

Anglican Church of Australia Diocese of Sydney

St Andrew's House
Sydney Square NSW 2000
Telephone (02) 9265 1555

PO Box Q190
QVB Post Office NSW 1230
Website: www.sds.asn.au

14 July 2022

Arrangements and election information: Third Session of the 52nd Synod

1st circular to Synod Members

Key Points

- The third session of the 52nd Synod is scheduled to commence on Saturday 10 September 2022 at Oran Park Anglican College, with the remainder of the session (12-14 and 19-20 September 2022) to be held at the Wesley Theatre on Pitt Street. Sessions will start at 3:15 pm each sitting day (see item 2.1)
- Synod in the Greenfields: Synod members are recommended to register and arrive at 10am on Saturday 10 September for tours of Oran Park and other Greenfields sites before lunch together at Oran Park Anglican College. The Synod Service will commence at 1:30 pm, followed by the Synod session including the Presidential Address (from 3:15 pm). For more information see the '[Synod in the Greenfields](#)' website.
- Synod Books 1, 2 and 3 will be available online by 5 August (see items 2.3 – 2.5)
- Synod members may 'opt-in' by 29 July 2022 to receive printed copies of selected Synod materials (see item 2.7 and 2.8)
- The Synod has requested members who cannot attend to consider, where possible, appointing alternates or, as a last resort, resigning their membership to enable those who can attend to be appointed or elected (see item 2.30 and 2.31)
- There is no pre-Synod briefing planned for this session of Synod.

1. Key Dates (2022)

- **Friday 29 July** – Deadline to opt-in to receive printed main Synod materials by post (see item 2.9)
- **Saturday 30 July (5:00 pm)** – Deadline to make nominations in Synod elections (see item 5.8)
- **Friday 5 August** – Initial Synod materials published on the SDS website (see items 2.3 and 2.4)
- **Saturday 6 August** (or earlier) – Provisional notices of contested and uncontested elections posted online (www.sds.asn.au) (see item 5.15)
- **Wednesday 10 August** – Deadline for giving notices of motion for inclusion in the business paper for the first day of Synod (see item 2.17)
- **Saturday 20 August (5:00 pm)** – Deadline for précises for nominees in a provisionally contested election, or withdrawing a nomination (see items 5.1 & 5.19). Following this date, the Notice of Contested Election and Notice of Uncontested Election will be made available, and online ballots for any contested elections will be held (see item 5.20-21).
- **Friday 26 August** – Target date for release of remaining Synod materials, Notice of Contested Elections, Name tags and the Business Paper for day 1 (see item 2.11(d))
- **Saturday 3 September** – Deadline for informing the Registry of the appointment of an alternate (see item 2.30)
- **Saturday 10 September** – The Opening service for this session will be held at Oran Park Anglican College at **1:30 pm** and the afternoon session will commence at **3:15 pm**.

2. Preparation for the Synod session

Meeting Places and Dates

- 2.1 Synod will commence on Saturday 10 September, having tours of Oran Park and other greenfield sites, a Synod lunch, and a service at 1:30 pm at Oran Park Anglican College followed by the opening session of Synod and the Presidential Address from 3:15 pm. The session will then continue Monday 12, Tuesday 13, Wednesday 14, Monday 19 and Tuesday 20 September 2022 at the Wesley Theatre, 220 Pitt Street Sydney. The proposed meeting times are as follows –

For Saturday 10 September

10:00 am – greenfields tours followed by lunch

1:30 pm – Synod Service

3:15 pm – Opening session with Presidential Address

For the first Monday -

3:15 pm to 5:30 pm

5:30 pm to 7:00 pm - *Meal Break*

7:00 pm to 9:30 pm

For the subsequent days -

3:15 pm to 5:45 pm

5:45 pm to 7:00 pm - *Meal Break*

7:00 pm to 9:30 pm

- 2.2 The opening session of the Synod (on the Saturday) is intended to be largely limited to the Presidential Address. Accordingly, the Diocesan Secretary intends to move a procedural motion to provide that Saturday 10 September and Monday 12 September 2022 are together treated as the first day of the session for the purposes of the order of business set out in clause 3.2 of the *Synod Standing Orders Ordinance 2019*; allowing the Presidential Address to occur on the Saturday but many of the other formalities to occur on the Monday. Tuesday will then be treated as day 2 of the session, etc.

