



31 July 2014

Mr Viv Allanson  
President  
Aged & Community Services NSW & ACT  
PO Box 3124  
RHODES NSW 2138

Dear Mr Allanson

Also by email: [mail@acs.asn.au](mailto:mail@acs.asn.au)

**Annual Return of Information for 2014 [AR2014/131]**

I acknowledge receipt on 31 March 2014 of your Declaration providing information in accordance with subsection 233(1) of the *Fair Work (Registered Organisations) Act 2009*.

The documents lodged cover the required information for the 2014 Annual Return of Information of the Aged & Community Services NSW & ACT.

The document can be viewed on the Fair Work Commission website through the List of Registered Organisations - <http://www.fwc.gov.au/index.cfm?pagename=regorgslist>

Yours sincerely

David Vale  
Principal Adviser  
Regulatory Compliance Branch, NSW  
Fair Work Commission



Aged & Community  
Services NSW & ACT

AR 2014/131.



27 March 2014

**AGED & COMMUNITY SERVICES NSW & ACT**  
**ANNUAL REPORT OF INFORMATION FOR 2014 [AR2014/131]**

1. Declaration by the President of the ACS Board of Directors, Ms Viv Allanson
  - Annex A List of offices as at 31 December 2013
  - Annex B List of office holders as at 31 December 2013
  - Annex C Change of office holders
2. Statement – Information about ACS.
3. Declaration of Results for Contested Offices from AEC.
4. A copy of the 2012/113 Annual Report & Annual Financial Report.

Illana Halliday  
Chief Executive Officer

# ACS ELECTIONS 2013

## ELECTION CONDUCTED BY AEC

### Election for 4 Directors

Sadler Paul  
Sewell W Mark  
Shaw Lachlan McLean Alexander  
Walkerden Steve

## RETIRED

Leighton Rex

## RESIGNATION

Judd Stephen  
Orr Elizabeth  
Klose Kevin  
Schleicher Nicole

## 2013 ELECTION RESULTS

### 2013 ELECTION RESULTS

(AS AT August 2013)

Current Status	Board Names - 2013/2014	Position	Member's Name	Elected	Term Exp's	Re-Elected	Term Exp's
1	Viv Allanson	President	Maroba	Oct-12	Oct-15	not req'd	Oct-15
2	Paul Sadler	Vice President	Presbyterian	Aug-13	Oct-16	not req'd	Oct-16
3	Alexandra Karen Zammit	Director	Thomas Holt	Oct-13	Oct-14	required	Oct-14
4	Louise Watters (Casual Vacancy)	Director	Port Stephens Veteran of Citizens Aged Care	Dec-13	Oct-14	required	Oct-14
5	David Goodhew	Director	Anglicare Chesalon	Oct-12	Oct-15	not req'd	Oct-15
6	Phillip Armstrong	Director	Banksia Villages Limited	Oct-11	Oct-14	required	Oct-14
7	Stephen Teulan	Director	UnitingCare Ageing	Feb-12	Oct-15	not req'd	Oct-15
8	Mark Sewell	Director	Warrigal Care	Aug-13	Oct-16	not req'd	Oct-16
9	Rob Freeman	Director	Anglican Retirement Village	Oct-12	Oct-15	not req'd	Oct-15
10	Raad Richards	Director	Carrington Centennial	Oct-11	Oct-14	required	Oct-14
11	Stephen Walkerden	Director	United Protestant Association of NSW	Aug-13	Oct-16	not req'd	Oct-16
12	Alexander Lachlan McLean Shaw	Director	Royal Freemasons' Benevolent Institution	Aug-13	Oct-16	not req'd	Oct-16
13	Ross Low	Director	Baptist Community Services NSW & ACT	Oct-13	Oct-14	required	Oct-14
14	David Maher	Director	Catholic HealthCare	Oct-11	Oct-14	required	Oct-14
15	Vacancy					required	Oct-15

**Aged & Community Services Association of  
NSW & ACT Incorporated  
Directors Election 2013**

**Declaration of Results for Uncontested Offices**

**E2013/227**

Below are the results of the election for the following offices, conducted in accordance with the provisions of the *Fair Work (Registered Organisations) Act 2009* and the rules of the organisation.

**Aged & Community Services of NSW & ACT Incorporated**

**Directors (5)**

Candidates

SADLER, Paul  
SEWELL, Mark W.  
SHAW, Alexander Lachlan McLean  
WALKERDEN, Steve

No further nomination was received

As the number of nominations accepted did not exceed the number of positions to be filled, I declare the above candidates elected.



