



**Australian Government**  
**Australian Industrial Registry**

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

**Ref: FR2006/522-[133N]**

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

Dear Mr Ireland

**Financial Return - year ending 30 June, 2006**

Our records show the organisation's financial year ended recently. This letter outlines some of the things you must do to meet your financial reporting obligations and when you have to do them. For simplicity, we will call the documents you have to lodge with us your *financial return*.

This letter is intended as guide to the law applicable on the date of this letter, and should not be used as a substitute for legal or accounting advice. We only summarise some of the reporting requirements in this letter. More detailed information is at the end of this letter.

**Information on AIRC Website**

We recommend you and your accountant/auditor also refer to the following documents on the Commission's website at [www.airc.gov.au](http://www.airc.gov.au):

- [RAO Schedule](#)
- [RAO Regulations](#)
- [Registrar's Reporting Guidelines](#) - All GPFR's must comply with these Guidelines. Please note that the Guidelines set out requirements that are *in addition* to those required by the Australian Accounting Standards.
- [RAO Fact Sheets](#) - These Fact Sheets explain the requirements of the RAO Schedule - many of them deal with financial reporting matters.

**Reporting Unit**

Under the provisions of the Registration and Accountability of Organisations Schedule (RAO), Schedule 1 of the *Workplace Relations Act 1996*, reporting entities are known as "*reporting units*". Where an organisation is **not** divided into branches the reporting unit is the whole of the organisation. Where an organisation **is** divided into branches each branch will be a reporting unit unless the Industrial Registrar has determined a division of the organisation into reporting units on an alternative basis. We can discuss this with you if you need more information.

For simplicity, we will use the term "reporting unit" in this letter.

## Industrial Registrar's Guidelines

The Industrial Registrar's reporting guidelines set out certain disclosure requirements in addition to those prescribed by Australian Accounting Standards having in mind the nature of organisations registered under the Workplace Relations Act.

The disclosure requirements prescribed by the reporting guidelines are directed towards providing members of the reporting unit with information to enable them to gauge the performance of the committee of management and other holders of office in relation to the financial management of the reporting unit. In addition, the reporting guidelines seek to improve the quality of information available to users of the financial report about the reporting unit's economic support of, or economic dependency on, other reporting units of the organisation.

### Timeline Planner and Checklist

We have attached a Timeline/Planner (*Attachment A*) to help you **plan** your financial return and carry out all the necessary steps. We have also attached a Document Checklist (*Attachment B*) to **check** your documents before lodging them in the Registry. Both documents are abbreviated summaries of the relevant provisions of the RAO Schedule, RAO Regulations and the Industrial Registrar's Reporting Guidelines.

In the following section we describe some of the documents your reporting unit must prepare and the sequence of their preparation and completion.

### Three Reports

Your reporting unit must prepare two reports as soon as practicable after its financial year, which, together with the Auditor's Report, comprise the reporting unit's financial return.

1. **General Purpose Financial Report** - this must comply with the Australian Accounting Standards and the Industrial Registrar's Reporting Guidelines. The GPFR consists of:

(a) Financial Statements containing:

- a profit and loss statement, or other operating statement; and
- a balance sheet; and
- a statement of cash flows; and
- any other statements required by the Australian Accounting Standards; and

(b) Notes to the Financial Statements containing:

- notes required by the Australian Accounting Standards; and
- information required by the Industrial Registrar's *Reporting Guidelines* under section 255 including disclosures related to any recovery of wages activity ; and

(c) Committee of Management Statement as required by the Registrar's Reporting Guidelines (a sample certificate for illustrative purposes is at Attachment C) including declarations related to the recovery of wages activity.

2. **Operating Report** - this report includes a review of your reporting unit's principal activities for the year and other specified information.

Your reporting unit must appoint an auditor to audit the GPFR and to provide:

3. an **Auditor's Report**.

### First Meeting (Committee of Management)

For simplicity, we will call the meeting at which the committee of management first considers the GPFR the first meeting. At the first meeting your committee, if satisfied that all is in order, will resolve to express its opinion on the GPFR and complete a Committee of Management Statement.

## **The Auditor**

After the first meeting, the auditor takes the GPFR and the Committee of Management Statement and prepares a report on the GPFR. In practice, your auditor may have already completed most of his or her examination of your accounts. The auditor may only be waiting on the Committee to pass the required resolution and make the Statement before signing the report the same day.

## **Informing Your Members**

Your reporting unit must provide free of charge to the general membership, copies of the GPFR, the Operating Report and the Auditor's Report. RAO calls these the "full report". Under certain circumstances, your reporting unit can provide a more limited *concise report*.

The reporting unit can meet its obligation to provide copies of the full or concise report to members by publishing the report in a journal that is available to the members free of charge.

A reporting unit may meet this obligation in whole or in part by publication of the report in a journal published on a web site on the Internet dependent on:

- a. the extent of the accessibility of the members of the reporting unit to the Internet; and
- b. that the members are notified by the reporting unit in the usual manner in which it communicates with its members that the report has been so published at a specified Internet address.

The report must be provided within 5 or 6 months from the end of the financial year, depending on the internal arrangements of the organisation for the presentation of its financial reports.

## **The Second Meeting - if it is a General Meeting of Members**

After providing the full report to members it must be presented to a general meeting of members. For simplicity this is referred to as the *second meeting*.

Your reporting unit must always allow a minimum of 21 days for members to receive the full report before presenting it to a general meeting of members (s265(5)). The purpose of the interval is to enable the members to have time to consider the report and, if they wish, to attend the second meeting to discuss it.

If the rules of the organisation permit a general meeting to be a series of meetings held at different locations, the full report may be presented to such a series of meetings. In this case the 'date' of the general meeting is taken to be the date of the last meeting in the series (see s266(2)).

## **The Second Meeting - if it is a Committee of Management Meeting**

If the rules of your organisation contain a provision that allows up to 5% of members to demand a general meeting to be held consider the report (see s266(3)), it is permissible to present the report directly to a Committee of Management meeting.

## **Lodge full report within 14 days of meeting**

You must lodge a copy of the full report and any concise report in the Industrial Registry within 14 days of the second meeting. For your convenience you are encouraged to lodge the material electronically (see eFiling Tab at [www.airc.gov.au](http://www.airc.gov.au)).

The Secretary (or another officer appropriately authorised under the rules of the organisation) must *certify* that the full report is a copy of the one provided to members and presented to the second meeting and provide the date of the meeting (a sample certification for illustrative purposes is at *Attachment D*).

When we receive your return we will check that it includes the information you must provide your members and that you have provided it to them correctly.

## **Complying with time limits**

This letter has outlined some of the steps in preparing and lodging your return. Many of the steps must be completed within fixed time limits.

Failure to complete them in time could make your reporting unit or its officers liable to financial or "civil penalties".

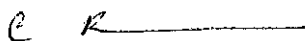
### **Extensions of Time**

We appreciate that sometimes circumstances beyond your reporting unit's control may delay completion of a financial return. If you believe your reporting unit is going to be unable to meet a time limit tell us as soon as you know. We can advise you if the step is one for which you may apply under RAO to the Industrial Registrar for extra time to complete. The maximum extra time allowed can be no more than one month.

### **Contact the Registry**

We encourage you to contact the Registry on (02) 8374 6666 or by e-mail at [riasydney@air.gov.au](mailto:riasydney@air.gov.au) as early as possible if you believe preparation or lodgment of your return will be delayed or if you have any queries. We can offer you advice on procedures but we cannot give you legal or accounting advice.

Yours sincerely



For Deputy Industrial Registrar...  
1 August, 2006



Aged & Community Services  
Association of NSW & ACT  
Incorporated

## ACS Annual Report 2005/2006



→ Former Executive  
Secretaries:  
Ted Ford, Philip Hogan

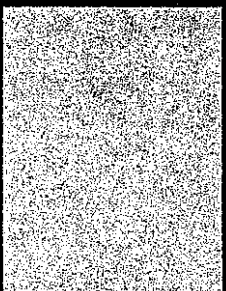


→ Former Executive Directors:  
Michael Keats, Isobel Freen



→ Past Presidents:  
Don Coburn, Noel Howard,  
Ian Wilson, John Griffiths,  
John Ireland

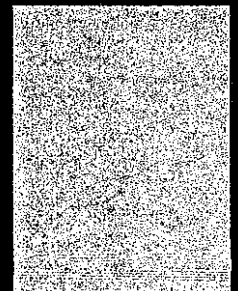
# OVER THE HORIZON 40 YEARS ON



Treasurer  
John Cowland



Secretary  
Paul Sadler



# ACS Mission Statement

## Our mission

Providing leadership to the aged and community care sector and empowering and supporting ACS member organisations to provide quality aged and community care services.

## Our vision

Achieving measurable improvements in the well-being of residents and clients of member organisations by influencing government policy, advising on good governance and providing quality education.

## CONTENTS

ACS Mission Statement	1
ACS at a glance	2
ACS Board 2005/2006	3
President's report	5
CEO's report	6
ACS Consultancy Service	7
From cottage industry to national priority	8
Championing community care	9
ACS has come a long way	10
Industry influence ACS Advisory Committees	11
Industry influence Business development report	17
Membership ACS Regional Committees	19
Membership ACS Membership	26

Aged & Community Services  
Association of NSW & ACT

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

Ph: 02 9743 4066

Fax: 02 9743 4556

## ACS at a glance

Number of member organisations represented at July 2005 .....	297
Number of member organisations represented at June 2006 .....	300
Number of facilities / services and beds / places at June 2006	
High care facilities .....	221
Places .....	11,862
Low care facilities .....	481
Places .....	21,948
Retirement villages .....	411
Self care units .....	14,891
Members providing	
CACP/EACH .....	88
CACP/EACH places .....	8,794
CACP/EACH programs .....	207
Members providing community care services including	
CACP/EACH .....	119
HACC .....	185 (\$58,780,767)
OCCS .....	157 (\$52,439,762)
Number of community care services .....	557
Industry Advice Scheme members .....	18
High care facilities .....	19
Places .....	1,549
Low care facilities .....	3
Places .....	140
Retirement villages .....	1
Self care places .....	101
Community care services .....	13
Number of Corporate Supporters .....	71
Website	
Estimated number of visits annually .....	47,922
Estimated number of hits annually .....	1,701,286

# ACS Board 2005/2006



**Carol Allen**

Position on the Board: Senior Vice-President  
(resigned March 2006)

Years of industry service: 28

Employer: Anglicare (retired March 2006)

Title: General Manager Aged Services



**Pauline Armour**

Position on the Board: Director

Years of industry service: 28

Employer: Catholic Healthcare Ltd

Title: Director, Mercy Community Care



**Philip Armstrong**

Position on the Board: Director

Years of industry service: 11

Employer: Banksia Villages Ltd

Title: Chief Executive Officer



**John Baremans**

Position on the Board: Director

Years of industry service: 12

Employer: Abel Tasman Aged Care Services

Title: Director & Hon Treasurer

Employer: Juliana Village Association Ltd

Title: Chairman of the Board



**Michael Barry**

Position on the Board: Director  
(resigned August 2005)

Years of industry service: 12

Employer: Autumn Lodge Village  
Incorporated

Title: Executive Officer

**Denis Byron**

Position on the Board: Director

Years of industry service: 9

Employer: Anglican Care

Title: General Manager



**John Cowland**

Position on the Board: President

Years of industry service: 28

Employer: Illawarra Retirement Trust

Title: Chief Executive Officer



**Errol Curran**

Position on the Board: Director

Years of industry service: 14

Employer: Nambucca Valley Care Limited

Title: Deputy Chief Executive Officer



**Dr June Heinrich OAM**

Position on the Board: Director

Years of industry service: 16

Employer: Baptist Community Services  
NSW & ACT

Title: Chief Executive Officer



**John Ireland AM**

Position on the Board: Hon Treasurer  
(previously President)

Years of industry service: 28

Employer: Southern Cross Homes (NSW) Inc

Title: Chief Executive Officer





## ACS Board 2005/2006

(continued from page 3)



**Sue Irvine**

Position on the Board: Director  
(resigned September 2005)

Years of industry service: 13

Employer: Anglican Retirement Community  
Services

Title: Chief Executive Officer



**Wendy Jeskie**

Position on the Board: Director

Years of industry service: 18

Employer: St Vincent de Paul Society  
Aged & Special Care Services Ltd

Title: Chief Executive Officer



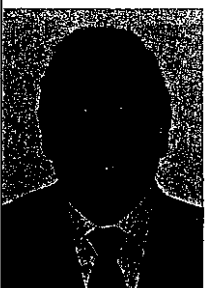
**Stephen Judd**

Position on the Board: Director

Years of industry service: 11

Employer: The Hammond Care Group

Title: Chief Executive



**Kevin Klose**

Position on the Board: Director  
(appointed November 2005)

Years of industry service: 22

Employer: Strathearn Village

Title: Chief Executive Officer



**Rex Leighton**

Position on the Board: Director  
(resigned September 2005)

Years of industry service: 19

Employer: IRT Peakhurst Retirement Village

Title: Corporate Policy Manager

**Gillian McFee**

Position on the Board: Director

Years of industry service: 21

Employer: UnitingCare Ageing

Title: Director



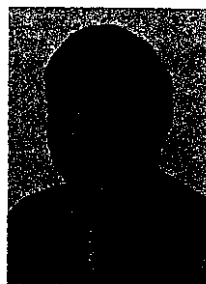
**Jack Murphy**

Position on the Board: Director

Years of industry service: 20

Employer: Thomas Holt Villages

Title: Chief Executive Officer



**Elwyn Townsend**

Position on the Board: Junior Vice-President  
(appointed May 2006)

Years of industry service: 16

Employer: Presbyterian Aged Care  
NSW & ACT

Title: Chief Executive Officer



**Ian Wilson OAM**

Position on the Board: Senior Vice-President  
(appointed May 2006 -previously  
Vice-President, President)

Years of industry service: 30

Employer: Warrigal Care

Title: Chief Executive Officer



# President's Report



**John Cowland,**  
ACS President

It is with some sadness that I write my final report as President of ACS NSW & ACT, as over the last eight or so years I have enjoyed being a part of the industry's representation team. I hope people feel that in some small way I have helped the industry and the members in their very difficult task of the increasingly complex and intense task of providing aged care.

In my time on the Board I have received great encouragement and support from many people, but I would like to mention especially Carol Allen, Ian Wilson, Elwyn Townsend, Noel Howard and John Ireland for their encouragement and efforts in this time. In the staff area we have been very fortunate to have people such as Michael, Isobel, Paul, Ted, Geoff, Jill and Pat along with many others working hard for ACS.

This year seems to be an almost year, where lots of proposals have been mooted but few concluded.

One of the few to have come to any conclusion was the prudential arrangement and the result, whilst not perfect, is a long way better than early suggestions would have indicated. Our National Peak, ACSA, has worked hard and long to get a

result that is acceptable and keeps our low care RCFs viable.

ACFI does not appear to be near completion and has been delayed until at least mid 2007. First indications are not good for the smaller low care RCFs that provide an essential service in so many of our country areas. Whatever the eventual outcome the Government must ensure there is relatively close and available accommodation for our senior citizens requiring care.

The proposals for elder abuse are regretted in that no level is acceptable and we support actions to eliminate abuse from our homes and, more importantly, older peoples' own homes, but the regulations must ensure they do not tie everyone in red tape after the unfortunate event, rather than eliminating it in the first place.

