



Australian Government
Australian Industrial Registry

9 April 2009

Mr Ian Wilson
President
The Aged & Community Services Association of NSW & ACT Inc.
Level 3, 9 Blaxland Rd
RHODES NSW 2138

Dear Mr Wilson

Re: Annual Return of Information Contained In Records Kept By Organisation –

The Aged & Community Services Association of NSW & ACT Incorporated – (AR2009/314)

The Registry has received your declaration dated 7 April 2009 providing information in accordance with subsection 233 of Schedule 1 of the *Workplace Relations Act 1996*. The document was lodged in the Industrial Registry on 8 April 2009.

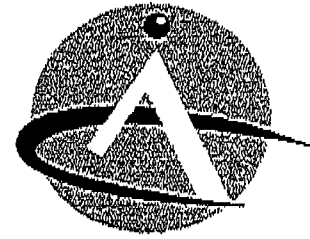
The document lodged covers the following information:

- Number of members and employees as at 31 December 2008.
- Declaration that the register of members was maintained as required by s230.
- List of offices of the organisation and of the persons holding those offices.
- The address of the office of the organisation.
- A statement that elections are to be held under the organisation's rules in 2009.

These documents meet the requirements of the *Workplace Relations Act 1996* and have now been filed.

Yours sincerely

David Vale
for Deputy Industrial Registrar



Aged & Community Services
Association of NSW & ACT
Incorporated

Tel (02) 8754 0400
Fax (02) 9743 4556
Level 3, 9 Blaxland Rd
RHODES NSW 2138
mail@agedservices.asn.au
www.agedservices.asn.au

FACSIMILE TRANSMISSION

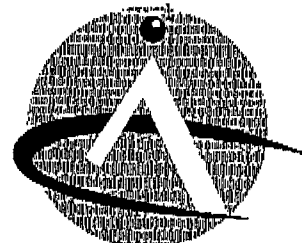
To: David Vale From: Kirsten Terpstra.
Fax: 02-9380 6990 Pages: 10 (including fax header).
Phone: 02-8374-6509 Date: 8/4/09
Re: ACS's Annual Return. cc:

☒ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle



PO Box 3124 • Rhodes NSW 2138 (Level 3, 9 Blaxland Road)

TEL 02 8754 0400 • 1800 424 770 FAX 02 9743 4556 EMAIL mail@agedservices.asn.au WEB www.agedservices.asn.au ABN 13 737 853 254



Aged & Community Services
Association of NSW & ACT
Incorporated

**Aged & Community Services Association of NSW & ACT Incorporated
Annual Return of Information for 2009 [AR2009/314]**

1. Declaration by the President and Director, Mr Ian Wilson.
 - Annex A List of Offices as at 31st December 2008
 - Annex B List of Office Holders as at 31st December 2008
 - 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 2008 were lodged together with the Secretary's Certificate on 4th February 2009.

A handwritten signature in black ink, appearing to read 'Kirsten Terpstra', is positioned above the printed name.

Kirsten Terpstra
Finance & Administration Manager

7th April 2009

DECLARATION

I, Ian Wilson,
of 2 Davis Place, KIAMA, NSW, 2527 do declare that:-

1. I am the President and Director of the Aged & 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 & Community Services Association of NSW & ACT Inc as required by [s268(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 & 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 & Community Services Association of NSW & ACT Inc has during the 2008 calendar year, been kept and maintained as required by section 268 (1) and (2).
5. The office of the Aged & 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: 7th April 2009

Annex A

List of the Offices of the Aged & Community Services Association of NSW &
ACT Incorporated as at 31st December 2008.

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 2008**

Office	Office Holder
President	Mr Ian Wilson 2 Davis Place KIAMA, NSW 2533
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 Locked Bag 1 COOLANGATTA QLD 4225
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 WAHROONGA NSW 2076
Director	Ms Vivienne Allanson Chief Executive Officer Maroba 58 Edith Street WARATAH NSW 2298
Director	Mr Rob Evers Director Chesalon Living Anglican Diocese of Sydney 16 Parkes Street PARRAMATTA NSW 2150
Director	Mr Raad Richards Chief Executive Officer Carrington Centennial Care 90 Werombi Road CAMDEN NSW 2570

Annex B (Continued).

