

SAMARITANS HOUSING ORDINANCE 2017

AN ORDINANCE to establish the governance provisions for the operation of Samaritans Housing.

BE IT THEREFORE Ordained by the Diocesan Council of the Diocese of Newcastle as follows:

BACKGROUND

- A. Samaritans Foundation is the social services arm of the Anglican Diocese of Newcastle, assisting thousands of locals in need.
- B. In 2013, Samaritans Housing was formed as a body corporate pursuant to the *Anglican Church of Australia (Bodies Corporate) Act 1938* (NSW) by the passing of the *Samaritans Housing Ordinance 2013* to provide housing separately to the other services provided by the Samaritans Foundation.

PART 1 – PRELIMINARY

- 1. Short Title
This Ordinance may be cited for all purposes as the ***Samaritans Housing Ordinance 2017***.
- 2. Repeal
The *Samaritans Housing Ordinance 2013* is hereby repealed.
- 3. Definitions
- 3.1 In this Ordinance, unless the context or subject matter otherwise indicates or requires:

ACNC	means the Australian Charities and Not-for-profits Commission.
ACNC Act	means the <i>Australian Charities and Not-for-profits Commission Act 2012</i>
ADI	has the same meaning as in the Banking Act 1959 (Commonwealth).
Bishop	means the Bishop of the Diocese for the time being or any Commissary of the Bishop serving while the Bishop is absent, on leave or acting with the delegated authority of the Bishop, or the Administrator during any vacancy in the office of Bishop.
Board	means the Board of Samaritans Housing, who will be the Board of the Samaritans Foundation for the time being.
Board Member	means any person holding the position of a member of the Board for the time being.
Bodies Corporate Act	means the <i>Anglican Church of Australia (Bodies Corporate) Act 1938</i> (NSW).

SAMARITANS HOUSING ORDINANCE 2017

Body Corporate	means the Samaritans Foundation
Business Day	means a day on which banks are open for business in Newcastle.
Chairperson	means the Chairperson of the Board for the time being.
Church Trust Property Act	means the Anglican Church of Australia Trust Property Act 1917 (NSW).
Committee	means any subcommittee of the NAC dealing with any business of Samaritans Housing delegated to it under clause 23 of this Ordinance.
Corporation Secretary	Means the officer appointed by the Board of the Newcastle Anglican Corporation to the Corporation Secretary.
Designated Fund Ordinance	means the Designated Fund Ordinance 2015 passed by the Diocese under the Bodies Corporate Act and includes any amendments thereto or replacements thereof.
Diocesan Chief Executive	means the Diocesan Chief Executive of the Diocese.
Diocesan Council	means the Diocesan Council of the Diocese (to the extent of that delegation).
Diocese	means the Anglican Diocese of Newcastle.
Finance Debt	means and includes any indebtedness or other liability (present or future, actual or contingent) relating to any financial accommodation including: <ul style="list-style-type: none"> a) an advance or loan; b) drawing, accepting, endorsing, discounting, collecting or paying a bill of exchange, cheque or other negotiable instrument; c) the discounting or sale of receivables; d) entering into any agreement or transaction in connection with raising financial accommodation as a result of which a debt or liability or a contingent debt or liability, will or might arise (including any finance lease, hire purchase agreement or title retention agreement); e) any commodity, currency or interest rate swap agreement, forward exchange rate agreement or futures contract (as defined in any statute); f) any reimbursement obligation or indemnity relating to any financial accommodation (including any letter of credit or bank undertaking); or g) any Guarantee of any other Finance Debt.
Guarantee	means the guarantee of any obligation of another party by Anglican Care.
Member	means a Member of Samaritans Housing.
NAC	means Newcastle Anglican Corporation.

SAMARITANS HOUSING ORDINANCE 2017

National Law	means the <i>Community Housing Providers National Law (NSW)</i> as defined at section 5 of the <i>Community Housing Providers (Adoption of National Law) Act 2012 (NSW)</i> .
Ordinance	means this ordinance as amended or supplemented from time to time by the Bishop.
Samaritans Foundation	means the Samaritans Foundation Diocese of Newcastle, a body corporate constituted under the Bodies Corporate Act.
Security	means any mortgage, charge, lien, pledge, general security agreement or any assignment, trust or other arrangement securing the performance or payment of any obligation. It includes a security interest under section 12 of the <i>Personal Property Securities Act 2009 (Cth)</i> .
Synod	means the Synod of the Diocese.
Trust Property	<p>means all or any part of any real or personal property of Samaritans Housing within the meaning of the term “church trust property” in section 4 of the Church Trust Property Act including (without limitation) –</p> <ul style="list-style-type: none"> (a) land and any buildings or improvements on or estates or interests in the land; (b) real or personal property within or outside the geographical boundaries of the Diocese; and (c) real or personal property acquired at any time after the date of assent of this Ordinance, within the meaning of the term “church trust property” in section 4 of the Church Trust Property Act.
2013 Ordinance	<p>means the Samaritans Housing Ordinance 2013, as amended by the following ordinances passed by the Diocese under the Bodies Corporate Act:</p> <ul style="list-style-type: none"> (a) the <i>Samaritans Housing Amendment Ordinance 2014</i>; (b) the <i>Clarification of the Role of Body Corporate President Ordinance 2015</i>; and (c) the <i>Designated Fund Ordinance 2015</i>.