So, best wishes to you all and goodbye. ☺

*John Cowland*  
John Cowland

## CEO's Report



Paul Sadler,  
ACS CEO

As ACS celebrates its Fortieth Anniversary, it is appropriate both to reflect on the past and, as the theme of our new Strategic Plan suggests, look over the horizon to the future.

### 40 Years On

The Association of Voluntary Geriatric Agencies (NSW) was first formed in 1965. It was created to develop an industrial award covering conditions of employment and rates of pay for workers in residential aged care services. The name was changed in 1969 to the Voluntary Care Association and it became an industrial union of employers under the NSW Industrial Arbitration Act.

In 1991 the Association became known as the Aged Services Association (ASA), reflecting the growth of a distinct aged services industry. In July 2001 the name changed to Aged and Community Services Association (ACS), reflecting the increasing role of the Association in representing, and its members in providing, community care services.

Throughout this time, the Association moved offices a number of times and its scope expanded from its original industrial base. Political lobbying, professional advice, education courses, conferences and events, a corporate supporters scheme, services to for-profit providers, consultancy services have all been added to the repertoire over the past 40 years.

From an entirely volunteer basis in the early years, at the end of the current financial year ACS employed 24 staff. However, the volunteering ethos continues. During 2005-06, no less than 132 member representatives and others were actively involved in the Board and advisory committees, with many more members actively participating in ACS regional committees.

### The Past Year

As ever, the Annual Report provides a comprehensive account of the activities of ACS in 2005-06. I want to draw attention only to a few highlights.

#### External

As ever, ACS was active in representing members in a range of diverse areas. Some of the most significant changes have occurred with the introduction of the Federal Government's WorkChoices legislation, which has transferred most NSW members out of the State industrial jurisdiction. The consequent changes are profound and many aspects of the legislation complex to say the least. However, they also provide real opportunities for members to create workplace agreements tailored to their own circumstances.

ACS lobbied and helped members respond to a range of other regulatory changes, including the conditional adjustment payment, prudential legislation and assets testing changes for residential care, a new food safety regime, reviews of the *Retirement Villages* and *Occupational Health & Safety Acts* in NSW, and a review of planning arrangements for aged persons housing.

ACS, in cooperation with ACSA nationally and other state peak bodies, provided input into the Council of Australian Governments' (COAG) deliberations on the future of the Australian health system and its workforce. The recognition of some long-neglected areas, such as younger people in aged care facilities and mental health services, was very welcome.

COAG also affirmed the importance of improvements to assessments, setting a target of December 2007 for changes in the Aged Care Assessment and the HACC Programs. After this, the community care reform strategy *The Way Forward* began to pick up pace.

Two particular issues have consumed much of the Association's time in 2005-06. The first was the trial of the Aged Care Funding Instrument (ACFI), slated to replace the Resident Classification Scale (RCS) from mid 2007. With reports increasing of vacancies in some residential care services, a funding tool that is to take money from low care and give it to high care poses many risks for ACS members.

Secondly, a media panic at the beginning of 2006 refocused attention on the scourge of elder abuse. ACS (along with ACSA) was prominent in responding proactively to both the media coverage and the subsequent flurry of government reaction. While some of the responses announced so far will not please all (or any?) members, the knee-jerk politicking would have been much more damaging without ACS.

#### Internal

Undoubtedly the highlight of the year for the staff was our move to new office accommodation in Rhodes in November 2005. The spacious new office includes a large training room and board room. It is a quantum leap ahead of previous office space occupied by ACS and reflects the increased professionalism of the organisation.

The organisation's underlying financial strength underpins this move. Our support from members remains solid. It is now supported by a Learning Centre turning over well in excess of \$1 million per annum and a growing consultancy business that exceeded its financial targets handsomely in

only its first full year of operation. The Corporate Supporters Scheme continues to grow and is now operating nationally via ACSA and our sister State Associations.

Increasingly ACS's expertise is being recognised by external bodies. ACS received government grants worth over \$700,000 in the past year, mainly to run training and education projects of various kinds. Our Registered Training Organisation has now been confirmed by VETAB as able to provide the Certificate IV in Aged Care Work. ACS is being contracted to organise conferences for other organisations, a reputation well deserved after hosting successfully both the ACSA National Conference in Canberra and the first ACSA National Community Care Conference in Sydney.

All this means that ACS has just achieved its ninth year out of the past ten in surplus and has healthy reserves to underpin our future development.

## Looking Over the Horizon

During the year, the ACS Board adopted a new Strategic Plan, covering the period from 2006 to 2009. The plan responds to the changing face of the aged and community care industry and the need to 'look over the horizon' so as to anticipate and respond to future social and policy changes as Australia's population ages.

Our strategic domains for action through to 2009 are:

1. Being the industry's voice and advocate
2. Serving and equipping members for growth
3. Growing through membership, alliances and amalgamations
4. Looking over the horizon for emerging opportunities.

The plan has seen each of the ACS Business Units working on their own plans to achieve the new goals. Already some new directions are emerging, such as a greater focus on involvement in and promotion of research as we look to inform policy and practice in the future.

## Conclusion

ACS can look back at the last forty years with pride. We have achieved much over that time, thanks to the hard work of many dedicated people. My thanks especially to the ACS managers and staff who did so much for our members in 2005-06. I would particularly like to mention Patricia Swaine, my Personal Assistant and ACS's longest serving staff member. Many is the time we seek Pat's encyclopaedic knowledge of our collective history. Thank you once again to our Board, advisory committees and regional committees. The enthusiasm of so many of our members is critical to our success.

I could not finish without mentioning John Cowland, our retiring President, and Carol Allen, who resigned as Senior Vice President early in 2006. John and Carol exemplify the strengths of ACS: dedication beyond the call of duty; loyalty over the long-term; preparedness to champion change; a deep commitment to the best interests of older people above all else. My personal thanks to both of you for steering me through my first six years at ACS. ●

*Paul Sadler*

Paul Sadler

# ACS Consultancy Service



The Aged & Community Services Association of NSW & ACT (ACS) established a Consultancy Service commencing in January 2005.

This was as a result of requests by members for assistance in various operational procedures to ensure compliance with legislation, future viability and the provision of high quality services to recipients.

At the completion of the first eighteen months of operation, the Consultancy Service has exceeded the projected financial targets and the demand for services continues to increase.

The services provided have covered residential care with an increasing interest from community care services and projects from the successful outcome of tenders from the Australian Government

Department of Health & Ageing and NSW Department of Ageing, Disability & Home Care.

Two part-time consultants were employed in January 2005 and this has recently increased to four part time consultants.

The Consultancy is able to offer a wide range of services including strategic planning, implementation and review of continuous quality management systems, including ongoing support to management and staff, mentoring of new key personnel staff and review of management or organisational structures, documentation and funding.

With these increased resources, the ACS Consultancy Service is readily available to assist residential, community care and retirement village providers into the future. ●

# From cottage industry to national priority

*An interview with Ian Wilson OAM, Chief Executive Officer of Warrigal Care and ACS Senior Vice-President.*



**Ian Wilson OAM,**  
*Chief Executive Officer of  
Warrigal Care and ACS  
Senior Vice-President*

Ian Wilson has been involved with ACS and its predecessors since 1976. In that time he's seen aged care evolve from a cottage industry to a major area of focus for the Australian government and people. Over the years Mr Wilson has gained many benefits from ACS membership, not least of which has been the mentorship of senior members:

"There are obvious direct benefits of ACS membership, such as the industrial advice and the education and training aspects. But I think the benefit of the organisation is much deeper than that. I've always had a personal belief that there's power and strength in numbers, and that an industry such as ours needs to collaborate and share experiences, aspirations and ideas.

"One of my mentors was the late Don Coburn, a former Association President and CEO of Anglican Retirement Villages. Don was, if you like, a senior statesman in the industry, and I certainly learnt a lot from him. He used to work on the principle that there were no secrets and if you wanted to know something about how to manage a place or you had difficulties in different areas of the work, you only had to ask him and he'd give you his advice.

"Another one was Noel Howard – another President of the Association – from the Illawarra Retirement Trust. In the very early days, when I began attending ACS meetings, Noel took me aside and gave me advice on particular issues. So, there are lots of those sorts of benefits. Somebody who participates in ACS can gain from all of that."

Helping raise the profile of aged care and embracing community care providers are two of ACS's most noteworthy achievements, according to Mr Wilson. "Ten or 15 years ago aged care wasn't regarded as a significant issue in Australia – it was just something that happened. Whereas in the last Federal election campaign, we managed to get aged care into the top five items of concern, and I believe things have moved on a long way since then.

"The decision to welcome community care providers has also been significant for us. It's certainly seen a big growth in the Association, but it's also seen a strengthening of the aged care provider situation across the board, from community care right through to nursing homes."

Mr Wilson also appreciates ACS's guidance on Federal Government policy. "ACS has been able to give a lot of leadership on the national horizon. We need to have influence at a national level if we're going to have influence in the industry," he said.

"It's important we have a strong voice at the national board table of Aged and Community Services Australia and ACS has had that. In my view, ACS has been a constructive leader, having had a big part to play in raising the aged care profile in Australia."

Looking forward, Mr Wilson would like to see ACS further strengthen its leadership role within the aged care sector. "ACS has matured over the years. Thirty years ago it was pretty much a cottage association for a cottage industry. Today, it's a highly professional body – it's a well staffed, well managed and a highly regarded strategic organisation."

"But I think the nature of the industry in Australia, with the strong government controls, means that too often we are reactive, primarily to government initiatives. We don't have the opportunity to plan our own destiny. I think that's something, in the days ahead, we've got to focus on more."

"The Government has made it quite clear that the ageing of the Australian population is a significant issue for the nation and, therefore, it retains its high level of importance in the political spectrum. So we have to be responsible and innovative in the way we deal with the Government, and how we manage the coordination of aged care in Australia.

"As an industry association, we always run the danger that we won't see something coming at us until it's come too close or it's hit us. We've always got to be viewing the horizon and, hopefully, seeing over the horizon."

"In other states we have seen amalgamations of 'for-profit' and 'not-for-profit' organisations into single industry organisations. In NSW/ACT, we see that as a potentially significant threat to not-for-profit aged care providers, particularly in terms of our tax-free status. So, we've taken the very strong view that we should work co-operatively with our for-profit colleagues, but we need to remain separate. We want to remain strong and represent those whom we believe we were established to represent." ●

# Championing community care

*An interview with Prue Sky, Executive Officer of Community Care (Northern Beaches) and a member of the ACS Community Care Advisory Committee.*



**Prue Sky,**  
*Executive Officer  
of Community Care  
(Northern Beaches)  
and a member of the  
ACS Community Care  
Advisory Committee*

**A**CS has been an invaluable source of information and support for Prue Sky, Executive Officer of Community Care (Northern Beaches). She also appreciates the political lobbying it has undertaken to improve community care policy.

Community Care (Northern Beaches) is a community-based provider established in 1990. Specialising in services for people with complex care needs, it targets frail, aged people; people with disabilities; and people with dementia who want to stay in their own homes.

While Ms Sky's organisation joined ACS to access information on various government guidelines and funding sources, she has found it helped give her a greater understanding of the community care sector as a whole.

"We joined in 1997, because up until then our funding had always been through Home & Community Care. When we got Community Aged Care Packages the time was right to get a handle on the implications of working with a different set of guidelines, for a new source of funding.

"But ACS also gave us a broader understanding of the aged care sector overall. Because we're specifically a community service provider, one of the major benefits has been getting an understanding of the residential sector and their issues, and also the interface between residential and community care.

"I've been able to meet a broad range of service providers, from both city and rural areas. This has helped me to understand that some of the issues our organisation faces are actually systemic issues.

"For me, ACS is almost like a think-tank where I can learn from my peers. One of the things I particularly like about the Community Care Advisory Committee is that it has a range of providers – from the very largest to quite small – and there's a very respectful relationship around the table.

"We have very frank discussions, and we don't always have to agree. But it's a forum where you feel your views can be aired, and it's surprising how much commonality you find."

When asked about the benefits of being a member Ms Sky said she'd gained, "infinitely more than I originally imagined". She said one of the biggest benefits was having an opportunity to access aged and community care policy makers.

"ACS gives greater access to decision makers for our organisation, than – because of our size – we would otherwise get. Having the opportunity to influence and discuss policy with Government bureaucrats, and contribute to the formulation of policy responses and recommendations has been extremely beneficial.

"Our influence is a little bit more effective. But also, in a much more positive light, we can contribute more broadly to the whole debate of where aged and community care should be going and what the issues are likely to be."

Ms Sky also appreciates ACS' success in raising the profile of some of the "big picture issues" facing the community care sector.

"I think one of ACS' major achievements has been increasing the attention on community care. In the early days of looking at community care reform it did some very strong and effective lobbying, along with ACSA, to influence the Department of Health & Ageing to move towards streamlining community care.

"The fact we've managed to have a very strong voice at the table, as an association, has been really terrific. And I do think the leadership of Paul Sadler has been pivotal in that.

"ACS has also been able to attract enormous interest in its conferences, which provide a huge networking opportunity for the community care sector. The conferences showcase best practice and help instigate some debate about those issues where we might not always all agree."

Ms Sky sees some "major issues on the horizon in community care", including workforce issues, resource limitations and the ageing population. But she also believes the streamlining of services will continue to be a challenge for ACS.

"While the rhetoric of Government is about streamlining services, they are constantly rolling out new programs with specific guidelines which actually mitigate against streamlining. So I think one of the major challenges for ACS is to keep on pushing for genuine streamlining and to make sure accountability mechanisms are clear and fair, but don't inhibit organisational creativity and innovation.

"Another major issue will be trying to maintain a focus on encouraging organisations to be creative and thoughtful in the way they provide services, to be proactive in identifying models of best practice, and to push the boundaries a bit and not settle for second best." @

## ACS has come a long way



Noel Howard

ACS has come a long way since its inception in 1965 – a time when the hand of government lay heavily on the aged care sector. Former ACS President (and Life Member) and former CEO of Illawarra Retirement Trust, Noel Howard, relates some of the organisation's early dealings with government.

In those days, the 60s and right into the 70s, you couldn't just build a nursing home. Under the law, I recall you had to create eight self-care units to qualify for one nursing bed. The government dictated the whole scale of your operation.

There was funding, there were capital grants on all levels for self care and nursing homes. But the formula was very hard to meet, so the Illawarra Retirement Trust ventured into self-care units first to be eligible and, of course, from there we developed our very first project – a place called Diment Towers after Dr Max Diment, a co-founder of the Trust. A humble little building, 12 storeys high and housing 148 people in the middle of Wollongong.

I can remember W C (Bill) Wentworth, the Minister at the time, saying that the formula had to be met, so come and see me and we'll fix it up. I'll tell you how people fixed things up in those days.

We went into the office of the Director-General of aged care – or community services as they called it then – and Bill Wentworth said I'll follow and he came in and sat in on the meeting. We had this chart and we had to prove we had the 148 units all occupied before they would agree to this grant for a nursing home.

Dr Diment's only aim was to get that nursing home and get it quick. However, we hadn't been able to allocate the units even though we were fundraising, we employed consultants, we did everything, but we probably had eight or nine names and the rest was blank paper and good intentions.

The Director-General said, now let me have a look at your program on how many people you've got there. Well, I was just dumbfounded and went to hand it over. Billy Wentworth picked it up and said, 'Isn't it good? We've taken a look at this list and can proceed.' The Director-General didn't question the

Minister. Bill Wentworth, as anyone who knew him would know, was just the type of man to get away with it.