Printing of Synod materials

- 2.3 Synod Book 1 was printed in December 2021, intended for the session planned for February 2022. Some of the material has been superseded, but the majority of the reports are still to be received by the Synod at its session in September.
- 2.4 Further Synod materials are to be published online by 5 August 2022, these being –
- Synod Book 2: any reports available following the July Standing Committee meeting that have substantive recommendations.
 - Synod Book 3: any reports that do not have recommendations beyond receiving the report, approved by the Standing Committee by the time of its July Standing Committee meeting.
- 2.5 Final Synod materials are to be published online by end-August, being –
- Synod Book 4: Containing any further reports approved at the August meeting of the Standing Committee.
- 2.6 Accordingly all materials authorised for publication by the Standing Committee will be made available by end-August 2022.
- 2.7 Synod members have the opportunity to opt-in to receive printed copies of Synod Book 2 by post or by pickup from either St Andrew's House or the Synod venue.
- 2.8 To opt-in to receive a printed copy of Synod Book 2, please complete the form at the following link - <https://www.surveymonkey.com/r/Synodprinting>
- 2.9 Synod members are asked to opt in **by Friday 29 July 2022**. Members who opt to receive a printed copy of Synod Book 2 by post should receive this by end-August, reflecting the anticipated time required to print, pack and post. Members who opt to pick up a printed copy can do so from Level 2 of St Andrew's House during September 2022, or from the Synod venue during the session.
- 2.10 If a Synod member does not opt in by 29 July 2022, it will be assumed they do not require a printed form of materials.

Synod communications

2.11 There will be a series of communications for this session –

- (a) The Archbishop's Summons to Synod, this circular and the "Schedule of Elections required" together form the first communication. This includes the link for members to opt-in to receive a printed form of Synod Book 2 by post (see item 2.8).
- (b) On or around 5 August, provisional notices will be circulated of contested and uncontested elections.
- (c) On or around 23 August, the final notices of contested and uncontested elections will be circulated, with online ballots for any contested elections occurring over the following weeks.
- (d) By end August, a 2nd circular will be emailed, advising the availability of all Synod materials on the Sydney Diocesan Services (SDS) website (www.sds.asn.au/synod), including –
 - Notice of Contested Elections
 - Business Paper for 10 September 2022
 - Synod Book 4 (See item 2.5)

2.12 Since these communications will be sent to Synod members by email, it is important to ensure that your email address is current. If you have a login to the SDS website (Rectors, Wardens, and others), you may access your profile and amend your contact preferences by signing in to the SDS website and clicking on your username (at the top-right of the screen). Failing this, contact details may be updated liaising with the Registry at registry@sydney.anglican.asn.au.

Pre-Synod briefing

2.13 A pre-Synod briefing is not planned for the forthcoming session.

Name tags

2.14 Arrangements for name tags will involve a printable form of name tag (without the plastic holder) being sent to you by end August. You will be asked to print (in black and white) the sheet on which your name tag appears, cut your tag out of the sheet and bring it to the session. Plastic name tag holders will be available at venues.

2.15 If you have no capacity to print your name tag (in black and white), please contact Nerida Paul at nkp@sydney.anglican.asn.au **by Thursday 1 September** so that suitable alternative arrangements can be made.

Membership of the Synod

2.16 A list of members will be tabled in the Synod on 10 September 2022.

Notices of motions for the Session

2.17 Notices of motions to be included on the business paper for the first day of the session are to be in writing and be received **by 10 August 2022**.

2.18 Notices should be emailed to the Diocesan Secretary at synodbusiness@sydney.anglican.asn.au with the subject field stating "Notice of motion" or posted to the Diocesan Secretary at "PO Box Q190, QVB Post Office, SYDNEY NSW 1230" and endorsed "Notice of motion".

