	126	1 ✓
Exhausted Votes		0	
Loss/Gain by Fraction		0	
Total votes	204	1024	
Formal ballot papers	204	204	
Informal ballot papers	11	11	

The candidates were elected in the order shown in the "Order of Election" column. After exclusions and distribution of preferences, I declare Viv Allanson, Phil Armstrong, Rob Evers, June Heinrich, Stephen Judd, Gillian McFee, Jack Murphy, Christopher Rigby and Prudence Sky elected.

Hugh Williams
Returning Officer
Australian Electoral Commission

**Aged & Community Services Association of NSW & ACT
Incorporated
Election of One Director**

DECLARATION OF RESULTS FOR CONTESTED OFFICES

Results of the election for the following offices conducted in accordance with the provisions of the Workplace Relations Act 1996 and the rules of the organisation.

E2007/E261

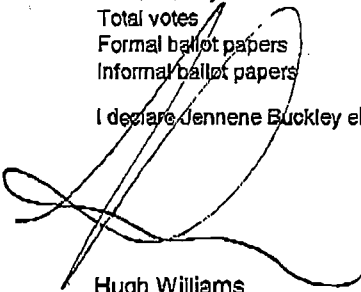
Aged & Community Services of NSW & ACT Incorporated

Total number of persons on the roll of voters	0
Ballot papers issued	465
Duplicate ballot papers issued	0
TOTAL BALLOT PAPERS ISSUED	465
Ballot papers / envelopes returned for scrutiny	223
Less ballot papers / envelopes rejected at preliminary scrutiny	2
Adjusting Balance	0
TOTAL BALLOT PAPERS ADMITTED TO SCRUTINY	221
Percentage of ballot papers returned to number issued	47%
Ballot papers returned as unclaimed mail	4
Ballot papers not returned	238

Director - Casual Vacancy

<u>Candidates</u>	<u>First Preference Votes</u>	<u>Votes</u>
BUCKLEY, Jennene	81	116
MILLAR, John	19	0
IRELAND, John Arthur	81	104
RICHARDS, Raad Terence	40	0
Exhausted Votes		1
Loss/Gain by Fraction		0
Total votes	221	220
Formal ballot papers	221	221
Informal ballot papers	0	0

I declare Jennene Buckley elected.


Hugh Williams
Returning Officer
Australian Electoral Commission

**AEC****Australian Electoral Commission****Workplace Relations Act 1996 – Schedule 1****POST ELECTION REPORT****Client:** Aged Care Services Association of NSW & ACT Incorporated**Contact details:** Stephen Lowndes

CEO

PO Box 3124

Rhodes NSW 2138

Email: mail@agedservices.asn.au**Tel:** 0412 600 586**AIR contact officer:** Steve Teece**Email:** Industrial.elections@air.gov.au**Tel:** 02 8374 6516**ELECTIONS COVERED IN THIS REPORT****Election Decision No/s:** E2007/261**RULES****Rules used for elections Rule ID:** [133N: Incorporates alterations of 30/5/2007]

[R2007/242]

Rules difficult to apply/interpret: N/A**Model Rule reference (if any):****ROLL OF VOTERS**

Total number of voters on the roll	465	
Number of apparent workplace addresses	465	100 %
Number of non-current addresses	0	0 %
Other Matters	N/A	

ALLEGATIONS OF IRREGULARITIES RECEIVED**Details of written allegations of irregularities, and action taken by AEC:** N/A**Other irregularities identified, and action taken:** N/A**ATTACHMENTS****A:** Declaration of Contested Office – Election One Directors

Hugh Williams
Returning Officer
21 December 2007

	2007 ELECTION RESULT	
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	Board 2006/7	
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Current	Names	Position	Elected Term	Expires
1	Ian Wilson	President	Oct-07	Oct-09
2	June Heinrich	Director	Oct-07	Oct-09
3	Stephen Judd	Director	Oct-07	Oct-09
4	Jack Murphy	Director	Oct-07	Oct-09
5	Phillip Armstrong	Director	Oct-07	Oct-09
6	Gillian McFee	Director	Oct-07	Oct-09
7	Christopher Rigby	Director	Oct-07	Oct-09
8	Viv Allanson	Director	Oct-07	Oct-09
9	Rob Evers	Director	Oct-07	Oct-09
10	Prudence Skye	Director	Oct-07	Oct-09
11	John Baremans	Director	Oct-06	Oct-08
12	Kevin Klose	Director	Oct-06	Oct-08
13	Stephen Walkerden	Director	Oct-06	Oct-08
14	Denis Byron	Director	Oct-06	Oct-08
15	Rex Leighton	Director	Oct-06	Oct-08
16	Vacant (Errol Curran resigned April 2007)			