It wasn't very long before all those units were taken and the Trust went on its merry way with a big rush.

Everywhere you turn now there are new nursing homes, hostels and home care. It is absolutely wonderful that we can now look after so many old people. We could not have done it doing the things we were doing back in the 70s.

Little boxes – that's what they built for people then. Government control said every unit had to be a maximum size, you weren't allowed to go any bigger, no matter what, and what you ended up with were little flats, little units with little toilets and little kitchenettes, which we wouldn't accept in this day and age.

I complained to one minister, Margaret Guilfoyle, in the strongest terms and fought for a change, but we were instructed that you had to build nursing homes with four and eight beds per room. I built an enormous amount of one bedroom, two bedroom units in Milton and Wollongong and was put over the coals by Margaret Guilfoyle.

I invited her to have one night in Towradgi Park Nursing Home in a four-bed ward and then I would believe what she was saying. I was in Canberra with the Lord Mayor of Wollongong and I said if you stay one night Minister in a four-bed ward, I will accept what you say.

Margaret Guilfoyle was a very fashionable and stately lady and she just looked and said, 'Alderman Howard, I think I will by-pass your offer and ask my office for further advice.'

After that I received a note saying we could build single beds, but the extra cost would be on us. So we built the single beds and we paid the extra cost. It saved the Trust a lot of money because they all eventually had to upgrade to all single rooms.

If some of the public servants got their way, the voluntary sector would really be begging for more money, as they had to back in the early days.



# ACS Advisory Committees 2005/2006



Pauline Armour

## Community Care Advisory Committee

Chair: Pauline Armour

The Community Care Advisory Committee has throughout 2005-06 been strong in committee membership and active in the range of issues addressed. Community Care continues to evolve and the Committee has given particular attention to the following areas:

- *The Way Forward: A New Strategy for Community Care* presented several opportunities for the sector to comment on action items such as Intake Assessment for Basic Care, Carer Eligibility and Needs Assessment, and Comprehensive Assessment.
- The Australian Government introduced the Quality Reporting Framework in mid 2005 incorporating the Community Aged Care Packages, Extended Aged Care at Home and National Respite for Carers programs. The Committee has monitored this implementation to ensure consistency and compatibility with relevant program standards and guidelines.
- Supported the organisation and success of the inaugural ACSA National Community Care Conference hosted by ACS NSW & ACT in Sydney, May 2006 with over 1000 people in attendance. The success and feedback from this event has resulted in the ACSA national board approving a second National Community Care Conference in 2008 in Sydney.
- The formation of a sub-committee to provide input into national lobbying by ACSA on the future of the Day Therapy Centre program funded by the Australian Government. This work

assisted in the development of a Discussion Paper released in May 2006.

- Monitored the implementation of the Integrated Monitoring Framework in 2005 by the Department of Ageing, Disability & Home Care. This initiative has produced a new level of accountability to HACC funded organisations in NSW.
- Provided input into the development and implementation of the new data requirements within the Minimum Data Set (MDS) Version 2 of the NSW HACC program.
- Contributed to the HACC Service Type Reviews of Case Management, Home Maintenance & Modifications, Respite, Social Support and Centre Based Day Care undertaken by consultants on behalf of DADHC.
- WorkCover Assist 2005 grant – a sub committee was established to inform the development of a DVD titled *Identifying Hazards in Community Care* to support the existing ACS training package. The DVD was officially launched by WorkCover in June 2006.
- Several Committee members have nominated to inform the progression of Key Performance Indicators for Financial Benchmarking in community care. This work is in collaboration with members of the ACS Finance Managers Advisory Committee.
- Community Care Workforce Forum – a sub-committee has been established to assist in the planning and organisation of a forum specifically addressing community care workforce issues within NSW, to be held in October 2006. ●



## ACS Advisory Committees 2005/2006



Carol Allen



Elwyn Townsend

### Residential Care Advisory Committee

Chair: Carol Allen and Elwyn Townsend

ACS Support: Jill Pretty and Robyn Holden

The Committee has been active on many fronts this year, with one of the key issues being the introduction of new Federal legislation focusing on the abuse of older people in residential care. The Committee has made valuable contribution to the proposals around police record checks, compulsory reporting and changes to spot check regimes.

The Committee has been proactive in the following activities:

- Following legal advice that there are no impediments to the introduction of ACS' Medication Guidelines, the Committee reinforced ACS' policy and continued to advise on their implementation.
- The Committee actively monitored and provided advice on the changes to the probate and prudential requirements in the *Aged Care Act*.
- Monitoring and reviewing the Commonwealth's initiative on the new Aged Care Funding Instrument.

The Committee has been working to bring industry concerns about existing and proposed regulatory compliance matters to the attention of governments by providing formal and informal advice on issues such as:

- the introduction of the NSW Food Authority's food standards in aged care.
- an appropriate funding tool that reduces paperwork.

- responding to the NSW Audit Office performance audit to assess how well the NSW Department of Health assists elderly people to access residential aged care.
- feedback on round 3 accreditation. This feedback complemented the formal responses received from members to ACS' Post Accreditation Survey. The Committee also monitored the outcomes of the Queensland Office of the Agency, which began auditing NSW facilities located in the Northern Rivers region this year.
- the NSW Health *Fit for the Future* paper which maps the proposed future directions for NSW Health over the next 20 years.

The Committee initiated a new project - researching the feasibility of developing a model of residential aged care, the aim of which is to maximise workforce flexibility and enhance the person-centred approach. The Committee will continue to explore partnerships and funding options over the coming year.

The Committee farewelled Carol Allen, the long standing Chair of the Committee, and acknowledged her significant contribution to this Committee and to residential aged care over 25 years.

This has been a busy, innovative and challenging year, which concluded with many positive outcomes. Committee participation has been active, vibrant and energetic representing a diversity of competencies and skills.

I would like to thank each member of the Committee for the very generous contribution of their time and commitment during the year. ☺



John Baremans

### Purchasing Reference Group

Chair: John Baremans

The Purchasing Reference Group focused its work in 2005-06 in reviewing and providing input on the new initiative in aged care purchasing undertaken by Church Resources. In March 2006, ACS and Church Resources co-sponsored a joint seminar on vehicle purchasing, attended by around 40 people. ACS has also promoted the importance of purchasing via articles

and conference presentations. A follow-up member survey on current practices on purchasing was conducted in 2006.

The Reference Group's quarterly meetings continue to provide a venue for exchanging information about opportunities for discounts and joint purchasing and monitoring the contracts relevant to aged care offered by NSW State Procurement. ☺

## ACS Advisory Committees 2005/2006



John Ireland



Phil Armstrong

### Self Care Advisory Committee

Chair: John Ireland/Phil Armstrong

The Self Care Advisory Committee has experienced a year of consolidation, with a focus on consultation regarding proposed changes to various regulatory frameworks.

- Discussions occurred with the NSW Office of Fair Trading, new Minister for Fair Trading, Diane Beamer and her policy advisers on implementation issues associated with some of the recommendations contained in the *NSW Retirement Villages Act 1999* Review Report.
- The Committee contributed to ACS' submissions to Fair Trading on the review of NSW residential tenancy laws and the Issues Paper on the Review of the *Consumer, Trader and Tenancy Tribunal Act 2001*.
- Input was provided to ACS' submissions to NSW Planning on the review of SEPP (Seniors Living) 2004, and to NSW Health on its strategic planning paper *Fit for the Future*.
- The Committee communicated with the NSW Food Authority regarding the introduction of

its food standards in retirement villages which operate a commercial kitchen.

- A strong education program ran throughout the year which included training for accreditation, village managers and a successful retirement village conference in July.
- The Committee has strengthened its association with industry stakeholders including the Retirement Village Residents' Association and the Retirement Village Association NSW & ACT, particularly on practical issues such as the review of the retirement village legislation.
- Following the withdrawal of ACSA from the Australian Retirement Village Accreditation Scheme, the Committee has been active in investigating future accreditation options for members in NSW and ACT.
- The enthusiasm and commitment of Committee members has greatly contributed to the achievements for the year. The Committee also thanks ACS for its support and acknowledges the significant contribution of John Ireland, the previous Chair of this Committee. ☺



Gillian McFee

### Finance Managers Advisory Committee

Chair: Gillian McFee

ACS Support: Paul Sadler and Jill Pretty

This Committee was established as a formal committee by the Board in November 2005 and the first meeting was held in March 2006. The purpose of the Committee is to provide strategic and operational direction to ACS on key financial issues for ACS members. The Committee has the following terms of reference:

1. To advise the ACS Board on financial issues affecting residential aged care, community care and retirement villages
2. To oversee any financial benchmarking or related initiatives that may benefit ACS members
3. To provide an opportunity for networking on financial issues pertinent to ACS members.

The Committee has met twice this financial year and has set the following priorities for discussion and monitoring of the impact on:

#### Community care:

- Low level of indexation as there is no additional funding as given to residential care
- The impact of changes to financial accounting standards

- The future accountability requirements including the treatment of surpluses in CACP/EACH programs and DADHC acquittal processes for HACC services
- Investigating benchmarking of community care services.

#### Residential Care

- Capital funding issues particularly in high care
- The financial impact of the new funding tool (ACFI) especially on rural and remote services
- The impact of the introduction of the international financial accounting standards.

#### Retirement Villages

- The possible financial impact of the review of the *NSW Retirement Villages Act 1999*
- The issue of old building stock and the need for new investment strategies.

Workforce issues and the possible future direction of Government towards a user pays system are topics affecting all areas of residential and community care and will be considered by this Committee.

I would like to thank each member of the Committee for the generous contribution of their time and commitment. ☺

## ACS Advisory Committees 2005/2006



Sue Irvine



June Heinrich

### Learning & Development Advisory Committee

Chair: Sue Irvine – 2005, June Heinrich – 2006

The Learning & Development Advisory Committee has been providing industry input into a range of key areas of the Learning Centre's operations and the vocational education and training agenda. Looking over the horizon the career pathways and workforce development are key themes facing the sector generally.

ACS and the Learning Centre team are to be commended for their hosting of two National Conference events, the ACSA National Conference 2005 in Canberra and the first ACSA National Community Care Conference in Sydney. Both events were a great success, with the ACSA National Community Care Conference attracting over 850 delegates.

The Committee has played a key role in developing the ACS learning and assessment strategy for the Certificate IV in Aged Care Work and Certificate IV in Training and Assessment qualification which are now with the NSW Vocational Education Training Accreditation Board for approval. Both these qualifications are seen as essential to supporting the growth and development of the aged and community care workforce.

The Committee provided valuable input into the development of an ACS submission to the Independent Pricing Review Tribunal (IPART) on the future of vocational education and training in NSW. The submission addressed current challenges, skills shortages and what the system may look like in 25 years' time.

Nationally, Enrolled Nursing qualifications have also been on the Committee agenda with participation in the Health Training Package Review.

The Committee, together with the ACS Residential Care Advisory Committee, provided detailed feedback on the Enrolled Nursing qualification frameworks and a range of other general qualifications.

With the review of the Community Services Training Package due to commence, the Committee has begun to debate and discuss the current vocational pathways, qualifications and articulation arrangements, in preparation for the commencement of the review. This will be a significant agenda item for the Committee over the next eighteen months.

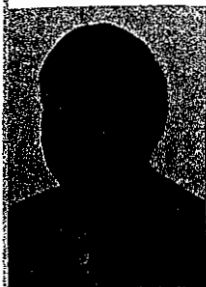
The Committee has provided oversight of a range of funded projects that support and benefit members. These have included:

- Accredited medication training for care staff with approximately 300 staff being trained
- 66 one day Palliative Approach forums held across the state
- Joint development with Catholic Healthcare Ltd Services of a Younger Onset Dementia training resource for HACC workers. ●

### 2005/2006 statistics for the ACS Learning Centre

Conferences:	2,572 people attended seven Conferences (includes two National Events)
Seminars:	2,339 people attended 86 Seminars
Courses:	2,663 people attended 222 Courses

## ACS Advisory Committees 2005/2006



Jack Murphy

*Industrial Advisory Committee*

Chair: Jack Murphy

The first task of the IAC was the review of the Terms of Reference which provide the framework for the Industrial Advisory Committee. We identified there was a need to review the strategies in view of the major changes emanating from the Federal WorkChoices legislation. Strategic unit business plans have been developed and agreed upon.

The Committee had a challenging year due to the implementation of the Federal WorkChoices legislation, which is regarded as the most significant change in Australian industrial relations in a century. The Australian Government initiated reforms to modernise the industrial relations system, and these changes had considerable impact on workplace relations as well as on state and federal legislation. This legislation became effective from 27th March 2006 with a short timeframe given for implementation, and with unions and state governments in opposition to the new system.

In the early stages of the Federal Government's IR proposals the IAC initiated a joint submission from ACS and ACAA on the Federal Government's discussion papers on the proposed award rationalisation, wages and classifications.

We recommended that ACS should apply for selection as a provider of the WorkChoices Employer Advisor Programs for Aged Care. This application was successful, and funding was granted by the Department of Employment and Workplace Relations for 25 courses to be run in metropolitan and country regions of NSW and in the ACT for any Aged Care management. ACS was one of the few organisations selected to conduct these programs. These seminars were conducted within a shortened time schedule. Over 900 registrations from management were received, and feedback on the seminars was positive. WorkChoices expressed their satisfaction.

WorkChoices legislation applies to constitutional corporations, and many of our members in NSW are now covered by NAPSAs (notional agreements preserving a state award). The IAC advised on this transitional stage of the State awards becoming NAPSAs, with some provisions for preserved entitlements and notional terms. The IAC decided these NAPSAs should be replaced by agreements, instead of waiting on the introduction of the rationalised federal industry award.

The Committee has also been involved in a number of other projects including:

- Advising on providing a template agreement for consideration by our members, in view of the Federal Government's intention to encourage workplace agreements and reduce awards provisions.
- Discussion on the second round of wage increases which were due for implementation for the Charitable Aged & Disability Care Services (State) Award in September 2006 after negotiations with HSU. Under the new Federal legislation these wage increases are not enforceable in the Australian Industrial Relations Commission. The IAC recommended members should honour their earlier agreement to accept the second round of increases and this was supported by the Board.
- Advice to members on the NSW Nurses' Association's campaign to persuade Registered Nurses into refusing to delegate medication delivery to unlicensed employees. This union had been advised that the Director-General, NSW Health, had confirmed to us there was no legal impediment on delegating medication administration to unlicensed workers in residential aged care facilities.
- Discussion on the NSW Nurses' Association seeking to challenge employers' payment of overtime. ACS and ACAA have continually opposed this union's interpretation of overtime in the NSW Nursing Homes &c., Nurses (State) Award (now a NAPSA).
- Significant changes occurred to the Workers Compensation Insurance scheme by WorkCover NSW, with increased costs to Aged Care. The reforms to the premium system commenced on 1 July 2005. This resulted in grouping of related employers for premium calculations with significant costs to our members, and changes to premium calculations. The Premium Discount Scheme was cancelled, with other alterations to be implemented within two years. ACS and ACAA made a joint submission to WorkCover NSW without success.
- Action was determined on the review of the Occupational Health and Safety Act 2000 Discussion Paper. After considering the fundamental changes proposed, which would have made this legislation the most demanding in Australia, IAC recommended that ACS join with ACAA and provide a joint submission

## ACS Advisory Committees 2005/2006

opposing these union-inspired fundamental changes. We believe the State Government's model of an absolute duty of care with strict management liability was unsustainable. The IAC had major concerns with the right of unions to initiate prosecutions under these OHS Act proposals. After industry submissions the State Government agreed to redraft the legislation and is considering using the more moderate Victorian standards as a basis for change. Our concerns in 2005 were exacerbated by the recent enactment of the OHS (Workplace Death) Act.