3.2 In this Ordinance, unless there is something in the subject or context which is inconsistent:

- (a) the singular includes the plural and vice versa;
- (b) each gender includes the other gender;
- (c) the word "person" means a natural person and any partnership, association, body or entity whether incorporated or not;

This document is current at the date of last review and is maintained electronically by the Anglican Diocese of Newcastle. Users should refer to the Newcastle Anglican website to confirm the currency of the instrument.

In Force Date: 5 December 2013

Last Review: 26 August 2021

Page 3 of 19

SAMARITANS HOUSING ORDINANCE 2017

- (d) the words "writing" and "written" include any other mode of representing or reproducing words, figures, drawings or symbols in a visible form;
- (e) where any word or phrase is defined, any other part of speech or other grammatical form of that word or phrase has a cognate meaning;
- (f) the words 'including', 'for example', or similar expressions mean that there may be more inclusions or examples than those mentioned after that expression, and a reference to any clause or schedule is to a clause or schedule of this Ordinance; and
- (g) a reference to any statute, proclamation, rule, code, regulation or ordinance includes any amendment, consolidation, modification, re-enactment or reprint of it or any statute, proclamation, rule, code, regulation or ordinance replacing it.

3.3 Headings do not form part of or affect the construction or interpretation of this Ordinance.

PART 2 – OPERATIVE PART

4. Objects & Powers

4.1 The charitable objects for which Samaritans Housing is established are to provide benevolent relief to those suffering poverty or distress (such as sickness, disability, destitution, suffering, misfortune or helplessness) by:

- (a) enabling the provision of housing, social housing, housing services and related services in its own right and in partnership with others including but not limited to churches, corporations and government; and
- (b) undertaking any other activities in furtherance of the above.

4.2 Samaritans Housing can only exercise the powers in section 6 of the Bodies Corporate Act to:

- (a) carry out the objects of Samaritans Housing set out in clause 4.1 and
- (b) do all things incidental or convenient in relation to the attainment of an object under clause 4.1.

5. Not-For-Profit

5.1 The income and property of Samaritans Housing will only be applied towards the promotion of the objects of Samaritans Housing set out in clause 4.1.

5.2 No income or assets of Samaritans Housing will be paid, transferred or distributed, directly or indirectly, by way of dividend, bonus or otherwise to any Member of Samaritans Housing. However, nothing in this Ordinance will prevent payment in good faith to a Member:

- (a) in return for any services rendered or goods supplied in the ordinary and usual course of business to Samaritans Housing;
- (b) of interest at a rate not exceeding current bank overdraft rates of interest for money lent to Samaritans Housing;
- (c) of reasonable and proper rent for premises leased by any Member to Samaritans Housing, for carrying out Samaritans Housing's charitable purposes.

SAMARITANS HOUSING ORDINANCE 2017

6. Variation of 2013 Ordinance

The provisions of this Ordinance replace the provisions of the 2013 Ordinance.

7. Amending this Ordinance

This Ordinance may only be amended in accordance with the Bodies Corporate Act, which as at the date of this Ordinance requires:

- (a) the passing of an amending ordinance by the Synod or by any board, committee, council or body of persons exercising the delegated authority of the Synod;
- (b) the assent of the Bishop;
- (c) the certification of that amending ordinance by the Bishop; and
- (d) a copy of the amending ordinance certified by the Bishop to be filed in the Office of the Registrar-General.

8. Membership

The Members of Samaritans Housing shall be the Members of the Samaritan Foundation for the time being.

9. Entrance Fee and Subscriptions

There shall be no entrance fee, annual fee or subscription payable by the Members.

10. Dispute Resolution

The Bishop shall settle and determine any doubt or dispute arising in reference to any matter subject to this Ordinance and may from time to time make directions for remedying any breach, error or omission related to the administration of the Samaritans Foundation. Any determination or direction from the Bishop shall be final.

11. Annual General Meeting

11.1 A general meeting, called the annual general meeting, must be held at least once in every calendar year.

11.2 At each general meeting, the Board must present an annual report of Samaritan Housing's activities and an audited report of the Samaritan Housing's finances.

11.3 Even if these items are not set out in the notice of meeting, the business of a general meeting may include:

- (a) a review of Samaritans Housing's activities;
- (b) a review of Samaritans Housing's finances; and
- (c) any auditor's report.