15 **Total Directors** 10 **Elected October 2007**

	2007 ELECTION RESULTS	
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AS AT 31ST DECEMBER 2007

Incorporating the 2 2007 Elections and subsequent changes.

Board 2006/7

Current	Names	Position	Elected	Term Expires
1	Ian Wilson	President	Oct-07	Oct-09
2	June Heinrich	Vice President	Oct-07	Oct-09
3	Stephen Judd	Director	Oct-07	Oct-09
	Jack Murphy	Director	Oct-07	Oct-09
	Jack Murphy Resigned October 2007			
4	Jennene Buckley	Director	Dec-07	Oct-09
5	Phillip Armstrong	Director	Oct-07	Oct-09
6	Gillian McFee	Director	Oct-07	Oct-09
7	Christopher Rigby	Director	Oct-07	Oct-09
8	Viv Allanson	Director	Oct-07	Oct-09
9	Rob Evers	Director	Oct-07	Oct-09
10	Prudence Skye	Director	Oct-07	Oct-09
11	John Baremans	Director	Oct-06	Oct-08
12	Kevin Klose	Director	Oct-06	Oct-08
13	Stephen Walkerden	Director	Oct-06	Oct-08
14	Denis Byron	Director	Oct-06	Oct-08
15	Rex Leighton	Director	Oct-06	Oct-08
	Rex Leighton Resigned Dec 2007			
	Rex Leighton Appointed Dec 2007		no	Oct 08 or Oct 09???
16	Vacant (Errol Curran resigned April 2007)			

Notes

15

Total Directors

10 Elected October 2007

1 resigned Oct 2007

1 elected Dec 2007

1 resigned Dec 2007

1 appointed Dec 2007

Jack Murphy
Jennene Buckley
Rex Leighton
Rex Leighton



Ref: AR2008/431-[133N]

Mr Stephen Lowndes
Honorary Secretary/Treasurer
Aged & Community Services Association of NSW & ACT Incorporated
Level 3, 9 Blaxland Rd,
Rhodes NSW 2138

Dear Mr Lowndes,

**Aged & Community Services Association of NSW & ACT Incorporated
Annual Return of Information Contained in Records Kept by Organisation**

I am writing to remind you of your obligations under section 233 of Schedule 1 of the *Workplace Relations Act 1996* (the RAO Schedule). This section requires the organisation to lodge the following:

- (1) a *declaration* signed by you or other prescribed officer certifying that the register of members has been kept and maintained as required by paragraph 230(1)(a) and subsection 230(2) during 2007.
- (2) a copy of the *list of offices* in the organisation and its branches (if any).
- (3) a copy of the *names, postal addresses and occupations* of the persons holding such offices.
- (4) a list of the *names of each branch* (if the organisation has any).
- (5) a record of the *name of any branch which commenced or ceased operation* during 2007 (if applicable).
- (6) a record of the *addresses of the national, regional, divisional and/or branch offices* of the organisation (as applicable).
- (7) a record of *any election which must be held during 2008* under the rules of the organisation (if none, state so).
- (8) a record of the *number of members* of the organisation *as at 31 December 2007*.
- (9) a record of the number of any members who were ineligible State members within the meaning of s.150 (only if the organisation has entered into a s.151(1) agreement).
- (10) a *declaration* signed by you or other prescribed officer that the preceding copies of information being lodged are correct statements of the information contained in the organisation's records

Regulation 149 of the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003 requires this information to have been lodged by **31 March 2008**.

You should note that failure to comply with this obligation is subject to a civil penalty provision under section 305 of the RAO Schedule.