- The Workplace Surveillance Act 2005 was introduced. The existing prohibition on covert video surveillance at work is now extended to cover computer use, including email use and accessing internet web sites and tracking surveillance. This legislation is considered to make it harder for employers to monitor their employees' activity, performance, including unlawful activity, by electronic surveillance at work. Covert surveillance is still allowed with the authority of a Magistrate, but subject to strict conditions being followed.

- Our application for the Assist 2005 Grant and subsequently Assist Grant 2006 was approved. We received over \$200,000 and the main projects included a further development of BoardSafe, additional training of Effective Case Coordination (an advanced Return to Work course), and production of a short video to support the previously developed identified risks in the home course, and further updating of the Web site: <http://agedcareohs.info/>
- The impact of the Work and Family Test Case was discussed. On 8th August 2005, the AIRC handed down its decision which was aimed to assist employees to reconcile work and family responsibilities, and means that an employee has a right to request an extended period of simultaneous unpaid parental leave. The employer may only refuse the request on reasonable grounds related to the effect on the workplace, or the employer's business. ☺



Paul Sadler

### *Aged Care Industry Council Building Committee*

Chair: Paul Sadler

**A**ged care and retirement housing providers continue to face some major challenges with building and planning issues. In 2005-06 the Aged Care Industry Council (ACIC) Building Committee began the process of establishing some new long-term plans to improve the regulatory frameworks at State and Federal level. Specifically the Committee worked on:

- Monitoring the progress of residential aged care providers in achieving the new Australian Department of Health & Ageing (DoHA) deadline of December 2005 to achieve a score of 19 out of 25 on fire and safety and 60 out of 100 in total on the 1999 Certification Instrument. By June 2006, around 10% of NSW and ACT aged care facilities were still to meet the requirement. The Committee kept in regular contact with DoHA about the issues providers were facing and some of the inconsistencies in the certification process.

- The Committee commenced work on identifying the next round of amendments required to the Building Code of Australia for aged care buildings. It also began to examine the building and planning requirements for day care centres and community respite houses.
- At a State level, the Committee made a major submission to a review of SEPP (Seniors Living). This recommended a future SEPP should focus on residential aged care and retirement villages, while local governments should be required to adopt adaptable housing targets. The Committee lobbied the NSW Minister for Planning and Department of Planning regarding the submission and changes announced in December 2005 to ban self-care developments on rural land adjoining urban areas.
- The Committee has continued to participate in the NSW Rural Fire Service's Bushfire Protection Review Panel to review the guidelines for bushfire protection for aged care facilities and retirement villages. ☺

# Business Development Report

## Corporate Relations

The new streamlined approach to working with the valued suppliers of goods and services who participate in the aged care industry has proved to be a success over the past 12 months. The result is a tiered scheme offering a range of benefits and inclusions – National Partner, National Corporate Supporter, State Corporate Supporter and Friends of ACSA. The scheme recognises the different levels of activity and geographic locations of our industry supporters and offers greater mutual benefits to our industry's corporate sector and to the future of aged and community services in Australia.

ACSA has been successful in securing seven new National Partners and two new National Corporate Supporters in the last 12 months. The number of ACS State Corporate Supporters has steadily increased over the year to 62. A listing of both National and State supporters is included below.

A categorised listing of ACS Supporters can be found in the Corporate Supporter section of the ACS website. This list includes company contact details and a link to the company's website. Also in this section of the website ACS Supporters are given the opportunity to write a feature story to provide members with current information about their products or services. To ensure the scheme is valued by our Corporate Supporters, we encourage you to make use of this section of the website when sourcing new products and services (please note ACS does not endorse any particular suppliers).

ACSA would like to thank all its Supporters, sponsors and trade exhibitors for their interest and support of the sector. ☺

## Listing of National Partners and National Corporate Supporters

### NATIONAL PARTNERS

ANZ Bank  
Health Super Pty Ltd  
HESTA  
Jardine Lloyd Thompson  
Kennedy Strang Legal Group  
Paynter Dixon Constructions (Aust) P/L  
Tena

### NATIONAL CORPORATE SUPPORTERS

Paul Hartmann Pty Ltd  
Tunstall Australasia

## Listing of Corporate Supporters

### COMPANY

Abena – Sanicare Pty Ltd  
Advance Commercial Laundry Equipment  
Alchemy Technology  
Aqualogic Laundry Systems  
Atkinson Vinden  
Caversham Property Pty Ltd  
Clinicall Pty Ltd  
Commercial Laundry Appliances Pty Ltd  
Davis Langdon  
Destiny Wireless  
Douglas Pharmaceuticals

Ecolab Pty Limited  
Eden Health  
Flower & Samios Pty Limited  
Foshan Australia Pty Ltd  
Gadens Lawyers  
Garrison Ash  
Gow-Gates Group  
Health Industry Plan  
Health Support Services Pty Ltd  
Help Nursing Service Pty Limited

(continued on page 18)

## COMPANY

IBA Health – Aged & Community Care Division

Independence Solutions

Independent Living Specialists

INS Health Care

IT Compass Pty Ltd

J D MacDonald

Kell & Rigby Pty Limited

Kimberly-Clark Personal Care

Kincare Community Services

Kwiklee Pty Ltd

Leana Street Consulting Pty Ltd

Macquarie Financial Services

Medirest (Australia) Pty Ltd

Medirite Supermax Pty Ltd

Mercury Search and Selection

MG Nutritionals

Moving On Audits

National Relay Service

Nationwide Health and Aged Care Services

Persocare

Peter Dalton Architects

Programmed Maintenance Services Ltd

Quality Performance Systems

Questek Australia Pty Ltd

Rankin & Nathan Lawyers

Realise Performance

Richard Jay Laundry Equipment

Rosemary Neale Nursing Advisory Service Pty Ltd

SBP Aged Care Services

SmartCare

Spotless

Stewart Brown & Co.

The Association Of Payroll Specialists

The Environmental Health Consultancy

The Essence Consulting Group

Thinc Projects Pty Ltd

Tyco Healthcare Pty Ltd

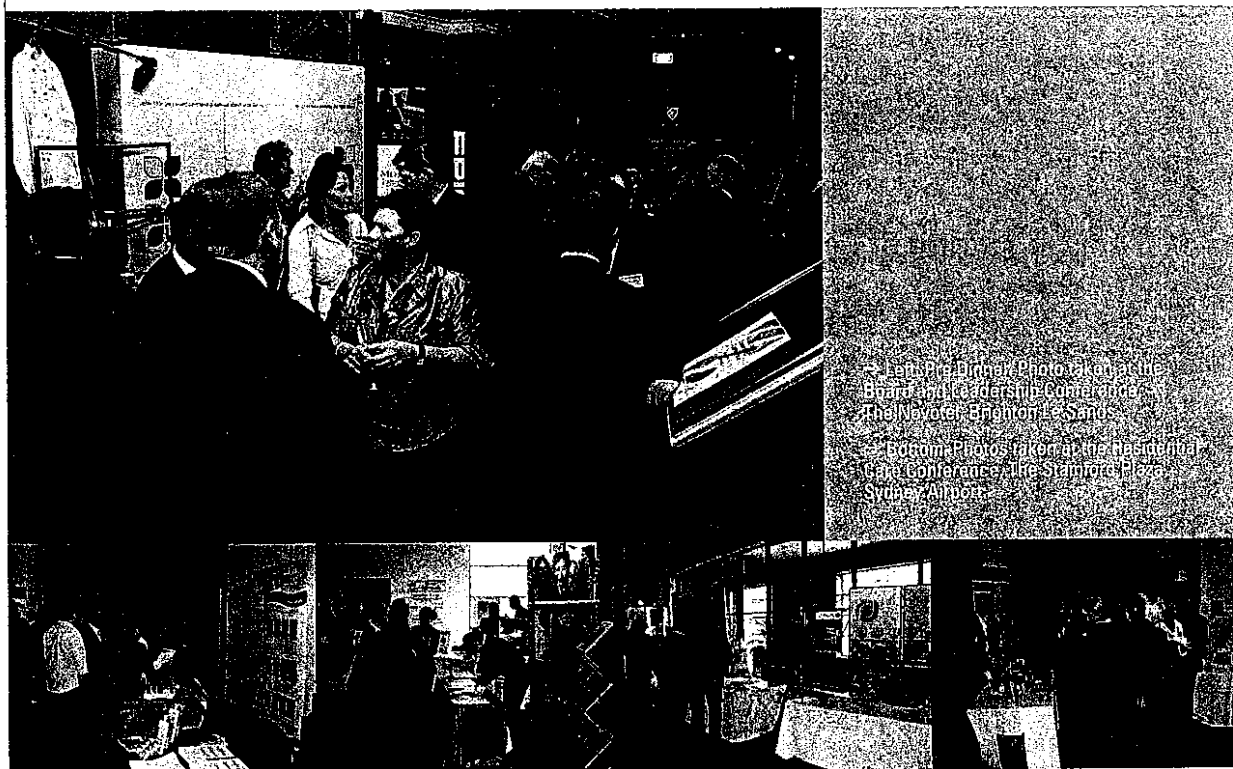
University Of Western Sydney (Elder Law At UWS)

Parramatta Campus

Villages Publishing

Wallace Mackinnon & Associates

XACOM Pty Ltd



Left: Brad Dinnon, Photos taken at the Board and Leadership Conference, The Novotel, Brighton Le Sands

Bottom: Photos taken at the Residential Care Conference, The Stamford Plaza, Sydney, Allphoto

# ACS Regional Committees 2005/2006

## *ACT & Southern Tablelands Regional Committee*

Chair: Bruce McKenzie

1. During the year the region members met monthly, rotating our meetings between our members facilities.
2. Each meeting was comprised of two parts – the first being a meeting of senior managers which was joined by members of the DoHA as well as ACT Government officers.
3. We discussed ACS member issues including training requirements, developments at a national level, ACS issues, industrial relations issues, liaison with Govt Depts including ACT Health on HACC and other issues.
4. Following each meeting, we held a workshop of up to three hours on the following range of topics:

- a. Care Plans
- b. Specific Care Management Issues eg Medication Management
- c. The Way Forward
- d. Role and Responsibilities of ACAT
- e. Training Requirements of the region
- f. Financial Management including detailed information upon which managers could gauge their operations
- g. Financial Viability
- h. Business Management decisions involved in operating an aged care service and exchanged KPI's and outcomes as well as staffing ratios. ☺

## *Central Coast Regional Committee*

Chair: Mr Phillip Walsh

Secretary: Mr Glen Scorer

- This year the central focus of our Committee has been education, particularly in how we can influence the attendance rates at local education sessions. With the assistance of Elly Beck, Gabby Carpinato and others within the Association there has been an increase in awareness and participation particularly in the areas of professional development. With this in mind we ran a successful "Changing Role of the RN" seminar which was attended by over sixty registered nurses from across the Central Coast. A special thank you goes to Elly, Jill Pretty and Jan Andrews (presenter) for adapting the course to suit our needs.
- Another of our projects for this year has been the collaboration between our Regional Committee and the local Division of General Practice. Topics under discussion have been how to attract additional GPs to the Central Coast and a Catheter Care Workshop for nursing staff working in Residential Aged Care Facilities. The Division now has an Aged Care GP Panel to which we have input. This will be an enormous

help in resolving matters and improving outcomes between GPs and facilities.

- Once again our local politicians have shown their support to aged care and although the results can sometimes seem painfully slow there is no doubting the dedication of our Federal Government Liberal members Jim Lloyd (Robertson) and Ken Ticehurst (Dobell) in addition to Jill Hall the Labor member for Shortland. Jim and his staff member Kevin Clancey's support in our submission regarding concessional ratios, funding, GPs and nurse practitioners to the Federal Treasurer was greatly appreciated. We know we at least have a voice in Canberra with Jim, Ken and Jill supporting us.
- The Committee also commenced benchmarking whereby facilities discussed several expenditure areas such as catering, maintenance, pharmacy and medical supplies. Cost saving opportunities were considered and implemented resulting in direct advantages to those participating facilities.

Finally a general thank you to ACS for their support and guidance in all matters raised with them this year. ☺



## ACS Regional Committees 2005/2006

### *Central West Regional Committee*

Chair: Raymond Harris

Our meetings were extremely well attended throughout the year with last year's AGM the best attendance with 28 members present. Judy's brainchild of securing a guest speaker for each meeting was a major accomplishment along with the decision to hold all meetings at either Orange or Bathurst, the significant reason for good attendances.

We were fortunate to have quality speakers for all our meetings, Jill Pretty attended our AGM, Paul Sadler our May meeting and Steve Barnard our November meeting.

Jill outlined numerous issues of concern to the industry and answered queries and assisted in solving some of the apprehensions we may have had. The major issues raised by Jill were the *Aged Care Act Amendment Bill* outlining the Transitional Care changes, also CAP conditions and accountability for staff training, new food safety audits and the new ACFI funding tool.

Paul attended our May meeting and again it was well attended. The major issue was the current national wage case along with the projected award increases reiterating that there will be no adjustment in subsidy to cover this additional impost on our budgets. Paul also discussed the ACFI trial, advice on not hiring AINs as opposed to CSEs due to the lack of flexibility in the award and the upcoming ACS Regional Seminar in Dubbo.

The vast majority of these issues are no longer mysterious and have long been implemented into our systems.

Eighteen Central West members attended the Regional Seminar in Dubbo and joined our Far West colleagues for dinner the night before. This function was an overwhelming success and thanks to John Millar and his staff for organising the function.

I would suggest to the new executive that consideration be given to again attending this workshop and meeting with our Far West colleagues the evening before for dinner.

Steve Barnard, Operations Manager at Jemalong, was our guest speaker at the November meeting. Steve has recently completed the Aged Care Assessors course and outlined briefly the accreditation audit process and the expectations of the auditors - triangulation of evidence (sounds like something tied around your neck) - Observations, Interviews, and documentation. Steve placed emphasis that this round's focus is the resident and how we implement and review the continuous improvement process.

My thanks and appreciation to Judy for her professional and proficient manner. She has carried out the onerous role of Secretary. Also her friendship over the past two years as she has managed to make my position a piece of cake.

So, in reality what I am really saying is, do not be afraid to step forward, grab the baton, and take on the roles of Chairman or Secretary.

On behalf of Judy and myself, thank you all for your support especially your attendance and participation at our meetings. ☺

### *Far South Coast Regional Committee*

Chairman: Jim Butterworth

Secretary: Jenny Symons

- Far South Coast (Bega) achieved recognition when they hosted the delivery of the first Easy Moves for Active Ageing (EMAA) course in New South Wales. This was the first time that EMMA had been delivered outside South Australia.
- The issues identified and articulated at our local forums have covered a scope of issues which challenged the good management of our facilities and strengthened our resources with learning and innovation
- The areas of common concern were diverse and thought provoking, such as: Medication and the Role of RN, CookChill, ACFI Trial, Working at

Heights, HACCP, Asset Testing, Food Handling, Menus, Security, WorkChoices, Retirement Village Review, Certification and of course Accreditation Rounds were with us again.