2.19 A member of Synod may give up to 2 notices of motions in this manner.

2.20 A notice of a motion should be brief and to the point, it should not contain argument, it should not have a long preamble or be written as a speech, and it should not contain material which is unbecoming or defamatory.

2.21 If in doubt about the form of a motion, try to find a precedent from the resolutions of the previous session (see [historical resolutions on SDS's website](#)) or ask the Diocesan Secretary or someone else who has experience of the business of Synod. These things need thoughtful preparation, so do not leave it until the last minute.

Questions

2.22 Questions to be tabled on the first day of the session must be sent 7 days in advance of the session (i.e., 3 September) to synodbusiness@sydney.anglican.asn.au and clearly indicated to be a Question to be addressed by the President.

2.23 Questions asked in advance of the session are expected to be tabled on Monday 12 September and answered on Tuesday 13 September; with further opportunities to ask questions on the Tuesday and Wednesday of the first week of the session. (See item 2.2)

- 2.24 Questions are usually answered the day after the question is tabled or asked. The President will speak to each question unless you opt to receive a written response only. In these cases the President may still speak to your question. Answers to all questions are provided in writing in the foyer of the theatre once the President has read the answer to the Synod.
- 2.25 If you want to ask a question please make sure the wording of the question complies with [Standing Order](#) 6.3.
- 2.26 It is always helpful to provide advance notice of your question as early as possible to the Synod Secretary to allow time to prepare the answer, by emailing synodbusiness@sydney.anglican.asn.au.
- 2.27 Forms to give notice of [motions](#), [amendments](#) and [questions](#) may be downloaded from [SDS website](#).

Reports for the Session

- 2.28 Reports and audited accounts from approximately 50 organisations and committees etc will be tabled at the Session, on the stage behind the President; and are available to be viewed by Synod members during breaks in the session.

Circulating material relating to the business of Synod

- 2.29 A member of Synod who wishes to circulate material that relates to the business of Synod may purchase a set of Synod members' mailing labels by making written request to the Diocesan Secretary by email at diocesansecretary@sydney.anglican.asn.au or by mail at PO Box Q190, QVB Post Office NSW 1230. The Diocesan Secretary, in consultation with the President of the Synod will decline to provide mailing labels if he is not satisfied that the material relates to the business of Synod.

Attendance at Synod / Appointment of an Alternate

- 2.30 At its 2014 session, the Synod spent some time considering ways to increase the attendance and participation of members at Synod. As a consequence, the Synod –
- (a) requested members who are likely to be unable to attend and participate in any part of the next Synod session to take early action to investigate and pursue options and arrangements that will enable them to attend and participate in the whole of the session, and
 - (b) requested members who, after exhausting such avenues, are still unable to attend and participate in any part of the session to consider, in the case of parochial ministers and parochial representatives, appointing an alternate for the session or, in the case of elected or appointed members, resigning their membership to enable the election or appointment of those who can.
- 2.31 Please note that if you are a parochial minister or a parochial representative and you think it would be appropriate for an alternate to be appointed in your place for this session, the relevant notice of the appointment needs to be received by the Diocesan Registrar at least 7 days before the commencement of the session (i.e., by 3 September). Contact the Deputy Registrar, Mrs Catherine Rich, on 9265 1526 or at registry@sydney.anglican.asn.au if you need more information about appointing an alternate.

3. Arrangements for the consideration of business during the sessions

President of the Synod

- 3.1 Archbishop Kanishka Raffel is the President of the Synod.