11.4 All persons present at the meeting must be given a reasonable opportunity to ask questions or make comments about the management of Samaritans Housing.

SAMARITANS HOUSING ORDINANCE 2017

12. Special General Meeting

12.1 The Board may, whenever it thinks fit, convene a special general meeting of Samaritans Housing.

12.2 The Bishop may direct the Board to convene a special general meeting.

13. Notice of General Meetings

13.1 Notice of a general meeting must be given to:

- (a) each Member; and
- (b) the auditor (if any).

13.2 Notice of a general meeting must be provided in writing at least 14 days before the meeting.

13.3 Notice of a general meeting must include:

- (a) the place, date and time for the meeting (and if the meeting is to be held in 2 or more places, the technology that will be used to facilitate this); and
- (b) the general nature of the meeting's business.

13.4 The accidental omission to give notice of any general meeting to or the non-receipt of notice of a meeting by any person entitled to receive notice will not invalidate the proceedings at or any resolution passed at the meeting.

13.5 Where any general meeting is cancelled or postponed or the venue for the same is changed:

- (a) the Board must endeavour to notify in writing each person entitled to receive notice of the meeting of the cancellation, the change of venue or the postponement of the meeting by any means permitted by this Ordinance and in the case of the postponement of a meeting, the new place, date and time for the meeting; and
- (b) any accidental failure to notify in writing any person entitled to receive notice of the meeting or failure of a person to receive a written notice shall not affect the validity of the cancellation, the change of venue or the postponement of the meeting.

14. Right of Non-Members to attend General Meeting

The Bishop may invite any person who is not a Member to attend and/or address a general meeting.

15. Bishop to Preside at General Meetings

15.1 The Bishop shall be entitled to preside as President of all general meetings at which he or she is in attendance.

15.2 The Bishop may at his or her sole discretion appoint a person to act as his or her delegate and preside over any general meeting at which the Bishop is not present.

15.3 Where the Bishop is not present and has not appointed a delegate or the delegate is not present, the Chairperson shall preside over any general meeting or, if the Bishop is the Chairperson, the Deputy Chairperson shall preside.

SAMARITANS HOUSING ORDINANCE 2017

- 15.4 In the case of an equality of votes whether on a show of hands or on a poll, the Bishop (or any delegate appointed pursuant to clause 15.2) at which the show of hands is taken or at which the poll is demanded will have a casting vote.
- 15.5 Nothing in this section shall prohibit the Bishop from attending and speaking at an ordinary meeting of the Board or at a committee of the Board.
16. Adjournment of General Meetings
- 16.1 The Bishop (or any delegate appointed pursuant to clause 15.2) may adjourn a general meeting with the consent of the meeting to a time and place as determined by the Bishop (or any delegate appointed pursuant to clause 15.2).
- 16.2 If the Bishop or (or any delegate appointed pursuant to clause 15.2) are not present at the general meeting, the general meeting may be adjourned to a time and place agreed by the majority of Members in attendance at the meeting.
- 16.3 No business may be transacted at any adjourned general meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 16.4 A resolution passed at a meeting resumed after an adjournment is passed on the day it was passed.
- 16.5 It is not necessary to give any notice of an adjournment of a general meeting or of the business to be transacted at the adjourned meeting, except if the meeting is adjourned for 30 days or more in which case notice of the adjourned meeting must be given as in the case of an original meeting.
17. Reporting to Synod
- The Board shall submit the annual report presented in accordance with clause 11.2 to the next ordinary session of the Synod.
18. When a Board Member stops being a Board Member
- A Board Member stops being a Board Member if they cease to be a Board Member of the Samaritans Foundation.
19. Negotiable Instruments
- All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments and all receipts for money paid to Samaritans Housing must be signed, drawn, accepted, endorsed or otherwise executed as the case may be in accordance with the Designated Funds Ordinance.
20. Powers of Board Members
- 20.1 The governance, control, management and conduct of Samaritans Housing shall be vested in the Board who shall have the power to perform all such acts and do all such things as appear to the Board to be desirable for the proper management of Samaritans Housing, including but not limited to:
- (a) defining and ensuring compliance with Samaritans Housing's values and strategic objectives;
 - (b) establishing a framework for approving strategies, policies and plans to achieve those objectives;
 - (c) satisfying itself as to the integrity of financial information and approving annual budgets and accounts and business plans;

This document is current at the date of last review and is maintained electronically by the Anglican Diocese of Newcastle. Users should refer to the Newcastle Anglican website to confirm the currency of the instrument.