- We have also had the good fortune of visits from Paul Sadler and Mark Lazaroo, undoubtedly an investment that gave us options for consideration of information at a regional level. ☺



Easy Moves for Active Ageing Participants - Bega

## ACS Regional Committees 2005/2006

### *Far North Coast Regional Committee*

Chair: Pip Carter

Once again this year has been a busy year in Aged Care (which year isn't?), the highlight being the Northern Region Conference held in November which was a huge success. The international keynote presentation given by Professor Rolf Ronning from Lillehammer University College, Norway on Commercialisation of Care was thought provoking and set a good foundation for the Conference.

We had a number of stars during the conference two of whom showed their talents at the end of the Active Ageing Communities USA presentation where everybody was asked to rise and join in with a rendition of the Village People song "Young Man There's No Need to Feel Down". To Jennene Buckley and Gabriele Taylor we wish you well in next year's "Australian Idol" competition. The evening's dinner performance was enhanced by Sonny and Cher (Kevin Klose and Indra) entertaining us.

The following are major points focused on throughout the year.

#### *Accreditation*

Accreditation round three has gone well in the north with the areas of Infection Control and Standard 3 being the main focus of attention for some facilities.

#### *RCS Validation*

Validations for the year from most facilities have been of a positive nature.

#### *Careers Day*

The Far North Coast placed a stand in the Careers Day which was held on the first weekend in May at Lismore TAFE campus. The day was a large success with more than 300 school students, mainly years 10 and 11 attending the Aged Care for the Future stall. The networking by all organisations in the membership made the Aged Care Stand function professionally. Certainly a very positive step for aged care to be involved. The Committee's

thanks go to ACS in Sydney for their support with resources for use on the stall.

#### *Meeting with The Hon Mark Vaile, Deputy Prime Minister, Minister for Trade*

The Nationals held a breakfast meeting at the Goonellabah RSL club during the year. The Hon Mark Vaile, Deputy Prime Minister and Minister for Trade was present. The ACS Far North Coast Regional Committee raised the issue of the lack of Government funds now being experienced by a large majority of aged care facilities. It was stressed that the subsidies received from the Government for the seven categories of the RCS fall well short of being adequate to cover the care needs of the residents whether they be in low care, low care dementia or high care. It was stressed that the 6% wage increases are outstripping the CPI plus 1.75% which the government increased the subsidy by. The Minister listened to the concerns raised and stated he would look into it.

#### *In Case of Emergency*

A new initiative for mobile phone users to add a contact number in the phone's contact list called "ICE", In Case of Emergency, was well supported. The initiative is also being promoted by Telstra.

#### *Award Increases*

As mentioned in the Annual Report last year, support is certainly given to all aged care staff with their 4% and 6% wage increases. However, without the corresponding increase in the subsidy levels for each of the categories by the Government, it continued to have a negative effect on the bottom line of the operating statement in the past twelve months. The Far North Coast region fully supports ACSs continued negotiation with the Government to increase funding to the aged care sector.

#### *Guest Speakers*

During the year a number of speakers addressed the meetings which held our interest. The Far North Coast Regional Committee wishes to thank Paul Sadler and his team for their support by way of attendance at meetings and advice on industry matters throughout the year. ●

## ACS Regional Committees 2005/2006

### *Hunter Regional Committee*

Chair: Viv Allanson

Deputy Chair: Jenny Potts

Secretary: Marlene Moodie

1. Hunter Facilities have been under the media spotlight causing a number of facilities to go into damage control under the heavy criticism. A joint Hunter ACS member response was published. Many discussions have been held with media personnel.
2. Various opportunities have presented to lobby local, state and federal politicians including Jan McClucas and Diane Beamer.
3. Hunter ACS members collaborated to offer an RN refresher course to encourage re-entry to the workforce and entry to aged care. This was so successful that participants elected to establish an RN support group which has extended to include all interested RNs. Interest has been very strong.
4. The Finance and HR networks have been established at a local level and proving to be quite effective in supporting staff working directly in those areas and those who cover finance and HR in their roles without specific expertise.
5. There has been quite a bit of movement in senior positions in the Hunter, in some cases highlighting the demanding and tedious nature of aged care management. Some however have retired and are already enjoying the change of pace. Ken White of Uniting Care has taken that step and is already greatly missed. Brian Howell will replace him.
6. Excellent collaboration is taking place with the Urban Division of Medical Practitioners with some positive outcomes occurring including the establishment of Regional Medication Advisory Panels. ●

### *Illawarra Regional Committee*

Chair: Mark W Sewell

- Quarterly meetings were held during 2005/2006 across the Illawarra and Shoalhaven region.
- Regular attendance and support was provided by several member organisations. Special thanks for support to Carrington Care, Harbison Care, Illawarra Diggers, Blue Haven, Community Options Wollongong, Illawarra Retirement Trust, Villa Maria, UnitingCare Ageing and Warrigal Care who are committed to the success of this group.
- Presentations by visiting speakers this year included:
  - Medications Management and Flexible Workforce Policies by Jill Pretty from ACS.
  - Infection Issues and Influenza Outbreaks by Carolyn Williams and Francis Horne of the Public Health Unit.
  - Financial Considerations re Aged Care Admissions by Peter Mackinnon of Wallace Mackinnon & Associates.
  - Aged Care Strategic Directions by Paul Sadler of ACS.
  - Elder Abuse - Current Perspectives, also by Paul Sadler of ACS.
  - Community Care Agenda 2006 and Beyond by Paul Johnson of ACS.
- Meeting venues rotated between members and this year we visited Unanderra Care Services, Warrigal Care, Blue Haven and IRT. It is great to see different facilities and be hosted by different managers.
- The members enjoy the support of each other and tremendous support by ACS this year and we look forward to another productive year ahead. ●

## ACS Regional Committees 2005/2006

### *Mid North Coast Regional Committee*

Chair: Dennis Marks

Secretary: Diane Walters

- Workforce issues such as experienced/qualified staff remain an outstanding issue. Staff education is important, but is becoming an expensive component of care.
- Committee meetings include guest speakers to entice members to attend meetings which is difficult in our busy work life.
- Increased legislation requirements are seriously impacting on administration time and cost to entire organisation.

- Prospective resident expectations are increasing, making it harder for typical facility design to meet.
- Serious deficit in Government funding is causing concern about viability.
- Members have concern about the future of nurses in aged care.
- Concern about areas of the region experiencing difficulty in filling beds, in particular high care.
- Concern over effect community care is having on some of the above issues, such as shortage of staff, no waiting lists.
- Expectation that length of stay in residential facilities (mainly high care) is becoming shorter causing concern with staff morale. ☺

### *New England Regional Committee*

Chair: Kevin Klose

Secretary / Treasurer: Bill Pitstock

**W**e often speak of the need to review how our organisations operate on a day to day basis because of our constantly changing environment. The New England Executive decided this was also relevant for our regional committee. So we commenced our year by asking ourselves, are the regional committee meetings in their current format useful? The overwhelming response was yes with comments such as "adds value to my organisation", "is a source of information and an opportunity to clarify", "provides an avenue for recharging of the human energy batteries" common during discussions.

The usefulness of these meetings is also reflected in the fact that our average attendance is around 25 and this is more significant when you realise that some members travel in excess of three hours to get to meetings.

During the year we focused on all the industry issues that have arisen but equally importantly we took the time to share better practice activities undertaken within member organisations. Our relationship with Hunter New England Health has remained strong with members participating in Dementia Forums and the "Assault Management Program"

Some time has been spent looking towards the next horizon with a particularly strong focus on education. In addition to the ongoing partnership with Hunter New England Health we are joining with the College of Nursing to provide education in the areas of Pain Management, Medication, Wound Management and Aromatherapy.

Finally, I would once again commend all members for their untiring commitment to the work they do and their support for all members of the regional network. ☺

## ACS Regional Committees 2005/2006

### *Orana & Far West Regional Committee*

Chair: John Millar

**D**uring the year many changes have taken place, not the least being the new funding tool, more rules and regulations, all designed to make it 'easier to document' and to leave more time for the actual care of residents. Maybe we aren't 'doing it right' because there does not seem more time for care of residents!

Training seems to be more important than ever and it is good to see that more training opportunities are occurring in our region instead of always having to travel to Sydney.

Building certification issues, fire safety issues, accreditation issues are all challenges that we, as providers, have to contend with. It seems to be a never ending list of additional issues requiring attention.

This region will continue to support ACS in its endeavours to lobby government for the benefit of aged care and are confident that all avenues will be pursued.

There have been many positive suggestions forwarded by members and, hopefully, they will be able to see a positive outcome from them.

I thank you all for the opportunity of being the Chair for 2005. It has been great to share with you aspects of aged care that have arisen over the past year. We have all certainly been challenged!

Aged care has taken quite a diverse step forward in all aspects which, of course, is very heartening to see. Many improvements are now in place to ensure our aged and frail people are well taken care of. ●

### *Riverina Regional Committee*

Chair: Philip Davis

Secretary: Brian Elliott

**R**epresentatives from facilities within the region met early in 2006 to discuss just how a regional committee should operate to be effective for members and workable given the size of the region and day to day pressures of running a facility.

It was unanimous that we wanted to meet - people like to share experiences, discuss issues and seek solutions to a range of everyday issues.

The model adopted was based around meeting quarterly, providing a focus for the meeting - guest

speaker, day conference, meeting in a central location and encouraging communication between facilities outside the meetings. Nothing really new, but it has given the group a focus for the future.

Ongoing involvement and support from ACS was seen as essential.

A conference is planned for Wagga Wagga some time in the future.

Members met in June 2006 as part of a WorkChoices seminar and discussed further the appropriate mechanisms for lobbying the Commonwealth for change to the current funding and indexation models. ●

### *Sydney South Metropolitan Network*

Acting Chair: Brian Fitzgerald

**T**he members met on six occasions during the year but throughout the year there was ongoing communication between members of the group sharing information and system information.

Each of our meetings was held at a different facility which enabled members to observe how others operate and often broaden ideas for future planning of their own facilities.

Attendance at meetings was never consistent with members wrestling with available time. We make our meetings informal over lunch and discuss items mentioned in ACS *Brief Update* and any problems which may be occurring in a particular facility.

Generally the group benefited from networking with each other and are concerned that we continue to meet on a regular basis and will welcome any person wishing to join us. ●

## ACS Regional Committees 2005/2006

### Sydney North Metropolitan Network

Chair: Karen Jordan

The Northern Sydney Network has focused on a number of issues in the last year with IT development being at the forefront. Some of the larger providers have assisted the smaller by giving their experiences with various firms thereby trying to avoid re-invention of the wheel. Sharing of information between providers has been generous considering the time pressure everyone is under.

The meeting has moved around the Northern Sydney area and all members have benefited from seeing some of the solutions that others have put in place. For instance the breadth of vision at New Horizons for integration of the aged and aged disabled residents with pilot programs to ensure all care needs are identified and met; the heritage beauty of the buildings at St Joseph's at Hunters

Hill and the associated issues with certification and the able manner with which it is being addressed; the rich history (and stunning outlook) of Royal Far West Children's Health Scheme & Services for the Aged and their plans for the future gave the members inspiration.

Apart from the benefits of drawing from the expertise of the Northern Sydney members we were visited by Paul Sadler and Jill Pretty who provided up to date information for members.

It has been a busy year with certification and 3rd round accreditation casting a broad shadow and not forgetting the continual balancing act with providing care with limited resources. It is reassuring to see such dedication and ability among the decision makers in aged care which I'm sure will be required for the future. ☺

### Sydney West Metropolitan Network

Chair: Peter Mackie

- The Network meets on the second Tuesday of each second month at Rooty Hill
- There are approximately 30 members of the Network, representing about 25 different organisations. Average attendance was almost 12. We were pleased to welcome a number of new members
- Our practice has been to have a guest speaker about every second meeting. Guests this year have been:-
  - David Wallace of Wallace Mackinnon & Associates who gave some very interesting guidance on issues to consider when contemplating the amalgamation of co-located facilities
  - Eric Hiam of Balance Financial Solutions whose topic of maximising accommodation bonds provoked considerable discussion and has led to a number of facilities changing their practices
  - Robyn Holden, Policy Officer from ACS who gave a good overview of developments in the aged care industry

- Meetings usually include 'round-table discussions' on topics of interest raised by members. The experience and knowledge shared provides support to all members.
- Major issues discussed throughout the year included:-
  - Fire safety in residential care facilities
  - Members' experience in the implementation of new information systems
  - Our response to the legislative changes that were introduced when elder abuse became a 'hot topic' in the industry
  - The requirements that face us since the introduction of inspections by the NSW Food Authority
  - Our experience with the accreditation process in Round 3
- New members are always welcome. A member who recently recommenced attending meetings after a long break has commented that she has now realised how much she missed by not attending meetings.
- Our thanks to Our Lady of Consolation Aged Care Services for hosting our meetings. ☺