Synod procedures, constituting Acts and principal ordinances

- 3.2 Useful information about the Synod can be accessed on SDS's website at www.sds.asn.au/synod. This includes, for example, the rules by which members may table reports and circulate printed material.
- 3.3 The Acts of Parliament by which the Anglican Church is constituted in New South Wales and the latest version of the principal ordinances of the Synod can be accessed on SDS's website under [Acts, Ordinances & Regulations](#).
- 3.4 The [Synod Standing Orders Ordinance 2019](#) (the **rules**) set out the processes and rules of debate and business in the Synod.
- 3.5 By resolution 19/07, the Synod requested that the "Synod Survival Guide, 5th Edition" prepared by Dr Robert Tong AM be provided to newly elected members. Dr Tong's booklet is available from the Diocesan Secretary on request or can be downloaded from <https://acl.asn.au/guide/>.

- 3.6 [“A Brief Guide to Synod Rules”](#) provides a summary of the key business rules, and is intended to be used as an easy guide to Synod procedures. The Guide is available on the [Synod page](#) of the SDS website, in [A5 Booklet format](#) and in [A4 format \(larger print\)](#).
- 3.7 You can read a [summary of the proceedings](#) of past sessions on SDS’s website.

4. Logistical arrangements

COVID-19 restrictions and Health requirements

- 4.1 Anyone displaying any symptoms of COVID-19 or who for any reason is required to self-isolate, should not attend Synod.
- 4.2 All members are requested to administer a Rapid Antigen Test on the first day of their attendance at Synod each week.
- 4.3 All members will be expected to wear masks while in the Synod venue, unless addressing the Synod.
- 4.4 Further requirements may be communicated closer to the session.

Logistical arrangements for Saturday 10 September

- 4.7 Information about the tours of Oran Park and other greenfields sites, lunch and registration on 10 September 2022, is available on the [‘Synod in the Greenfields’](#) website.

Meals

- 4.5 Drinking water dispensers are located in the Wesley Theatre Foyer.
- 4.6 There are a number of small restaurants and cafes in the vicinity of the Wesley Centre where a quick cup of coffee or a meal can be obtained for a reasonable range of prices.

Public Gallery

- 4.7 There will be a public gallery during the entirety of the session.

Further information

- 4.8 Further information on matters such as Synod procedures, parking, special arrangements for COVID concerns, business before the Synod, the election processes, etc will be provided in further communications as we approach the commencement of the session.

5. Notice of elections for this Synod Session

Elections to be conducted

- 5.1 The elections for offices to be conducted during the third session of the 52nd Synod in September this year are set out in the Schedule of Elections Required (see separate Schedule).
- 5.2 In the Schedule of Elections –
- the relevant organisations are listed in alphabetical order,
 - the names of retiring members are shown with their attendances at meetings during the year to 30 June 2022, and the year in which the person was first elected to the office, and
 - beside the name of a retiring member we identify whether or not there is good reason to believe the member is willing to be nominated for re-election by marking “Y” or “N”, or “N/A” if they are ineligible for re-election (usually as a result of term limits).

Statement of qualifications, skills, experience and adequacy of gender balance

- 5.3 As part of the Election Return process, the chair, secretary or other responsible officer of each board, council or committee which has a position to be filled by a Synod election was invited to submit a statement as to –
- the qualifications, skills and experience sought in any person elected, and
 - the adequacy of the gender balance on the board, council or committee.
- 5.4 The statements submitted are set out at item 6.

Disqualifying circumstances

- 5.5 Under rule 3.2(3A), a member may not knowingly nominate for election a person who is –
- (a) an insolvent under administration,
 - (b) of unsound mind or a person whose person or estate is liable to be dealt with in any way under the laws relating to mental health or is otherwise incapable of acting,
 - (c) disqualified from managing a corporation within the meaning of the *Corporations Act 2001*,
 - (d) disqualified from being a responsible entity of a registered entity by the Commissioner of the Australian Charities and Not-for-profits Commission,
 - (e) convicted of an offence punishable by imprisonment for 12 months or more, or
 - (f) subject to a recommendation from a Tribunal or the Adjudicator under the *Ministry Standards Ordinance 2017* (or from a comparable Tribunal or body in another diocese or church) that he or she be prohibited from holding the office or should be removed from the office.
- 5.6 While members are not required to make active enquiries as to whether any of the above disqualifying circumstances apply to potential nominees, if a member knows that any of these circumstances apply to a person, that person must not be nominated for election.
- 5.7 Under rule 7.1(2A), if the Diocesan Secretary receives notice that a person subject to a disqualifying circumstance has been nominated for election and is subsequently elected, the person's office will be treated as vacant upon the later of the date of the election and the date such notice is received.