In Force Date: 5 December 2013

Last Review: 26 August 2021

Page 7 of 19

SAMARITANS HOUSING ORDINANCE 2017

- (d) establishing and monitoring a framework for delegation and systems of internal control which are reviewed periodically as determined by the Board;
- (e) establishing a framework for the identification, management and reporting of risk;
- (f) making decisions and agreeing to policies on all matters that might create a significant financial or other risk to Samaritans Housing or that raise significant issues of principle;
- (g) establishing mechanisms for communication and receiving feedback from the Bishop, Samaritans Foundation, the Members and Samaritans Housing's stakeholders;
- (h) paying any reasonable and lawful licence fee or levy to the Diocese determined by the Diocesan Council;
- (i) monitoring Samaritans Housing's performance and taking timely corrective action if required;
- (j) taking overall responsibility for self-assessment and other responsibilities as part of implementing any relevant regulatory framework;
- (k) ensuring that at all times that Samaritans Housing, if registered with any regulator as a provider of social housing, takes account of any undertaking given by Samaritans Housing to such regulator, or intervention or obligation imposed upon Samaritans Housing by such regulator;
- (l) satisfying itself that the Samaritans Housing affairs are conducted lawfully and with probity;
- (m) establishing a governance charter for the board;
- (n) establishing and operating induction and development programmes and a performance appraisal system for the Board and individual Board members;
- (o) assuring the effectiveness of governance on a regular basis;
- (p) purchasing, acquiring or disposing, assigning, or taking or granting any interest in land including any mortgage, charge or other security whatsoever, construct or carry out works to buildings;
- (q) helping any charity or other body not trading for profit in relation to housing and related services; and borrowing money or issuing bonds, notes loan stock or any other debt instrument or enter into any transaction having the commercial effect of a borrowing.

20.2 Pursuant to the Church Trust Property Act and as otherwise allowed by law, Samaritans Housing is:

- (a) authorised to govern, manage and control all Trust Property in any manner in which it sees fit and to do all things incidental to such government, management and control; and
- (b) authorised to pool any Trust Property and all matters and things incidental to such pooling.

20.3 Pursuant to the Church Trust Property Act, the Bodies Corporate Act and any other relevant law, it is expedient for Samaritans Housing to be authorised, empowered and directed and Samaritans Housing is so authorised, empowered and directed (as it deems appropriate) to:

- (a) borrow or otherwise raise moneys by such means and methods as Samaritans Housing determines are appropriate and without limitation incur any Finance Debt and enter into derivative and other related financial arrangements and transactions;

This document is current at the date of last review and is maintained electronically by the Anglican Diocese of Newcastle. Users should refer to the Newcastle Anglican website to confirm the currency of the instrument.

In Force Date: 5 December 2013

Last Review: 26 August 2021

Page 8 of 19

SAMARITANS HOUSING ORDINANCE 2017

- (b) provide any Security or Guarantee in favour of a third party (including any ADI) over all or any part of the Trust Property and any other assets it holds; and
- (c) in the case of the enforcement of any right of any creditor, or default under any obligation, arising under or in connection with any Security or Guarantee provided by Samaritans Housing or Finance Debt incurred by Samaritans Housing, without limitation:
 - (i) to sell all or any part of the Trust Property and other assets whether subject to any Security or otherwise;
 - (ii) to apply all or any part of the Trust Property and other assets or any proceeds from any realisations of the Trust Property and other assets in full or partial satisfaction of any such Finance Debt or liability secured by any such Security or Guarantee; and
 - (iii) to be indemnified from all or any part of the Trust Property and any other assets it holds

21. Delegation of Board Members' Powers

- 21.1 The Board Members may delegate any of their powers and functions to a Committee of NAC, an individual Board Member, the Diocesan Chief Executive an Executive Director or any person as they consider appropriate on such terms and conditions they consider appropriate and with such restrictions they consider expedient.
- 21.2 Powers conferred under this clause may be exercised concurrently with the powers of the Board in that regard and the Board may from time to time withdraw, revoke or vary all or any of such powers.
- 21.3 The delegation must be recorded in Samaritans Housing's minute book.

22. Committee of Board Members

- 22.1 Any powers the Board seeks to delegate to a committee shall be delegated to a Committee of NAC.
- 22.2 Where any power is delegated to a Committee of NAC by the Board, the Board shall convey any directions or restrictions upon the delegation of the power.
- 22.3 The Committee of NAC to which any power is delegated under clause 23.1 shall conduct its business in accordance with the framework provided under clause 23 of the Newcastle Anglican Corporation Ordinance 2017 (as amended).

24. Conflicts of Interest

- 24.1 Board Member must disclose the nature and extent of any actual or perceived material conflict of interest in a matter that is being considered at a Board meeting (or that is proposed in a Circular Resolution):
 - (a) to the other Board Members; or
 - (b) if all of the Board Members have the same conflict of interest, at the next general meeting, or at an earlier time if reasonable to do so.
- 24.2 The disclosure of a conflict of interest by a Board Member must be recorded in the minutes of the meeting.