# ACS Membership 2005/2006

Abel Tasman Village Association Ltd.....	CHESTER HILL	Brisbane Water (NSW) Legacy.....	GOSFORD	Crowley.....	BALLINA
Adelene Retirement Village.....	WYOMING	Bundaleer Care Services Ltd.....	WAUCHOPE	Currawarna Hostel.....	BOMBALA
Adventist Retirement Villages – Sydney.....	NORMANHURST	Canterbury Multicultural Aged & Disability Support Service Inc.....	CAMPSIE	Darling House Aged Care Association Inc.....	DAWES POINT
Aged & Disability Support Services Inc.....	BATEAU BAY	Care Connect Ltd.....	REDFERN	Daughters of Our Lady of the Sacred Heart.....	KENSINGTON
Albert Court Hostel.....	EDGECLIFF	Carrington Centennial Care Ltd.....	CAMDEN	Deniliquin Nursing Home Foundation.....	DENILIQUIN
Alkira Hostel Inc.....	GUNNEDAH	Catholic Care of the Aged.....	NEWCASTLE WEST	Denman and District Retirement Centre Association Inc.....	DENMAN
Allambie Lutheran Homes Inc.....	ALLAMBIE HEIGHTS	Catholic Care of the Aged.....	PORT MACQUARIE	Disability Enterprises.....	LEURA
Alzheimer's Australia NSW.....	NORTH RYDE	Catholic Diocese of Wagga Wagga.....	LEETON	Dubbo RSL Aged Care Association Ltd.....	DUBBO
Anglican Care.....	BOORAGUL	Catholic Healthcare Limited.....	EPPING	Dunedoo/Mendooran Aged Hostel.....	DUNEDOO
Anglican Retirement Community Services.....	MITCHELL	Catholic Women's League.....	STRATHFIELD	Dungog & District Neighbourcare Inc.....	DUNGOG
Anglicare Aged Services (Chesalon).....	PARRAMATTA	Centacare Archdiocese of Canberra & Goulburn.....	FORREST	Dungog and District Retirement Living Inc.....	DUNGOG
Armenian Rest Homes Association Ltd.....	BROOKVALE	Centacare Catholic Community Services.....	SYDNEY	East Lake Macquarie Dementia Service Inc.....	BELMONT
Ashfield Baptist Homes Ltd.....	ASHFIELD	Central Coast Community Care Association Limited.....	WOY WOI	Elderly Australian Chinese Homes.....	CROYDON
Ashford Ageing Facility Inc.....	ASHFORD	Charingfield Ltd.....	WAVERLEY	Empowered Living Support Services Ltd – Bethel Aged Care Facility.....	TERALBA
Aubrey Downer Memorial Orange Homes.....	POINT CLARE	Charlestown Caring Group Inc.....	CHARLESTOWN	Epilepsy Action.....	EPPING
Australian Chinese Community Association of NSW Inc.....	SYDNEY	Chatswood Community Care Association Ltd.....	CHATSWOOD	Estonian Relief Committee Ltd.....	THIRLMERE
Australian Croatian Cardinal Stepinac Association.....	ST JOHNS PARK	Chinese Australian Services Society Co-op Ltd.....	CAMPSIE	Eventide Homes (NSW).....	PADSTOW HEIGHTS
Australian Nursing Home Foundation.....	BURWOOD	Christian Brethren Community Services.....	CHERRYBROOK	Ex-Services Home Ballina.....	BALLINA
Australian Orthodox Home For The Aged Association Inc.....	BYRON BAY	Christophorus House Retirement Village.....	HORNSBY	Feros Care Ltd.....	BYRON BAY
Australian Union Conference of SDA Church.....	RINGWOOD	Clarence Valley Council Community Aged Care Packages.....	MACLEAN	Fitzgerald Memorial Aged Care Facility Inc.....	WINDSOR
Autumn Lodge Village Inc.....	ARMIDALE	Clarence Village Association.....	GRAFTON	Forbes-Jemalong Aged Peoples Association Inc.....	FORBES
Ballina District Community Services Association Inc.....	BALLINA	Cobar Shire Council.....	COBAR	Fraternity of the Holy Cross.....	KENTLYN
Balranald Shire Council.....	BALRANALD	Coffs Harbour Legacy Nursing Home.....	COFFS HARBOUR	Frazer Court Committee Inc.....	PEAK HILL
Banksia Villages Ltd.....	BROULEE	Coleambally Aged Persons Accommodation Association Inc.....	COLEAMBALLY	Garden Village Port Macquarie.....	PORT MACQUARIE
Bankstown City Aged Care Limited.....	GEORGES HALL	Community Care (Northern Beaches) Inc.....	MONA VALE	Gilgai Aboriginal Centre Inc.....	HEBERSHAM
Baptist Community Services NSW & ACT.....	EPPING	Community Independence Support Services Inc.....	BANKSTOWN	GLAICA Ltd.....	TUNCURRY
Barraba and District Retirement Homes Association Inc.....	BARRABA	Community Options Illawarra Inc.....	WOLLONGONG	Glen Innes Severn Council.....	GLEN INNES
Bay & Basin Community Resources Inc.....	SANCTUARY POINT	Concord Community Hostel Ltd.....	RHODES	Glenwood Gardens.....	GLEN INNES
Bega and District Nursing Home.....	BEGA	Cooee Lodge.....	GILGANORA	Goodwin Aged Care Services Incorporated.....	FARRER
Beliorana Limited.....	BELLINGEN	Coinda Aged Peoples Homes.....	LITHGOW	Gosford RSL Leisure Living Limited.....	WEST GOSFORD
Berrigan and District Aged Care Association Ltd.....	BERRIGAN	Coinda Coonabarabran Limited.....	COONABARABRAN	Great Lakes Nursing Home Inc.....	BULAHDELAH
Berriquin Nursing Home.....	FINLEY	Coolamon Shire Council.....	COOLAMON	Greater Hume Shire Council.....	HOLBROOK
Bethshan Ministries Limited.....	WYEE	Cooma Challenge Limited.....	COOMA	Greek Orthodox Community of NSW Ltd.....	LAKEMBA
Bimbimbie Retirement Village.....	MERIMBULA	Cooma-Monaro Shire Council.....	COOMA	Greek Welfare Centre.....	NEWTOWN
Blacktown Migrant Resource Centre.....	BLACKTOWN	Coonamble Hostel Association Inc 'Koonambil' Koonambil.....	COONAMBLE	Gulgong Hostel Association Inc.....	GULGONG
Blakeney Lodge Aged Persons Home.....	TUMUT	Cootamundra Nursing Home.....	COOTAMUNDRA	Gundagai and District Hostel Accommodation.....	GUNDAGAI
Bland Shire Council.....	WEST WYALONG	Cootamundra Retirement Village.....	COOTAMUNDRA	Guyra Shire Council.....	GUYRA
Blue Care – Southern Region.....	SPRINGWOOD	Cotswolds Village.....	NORTH TURRAMURRA	Gwen Warrington Lodge.....	YASS
Blue Haven Retirement Village.....	KIAMA	Council of the City of Broken Hill.....	BROKEN HILL	Gwydir Shire Council.....	BINGARA
Blue Mountains Villages Limited.....	KATOOMBA	Cowra Retirement Village Limited.....	COWRA	H N McLean Memorial Trust.....	INVERELL
Boorowa Hostel Committee Inc.....	BOOROWA	Croatian Village Ltd.....	STIRLING	HACC Development Officers Network c/o Macarthur Disability Services.....	CAMPBELLTOWN
Bourke Care of the Aged Committee.....	BOURKE	Crookwell Frail Aged Association Incorporated.....	CROOKWELL	HarbisonCare.....	BURRADOOD

## ACS Membership 2005/2006

Hawkesbury Living Pty Ltd..... RICHMOND  
 Hay Senior Citizens Association Inc..... HAY  
 Hills Community Care..... BAULKHAM HILLS  
 Hippocrates Australian Greek Aged  
 Persons Association Inc..... MAYFIELD  
 Hornsby Ku-ring-gai Care  
 Association..... NORTH TURRAMURRA  
 Horton House..... YASS  
 Hunter Integrated Care Inc..... MUSWELLBROOK  
 Hunter New England Area  
 Health Service..... MUSWELLBROOK  
 Hunters Hill Congregational Church  
 Retirement Village..... HUNTERS HILL  
 Illaroo Co-operative Aboriginal  
 Corporation..... NORTH NOWRA  
 Illawarra Diggers Aged & Community  
 Care Residence Inc..... CORRIIMAL  
 Illawarra Retirement Trust..... WOONONA  
 Imlay House..... PAMBULA  
 Inasmuch Community Inc..... SUSSEX INLET  
 Indo-Chinese Elderly Hostel..... BONNYRIGG  
 Inner South-West Community  
 Development Organisation..... BARDWELL PARK  
 IRT-Peakhurst Retirement Village..... PEAKHURST  
 Jewish Care..... BONDI JUNCTION  
 John Paul Village..... HEATHCOTE  
 Juliana Village Association Ltd..... MIRANDA  
 Junea Hostel For The Aged Inc  
 'Coinda Court'..... JUNE  
 Kanandah Retirement Limited..... MUDGE  
 Kimbarra Lodge - Aged Care Facility..... GLOUCESTER  
 Kincare Community Services..... BAULKHAM HILLS  
 Ku-ring-gai Old Peoples Welfare  
 Association Limited..... ROSEVILLE  
 Kurrajong Waratah..... WAGGA WAGGA  
 Lachlan Lodge Committee..... HILLSTON  
 Lachlan Shire Council..... CONDOBOLIN  
 Lane Cove Community Aid Service..... LANE COVE  
 Lee Hostel Incorporated..... BLAYNEY  
 Leigh Place Retirement Housing..... ROSELANDS  
 Little Sisters of the Poor..... RANDWICK  
 Living Care..... PENDLE HILL  
 Lundie House..... GUNNDAH  
 Lutheran Aged Care..... ALBURY  
 Macarthur Diversity Services Inc..... CAMPBELLTOWN  
 Macleay Senior Citizens Homes  
 Incorporated..... WEST KEMPSEY  
 Maitland Benevolent Society  
 Incorporated..... MAITLAND  
 Maranatha Lodge Inc..... BATEHAVEN  
 Marian Nursing Home..... NORTH PARRAMATTA  
 Marianella Nursing Home..... ALBURY

Maroba..... WARATAH  
 Maronite Sisters of the Holy Family..... MARRICKVILLE  
 McAuley Aged Care Facility..... GUNNDAH  
 Medi-Aid Centre Foundation Ltd..... NORTH RYDE  
 Mercy Aged Care Services Singleton..... SINGLETON  
 Mercy Care Centre..... YOUNG  
 Mid North Coast Community Care  
 Options Inc..... COFFS HARBOR  
 Mid Richmond Residents Village..... CORAKI  
 Midwest Community Care Inc..... ERMINGTON  
 Mission Australia..... SYDNEY  
 Monaro Retirement Villas Limited..... COOMA  
 Moree Care for the Aged Association Inc..... MOREE  
 Morshead Home..... LYNEHAM  
 Moulamein Retirement Village  
 Incorporated..... MOULAMEIN  
 Mudgee & District Senior Citizens'  
 Welfare Association Inc..... MUDGE  
 Murray Haven Homes Inc..... BARHAM  
 Murrurundi Retirement Homes  
 Association Inc..... MURRURUNDI  
 Nambucca Valley Care Limited..... NAMBUCCA HEADS  
 Narromine Homes For The Aged Inc..... NARROMINE  
 National Council of Churches in  
 Australia..... STRATHFIELD  
 Nazareth House..... TAMWORTH  
 New Horizons Enterprises Limited..... NORTH RYDE  
 Newcastle-Lake Macquarie Ex-Services  
 Memorial Centre..... BOLTON POINT  
 North Sydney Retirement Trust..... NORTH SYDNEY  
 Northern Coalfields Community Care  
 Association Ltd..... CESSNOCK  
 Northern Rivers Social Development  
 Council Inc..... LISMORE  
 Northside Community Forum Inc..... CHATSWOOD  
 Novacare..... THE JUNCTION  
 Nullica Lodge Inc..... EDEN  
 Nyngan Community Homes Association  
 Incorporated..... NYNGAN  
 Oberon Council..... OBERON  
 On-Focus Incorporated..... CASINO  
 Orange Community Resource  
 Organisation Inc..... ORANGE  
 Our Lady of Consolation Aged Care  
 Services Ltd..... ROOTY HILL  
 Our Lady of the Myrtles Aged Care  
 Foundation Ltd..... KOGARAH  
 Peninsula Village Limited..... UMINA  
 Penrith City Council..... PENRITH  
 Phillip Chalker Sunset Lodge Inc..... TARALGA  
 Pioneers Lodge Incorporated..... GRIFFITH  
 Polish Welfare & Information Bureau  
 in NSW Inc..... ASHFIELD

Port Stephens Veterans and Citizens  
 Aged Care Ltd..... SHOAL BAY  
 Presbyterian Aged Care (NSW & ACT)..... SURRY HILLS  
 Presentation Sisters..... LISMORE  
 Quirindi Retirement Homes Limited..... QUIRINDI  
 Regional Social Development  
 Group Inc..... DENILIQUIN  
 Remembrance Village..... WAGGA WAGGA  
 Residential Gardens For Spanish  
 Speaking Frail Aged Inc..... ROOTY HILL  
 Roman Catholic Church --  
 Lismore Diocese..... WEST KEMPSEY  
 Royal Far West Children's Health Scheme  
 & Services For The Aged..... MANLY  
 Royal Freemasons' Benevolent Institution  
 of NSW..... SYDNEY  
 RSL (QLD) War Veterans' Homes  
 Limited..... FORTITUDE VALLEY  
 RSL and Community Retirement  
 Association Inc..... HAWKS NEST  
 Russian Relief Association of St Sergius  
 of Radonezh..... CABRAMATTA  
 Rylstone Kandos Aged & Disabled  
 Association Incorporated..... KANDOS  
 Sawtell Catholic Care of the Aged..... TOORMINA  
 Scalabrini Village Ltd..... DRUMMOYNE  
 Seventh-day Adventist Aged Care  
 (North NSW) Ltd..... COORANBONG  
 Sir Moses Montefiore Jewish Home..... HUNTERS HILL  
 Sisters of St Joseph Aged Care Services  
 (Darlinghurst) Ltd..... SURRY HILLS  
 Sisters of St Joseph Aged Care Services  
 (NSW)..... HUNTERS HILL  
 Snowy River Shire Council..... BERRIDALE  
 Society of the Sacred Heart..... KENSINGTON  
 South West Italo-Australian  
 Association..... BOSSLEY PARK  
 Southern Cross Care (Broken Hill) Inc..... BROKEN HILL  
 Southern Cross Care (NSW & ACT) Inc..... MERRYLANDS  
 Southlakes Carers Inc..... MORISSET  
 St Andrews Village Ballina Ltd..... BALLINA  
 St Anne's Home..... PERTHVILLE  
 St Basil's Homes..... LAKEMBA  
 St Carthage's Community Aged Care..... LISMORE  
 St Catherine's Aged Care Facility  
 (Bathurst) Limited..... BATHURST  
 St Catherine's Aged Care Services..... EASTWOOD  
 St Cuthbert's Retirement Living  
 Complexes Inc..... TWEED HEADS  
 St Dominic's Hostel..... BLACKTOWN  
 St Elizabeth Home..... DEAN PARK  
 St George Community Services Inc..... HURSTVILLE  
 St Hedwig Village..... BLACKTOWN  
 St Joseph's Village Limited..... AUBURN



## ACS Membership 2005/2006

St Lawrence Home ..... GALONG  
 St Luke's Hospital Complex ..... POTTS POINT  
 St Mary's Villa ..... CONCORD  
 St Nicholas Home for the Aged ..... KINGSTON  
 St Simeon Village ..... ROOTY HILL  
 St Vincent De Paul Society Aged &  
 Special Care Services Ltd ..... LEWISHAM  
 Storm Retirement Village ..... TAREE  
 Strathearn Village ..... SCONE  
 Stroud Community Lodge Inc ..... STROUD  
 Sunnyfield Association Ltd ..... ALLAMBIE HEIGHTS  
 Sydney Latvian Society Ltd ..... STRATHFIELD  
 Sylvanvale Disability Service ..... KIRRAWEE  
 Tabulam Cottages Association Inc ..... PORTLAND  
 Tamworth Regional Council ..... MANILLA  
 Tanderra Lithgow Incorporated ..... LITHGOW  
 Teloca House ..... NARRANDERA  
 Tenterfield Care Centre Inc ..... TENTERFIELD  
 The Australian Chinese & Descendants  
 Mutual Association Aged Hostel ..... CANLEY VALE  
 The Benevolent Society ..... PADDINGTON  
 The Hammond Care Group ..... SYDNEY

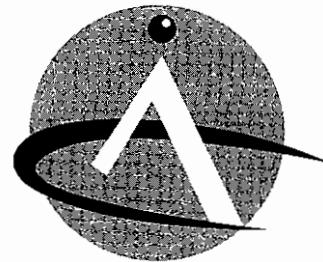
The Haven 2WG Homes  
 Incorporated ..... WAGGA WAGGA  
 The Oaks Country Village ..... BEGA  
 The Salvation Army (NSW) Property Trust ..... SYDNEY  
 The Vasey Housing Association, NSW ..... SYDNEY  
 Thomas Holt Villages ..... SUTHERLAND  
 Three Tree Lodge ..... BOWENFELS  
 Timbregongie House Incorporated ..... NARROMINE  
 Tinonee Gardens The Multicultural  
 Village ..... WARATAH  
 Tocumwal Lions Community Hostel Ltd ..... TOCUMWAL  
 Touriandi Lodge Inc ..... BINGARA  
 Trustees of Archdiocese of Sydney -  
 Rosary Village ..... YENNORA  
 Trustees of St Joan of Arc Villa ..... HABERFIELD  
 Twilight Aged Care ..... CHATSWOOD  
 Ulupna Lodge ..... FINLEY  
 United Protestant Association NSW ..... WAHROONGA  
 UnitingCare Ageing ..... SYDNEY  
 Upper Hunter Shire Council ..... MERRIWA  
 Uralba Retirement Village ..... CARCOAR  
 Uralla Shire McMaugh Gardens ..... URALLA