Invitation to make Nominations

- 5.8 Members are invited to make nominations of persons for each of the elections to be conducted. The closing time for the making of nominations is **5:00 pm on Saturday 30 July 2022**.
- 5.9 In making a nomination, members should consider any applicable Statement of qualifications, skills, experience and gender balance set out at item 5. Members should also ensure they do not nominate a person they know is subject to one of the disqualifying circumstances referred to at item 5.5 above.
- 5.10 Under rule 3.2(2) of the Schedule to the *Synod Elections Ordinance 2000*, a nomination is –
- (a) to be in writing, and
 - (b) to specify the office for which the nomination is being made, and
 - (c) to specify the name of, and a postal and email address for, the nominee, and
 - (d) to specify the details of the qualification held by the nominee, where a particular qualification is required for election to the office, and
 - (e) to be signed by 2 members of the Synod, other than the nominee, as nominators, and
 - (f) to contain a certification from at least one of the nominators that the nominee has consented to the nomination, and

Note: it is sufficient grounds for one of the nominators to certify that a retiring person has consented to the nomination if, in the Schedule of Elections Required, the willingness of the person to be nominated is indicated with a 'Y' next to his or her name.
 - (g) if the nominee is a lay person, to contain a certification from at least one of the nominators that the nominee has consented to his or her name, contact details and any other personal information that is reasonably necessary for the proper administration of the Synod and the Diocese being collected, used and disclosed by the Registrar for these purposes, and

Note: the proper administration of the Diocese includes any act or practice which is performed pursuant to or under an ordinance or resolution of the Synod or the Standing Committee, or reasonably necessary to give effect to an ordinance or resolution of the Synod or the Standing Committee, or a discharge of the duties or exercise of the powers and authorities of the Archbishop however arising, and the proper administration of Synod includes any act or practice which is undertaken by the Diocesan Secretary in the course of administering the Synod.
 - (h) if the nomination is for an office on a board or council which is a body corporate, to contain a certification from at least one of the nominators that the nominee is willing to sign the statement of personal faith set out in [Appendix 3 to the Governance Policy for Diocesan Organisations](#), and, if elected, will do so before attending any meeting of the board or council held after the election, and

Note: a copy of the Governance Policy for Diocesan Organisations, can be found on SDS's website at www.sds.asn.au under 'Synod & Standing Committee' then 'Policies, Guidelines, Resolutions and Records' and then 'Policies and Guidelines of the Synod'.

- (i) to contain an email address for acknowledgement of the nomination.
- 5.11 A nomination which does not comply with rule 3.2(2) is invalid except that –
- (a) an error in the specified postal or email address for the nominee does not of itself invalidate a nomination, and
 - (b) the failure to provide a postal or email address for the nominee does not of itself invalidate a nomination if the Registrar already holds a postal or email address, as applicable, for the nominee.
- 5.12 A nomination form is contained in item 7 although any document which complies with rule 3.2(2) is in order.
- 5.13 Nominations are to be delivered by post to “The Secretary of Synod, PO Box Q190, QVB Post Office, SYDNEY, NSW 1230” and endorsed “Nominations” or as a scanned email attachment to synodelections@sydney.anglican.asn.au with the subject field of the email stating “Nominations”.
- 5.14 We must receive nominations (by post or email) no later than **5:00 pm on Saturday 30 July 2022**.