Marie Malfitana  
Returning Officer  
29 August 2013





Our Ref: N13/239

Ms Viv Allanson  
President  
Aged & Community Services Association of  
NSW & ACT Incorporated  
PO Box 3124  
RHODES NSW 2138

Attention Ms Mira Sandré  
Email: [miras@agedservices.asn.au](mailto:miras@agedservices.asn.au)

Dear Ms Allanson

**Aged & Community Services Association of NSW & ACT Incorporated  
Schedule Election E2013/227 - Directors (5)**

Fair Work Commission has made arrangements with the Australian Electoral Commission under Section 189 of the *Fair Work (Registered Organisations) Act 2009 (the Act)* for me to conduct the above election.

I wish to draw your attention to Regulation 145 of the *Fair Work (Registered Organisations) Regulations 2009 (the Regulations)*, which provides that where an election or ballot is conducted by the Australian Electoral Commission, no steps in the election may be taken by any person without the Returning Officer's authority or direction.

I also wish to draw your attention to Section 190 of *the Act* which reads as follows:

***Section 190 – Organisation or branch must not assist one candidate over another***  
*An organisation or branch commits an offence if it uses, or allows to be used, its property or resources to help a candidate against another candidate in an election under this Part for an office or other position.*

*Maximum penalty: 100 penalty units.*

Section 190 is an offence provision of *the Act*. A contravention of Section 190 is also an irregularity.

If you have any questions about the operation of Regulation 145 or Section 190, please do not hesitate to contact me.

### Timetable

As discussed by phone, the timetable for the election is as follows:

Close of Rolls:	Friday, 2 August 2013
Nominations open	Friday, 9 August 2013
Nominations close	Friday, 23 August 2013 at 4:00 pm
Ballot opens	Friday, 6 September 2013
Ballot closes	Tuesday, 24 September 2013 at 10:00 am

### Notification to Members

I will send a copy of the election notice and nomination form to you tomorrow, which I will post to all eligible members of the association on Friday, 9 August 2013. Additional forms are available from my office on request.

### Candidate Statements

The registered rules of the organisation appear to be silent on the format, size or content for a candidate's Information Profile. If the rules are not amended to remedy this defect prior to Friday, 2 August 2013, I will use my authority under section 193 of the Fair Work (Registered Organisations) Act 2009 and require that Profiles:

- be no more than 200 words in length;
- be submitted as a word document, by email to [nswelections@aec.gov.au](mailto:nswelections@aec.gov.au) or on cd,

Profiles which do not comply with the above provisions will not be distributed to voters.

### Directions to supply Roll of Voters

Please supply the details of all members of your organisation who were financial as at Friday, 2 August 2013 and who are eligible to vote in this election in accordance with the rules of your organisation.

As Returning Officer conducting elections for your organisation I direct you to supply the following listings of members by the dates which are specified.

#### **Listings**

a) Name and member information (identified below), of every member and their appointed representative who was financial as at Friday, 2 August 2013 and is eligible to vote in this election in accordance with the rules of your organisation.

#### **Date Specified**

5 August 2013

on each of the dates specified to the right, four separate listings of the names of members who:

16 August 2013

19 August 2013

2 September 2013

- Were inadvertently included on listing (a)
- Were inadvertently omitted from listing (a)
- The names of members appearing on listing (a) who have ceased to be members by 2 September 2013
- Any change of address details for members appearing on listing (a)

### Electronic listings

Lists must be provided electronically on cd computer disk. If you are unable to provide a computer disk, on a data stick or similar usb media.

Files are to be in CSV (comma delimited) \*.csv format. If you are unable to supply information in csv format, please supply it as an Excel file. Lists should not be emailed as Commonwealth Guidelines provide that classified information, including personal information, should not be transmitted by email.

### Member Information for the Roll of Voters

A record for each eligible member is to include the following:

- Member name;
- Representative's surname;
- Representative's first name/s;
- Postal Address line 1;
- Postal Address line 2;
- Suburb;
- State;
- Postcode;
- 'Incorrect last known address' code (see below)
- "Workplace Address" Code (see below)

### Incorrect last known address

Please include in the listings a field for "Incorrect Last Known Address". If you have eligible members with a last known address thought to be incorrect, you should code those members as "Y" or "Yes" in this field.

### Workplace addresses

Please include in the listings a field for "Workplace Address". If you have eligible members with only a workplace address, you should code those members as "Y" or "Yes" in this field.

### Certification of Lists

I direct that each listing be accompanied by a certificate signed by you in the following terms:

"I certify that the accompanying listing on computer disk or similar media contains the *(include appropriate details)*. I further declare that the register of members has been maintained as required by Section 230(2) of the Fair Work (Registered Organisations) Act 2009.