Vietnam Veterans Keith Payne VC  
 Hostel Ltd ..... NORAVILLE  
 Villa Maria Centre ..... UNANDERRA  
 Villaggio Italiano Limited ..... PAGE  
 Walgett Aged Accommodation  
 Incorporation ..... WALGETT  
 War Widows Guild of Australia  
 NSW Limited ..... SYDNEY  
 Waratah Respite Centre  
 (Mid North Coast) Inc ..... COFFS HARBOUR  
 Warrigal Care ..... ALBION PARK RAIL  
 Weeronga Aged Hostel ..... WEE WAA  
 Wentworth District Hostel Society  
 Incorporated ..... WENTWORTH  
 Western Sydney Community  
 Forum Inc ..... PARRAMATTA  
 Willoughby Retirement Community  
 Association ..... CHATSWOOD  
 Wornmin Bay Hostel Limited ..... KINGSCLIFF  
 Woodhaven Management Committee ..... LOCKHART  
 Woolgoolga Aged Care Centre ..... WOOLGOOLGA  
 Woy Woy Community Aged Care Limited ..... WOY WOY  
 Young Retirement Village ..... YOUNG

## Industry Advice Scheme Members

Anita Villa ..... KATOOMBA  
 Aspic Holdings Pty Ltd ..... WILLOUGHBY  
 Bennetcare Investments Pty Ltd ..... LANE COVE  
 Clarence Coast Nursing Services ..... HARWOOD ISLAND  
 Coffs Harbour Nursing Service  
 Pty Ltd ..... COFFS HARBOUR  
 Empowered Living Support Services Ltd ..... TERALBA  
 Grafton Aged Care Home Pty Limited ..... GRAFTON  
 Hardi Nursing Home Management  
 Pty Ltd ..... BONDI JUNCTION  
 Huntingdon Nursing Home Pty Ltd ..... WILLOUGHBY

Just Better Care ..... BALGOWLAH  
 Keverin Investments Pty Ltd ..... NEUTRAL BAY  
 LifeCare HomeCare Pty Ltd ..... NORTH SYDNEY  
 Majestic Health Care Group Pty Ltd ..... ALLAWAH  
 Merimbula Home Nursing Service  
 Pty Ltd ..... MERIMBULA  
 Occasional & Permanent Eldercare ..... LINDFIELD  
 Pinnacle Aged Care Group ..... PADSTOW  
 SOS Visiting Nursing Service,  
 Home Help & Cleaning Agency ..... PALLAMALLAWA  
 Sue Mann's Nursing Service ..... ERINA HEIGHTS



Aged & Community Services  
Association of NSW & ACT  
Incorporated

The Australian Industrial Registrar  
Level 8, Terrace Towers  
80 William Street  
East Sydney NSW 2011

Dear Sir,

Lodgement

We lodge the Annual Financial Statement for the year ending 30<sup>th</sup> June 2006, together with the Secretary's Certificate and the full Annual Report to the members.

The Annual Return of Information will be lodged by 31<sup>st</sup> March 2007.

Yours Faithfully

Robin Smith  
Administration Manager  
27 October 2006



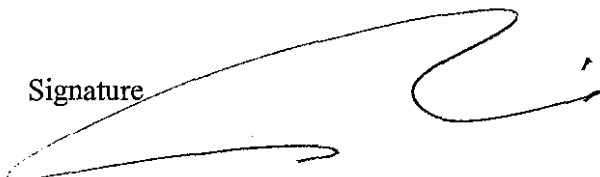
**AGED & COMMUNITY SERVICES ASSOCIATION OF NSW & ACT**

**Certificate of Secretary or other Authorising Officer**

I, John Ireland, being the Honorary Treasurer of the Aged & Community Services Association certify:

- That the documents lodged herewith are copies of the full report, referred to in s268 of the RAO Schedule; and
- That the full report was provided to members by mail or email on or before 18<sup>th</sup> September 2006; and
- That the full report was presented to the Annual General Meeting of members of the reporting unit on 10<sup>th</sup> October 2006 in accordance with section 266 of the RAO Schedule.

Signature



Date: 18/10/06



AGED AND COMMUNITY SERVICES ASSOCIATION OF NSW & ACT INC.

FINANCIAL REPORT  
FOR THE YEAR ENDED 30<sup>TH</sup> JUNE 2006

**CONTENTS**

1. General Purpose Financial Report

- (i) Income Statement
- (ii) Balance Sheet
- (iii) Statement of Changes in Equity
- (iv) Cash Flow Statement
- (v) Notes to Financial Statements
- (vi) Board of Directors Statement
- (vii) Independent audit report to the members

2. Operating Report

3. Committee (Board) of Management Statement



AGED AND COMMUNITY SERVICES ASSOCIATION OF NSW AND ACT INC.

**INCOME STATEMENT  
FOR THE YEAR ENDED  
30 JUNE 2006**

	NOTE	2006	2005
		\$	\$
Revenue	3	3,057,934	2,732,000
Employee benefits expense		(1,464,145)	(1,204,480)
Education programs		(438,633)	(635,382)
Printing and stationery		(148,306)	(136,791)
Subscriptions		(172,545)	(152,568)
Travel		(92,719)	(104,913)
Computer operations		(63,309)	(54,215)
Depreciation and amortization expenses		(74,018)	(80,530)
Operating lease expense		(205,013)	(55,296)
Telephone		(58,521)	(51,012)
Other expenses		(288,325)	(244,315)
Net Profit from operations		<u>52,400</u>	<u>32,498</u>

The accompanying notes form part of these financial statements.

AGED AND COMMUNITY SERVICES ASSOCIATION OF NSW AND ACT INC.

**BALANCE SHEET  
AS AT 30 JUNE 2006**

	NOTE	2006 \$	2005 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	5	1,756,256	1,268,614
Trade and other Receivables	6	151,603	82,963
Other current assets	7	0	34,263
<b>TOTAL CURRENT ASSETS</b>		<b>1,907,859</b>	<b>1,385,840</b>
<b>NON-CURRENT ASSETS</b>			
Property, plant and equipment	8	378,023	335,413
<b>TOTAL NON-CURRENT ASSETS</b>		<b>378,023</b>	<b>335,413</b>
<b>TOTAL ASSETS</b>		<b>2,285,882</b>	<b>1,721,253</b>
<b>CURRENT LIABILITIES</b>			
Trade and other Payables	9	1,098,513	617,167
Provisions	9	130,380	120,905
<b>TOTAL CURRENT LIABILITIES</b>		<b>1,228,893</b>	<b>738,072</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	10	111,249	89,841
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>111,249</b>	<b>89,841</b>
<b>TOTAL LIABILITIES</b>		<b>1,340,142</b>	<b>827,913</b>
<b>NET ASSETS</b>		<b>945,740</b>	<b>893,340</b>
<b>EQUITY</b>			
Retained earnings		945,740	893,340
<b>TOTAL EQUITY</b>		<b>945,740</b>	<b>893,340</b>

The accompanying notes form part of these financial statements.

AGED AND COMMUNITY SERVICES ASSOCIATION OF NSW AND ACT INC.

**STATEMENT OF CHANGES IN EQUITY  
FOR THE YEAR ENDED  
30th JUNE 2006**

	Retained Earnings	Total
	\$	\$
Balance at 1 July 2004	860,842	860,842
Net Profit	32,498	32,498
Balance at 30 June 2005	893,340	893,340
Net Profit	52,400	52,400
Balance at 30 June 2006	945,740	945,740

The accompanying notes form part of these financial statements

AGED AND COMMUNITY SERVICES ASSOCIATION OF NSW AND ACT INC.

**CASH FLOW STATEMENT  
FOR THE YEAR ENDED  
30 JUNE 2006**

	NOTE	2006 \$	2005 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from customers		3,558,594	3,051,901
Payments to suppliers and employees		(3,025,565)	(2,921,388)
Interest received		76,201	85,559
Net cash provided by (used in) operating activities	13(b)	609,230	216,072
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Fixed asset purchases		(121,588)	(262,609)
Proceeds on the sale of fixed assets		0	162,636
Net cash provided by (used in) investing activities		(121,588)	(99,973)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Net cash used in financing activities		-	-
Net increase/(decrease) in cash held		487,642	116,099
Cash at the beginning of the financial year		1,268,614	1,152,515
Cash at the end of the financial year	13(a)	1,756,256	1,268,614

The accompanying notes form part of these financial statements.



**AGED AND COMMUNITY SERVICES ASSOCIATION OF NSW & ACT INC.**

**NOTES TO THE FINANCIAL  
STATEMENTS FOR THE YEAR ENDED 30TH JUNE 2006**

**NOTE 1: Statement of Significant Accounting Policies**

The financial report is a general purpose financial report prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Associations Incorporation Act 1984.

The Aged and Community Services Association of NSW & ACT Inc. is an association incorporated in New South Wales under the Associations Incorporation Act 1984.

The financial report complies with all the Australian equivalents to International Financial Reporting Standards (AIFRS)

The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

**Basis of Preparation**

**First-time Adoption of Australian Equivalents to International Financial Reporting Standards.**

The Aged and Community Services Association of NSW & ACT Inc. has prepared financial statements in accordance with the Australian equivalents to International Financial Reporting Standards (AIFRS) from 1 January 2005.

In accordance with the requirements with AASB 1: First-time Adoption of Australian Equivalents to International Financial Reporting Standards, adjustments to the entity accounts resulting from the introduction of AFRS have been applied retrospectively to 2005 comparative figures excluding cases where optional exemptions under AASB 1 have been applied. These accounts are the first financial statements of the Aged and Community Services Association of NSW & ACT Inc. to be prepared in accordance with Australian equivalents to IFRS.

The accounting policies set out below have been consistently applied to all years presented.

Reconciliations of the transition from previous Australian GAAP to IFRS have been included in Note 2 to this report.

**Reporting Basis and Conventions.**

The financial report has been prepared on an accrual basis and is based on historical costs modified by the revaluation of selected non-current assets, and financial assets and liabilities for which the fair value basis of accounting has been applied.

**Accounting Policies**

**Property, Plant and Equipment**

Property, plant and equipment are measured on the cost basis less depreciation and impairment losses. The carrying amount is reviewed by the Association to ensure it is not in excess of the recoverable amount from those assets. The recoverable amount is assessed on the basis of the expected net cash flows, which will be received from the assets' employment and subsequent disposal. The expected net cash flows have not been discounted to present values in determining recoverable amounts.

**Depreciation**

Depreciation is calculated on the straight-line basis so as to write off the net cost of each fixed asset during its effective working life. The depreciation rates used for each class of assets are:

Motor Vehicles	10%
Leasehold improvements	20%
Office Equipment, Furniture & Fittings	20%
Computers	33%

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

#### **Employee Entitlements**

Provision is made for the Association's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year, have been measured at the amounts expected to be paid when the liability is settled, plus related on costs. Other employee entitlements payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those entitlements.

Contributions are made by the Association to an employee superannuation fund and are charged as expenses when incurred.

#### **Leases**

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the association, are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. Leased assets are depreciated on a straight line basis over their estimated useful lives where it is likely that the association will obtain ownership of the asset or over the term of the lease. Lease payments are allocated between the reduction in the lease liability and the lease interest expense for the period.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

#### **Revenue**

Revenue from the sale of goods is recognised upon the delivery of goods to customers. Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets. Revenue from the rendering of a service is recognised upon the delivery of the service to the customer.

#### **Income Tax**

The Association is exempt from income tax.

#### **Goods and Services Tax (GST)**

Revenue, expenses and assets are recognised net of the GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or part of an item of expense. Receivables and Payables in the Statement of Financial Position are shown inclusive of GST.

#### **Critical Accounting Estimates and Judgements**

The Board members evaluate estimates and judgements incorporated into the financial report based on historical knowledge and best available current information. Estimates assume reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the association.

#### **Key Estimates----- Impairment**

The association assesses impairment at each reporting date by evaluating conditions specific to the group that may lead to impairment of assets. Where an impairment trigger exists, the recoverable amount of the asset is determined. Value-in-use calculations performed in assessing recoverable amounts incorporate a number of key estimates.

#### **Impairment of Assets**

At each reporting date, the association reviews the carrying costs of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the assets fair value less the costs to sell the value-in-us, expensed to the income statement.

Where it is not possible to estimate the recoverable amount of the individual asset, the association estimates the recoverable amount of the cash-generating unit to which the asset belongs.

**NOTE 2: First-Time Adoption of Australian Equivalents to International  
Financial Reporting Standards.**

On transition to AIFRS, there were no adjustments to equity or profit or loss between previous Australian GAAP and AIFRS.

AGED AND COMMUNITY SERVICES ASSOCIATION OF NSW AND ACT INC.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 JUNE 2006**

	2006	2005
	\$	\$
<b>NOTE 3: Revenue</b>		
Operating activities		
- members subscriptions	1,471,179	1,364,263
- education services	1,058,799	1,051,827
- consultancy	143,856	55,743
- net project income	109,693	104,166
- sale of publications	24,161	51,943
- income from service contract	139,803	13,549
- interest received	76,201	85,559
- other	34,242	4,950
	<u>3,057,934</u>	<u>2,732,000</u>

**NOTE 4: Profit**

Profit from ordinary activities has been determined after:

<b>Expenses</b>		
Rental expenses on operating expenses	205,013	55,296
Remuneration of auditor		
- audit or review services	8,000	7,800
- other services	4,000	3,730
Total	<u>12,000</u>	<u>11,530</u>
Net loss on disposal of plant and equipment	4,960	21,429

**NOTE 5: Cash and Cash Equivalents**

Cash on hand	940	800
Cash at bank	604,013	214,392
Cash on deposit	<u>1,151,303</u>	<u>1,053,422</u>
	<u>1,756,256</u>	<u>1,268,614</u>

Included in cash on deposit, are amounts totalling \$232,560 which have been placed with the association's bankers as guarantees for rent and e-commerce transactions.