SAMARITANS HOUSING ORDINANCE 2017

- 24.3 A general notice given to the Board by a Board Member that the Board Member is an officer or member of or otherwise interested in any specified corporation or firm stating the nature and the extent of the Board Member's interest in that corporation or firm shall, in relation to any matter involving Samaritans Housing and that corporation or firm after the giving of the notice, be a sufficient disclosure of the Board Member's interest, provided that the extent of the interest is no greater at the time of first consideration of the relevant matter by the Board than was stated in the notice.
- 24.4 Each Board Member who has a material personal interest in a matter that is being considered at a Board meeting must not, except as provided under clause 24.5:
- (a) be present at the meeting while the matter is being discussed; or
 - (b) vote on the matter.
- 24.5 A Board Member may still be present and vote if:
- (a) their interest arises because they are a Board Member of Samaritans Housing, and the other Board Members have the same interest;
 - (b) their interest relates to an insurance contract that insures, or would insure, the Board Member against liabilities that the Board Member incurs as a Board Member (see clause 43);
 - (c) their interest relates to a payment by Samaritans Housing under clause 44 (indemnity), or any contract relating to an indemnity allowed under this Ordinance; or
 - (d) the Board Members who do not have a material personal interest in the matter pass a resolution that:
 - (i) identifies the Board Member, the nature and extent of the Board Member's interest in the matter and how it relates to the affairs of Samaritans Housing; and
 - (ii) says that those Board Members are satisfied that the interest should not stop the Board Member from voting or being present.

25. Duties of Board Members

The Board Members must comply with their duties as Board Members under legislation and common law (judge-made law), and with the duties described in governance standard 5 of the regulations made under the ACNC Act which are:

- (a) to exercise their powers and discharge their duties with the degree of care and diligence that a reasonable individual would exercise if they were a Board Member of Samaritans Housing;
- (b) to act in good faith in the best interests of Samaritans Housing and to further the charitable purpose(s) of Samaritans Housing set out in clause 4.1;
- (c) not to misuse their position as a Board Member;
- (d) not to misuse information they gain in their role as a Board Member;
- (e) to disclose any perceived or actual material conflicts of interest in the manner set out in clause 24;
- (f) to ensure that the financial affairs of Samaritans Housing are managed responsibly; and

SAMARITANS HOUSING ORDINANCE 2017

- (g) not to allow Samaritans Housing to operate whilst insolvent.
26. When the Board meets
The Board may decide how often, where and when it meets, provided that it shall meet together not less than 8 times each calendar year (including the general meeting).
27. Calling Board Members
- 27.1 A Board meeting may be convened at any time by:
- (a) the Chairperson; or
 - (b) 5 Board Members,
- giving at least twenty-four hours' notice of the meeting to all Board Members.
- 27.2 Notice of a Board meeting need not be in writing.
28. Using Technology to hold Board Meetings
- 28.1 The Board Members may hold Board meetings by using any technology (such as video or teleconferencing) that is agreed to by all of the Board Members.
- 28.2 The Board Members' agreement may be a standing one.
- 28.3 A Board Member may only withdraw their consent within a reasonable period before the meeting.
29. Quorum at Board Meetings
- 29.1 The quorum for a meeting of the Board is four members of the Board.
- 29.2 No business may be transacted at any Board meeting unless a quorum of Board Members is present at all times during the meeting.
- 29.3 Board Members who are personally present (or in conference in accordance with clause 28) form a quorum. A Board Member who is disqualified from voting on a matter pursuant to clause 24 shall be counted in the quorum despite that disqualification.
- 29.4 All resolutions of the Board Members passed at a Board meeting where a quorum is present but where notice of the meeting has not been given as required to each Board Member, or any act carried out pursuant to such resolution, shall, provided each Board Member to whom notice was not given subsequently agrees to waive the same, are valid as if notice of the meeting had been duly given to all Board Members.
30. Voting
- 30.1 A resolution of the Board must be passed by a majority of votes of the Board Members present at the meeting who vote on the resolution. A resolution passed by a majority of the votes cast by the Board Members will for all purposes be taken to be a determination of the Board.
- 30.2 Each Board Member shall have one vote.
- 30.3 In case of an equality of votes at a Board meeting, the Chairperson will have a casting vote in addition to a deliberative vote.

SAMARITANS HOUSING ORDINANCE 2017

This document is current at the date of last review and is maintained electronically by the Anglican Diocese of Newcastle. Users should refer to the Newcastle Anglican website to confirm the currency of the instrument.

In Force Date: 5 December 2013

Last Review: 26 August 2021

Page 12 of 19

SAMARITANS HOUSING ORDINANCE 2017

31. Resolutions by Board Members

31.1 The Board may pass a resolution by way of a circular resolution without a Board meeting being held if all the Board Members entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. For this purpose, signatures can be contained in more than one document.