The total number of eligible members listed is *(include figure)*."

I further direct that the listing and certificate as described above be supplied to me NO LATER THAN close of business on the date specified

### Confidentiality of Information

Regulation 131 of *the Regulations* requires that the Returning Officer must make a copy of the roll available for inspection and copying by members, and other persons authorised by the Returning Officer. However, sub-regulation 6 provides:



(6) *If a copy of a roll, or a copy of part of a roll, is made or supplied under this regulation, a person must not use information in the roll for a purpose other than:*

*(a) a purpose in connection with the election; or*

*(b) to monitor the accuracy of the information contained in the roll.*

*Penalty 10 penalty units*

If you do not want these documents to be made more broadly available than specified in sub-regulation 131(6), you should advise in your certification as follows:

*"I confirm that the above listing is to be treated "In Confidence" for purposes of this particular ballot only and is not for general distribution."*

Access to documents held by the Australian Electoral Commission, including data/computer files, may be requested under the Freedom of Information Act. Such requests are considered on a case by case basis. Therefore notating documents as "confidential" or "in confidence" may not necessarily prevent the documents from being released.

To comply with the Privacy Act 1988 I would also ask that you only include in the listings personal information about members that is specifically requested in this letter.

If you have any queries or concerns regarding the above please do not hesitate to contact me.

Yours sincerely



Marie Malfitana  
Returning Officer

26 July 2013

# Aged & Community Services Association of NSW & ACT Incorporated

## ELECTION NOTICE

Fair Work (Registered Organisations) Act 2009

Nominations are called for:

### Directors (5)

Written nominations that comply with the registered rules of the Association may be made at any time from Friday, 9 August 2013, and must reach me **not later than 4:00pm Friday, 23 August 2013**. Nominations cannot be withdrawn after this time.

A **Nomination form** is printed on the reverse side of this Notice. Additional forms are available from me or the Association's office, on request.

Candidates may submit a personal profile statement, of not more than 200 words in length, as a Word document. The profile must be attached to an email to [nswelections@aec.gov.au](mailto:nswelections@aec.gov.au) or on a CD and must be received no later than 4:00pm Friday, 23 August 2013.

### HOW TO LODGE NOMINATIONS

**By Post:** Australian Electoral Commission, PO Box 496, HAYMARKET NSW 1239

**By Fax:** 02 9375 6336

**By Hand:** Level 10, 59 Goulburn Street, HAYMARKET NSW 2000

**By Email:** A properly completed nomination form including all signatures may be scanned and submitted as a pdf file to [nswelections@aec.gov.au](mailto:nswelections@aec.gov.au). Note that emails greater than 6 Mb may not be accepted by the AEC's firewall.

The **ballot**, if required, will open on Friday, 6 September 2013 and close at 10:00am on Tuesday, 24 September 2013.

**Changed Address?** Advise the Association now.

**Note:** A copy of the AEC's election report can be obtained from the Association or from me after the completion of the election.

Marie Malfitana  
Returning Officer  
Tel: 02 9375 6364

9 August 2013



# 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"> <li>Declaration by Viv Allanson – Parra 4</li> </ul>
2. List of Offices	<ul style="list-style-type: none"> <li>Declaration by Viv Allanson – Annex A</li> </ul>
3. List of Office Holders	<ul style="list-style-type: none"> <li>Declaration by Viv Allanson – Annex B &amp; Annex C signed by Viv Allanson</li> </ul>
4. Branches	<ul style="list-style-type: none"> <li>Declaration by Viv Allanson – Parra 5</li> <li>There are no branches at the date of this statement and there have been no branches closed or opened in 2013.</li> </ul>
5. Elections	<p>Elections were held in September 2013</p> <p><u>Attached</u></p> <ul style="list-style-type: none"> <li>A declaration by the Australian Electoral Commission advising the results of the elections.</li> <li>ACS internal document recording which states completed results of the election and the positions held as at 01 October 2013 – Page 1 of 1.</li> <li>We advise that under the Association's Rules, elections for Directors are held each year. In 2013 the election process commenced in August 2013 and concluded in September 2013 with the declaration of results forwarded to our office by the Australian Electoral Commission.</li> </ul>
6. Memberships	<ul style="list-style-type: none"> <li>There are 276 Not-for-Profit Members and 13 Industry Advice Scheme Members as at 31 December 2013.</li> <li>There were 28 Employees as at 31 December 2013.</li> </ul>