Office	Office Holder
Director	Mr Paul Sadler Chief Executive Officer Presbyterian Aged Care NSW and ACT PO Box 2196 STRAWBERRY HILLS NSW 2012
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 Hammond Care 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 305/12 Pennant Street CASTLE HILL NSW 2154
Director	Ms Gillian McFee Director UnitingCare Ageing PO Box A2178 SYDNEY SOUTH NSW 1235
Director	Mr John Ireland Chief Executive Officer Southern Cross Care (NSW & ACT Inc) Barcom Street MERRYLANDS NSW 2160

Annex C

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

1. Per 2008 Elections

- Outgoing Directors
Kevin Klose
Denis Byron

- Newly Elected Directors
John Ireland
Raad Richards
Paul Sadler

2. Other Changes

- No other changes occurred in 2008.



Ian Wilson
President and Director
7th April 2009

Statement:
Aged & 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 opened in 2008/9.
5. Elections	<ul style="list-style-type: none"> Elections were held in September 2008. <u>Attached</u> <ol style="list-style-type: none"> A declaration by the Australian Electoral Commission advising the results of both elections. ACS internal document recording the full results of the election and the position as at 31st December 2008 (one page). We advise that under the Association's Rules, elections for Directors are to be held each year. In 2009, the election process will commence in August 2009 and conclude in September 2009 with the declaration of results by the Australian Electoral Commission.
6. Membership	<ul style="list-style-type: none"> There were 280 members at 31st December 2008. There were 21 employees at 31st December 2008.

Aged & Community Services Association of NSW & ACT Incorporated

Directors Election

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.

E2008/222

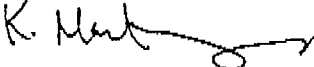
Aged & Community Services of NSW & ACT Incorporated

Total number of persons on the roll of voters	497
Ballot papers issued	497
Duplicate ballot papers issued	0
TOTAL BALLOT PAPERS ISSUED	497
Ballot papers / envelopes returned for scrutiny	245
Less ballot papers / envelopes rejected at preliminary scrutiny	6
Adjusting Balance	0
TOTAL BALLOT PAPERS ADMITTED TO SCRUTINY	239
Percentage of ballot papers returned to number issued	49%
Ballot papers returned as unclaimed mail	1
Ballot papers not returned	251

Director (6)

<u>Candidates</u>	<u>First Preference Votes</u>	<u>Final Votes</u>
IRELAND, John Arthur	74	134
WALKERDEN, Steve	35	127
SADLER, Paul	89	130
BAREMANS, Johannes	4	121
STUART, John Anthony	4	82
RICHARDS, Raad	17	137
LEIGHTON, Rex	14	134
 Total votes	 237	 865
Formal ballot papers	237	237
Informal ballot papers	2	2

After exclusions and distributions of preferences I declare Johannes Baremans, John Arthur Ireland, Rex Leighton, Raad Richards, Paul Sadler and Steve Walkerden elected. A copy of the full count is available from the Returning Officer on request.


Kathryn Montgomery
Returning Officer
Australian Electoral Commission
24 September 2008

2008 ELECTION RESULTS
(AS AT 31st December 2008)

Current	Board Names - 2008/2009	Position	Member's Name	Elected	Term Exp's	Re-Elected	Term Exp's
1	Ian Wilson	President	Warrigal Care	Oct-07	Oct-09	not req'd	Oct-09
2	June Heinrich	Vice President	Baptist Community Services NSW & ACT	Oct-07	Oct-09	not req'd	Oct-09
3	Stephen Judd	Director	The Hammond Care Group	Oct-07	Oct-09	not req'd	Oct-09
	Jack Murphy Jack Murphy (Resigned - October 2007)	Director		Oct-07	Oct-09	replaced already	
4	Jennene Buckley	Director	Feros Care Limited	Dec-07	Oct-09	not req'd	Oct-09
5	Phillip Armstrong	Director	Banksia Villages Limited	Oct-07	Oct-09	not req'd	Oct-09
6	Gillian McFee	Director	Uniting Aged Care	Oct-07	Oct-09	not req'd	Oct-09
7	Christopher Rigby	Director	Catholic Health Care Limited	Oct-07	Oct-09	not req'd	Oct-09
8	Viv Allanson	Director	Maroba	Oct-07	Oct-09	not req'd	Oct-09
9	Rob Evers	Director	Anglican Aged Services (Chesaton Living)	Oct-07	Oct-09	not req'd	Oct-09
10	Prudence Skye	Director	Community Care (Northern Beaches) Inc.	Oct-07	Oct-09	not req'd	Oct-09
11	John Baremans	Director	Abel Tasman Village	Oct-06	Oct-08	re-elected	Oct-10
	Kevin Klose	Director	Stratfearn Village	Oct-06	Oct-08	NO	
12	Raad Richards	Director	Canington Centennial	Oct-08	Oct-10	elected	Oct-10
13	Stephen Walkerden	Director	United Protestant Association of NSW	Oct-06	Oct-08	re-elected	Oct-10
	Denis Byron	Director	Anglican Care	Oct-06	Oct-08	NO	
14	Paul Sadler	Director	Presbyterian	Oct-08	Oct-10	elected	Oct-10
15	Rex Leighton Rex Leighton Resigned Dec 2007 Rex Leighton Appointed Dec 2007	Director	Illawarra Diggers Aged & Community Care Residence	Oct-06	Oct-08	re-elected	Oct-10
			no				
16	John Ireland	Director	Southern Cross	Oct-08	Oct-10	elected	Oct-10
	Vacant (Enrol Curran resigned - April 2007)	Director			Oct-08	NO	

