

15 September 2025

NOTICE OF AUSTRALIAN CHILDCARE ALLIANCE NEW SOUTH WALES 2025 ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of the Australian Childcare Alliance (ACA) New South Wales will be held at **7.00 pm on Monday, 27 October 2025**. This Annual General Meeting will be held:

- in-person at the ACA NSW office at 19 Fennell Street, Parramatta NSW 2150; and
- live on-line.

<https://nsw.childcarealliance.org.au/events/annual-general-meeting-2025>

AGENDA

Annual General Meeting

1. Welcome
2. Apologies and Proxies
3. Confirmation of Quorum
4. Adoption of Minutes of the Annual General Meeting held on 28 October 2024
5. President's Report
6. Financial Report
7. Auditor's Report
8. Declaration of Elected Office Bearers and Members of the Executive Committee
9. Appointment of Auditor
10. Close of Meeting

Please contact the ACA NSW office via 1300 556 330 or nsw@childcarealliance.org.au should you have any difficulties registering or participating this Annual General Meeting.

Association of Quality Child Care Centres of NSW Inc
Election of Office Bearers
and
Members of the Executive Committee
Call for Nominations

Positions available for nominations

Nominations are called for the following positions on the Executive Committee of Association of Quality Child Care Centres of NSW Inc (the Association), in accordance with Clauses 18.1 and 22.1(a) of the Association's Constitution:

- President
- Vice President
- Secretary
- Treasurer
- plus not more than 7 and not less than 3 members of the Executive Committee

Who can be nominated

Clause 22.1(c) of the Constitution requires that to be eligible to be a member of the Executive Committee a person must:

1. be an ordinary member or the representative of an ordinary member
2. have been continuously that member or that representative of that member for a minimum of 24 months (which timing would be from the date they would become a member of the Executive Committee which is the date of the AGM)
3. meet the nomination requirements in clause 29.6 of the Constitution which requires they be eligible to manage an incorporated body.

Clause 5.13 gives all the rights of an ordinary member to a life member, provided the life member is eligible to be an ordinary member. Hence, such life members are also eligible for nomination.

Clause 10.6 of the constitution requires that, to stand for election, the member must be financial, which means financial at the time of nomination.

Clause 2.2 of the constitution defines a 'financial member' as a member who has paid all monies due to the Association.

Nominations shall be made by 2 financial members of the Association on the attached Nomination Form. The form must also be signed by the Nominee accepting the nomination.

Clause 22.2 of the Constitution allows retiring members of the Executive Committee to be re-elected.

Clause 29.6 allows an eligible member to be nominated for more than 1 position on the Executive Committee. Separate nomination forms should be submitted for each position.

Nomination process

Clause 29.6 of the Constitution specifies the nomination process as requiring the nomination:

1. be made in writing (which includes electronically submitted forms)
2. be signed by 2 financial members of the Association
3. include the written consent of the candidate of stand for election
4. be in the form which is in the appendix to the Constitution (and is attached to this call for nominations)
5. be delivered to the Returning Officer.

Nominations must be addressed and returned to:

Returning Officer
c/- The Secretary
Executive Committee
Association of Quality Child Care Centres of NSW Inc
PO Box 660
PARRAMATTA NSW 2124

OR scanned and submitted online via:

<https://nsw.childcarealliance.org.au/events/annual-general-meeting-2025>

OR scanned and submitted via email to: nsw@childcarealliance.org.au

Timing

To be eligible nominations must be received by **5.00 pm, Friday, 3 October 2025**.

Supporting Statement

Clause 29.(a)(iii) of the Constitution allows a candidate to submit a statement in support of their nomination. Such statements must not exceed 250 words and can be submitted separately to the nomination. Such statements will be accessible to members who are voting.

Defective nominations

Clause 29.7 of the Constitution requires that if the Returning Officer finds a nomination to be defective then, before rejecting the nomination, the Returning Officer provides the nominee with an opportunity to remedy the defect. Any such remedy must be received prior to the close of nominations.

Need for a ballot

Clause 29.10 requires that if more than the required number of nomination is received for a vacant position then a ballot will be required for the position.

Keith Roberts FGIA FCG (CS CGP)

Returning Officer

21 Sep 2025

NOMINATION OF CANDIDATE FOR ELECTION

We, being financial members of the Association of Quality Child Care Centres of NSW Inc (trading as Australian Childcare Alliance New South Wales) nominate:

A.

_____ of _____

(full name of nominated member)

(address of nominated member)

for the position of _____ at the

election to be held on **27 October 2025**.

Signature of Candidate

Candidate's Mobile Number

B.