31.2 The resolution is passed when a majority of the Board Members sign the resolution.

31.3 A transmission, via whatever technological means, which is received by Samaritans Housing and which purports to have been signed by a Board Member shall for the purposes of this clause be taken to be in writing and signed by that Board Member at the time of the receipt of the transmission by Samaritans Housing in legible form.

31.4 Samaritans Housing may send a circular resolution by email to the Board Members and the Board Members may agree to the resolution by sending a reply email to that effect, including the text of the resolution in their reply.

32. Validation of acts of Board Members

All acts done:

- (a) at any Board meeting; or
- (b) by any person acting as a Board Member,

shall, even if it is discovered afterwards that there was a defect in the appointment or continuance in office of any such Board Member or person or that they or any of them were disqualified or were not entitled to vote, be as valid as if every such person had been duly appointed or had continued in office and was duly qualified to be a Board Member and had been entitled to vote.

33. Minutes and Records

33.1 Samaritans Housing must make and keep the following records:

- (a) minutes of proceedings and resolutions of general meetings;
- (b) a copy of a notice of each general meeting.

33.2 Samaritans Housing must make and keep the following records:

- (a) minutes of proceedings and resolutions of Board meetings (including meetings of any Committees); and
- (b) circular resolutions of Board Members.

33.3 To allow the Board Members to inspect Samaritans Housing's records, Samaritans Housing must give Board Members reasonable access to the records set out in clauses 33.1, 31.2 and 37.1.

33.4 The Board Members must ensure that minutes of a general meeting or a Board meeting are signed within a reasonable time after the meeting by:

- (a) the Bishop; or
- (b) any other person presiding over the meeting.

SAMARITANS HOUSING ORDINANCE 2017

33.5 The Board Members must ensure that minutes of the passing of a circular resolution of Board Members are signed by the Chair within a reasonable time after the resolution is passed.

34. Execution of Documents

34.1 Documents must be executed on behalf of Samaritans Housing in accordance with the Bodies Corporate Act.

34.2 If a document is executed on behalf of Samaritans Housing:

- (a) using its common seal, the common seal may only be affixed in accordance with a resolution of the Board and in the presence of and attested to by the signatures of:
 - (i) 2 Board Members; and
 - (ii) the Corporation Secretary or a person authorised in writing by the Corporation Secretary to sign on his/her behalf.
- (b) pursuant to any applicable delegation, it must be executed in accordance with the terms of that delegation.

35. Power of Attorney

Samaritans Housing may empower any person, either generally or in respect of any specified matters, as its attorney, to execute deeds or do any other matter on its behalf in any place whether inside or outside the State. A deed signed by such attorney on behalf of Samaritans Housing shall bind Samaritans Housing and have the same effect as if it were under its common seal.

36. Financial and related records

36.1 Samaritans Housing must make and keep written financial records that:

- (a) correctly record and explain its transactions and financial position and performance; and
- (b) enable true and fair financial statements to be prepared and to be audited.

36.2 Samaritans Housing must also keep written records that correctly record its operations.

36.3 Samaritans Housing must retain its records for at least 7 years.

36.4 The Board Members must take reasonable steps to ensure that Samaritans Housing's records are kept safe.

37. Board Members' access to documents

37.1 A Board Member has a right of access to the financial records of Samaritans Housing at all reasonable times.

37.2 If the Board Members agree, Samaritans Housing must give a Board Member or former Board Member access to:

- (a) certain documents, including documents provided for or available to the Board Members; and
- (b) any other documents referred to in those documents.

This document is current at the date of last review and is maintained electronically by the Anglican Diocese of Newcastle. Users should refer to the Newcastle Anglican website to confirm the currency of the instrument.

In Force Date: 5 December 2013

Last Review: 26 August 2021

Page 14 of 19

SAMARITANS HOUSING ORDINANCE 2017

38. Management of Samaritans Housing

38.1 The Board, with the concurrence of the Bishop, shall appoint a person to be responsible for the management and administration of the day to day operations of the Body Corporate and may, with the concurrence of the Bishop, delegate any powers or responsibilities to an Executive Director or some other person as determined and approved by the Board.”

39. Inspections and Inquiries by the Bishop and Diocesan Council

39.1 The Board shall ensure that:

- (a) the Bishop and the Diocesan Council are kept informed of all key financial, strategic and risk matters associated with Samaritans Housing in such manner and with such frequency as the Bishop and Diocesan Council determine; and
- (b) any requests of the Bishop and the Diocesan Council are considered by the Board.

39.2 The Diocesan Council may at any time and in such manner as it thinks fit:

- (a) direct an inspection of Samaritans Housing, its finances, its buildings and equipment; and/or
- (b) direct an inquiry into the operational and general affairs of Samaritans Housing.