Notes

16 Total Directors 6 Elected October 2008



Australian Government
Australian Industrial Registry

18 March 2009

Ms Kirsten Terpstra
Finance and Administration Manager
Aged & Community Services Association of NSW & ACT Incorporated
PO Box 3124
Rhodes NSW 2138

Dear Ms Terpstra

**Aged & Community Services Association of NSW & ACT Incorporated
Annual Return of Information for 2009 [AR2009/314]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2009 in respect of the above by **31 March 2009**.

A signed and dated declaration certifying matters prescribed in Schedule 1 of the *Workplace Relations Act 1996* [the "**RAO Schedule**"] must be lodged in the Registry by that date. The matters to be included in the declaration are set out in the attached Checklist.

The declaration must be signed by the secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (the "other prescribed officer"). A declaration signed by a non-elected person does not meet this requirement.

The secretary or other prescribed officer must also notify the Registry within 35 days of any changes to such records.

Failure to comply with these obligations is subject to a civil penalty provision – see s305 of the RAO Schedule.

Once an Annual Return or change of records has been lodged, a copy will be posted on the Commission's website at www.airc.gov.au – under *Registered organisations - Files of registered organisations*. To protect the privacy of the relevant office holders listed in declarations, you may wish to list their postal, rather than home addresses.

The Registry encourages you to lodge all returns electronically (e.g. as pdf files) at RIASydney@airc.gov.au. Alternatively, you can forward the documents by fax to (02) 9380 6990.

Please ensure that emailed documents include signatures where required e.g. by scanning the signed documents into a PDF or TIF format.

Please do not hesitate to contact me on (02) 8374 6507 or by e-mail at stephen.teece@airc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely

Steve Teece
Statutory Services Branch

Obligation to lodge Annual Return of Information by 31 March

A copy of each of the following records must be lodged in the Industrial Registry between 1 January and 31 March each year. They must be certified by a declaration stating that it is a correct statement of the information contained in that record, signed by the secretary or such other elected official who is required under the rules, or by resolution of the organisation, to keep the relevant records (the "other prescribed officer" see RAO Regulation 150).

For full details see ss230-233 of the RAO Schedule (the *Registration and Accountability of Organisations Schedule*) which forms Schedule 1 to the *Workplace Relations Act 1996*, and Regulations 149-151 of the RAO Regulations (the *Workplace Relations (Registration and Accountability of Organisations) Regulations 2003*).

Failure to comply with these obligations is subject to a civil penalty provision – see s305 of the RAO Schedule.

Requirement	Details of requirement
Maintenance of Register of Members	A declaration by the secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss230(1)(a) and (2) [s233(1)(a)]
List of Offices	A list of the offices in the organisation and each branch (note the definition of "office" and "officer" in ss6 and 9) [s230(1)(b)]
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of "office" and "officer" in ss6 and 9) [s230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s230(1)(d) and reg. 147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s230(1)(d) and reg. 147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s230(1)(d) and reg. 147(c)]
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch [s230(1)(d) and reg. 147(d)]
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation . [s230(1)(d) and reg. 147(e)] Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s189 of the RAO Schedule
Statement concerning number of members	A record of the number of members on 31 December in the previous year, and: if the organisation has entered into an agreement relating to members of State unions under s151(1) of the RAO Schedule - a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s150 of the RAO Schedule. [s230(1)(d) and reg. 147(f) and (g)]

Obligation to notify of changes within 35 days

If there are any changes during the year to the list of offices, list of officeholders, list of branches (where relevant) and the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge in the Industrial Registry, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [RAO s233(2) and reg. 151 refer].



Australian Government
Australian Industrial Registry

28 January 2009

Ms Kirsten Terpstra
Aged & Community Services Association of NSW & ACT Incorporated
PO Box 3124
Rhodes NSW 2138

Dear Ms Terpstra

**Aged & Community Services Association of NSW & ACT Incorporated
Annual Return of Information for 2009 [AR2009/314]**

This is a courtesy letter to remind you of the obligation to lodge an Annual Return of Information for 2009 in respect of the above by **31 March 2009**.