Provisional Notices of Contested and Uncontested Elections

- 5.15 Under rule 3.2A(1), a Provisional Notice of Contested Elections will be posted on the SDS website by **Saturday 6 August 2022**. This notice –
- (a) advises when the number of persons nominated for an election exceeds the number of persons to be elected, and
 - (b) specifies the name and nominators for each nominee and, if applicable, the year in which the nominee was first elected to the office, and
 - (c) invites the submission of a précis setting out the relevant qualifications, skills, experience and Christian ministry involvement of each nominee for the election.
- 5.16 Under rule 3.2A(2), a Provisional Notice of Uncontested Elections will also be posted on the SDS website by **Saturday 6 August 2022**. This notice –
- (a) advises when the number of persons nominated for election to an office does not exceed the number of persons nominated, and
 - (b) specifies the names of the persons nominated.

Invitation to submit précis for provisionally contested elections

- 5.17 A précis of a nominee in a provisionally contested election may be delivered to the Synod Secretary no later than **5:00 pm on Saturday 20 August 2022** to the postal or email address referred to at item 5.13 above.
- 5.18 Under rule 3.3(1) a précis of a nominee is –
- (a) to be not more than 35 words in length, and
 - (b) to be signed by the nominee.

Withdrawal of Nomination

- 5.19 Under rule 3.4, a nominee may withdraw from an election if written notice signed by the nominee and delivered to the postal or email address referred to at item 4.13 above is received by the Synod Secretary no later than **5:00 pm on Saturday 20 August 2022**.

Notices of Contested and Uncontested Elections

- 5.20 Under rule 4.1, a Notice of Uncontested Elections will be posted on the SDS website as soon as practicable following the Précis Closing Day (**Saturday 20 August 2022**). This notice –
- (a) advises when the number of persons nominated for election to an office does not exceed the number of persons nominated, and
 - (b) specifies the names of the persons nominated.
- 5.21 Any contested elections will be undertaken in the weeks following 20 August 2022 in accordance with the rules for the conduct of elections using online ballots, set out in the second schedule of the [Synod Election Ordinance 2000](#).

6. Statement of qualifications, skills, experience and gender balance

(proposed by the chair, secretary or other responsible officer of a board, council or committee which has a position to be filled by a Synod election)

ABBOTSLEIGH, COUNCIL OF

Desirable attributes in Council members include construction, construction project management, building design, and architecture. Council is also seeking members with legal skills, corporate governance skills, and risk management skills. There is an adequate gender balance.

ANGLICAN AID, THE ARCHBISHOP OF SYDNEY'S

The Board seeks members with experience in such areas as IT, HR issues, senior management/organisational leadership, high level fundraising, or ministry in a developing country.

ANGLICAN COMMUNITY SERVICES (ANGLICARE)

Anglicare requires mature Christians, committed to collaboration with operational experience in aged care, palliative care or allied health; leadership in clinical governance; or senior experience in strategy, management, finance or business. Current gender balance adequate.

ANGLICAN SCHOOLS CORPORATION

Desirable attributes include: relevant board experience, governance knowledge, key functional area subject matter expertise, understanding of forces impacting schooling, Christian education, experience and perspective breadth, organisation mission performance development, significant leadership experience, risk oversight.

ARDEN ANGLICAN SCHOOL COUNCIL

Our gender balance is adequate. Skills desired are in the fields of education, architecture, strategy, finance, accounting or ICT.

CAMPBELLTOWN ANGLICAN SCHOOLS COUNCIL

Seeking Christian professionals experienced in or having a passion for Anglican education, serving the growing population of South Western Sydney. We endeavour to increase the percentage of women on the Council.

EVANGELISM AND NEW CHURCHES

Understanding of church governance, diocesan ethos, a heart for evangelism and innovative thinking. Gender balance is kept under regular review by the Board.

KING'S SCHOOL, THE COUNCIL OF THE

The Council of The King's School requires candidates who have Educational IT and Legal expertise. With only one female governor the Council requires greater gender diversity and cultural diversity of those appointed to reflect demographics.

ILLAWARRA GRAMMAR SCHOOL, THE COUNCIL OF THE

TIGS is blessed with a Council offering diverse skills and gifts representing a broad cross section of the School community and beyond. Council has addressed the previous gender imbalance. Four of nine members are female.