40. By-Laws

40.1 The Board Members may pass a resolution to make by-laws to give effect to this Ordinance. By-laws may not be inconsistent with this Ordinance and, in the event of any inconsistency, the provisions of this Ordinance will prevail.

40.2 The Board Members must comply with by-laws as if they were part of this Ordinance.

41. When Notice is taken to be given

Written notice under this Ordinance may be:

- (a) delivered in person, or left at the recipient's address, and is taken to be given on the day it is delivered;
- (b) sent by post, and is taken to be given on the fifth day after it is posted with the correct payment of postage costs;
- (c) sent by email, fax or other electronic method as agreed to by the recipient and is taken to be given on the Business Day after it is sent.

42. Winding Up

42.1 If Samaritans Housing is being wound up then the following steps will be carried out:

- (a) first, all remaining community housing assets (to the extent funded by a party other than Samaritans Housing and its related bodies Anglican) in a particular jurisdiction on the winding up will be transferred to another registered community housing provider or to a Housing Agency (as defined in the National Law) in the jurisdiction in which the asset is located (“Community Transferee”);
- (b) second, where the community housing asset has been funded in part by Samaritans Housing or its related bodies Anglican, the proposed Community Transferee must either:

SAMARITANS HOUSING ORDINANCE 2017

- (i) purchase the interest of Samaritans Housing in that community housing asset at fair market value; or
- (ii) enter into an agreement with the successor in title to Samaritans Housing, as determined by the Bishop under section 40.1(c), on the management of that community housing asset.

If 42.1(b)(ii) applies, the Bishop must, acting reasonably, approve the proposed Community Transferee.

- (c) if upon winding up there remains 'surplus property' (i.e. property remaining after satisfaction of the debts and liabilities of Samaritans Housing and the costs, charges and expenses of the winding up), the surplus will not be paid to or distributed to the Members, such surplus property shall be distributed among those charities, non-profit organisations or associations as the Bishop may determine which have similar purposes to the Samaritans Housing. Charities, non-profit organisations or associations which has:
 - (i) charitable objects which are similar to the objects of Samaritans Housing as set out in clause 4.1;
 - (ii) a governing document which requires its income and property to be applied in promoting its objects;
 - (iii) registered as a public benevolent institution (PBI) and endorsed by the Australian Taxation Office to be income tax exempt and to have deductible gift recipient (DGR) status; and
 - (iv) a governing document which prohibits it from paying or distributing its income and property amongst its members to an extent at least as great as imposed on Samaritans Housing by clause 5.

42.2 In relation to clause 42.1, the identity of the charity, non-profit organisation or association is to be determined by the Bishop in writing at or before the time of dissolution. Failing such determination being made, the identity of the charity, non-profit organisation or association is to be determined by application to the Supreme Court.

42.3 Where gifts to Samaritans Housing are deductible only if, among other things, the conditions set out in the relevant item in the tables in Subdivision 30-B of the Income Tax Assessment Act 1997 (Cth) are satisfied, a transfer of surplus property must be made in accordance with those conditions.

42.4 In the event that Samaritans Housing ever has its endorsement as a DGR revoked, Samaritans Housing must transfer all remaining money received in respect of such gifts and contributions to a charity, non-profit organisation or association which meets the requirements set out at clause 42.1(c)(i) to (iv). The identity of the other charity, non-profit organisation or association is to be determined by the Bishop in writing.

43. Indemnity

To the extent permitted by law every Board Member shall be indemnified out of the funds of Samaritans Housing against all costs, expenses and liabilities incurred as such a Board Member or employee (or former Board Member or employee). However, no such Board Member (or former Board Member) shall be indemnified out of the funds of Samaritans Housing under this clause unless:

- (a) it is in respect of a liability to another person (other than Samaritans Housing or a related body corporate to Samaritans Housing) where the liability to the other person does not arise out of conduct involving a lack of good faith; or

This document is current at the date of last review and is maintained electronically by the Anglican Diocese of Newcastle. Users should refer to the Newcastle Anglican website to confirm the currency of the instrument.

In Force Date: 5 December 2013

Last Review: 26 August 2021

Page 16 of 19

SAMARITANS HOUSING ORDINANCE 2017

- (b) it is in respect of a liability for costs and expenses incurred:
- (i) in defending proceedings, whether civil or criminal, in which judgment is given in favour of the Board Member (or former Board Member) or in which the Board Member (or former Board Member) is acquitted; or
 - (ii) in connection with an application, in relation to such proceedings, in which the court grants relief to the Board Member (or former Board Member).

44. Payment of Indemnity Policy Premium

44.1 To the extent permitted by law, Samaritans Housing may at the discretion of the Board enter into and pay a premium in respect of a policy of insurance insuring an Board Member (or former Board Member) of Samaritans Housing against any liability incurred by such person in that capacity (whether in respect of acts or omissions prior to or after the date of the issue of the policy or both) except for a liability arising out of conduct involving a wilful breach of duty in relation to Samaritans Housing.