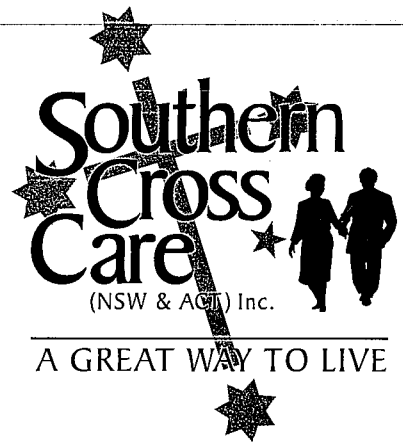
If you have any questions or are having difficulties compiling this information please contact David Vale on (02) 8374 6509 or at david.vale@air.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'David Vale', written in a cursive style.

David Vale
for Deputy Industrial Registrar

7 February 2008



31st January 2008

The Deputy Industrial Registrar
Australian Industrial Registry
Level 5, 11 Exhibition Street
MELBOURNE VIC 3000

Attention: Steve Teece

Dear Deputy Registrar,

Thank you for your letter dated 23rd January 2008 (Ref: AR2008/431- (133N) which you sent to me as Honorary Secretary/Treasurer of the Aged & Community Services Association of NSW & ACT Incorporated. In your letter you sought a response to the Association's obligations under section 233 of Schedule 1 of the Workplace Relations Act 1996.

I was surprised to receive your letter as I have not been the Honorary Secretary/Treasurer of the Association since mid last year. In fact, the position of Honorary Secretary/Treasurer was ceased at a Special Meeting at that time. I was given to understand that the Registry had been notified as I signed appropriate advices etc. Maybe they got caught up either at the Association's office or at the Registry.

I wish to confirm that the Chief Executive of the Association is now responsible for both the Secretary's and Treasurer's role. The CEO is Stephen Lowndes and the Association's address is Level 3, 9 Blaxland Road NSW 2138.

I trust that the information provided herein is of assistance to you.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'John Ireland', is written over a circular stamp.

John Ireland
Chief Executive Officer





Ref: AR2008/431-[133N]

Mr John Ireland
Honorary Secretary/Treasurer
Aged & Community Services Association of NSW & ACT Incorporated
CEO, Southern Cross Homes
Cardinal Gilroy Village
Barcom Street
MERRYLANDS, NSW 2160

Dear Mr Ireland,

Aged & Community Services Association of NSW & ACT Incorporated
Annual Return of Information Contained in Records Kept by Organisation

I am writing to remind you of your obligations under section 233 of Schedule 1 of the *Workplace Relations Act 1996* (the RAO Schedule). This section requires the organisation to lodge the following:

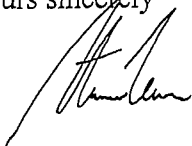
- (1) a *declaration* signed by you or other prescribed officer certifying that the register of members has been kept and maintained as required by paragraph 230(1)(a) and subsection 230(2) during 2007.
- (2) a copy of the *list of offices* in the organisation and its branches (if any).
- (3) a copy of the *names, postal addresses and occupations* of the persons holding such offices.
- (4) a list of the *names of each branch* (if the organisation has any).
- (5) a record of the *name of any branch which commenced or ceased operation* during 2007 (if applicable).
- (6) a record of the *addresses of the national, regional, divisional and/or branch offices* of the organisation (as applicable).
- (7) a record of *any election which must be held during 2008* under the rules of the organisation (if none, state so).
- (8) a record of the *number of members* of the organisation *as at 31 December 2007*.
- (9) a record of the number of any members who were ineligible State members within the meaning of s.150 (only if the organisation has entered into a s.151(1) agreement).
- (10) a *declaration* signed by you or other prescribed officer that the preceding copies of information being lodged are correct statements of the information contained in the organisation's records

Regulation 149 of the Workplace Relations (Registration and Accountability of Organisations) Regulations 2003 requires this information to have been lodged by **31 March 2008**.

You should note that failure to comply with this obligation is subject to a civil penalty provision under section 305 of the RAO Schedule.

If you have any questions or are having difficulties compiling this information please contact Steve Teece on (02) 8374 6506 or at steve.teece@air.gov.au.

Yours sincerely



Steve Teece
for Deputy Industrial Registrar

23 January 2008