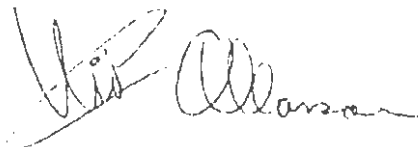


## DECLARATION

I, Viv Allanson, Chief Executive Officer of Maroba, 58 Edith Street, WARATAH NSW 2298 do declare that the following is true and accurate:

1. I am the President 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 in s. 233 (1)(a) and (b) of the *Fair Work (Registered Organisations) Act 2009*.
3. To the best of my knowledge and belief the list annexed hereto and marked 'B' & 'C' is a true and correct list of the office holders of the Aged & Community Services Association of NSW & ACT Inc. as required in s. 233 (1)(a) and (b) of the *Fair Work (Registered Organisations) Act 2009*.
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 2013 calendar year, been kept and maintained as required in s. 233 (1)(a) and (b) of the *Fair Work (Registered Organisations) Act 2009*.
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.

Viv Allanson  
PRESIDENT



.....  
Declared: 27 March 2014  
.....

Annex A

As at 31 December 2013, there are no offices or branches opened or closed in 2013.

Viv Allanson  
PRESIDENT

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

Declared: 27 March 2014

## Annex B

List of Office Holders of the Aged & Community Services Association of NSW & ACT  
Incorporated as at 31 December 2012.

OFFICE	OFFICE HOLDER
Ms Viv Allanson President	Chief Executive Officer Maroba 58 Edith Street WARATAH NSW 2298
Mr Paul Sadler Vice President	Chief Executive Officer Presbyterian Aged Care NSW & ACT PO Box 2196 STRAWBERRY HILLS NSW 2012
Mrs Alexandra Karen Zammit	Chief Executive Officer Thomas Holt 1-25 Acacia Road KIRRAWEE NSW 2232
Ms Louise Watters Director	Chief Executive Officer Port Stephens Veterans and Citizens Aged Care Shoal Bay Road SHOAL BAY NSW 2315
Mr David Goodhew Director	Director - Chesalon Anglicare Diocese of Sydney 18 Parks Street PARRAMATTA NSW 2150
Mr Phil Armstrong Director	Chief Executive Officer Banksia Villages Ltd 65 Heath Street BROULEE NSW 2537
Mr Stephen Teulan Director	Director UnitingCare Ageing NSW. ACT Level 4, 222 Pitt Street SYDNEY NSW 2000
Mr Mark Sewell Director	Chief Executive Officer Warrigal Care PO Box 435 ALBION PARK NSW 2527
Mr Robin Freeman Director	Chief Executive Officer Anglican Retirement Villages PO Box 284 CASTLE HILL NSW 1765



Annex B Cont.

Mr Raad Richards Director	Chief Executive Officer Carrington Centennial Care 90 Werombi Road CAMDEN NSW 2570
Mr Steve Walkerden Director	General Manager United Protestant Association NSW PO Box 273 WAHROONGA NSW 2298
Mr Alexander Lachlan McLean Shaw Director	Chief Executive Officer Royal Freemasons' Benevolent Institution PO Box A2019 SYDNEY SOUTH NSW 1235
Mr Ross Low Director	Chief Executive Officer Baptist Community Services - NSW & ACT (BCS) PO Box 655, Epping 1710 / 28A Cambridge Street EPPING NSW 2121
Mr David Maher Director	General Manager Catholic HealthCare Limited PO Box 858 EPPING NSW 1710
VACANCY	

Viv Allanson  
PRESIDENT



Declared: 27 March 2014



## Annex C

### Change of Office Holders

Aged & Community Services Association of NSW & ACT Inc.

#### 1. As per 2013 Elections

##### Outgoing

- Rex Leighton – retired in October 2013
- Stephen Judd – resigned in May 2013
- Elizabeth Orr – resigned in August 2012

##### Newly Elected Director

- Alexander Lachlan McLean Shaw – elected for a 3 year term

##### Reelected Directors

- Paul Sadler – elected for a 3 year term
  - Mark Sewell – elected for a 3 year term
  - Steve Walkerden – elected for a 3 year term
- No further nominations were received*

#### 2. Other changes

- Alexandra Zammit – elected by the Board in October 2013 for 1 year
- Ross Low – elected by the Board in October 2013 for 1 year
- Louise Watters – elected by the Board in December 2013 as a Casual Vacancy for 1 year
- One position is Vacant
- Kevin Klose – resigned in December 2013
- Nicole Schleicher – resigned in December 2013



**Viv Allanson**  
**President**

**Date:** 27 March 2014