**NOTE 6: Trade and Other Receivables**

Trade debtors	157,603	88,963
Allowance for doubtful debts	<u>(6,000)</u>	<u>(6,000)</u>
	<u>151,603</u>	<u>82,963</u>

**NOTE 7: Other Current Assets**

Prepayments	0	34,263
	<u>0</u>	<u>34,263</u>

AGED AND COMMUNITY SERVICES ASSOCIATION OF NSW AND ACT INC.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 JUNE 2006**

	2006 \$	2005 \$
<b>NOTE 8: Property, Plant and Equipment</b>		
Leasehold improvements - at cost	67,460	158,323
Less accumulated depreciation	(31,364)	(110,235)
	<u>36,096</u>	<u>48,088</u>
Office equipment, furniture and fittings - at cost	222,451	119,950
Less accumulated depreciation	(97,862)	(74,458)
	<u>124,589</u>	<u>45,492</u>
Motor vehicles - at cost	244,954	244,954
Less accumulated depreciation	(27,616)	(3,121)
	<u>217,338</u>	<u>241,833</u>
	<u>378,023</u>	<u>335,413</u>

**Movements in carrying amounts**

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year

	Leasehold Improvements \$	Office Equipment \$	Motor Vehicles \$	Total \$
Balance at the beginning of year	48,088	45,492	241,833	335,413
Additions	6,000	115,588	0	121,588
Disposals	(4,911)	(49)	0	(4,960)
Depreciation expense	(13,081)	(36,442)	(24,495)	(74,018)
Carrying amount at the end of year	<u>36,096</u>	<u>124,589</u>	<u>217,338</u>	<u>378,023</u>

**NOTE 9: Trade and Other Payables**

**CURRENT**

Trade creditors and accruals	316,006	156,652
Subscriptions received in advance	315,330	284,704
Seminars income received in advance	185,651	118,048
Project funding received in advance	281,526	57,763
Accrued annual leave	130,380	120,905
	<u>1,228,893</u>	<u>738,072</u>

**NOTE 10: Provisions**

**NON-CURRENT**

**Long Service Leave**

Opening balance at beginning of year	89,841	69,753
Net additional provisions raised during the year	21,408	20,088
Balance at end of year	<u>111,249</u>	<u>89,841</u>

AGED AND COMMUNITY SERVICES ASSOCIATION OF NSW AND ACT INC.

NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 JUNE 2006

2006  
\$

2005  
\$

**NOTE 11: Capital and Leasing Commitments**

**(a) Operating Lease Commitments**

Non-cancelable operating leases contracted for  
but not capitalized in the financial statements

Payable:

- not later than 1 year	286,589	55,296
- later than 1 year but not later than 5 years	932,082	20,358
- later than 5 years	-	-
	<u>1,218,671</u>	<u>75,654</u>

The property lease commenced in November 2005 and is a non-cancelable lease with a five year term, with rent payable monthly in advance. Contingent rental provisions within the lease agreement require that the minimum lease payments shall be increased by CPI. An option exists to renew the lease at the end of the five year term for two additional terms of five years. The lease allows for subletting.

**NOTE 12: Segment Reporting**

The Association operates predominantly in one business and geographical segment, being in the not-for-profit aged and community services sector providing services to members in NSW and the ACT.

2006  
\$

2005  
\$

**NOTE 13: Cash Flow Information**

**(a) Reconciliation of Cash**

Cash on hand	940	800
Cash at bank	604,013	214,392
Cash on deposit	<u>1,151,303</u>	<u>1,053,422</u>
	<u>1,756,256</u>	<u>1,268,614</u>

**(b) Reconciliation of Net Cash provided by  
Operating Activities to Profit from Ordinary  
Activities**

Profit from ordinary activities	52,400	32,498
Non-cash flows in profit from ordinary activities:		
Depreciation	74,018	60,530
Net( profit)/loss on disposal of plant and equipment	4,960	21,429
Changes in assets and liabilities:		
(Increase)/Decrease in receivables	(68,840)	29,088
( Increase)/Decrease in Prepayments	34,263	(34,263)
Increase/(Decrease) in creditors, accruals and income in advance	481,346	70,838
	30,883	
Increase/(Decrease) in provisions	0	35,952
Net cash provided by operating activities	<u>609,230</u>	<u>216,072</u>

(c) The association has no credit stand-by or financing facilities in place.

(d) There were no non-cash financing or investing activities during the period

AGED AND COMMUNITY SERVICES ASSOCIATION OF NSW AND ACT INC.

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
30 JUNE 2006**

**NOTE 14: Financial Instruments**

**(a) Credit Risk**

The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognized financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the statement of financial position and notes to the financial statements.

The Association does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the Association.

**(b) Net Fair Values**

The net fair values of assets and liabilities approximate their carrying value

**(c) Interest Rate Risk**

The Association's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates and the effective weighted average interest rates on classes of financial assets and financial liabilities, is as follows:

	Weighted Average Effective Interest Rate %		Floating Interest Rate		Fixed Interest Rate	
	2006	2005	2006	2005	2006	2005
<b>Financial Assets</b>						
Cash and cash equivalents	5.01%	6.44%	1,753,316	1,267,814	nil	nil

**NOTE 15: Association Details**

The registered office and principal place of business of the association is:

Aged and Community Services Association of NSW and ACT Inc.

Level 3 , 9 Blaxland Road  
Rhodes NSW 2138

**AGED AND COMMUNITY SERVICES ASSOCIATION OF NSW & ACT INC**

**Board of Directors Statement**

On 5<sup>th</sup> September 2006 the Board of Directors of the Aged and Community Services Association of NSW & ACT Inc. passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30<sup>th</sup> June 2006.

The Board declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statements and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
  - (i) meetings of the board of management were held in accordance with the rules of the organisation;
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the organisation;
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations;
  - (iv) No requests for information have been made by any member of the reporting unit, or the Registrar under section 272 of the RAO Schedule; and
  - (v) This report is made in accordance with a resolution of the Board made on the 6<sup>th</sup> September 2006.

For the Board of Directors:

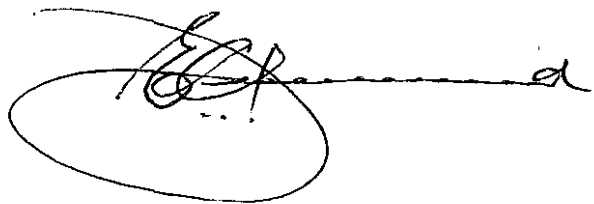
Elwyn Townsend

Title of Office held:

Junior Vice President

Signature:

Date: 5<sup>th</sup> September 2006

A handwritten signature in black ink, appearing to be 'Elwyn Townsend', written over a large, loopy oval shape.



**AGED AND COMMUNITY SERVICES ASSOCIATION OF NSW & ACT INC.**

**INDEPENDENT AUDIT REPORT TO THE MEMBERS**

**SCOPE**

We have audited the financial report of the Aged and Community Services Association of NSW & ACT Inc. being the Income Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement and Notes to the Financial Statements for the Year Ended 30 June 2006. The Board is responsible for the financial report. We have conducted an independent audit of the financial report in order to express an opinion on it to the members of Aged and Community Services Association of NSW & ACT Inc.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material mistakes. Our procedures included an examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with accounting standards and other mandatory professional reporting requirements in Australia, so as to present a view which is consistent with our understanding of the Association's financial position and performance as represented by the results of its operations and its cash flows.

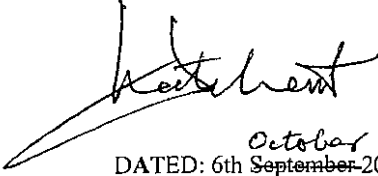
The audit opinion expressed in this report has been formed on the above basis.

**AUDIT OPINION**

In our opinion,

- (a) The financial report presents a true and fair view in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, of the financial position of the Aged and Community Services Association of NSW & ACT Inc as at 30<sup>th</sup> June 2006 and the results of its operations and its cash flows.
- (b) The Association maintained satisfactory accounting records in relation to the year ended 30th June, 2006 including records of the sources and nature of income (including income from members) and records of the nature & purposes of the expenditure of the Association.
- (c) We were provided with all the information and explanations as requested from the officers or employees of the Association.

BYRONS  
CHARTERED ACCOUNTANTS  
62 Burwood Rd,  
Burwood NSW



*October*  
DATED: 6th ~~September~~ 2006  
JEFFREY MATCHETT  
PARTNER  
Registered Company Auditor

## AGED AND COMMUNITY SERVICES ASSOCIATION OF NSW & ACT INC.

### Operating Report

On behalf of the Directors we submit the operating report for the year ending 30<sup>th</sup> June 2006.

#### Principal Activities

- The principal activities are detailed in the annual report provided to all members of the Association prior to the Annual General Meeting.
- The principal activities are:
  1. Representing as the peak body and registered employers association, religious, charitable and community based not-for-profit providers of aged and community care services in NSW and ACT. ACS also offers services to for-profit organisations through our Industry Advice Scheme.
  2. Offering members a range of services, including policy and advice on best practice in the areas of industrial relations, human resource management, clinical care, organisational change and financial management. This covers the full range of issues for residential aged care, community care and retirement villages.
  3. Offering as a registered training organisation an extensive training program, ensuring member organisations and their staff are able to upgrade skills and keep abreast of ongoing changes in aged and community care.
  4. Offering advice and encouragement to members to help them achieve best practice in compliance with the legislation governing aged and community care, including the Aged Care Act 1997, NSW Retirement Villages Act 1999 and ACT Code of Practice for Retirement Villages.
- There has been no significant change in the nature of the Association's principal activities from the previous year.

The following information is required to be disclosed in this report:

1. A report has been kept of all moneys collected of the Association and all moneys so collected have been credited to the bank accounts of the Association.
2. Before any expenditure was incurred by the Association, approval for such expenditure was obtained.
3. If any payment was made out of any fund for a purpose other than the purpose for which the fund was operated, such payment was approved.
4. No loans or other financial benefits were granted to persons holding office in the Association.
5. The register of members of the Association was maintained in accordance with the Workplace Relations Act 1996.
6. The Association at the end of the financial year had 300 members.
7. During the financial year to which the accounts relate, meetings of the Board were held in accordance with the Rules of the Association.
8. During the financial year to which the accounts relate, records of the Association or other documents have been made available to members of the Association as required, in accordance with any law or the Rules of the Association.
  - Note to Members  
Section 272 of the RAO Schedule of the Workplace Relations Act 1996, requires the reporting entity to supply duly requested information to members.

9. The Association had 24 employees at the end of the financial year.
10. The Superannuation affairs of the Association is conducted by independent fund managers on behalf of the employees. No director, officer or member of the Association has any involvement with the Association's Superannuation. Employees choose their own superannuation funds.
11. Members have the right to resign from the Association at any time, by furnishing written notice. This right means the Association rules meet the requirements of S174 of the Workplace Relations Act 1996.
12. Membership of the Board of Directors during the year were:

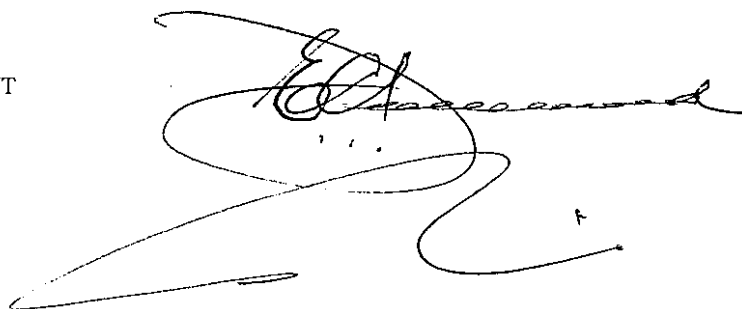
**Board Member**

Mr John Cowland (President)	Full 12 months
Mr John Ireland (Treasurer)	Full 12 months
Ms Carol Allen (Snr Vice-President)	Resigned February 2006
Mr Ian Wilson (Snr Vice-President)	Appointed April 2006
Mr Ian Wilson (Jnr Vice-President)	Full 12 months service. See appointment above.
Mr Elwyn Townsend (Jnr Vice-President)	Appointed May 2006
Ms Pauline Armour	Full 12 months
Mr Phillip Armstrong	Elected October 2005
Mr John Baremans	Full 12 months
Mr Michael Barry	Term expired October 2005
Mr Dennis Byron	Full 12 months
Mr Errol Curran	Full 12 months
Dr June Heinrich	Full 12 months
Ms Sue Irvine	Term expired October 2005
Ms Wendy Jeskie	Full 12 months
Dr Stephen Judd	Elected October 2005
Mr Kevin Klose	Appointed November 2005
Mr Rex Leighton	Term expired October 2005
Ms Gillian McFee	Full 12 months
Mr Jack Murphy	Elected October 2005
Mr Elwyn Townsend	Full 12 months service. See appointment above to Jnr Vice President

This report is made in accordance with a resolution of the Board made on 5<sup>th</sup> September 2006 and is signed for and on behalf of the Board by:

Elwyn Townsend  
JUNIOR VICE PRESIDENT  
Dated 5<sup>th</sup> September 2006

John Ireland  
TREASURER  
Dated 5<sup>th</sup> September 2006



### **Committee (Board) Of Management Statement**

On 5 Th September 2006 the Committee (Board) of Management of Aged & Community Services Association of NSW & ACT Inc. passed the following resolution in relation to the general purpose financial report (GPFR) of the reporting unit for the financial year ended 30/6/2006.

The Committee (Board) of Management declares in relation to the GPFR that in its opinion:

- (a) the financial statements and notes comply with the Australian Accounting Standards;
- (b) the financial statements and notes comply with the reporting guidelines of the Industrial Registrar;
- (c) the financial statement and notes give a true and fair view of the financial performance, financial position and cash flows of the reporting unit for the financial year to which they relate;
- (d) there are reasonable grounds to believe that the reporting unit will be able to pay its debts as and when they become due and payable;
- (e) during the financial year to which the GPFR relates and since the end of that year:
  - (i) meetings of the committee (board) of management were held in accordance with the rules of the organisation; and
  - (ii) the financial affairs of the reporting unit have been managed in accordance with the rules of the Organisation; and
  - (iii) the financial records of the reporting unit have been kept and maintained in accordance with the RAO Schedule and the RAO Regulations; and
  - (iv) There is only one reporting unit and there are no branches; and
  - (v) No information or request has been made by a member of the reporting unit or by a Registrar duly under Section 272 of the RAO Schedule; and
  - (vi) No orders for inspection of financial records have been made by the Commission under section 273 of the RAO Schedule.
- (f) There has been no recovery of wages activity.

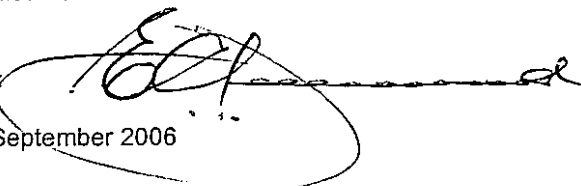
For Committee (Board) of Management:

Elwyn Townsend

Title of Office held: Junior Vice President

Signature:

Date: 5<sup>th</sup> September 2006

A handwritten signature in black ink, appearing to be 'Elwyn Townsend', written over a horizontal line. The signature is stylized and includes a large loop at the end.



**Australian Government**

**Australian Industrial Registry**

Level 8, Terrace Towers  
80 William Street, East Sydney, NSW 2011  
Telephone: (02) 8374 6666  
Fax: (02) 9380 6990  
Email: [sydney@air.gov.au](mailto:sydney@air.gov.au)

Mr Robin Smith  
Administration Manager  
Aged & Community Services Association of NSW & ACT Incorporated  
PO Box 3124  
RHODES NSW 2138

Dear Mr Smith

**Re: Lodgement of Financial Statements and Accounts –  
Aged & Community Services Association of NSW & ACT Incorporated –  
for year ending 30 June 2006 (FR2006/522)**

I refer to the abovementioned financial statements and accounts which were lodged in the Registry on 2 November 2006.

The legislative requirements appear to have been substantially met and accordingly the documents have been filed. For future reference when preparing next year's return however please note the following.

In the Operating Report, the "Note to Members" regarding section 272 of the RAO Schedule falls short of the requirement [see subsection 272(5)] that the financial report set out subsections 272(1), 272(2) and 272(3) in full.

Yours sincerely,

A handwritten signature in black ink that reads "Stephen Kellett".

Stephen Kellett  
Statutory Services Branch

8 November 2006