MACARTHUR ANGLICAN SCHOOL COUNCIL

Persons with university qualifications and with previous governance experience. The School seeks people from a wide geographical area. The gender balance is adequate at present.

MOORE THEOLOGICAL COLLEGE COUNCIL

Chartered Accountant, preferably a partner of a major accounting firm, to replace the retiring Honorary Treasurer. College needs to comply with the *Higher Education Standards Framework (Threshold Standards) 2021*. Gender balance remains under active consideration.

ST ANDREW'S HOUSE CORPORATION

Members should be committed Christians with an interest in property. There is currently only one woman so additional female members are sought. The Board seeks members with significant understanding and experience of the diocesan context.

ST CATHERINE'S SCHOOL, WAVERLEY, THE COUNCIL OF

Demonstrated Christian commitment, character and leadership, skills and experience: theology, governance, finance and accounting, planning, risk management. There are currently five women and six men on the Council which is considered within an adequate range.

SYDNEY ANGLICAN LOANS BOARD

Candidates with lending, property, financial, legal or parish management skills are desirable. There is currently one clergy and one lay vacancy. Female and male applicants are welcome.

TARA ANGLICAN SCHOOL FOR GIRLS, COUNCIL OF

Council is seeking members with "C" level experience in either finance or accounting.

TRINITY GRAMMAR SCHOOL, THE COUNCIL OF

Council seeks persons with skills contributing towards sound governance and fulfilment of its mission with knowledge of the School and appropriate experience in School affairs. Gender balance is kept under regular review and addressed appropriately.

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7. Nomination Form for 2022 Synod Elections

Election No.....
(from Schedule)

Nominations close at 5:00 pm on Saturday 30 July 2022

Note: A failure to complete the details and certification required by this form will render the nomination invalid.

We nominate (full name of nominee)

Postal address (of nominee)

Residential suburb

Email address (of nominee)

Qualification (if required for the election)

For (name of Committee, Board, Council, etc)

First Nominator's
Signature Parish *

Print Name

Second Nominator's
Signature Parish *

Print Name Date

* If not a parish representative, specify the Part of the Synod Membership Ordinance 1995 under which the proposer or the seconder is a member of the Synod.

Email address for acknowledgment of nomination

Certificate

I certify that –

- (a)(insert name of nominee) consents to the nomination[†], and
- (b) if the nomination is for an office on a board or council which is a body corporate, the nominee is willing to sign the statement of personal faith set out in Appendix 3 to the Governance Policy for Diocesan Organisations passed by the Synod on 20 October 2014, as amended from time to time, and, if elected, will do so before attending any meeting of the board or council held after the election.^{††}
- (c) if the nominee is lay person, the nominee has consented to their name, contact details and any other personal information that is reasonably necessary for the proper administration of the Synod and the Diocese being collected, used and disclosed by the Registrar for these purposes. ^{†††}

First or Second Nominator's Signature

[†] It is sufficient grounds for one of the nominators to certify that a retiring person has consented to the nomination if, in the Schedule of Elections Required, the willingness of the person to be nominated is indicated with a 'Y' next to his or her name.

^{††} A copy of the Governance Policy for Diocesan Organisations can be found at www.sds.asn.au under 'Synod & Standing Committee' then 'Policies, Guidelines, Resolutions and Records' and then 'Policies and Guidelines of the Synod'.

^{†††} The proper administration of the Diocese includes any act or practice which is performed pursuant to or under an ordinance or resolution of the Synod or the Standing Committee, or is reasonably necessary to give effect to an ordinance or resolution of the Synod or the Standing Committee, or a discharge of the duties or exercise of the powers and authorities of the Archbishop however arising, and the proper administration of Synod includes any act or practice which is undertaken by the Diocesan Secretary or the Secretary of the Synod in the course of administering the Synod.

Acknowledgment of Nomination

(for office use only)

The Nomination of

Email address

For (Name of Committee, Board, Council, etc.)has been received. Election No.....

For and on behalf of the Secretary of Synod

..... Date