A signed and dated declaration certifying matters prescribed in Schedule 1 of the *Workplace Relations Act 1996* [the "**RAO Schedule**"] must be lodged in the Registry by that date. The matters to be included in the declaration are set out in the attached Checklist.

The declaration must be signed by the secretary, or where applicable, such other elected official who is required under the rules or by resolution of the organisation, to keep the relevant records (the "other prescribed officer"). A declaration signed by a non-elected person does not meet this requirement.

The secretary or other prescribed officer must also notify the Registry within 35 days of any changes to such records.

Failure to comply with these obligations is subject to a civil penalty provision – see s305 of the RAO Schedule.

Once an Annual Return or change of records has been lodged, a copy will be posted on the Commission's website at www.airc.gov.au – under *Registered organisations - Files of registered organisations*. To protect the privacy of the relevant office holders listed in declarations, you may wish to list their postal, rather than home addresses.

The Registry encourages you to lodge all returns electronically (e.g. as pdf files) at RIASydney@airc.gov.au. Alternatively, you can forward the documents by fax to (02) 9380 6990.

Please ensure that emailed documents include signatures where required e.g. by scanning the signed documents into a PDF or TIF format.

Please do not hesitate to contact me on (02) 8374 6507 or by e-mail at steve.teece@airc.gov.au if you wish to discuss the requirements outlined in this correspondence.

Yours sincerely

Steve Teece
Statutory Services Branch

Obligation to lodge Annual Return of Information by 31 March

A copy of each of the following records must be lodged in the Industrial Registry between 1 January and 31 March each year. They must be certified by a declaration stating that it is a correct statement of the information contained in that record, signed by the secretary or such other elected official who is required under the rules, or by resolution of the organisation, to keep the relevant records (the "other prescribed officer" see RAO Regulation 150).

For full details see ss230-233 of the RAO Schedule (the *Registration and Accountability of Organisations Schedule*) which forms Schedule 1 to the *Workplace Relations Act 1996*, and Regulations 149-151 of the RAO Regulations (the *Workplace Relations (Registration and Accountability of Organisations) Regulations 2003*).

Failure to comply with these obligations is subject to a civil penalty provision – see s305 of the RAO Schedule.

Requirement	Details of requirement
Maintenance of Register of Members	A declaration by the secretary or other prescribed officer certifying that the register of members has, during the immediately preceding calendar year, been kept and maintained as required by ss230(1)(a) and (2) [s233(1)(a)]
List of Offices	A list of the offices in the organisation and each branch (note the definition of "office" and "officer" in ss6 and 9) [s230(1)(b)]
List of Office holders	A list of the names, postal addresses and occupations of the persons holding the offices (note the definition of "office" and "officer" in ss6 and 9) [s230(1)(c)]
List of Branches	A record of the name of each branch of the organisation [s230(1)(d) and reg. 147(a)]
New Branches	A record of the name of each branch that commenced operation in the previous 12 months [s230(1)(d) and reg. 147(b)]
Old Branches	A record of the name of each branch that ceased operation in the previous 12 months [s230(1)(d) and reg. 147(c)]
Addresses of Organisation and Branches	A record of the address of the office of the organisation and the address of the office of each branch [s230(1)(d) and reg. 147(d)]
Elections in Organisation and Branches	A record of each election that must, under the rules of the organisation, be held during the year commencing 1 January of the year in which the return is lodged, for any offices in the organisation and branches of the organisation. [s230(1)(d) and reg. 147(e)] Note: this provision does not relieve an organisation or branch from the separate requirement to lodge prescribed information prior to each election, as required by s189 of the RAO Schedule
Statement concerning number of members	A record of the number of members on 31 December in the previous year, and: if the organisation has entered into an agreement relating to members of State unions under s151(1) of the RAO Schedule - a record of the number of members of the organisation who were (on 31 December in the previous year) ineligible State members in relation to the organisation within the meaning of s150 of the RAO Schedule. [s230(1)(d) and reg. 147(f) and (g)]

Obligation to notify of changes within 35 days

If there are any changes during the year to the list of offices, list of officeholders, list of branches (where relevant) and the address of the organisation and/or its branches an organisation must, within 35 days of the change, lodge in the Industrial Registry, a notification of such changes certified by declaration signed by the secretary or other prescribed officer of the organisation to be a correct statement of the changes made [RAO s233(2) and reg. 151 refer].