_____ of _____

(full name of Nominator)

(address)

Date

Signature

C.

_____ of _____

(full name Seconder)

(address)

Date

Signature

CONSENT TO ACT BY CANDIDATE

I, _____, nominated for election to the position of

_____ declare, in accordance with clause 29.6(a)&(b) of the Constitution of Association of Quality Child Care Centres of NSW Inc, that I am eligible and a fit and proper person to stand for election and consent to act if elected.

Signed

Date

PART A.

Nominee Name	
Member Organisation Name	
Date Member Joined ACA NSW	
Role in Member Organisation	
Formal Qualifications	
Membership in professional bodies or community organisations	
Interest in being a director of ACA NSW	
Current or previous Board experience	

PART B.

ACA NSW may also require to undertake the following checks and requires your permission to do so, recognising any personal information (including sensitive information) collected will be fully compliant as defined in *the Privacy Act 1988 (Cth)* (**Privacy Act**):

- Will need you to allow us to do a search of the Australian Securities and Investment Commission's (ASIC) disqualified and banned persons register.
- Will need you to provide us with your Working with Children Check details.

PART C.

Nominees:

Please answer the following questions:

1. Have you ever been convicted of any offence involving management of corporations, breaches of the Corporations Law, dishonesty or significant prison terms?

Yes ☐ No ☐

If you answered YES to Question 1, please provide details of the conviction, including a description of the conduct for which you were convicted, when you were convicted and the penalty imposed

2. Are you an un-discharged bankrupt under Australian or foreign law?

Yes ☐ No ☐

3. Have you executed a deed of arrangement under Part X of the Bankruptcy Act 1966 (Cth) (or a similar law of a foreign country) and have not yet fully complied with the terms of the deed?

Yes ☐ No ☐

4. Have your creditors accepted a composition under Part X of the Bankruptcy Act 1966 (Cth) (or a similar law of a foreign country) and final payment has not yet been made under the composition?

Yes ☐ No ☐

5. Has a Court disqualified you from managing corporations?

Yes ☐ No ☐

6. Has ASIC disqualified you from managing corporations?

Yes ☐ No ☐

If you answered YES to Questions 5 or 6, please provide details of the disqualification, including a description of the conduct for which you were disqualified, when you were disqualified and the period of your disqualification.

7. Have you been refused insurance as a director?

Yes ☐ No ☐

If you answered YES to Question 7, please provide a copy of the Court order or ASIC's written permission.

8. Has a personal representative or trustee been appointed to administer your property on grounds of mental incapacity?

Yes ☐ No ☐

9. Do you have the time and capability to actively add value to the deliberations and work of the Association's Board? Yes ☐ No ☐
10. Do you have an understanding of your legal responsibilities and duties of being a director of an Association? Yes ☐ No ☐
11. Do you have skills in at least 5 of the following competencies relevant to being a director of the Association? Yes ☐ No ☐
- | | | |
|---|------------------------------|-----------------------------|
| (i) directorship experience (company, not-for-profit); | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (ii) private sector business experience; | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (iii) child care industry experience of more than 5 years; | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (iv) high profile and responsible appointments in community activities; | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (v) senior managerial experience; | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (vi) marketing experience, particularly in a service industry; | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (vii) formal/academic qualifications; | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (viii) government relations experience; | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (ix) risk management, audit or finance experience; | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (x) industrial relations or HR Management experience; | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (xi) experience in the use of information technology. | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Declaration

I declare that the answers given above, and any other information that I have given the Association in connection with this eligibility questionnaire, is complete and accurate as at today's date.

I also provide ACA NSW with permission to make the enquiries as specified in Part B of this form.

Signature

Name

Date

FORM OF APPOINTMENT OF PROXY

I, _____ of _____
(full name) (address)

being a financial member of the Association of Quality Child Care Centres of NSW Inc. (trading as Australian Childcare Alliance (ACA) NSW) hereby appoint

(full name of proxy)

of _____
(address)

being a financial member of the Association, as my proxy to vote for me on my behalf at the general meeting of the Association (annual general meeting or special general meeting, as the case may be) to be held on the **27 October 2025** and at any adjournment of that meeting.

- My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

Signature of member appointing proxy

Date: _____

NOTE:

- A Proxy Vote may not be given to a person who is not a financial member of the Association.

Completed Proxy Forms should be sent to:

The Secretary, Australian Childcare Alliance New South Wales, PO Box 660, Parramatta NSW 2124 and received no later than 24 hours before the time of the Annual General Meeting (as per Clause 37.1 of the Constitution).