44.2 The Board shall have the discretion to approve the terms and conditions of any such policy of insurance.

44.3 Where a Board Member (or former Board Member) has the benefit of an indemnity pursuant to an insurance policy in respect of his actions or omissions then Samaritans Housing shall not be required to indemnify the Board Member under clause 0 except to the extent that the indemnity affected by the insurance policy does not fully cover the persons liability.

45. Indemnity to continue

The indemnity granted by Samaritans Housing, contained in clause 43, shall continue in full force and effect notwithstanding the deletion or modification of that clause, in respect of acts and omissions occurring prior to the date of the deletion or modification.

SAMARITANS HOUSING ORDINANCE 2017

PART 3 – ORDINANCE ADMINISTRATION

Table of Amendments

Date	Current Section	Instrument and Date of Commencement	Section Amended	
27 November 2014	3	<i>Samaritans Housing Amendment Ordinance 2014</i>	3	
	22 - 24		14.1	
	25		14.2	
	26		14.3	
30 April 2015	7	<i>Clarification of the Role of Body Corporate President Ordinance 2015</i>	6A(i)	
	8		6A(ii)	
	10(r)	<i>Clarification of the Role of Body Corporate President Ordinance 2015</i>	8.18	
30 July 2015	11	<i>Designated Fund Ordinance 2015</i>	8A	
24 August 2017	All	<i>Samaritans Housing Ordinance 2017</i>	All	
26 March 2020	10	<i>Governance During Australian COVID-19 Pandemic Emergency Ordinance 2020</i>	10	
	New	<i>Governance During Australian COVID-19 Pandemic Emergency Ordinance 2020</i>	15.5	
	20.1	<i>Governance During Australian COVID-19 Pandemic Emergency Ordinance 2020</i>	20.1	
	20.3	<i>Governance During Australian COVID-19 Pandemic Emergency Ordinance 2020</i>	20.3	
	27.2	<i>Governance During Australian COVID-19 Pandemic Emergency Ordinance 2020</i>	27.2	
	29.1	<i>Governance During Australian COVID-19 Pandemic Emergency Ordinance 2020</i>	29.1	
	03 April 2020	20.1	<i>Governance During Australian COVID-19 Pandemic Emergency Ordinance 2020 – Amendment to Schedule One</i>	20.1
		20.3	<i>Governance During Australian COVID-19 Pandemic Emergency Ordinance 2020 – Amendment to Schedule One</i>	20.3
	17 August 2020	3.1	<i>Samaritans Housing Ordinance 2017 Governance Amendment Ordinance 2020</i>	3.1
	15.3	<i>Samaritans Housing Ordinance 2017 Governance Amendment Ordinance 2020</i>	15.3	

This document is current at the date of last review and is maintained electronically by the Anglican Diocese of Newcastle. Users should refer to the Newcastle Anglican website to confirm the currency of the instrument.

In Force Date: 5 December 2013

Last Review: 26 August 2021

Page 18 of 19

SAMARITANS HOUSING ORDINANCE 2017

	20.1	<i>Samaritans Housing Ordinance 2017 Governance Amendment Ordinance 2020</i>	20.1
	20.3	<i>Samaritans Housing Ordinance 2017 Governance Amendment Ordinance 2020</i>	20.3
	21.1	<i>Samaritans Housing Ordinance 2017 Governance Amendment Ordinance 2020</i>	21.1
	22	<i>Samaritans Housing Ordinance 2017 Governance Amendment Ordinance 2020</i>	22
	Repealed	<i>Samaritans Housing Ordinance 2017 Governance Amendment Ordinance 2020</i>	23
	34.2	<i>Samaritans Housing Ordinance 2017 Governance Amendment Ordinance 2020</i>	34.2
	38	<i>Samaritans Housing Ordinance 2017 Governance Amendment Ordinance 2020</i>	38
26 August 2021	3.1	<i>Newcastle Anglican Corporation Ordinance Amendment and Related Purposes Ordinance 2021</i>	Body Corporate
	3.1	<i>Newcastle Anglican Corporation Ordinance Amendment and Related Purposes Ordinance 2021</i>	Corporation Secretary
	34	<i>Newcastle Anglican Corporation Ordinance Amendment and Related Purposes Ordinance 2021</i>	34
	38.1	<i>Newcastle Anglican Corporation Ordinance Amendment and Related Purposes Ordinance 2021</i>	38.1

This document is current at the date of last review and is maintained electronically by the Anglican Diocese of Newcastle. Users should refer to the Newcastle Anglican website to confirm the currency of the instrument.

In Force Date: 5 December 2013

Last Review: 26 August 2021

Page 19 of 19