

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

15 August 2019

Arrangements and election information: 3rd Ordinary Session of the 51st Synod

1st circular to Synod Members

Key Points

- Synod members will be asked to 'opt-in' by 26 August 2019 to arrange printed copies of the main Synod materials, selecting either pickup or postage (see item 2.2)
- Main Synod materials will be available from early September, with supplementary materials available from end-September (see items 2.2 and 2.7)
- 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 3.2)
- There is no pre-Synod briefing planned for 2019

1. Key Dates (2019)

- **Monday 26 August** – Deadline to opt-in to receive printed main Synod materials by post (see item 2.3)
- **Monday 2 September (5:00 pm)** – Deadline to make nominations in Synod elections (see item 4.8)
- **Friday 6 September** – Main Synod materials published on the SDS website (see item 2.2(a))
- Provisional notices of contested and uncontested elections will be posted on the SDS website (www.sds.asn.au) by **9 September** (see item 4.15)
- **Saturday 14 September** – Deadline for giving notices of motion for inclusion in the business paper for the first day of Synod (see item 2.17)
- **Monday 23 September (5:00 pm)** – Deadline for précises for nominees in a provisionally contested election, or withdrawing a nomination (see items 4.17-4.19). Following this date, the Notice of Contested Election and Notice of Uncontested Election will be made available (see item 4.20-21).
- **Friday 27 September** – Target date for release of Supplementary materials, Notice of Contested Elections, and the Business Paper for day 1 (see item 2.7(d))
- **Monday 30 September** – Deadline for informing the Registry of the appointment of an alternate (see item 3.2)
- **Tuesday 1 October** – Printed Supplementary materials available for pickup from St Andrew's House (see item 2.2(b))
- **Monday 14 October** – The Opening service for this session will be held in the Cathedral at **1:30 pm** and the afternoon session will commence at 3:15 pm
- Ballots for any contested elections will be held on the first and second days of the Synod session, **Monday 14 and Tuesday 15 October** (see item 4.22)

2. Meeting arrangements for this Synod session

Meeting Places and Dates

2.1 The days of meeting are Monday 14, Tuesday 15, Wednesday 16, Monday 21 and Tuesday 22 October 2019 at the Wesley Theatre, 220 Pitt Street Sydney. The proposed meeting times are as follows –

For the first day -

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 second and 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

Printing of Synod materials

2.2 This year, the Standing Committee has requested that Synod members be offered the opportunity to opt-in to receive printed copies of Synod materials by post. To facilitate this request, there will be two releases of materials (reports, bills for ordinances and policies), as follows –

(a) The **main Synod materials**, including the Standing Committee's report to Synod, bills for ordinances and policies, and other reports (all of which having been promoted to Synod by Standing Committee by the time of its August meeting), will be available as follows –

(i) Published on the website by 6 September 2019.

(ii) Posted to members who opt in, from about 6 September 2019.

(iii) Printed for members who opt-in, for pickup from Reception at level 2 St Andrew's House from 11 September 2019, or Wesley Theatre during the session.

(b) The **supplementary materials**, including any reports or bills promoted to the Synod at the Standing Committee's September meeting, are finalised two weeks prior to the commencement of the session and cannot be posted. Printed copies will be made available in Reception at level 2, St Andrew's House from **1 October 2019**, and at the Wesley Theatre during the session, in sufficient quantities for all members who opt-in for either pickup or postage of the main materials.

2.3 To facilitate these arrangements, a separate email will be sent to Synod members in conjunction with this circular, linking to a SurveyMonkey form, providing opportunity for each member to indicate their preference for receiving the main Synod materials. Synod members will be asked to select one of the following options **by 26 August 2019** –

(a) Confirm the assumed option, that a printed form of the materials is not required at all

(b) Opt-in to pickup a copy of the main Synod materials from Reception at Level 2 St Andrew's House from 11 September 2019 and prior to the Synod session; or at the Wesley Theatre during the Synod session.

(c) Opt-in to receive the main Synod materials by post (if selecting this option, you will need to provide a postal address to send the materials to).

2.4 If you do not receive an email (with the link to the SurveyMonkey form) within 24 hours of receiving this circular, please consult the survey help page on the SDS website: www.sds.asn.au/surveymhelp.

2.5 Copies of the Synod materials will not be available from Reception at St Andrew's House nor from Wesley Theatre for members who do not opt-in. In previous years, the unknown quantity of printed materials required has resulted in both under- and over-production. It is hoped that using this process will reduce wastage of printing and paper.

2.6 If a Synod member does not specify a preference by 26 August 2019, it is assumed they do not require a printed form of materials.

Synod communications

- 2.7 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 will be followed shortly after with an email allowing members to opt-in to receive a printed form of the main Synod materials by post (see item 2.3).
 - (b) By 6 September 2019, an email will be circulated to Synod members advising the availability of the main Synod materials on the Sydney Diocesan Services (SDS) website (www.sds.asn.au).
 - (c) Members who opt to receive a printed copy of the main Synod materials by post should receive these by end-September, reflecting the anticipated time required to print, pack and post.
 - (d) On or about 27 September, a 2nd circular will be emailed, and will comprise –
 - The supplementary Synod materials (reports and Bills for ordinances or policies coming out of the September Standing Committee meeting, held on 23 September 2019)
 - Notice of Contested Elections
 - Business Paper for 14 October 2019
 - A “self-printing” name tag for the session (see item 2.10).
- 2.8 Since these communications will be sent to Synod members by email, it is important to ensure that the Registry has your current email address and other contact details. Updated email addresses and other contact details can be updated by rectors through the parish portal (www.sds.asn.au) or sent to the Registry at registry@sydney.anglican.asn.au.

Pre-Synod briefing

- 2.9 There is no pre-Synod briefing planned for the forthcoming session.

Name tags

- 2.10 Arrangements for name tags will involve a printable form of name tag (without the plastic holder) being sent to you on or about 27 September as part of the 2nd circular. 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 the Wesley Theatre.
- 2.11 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 3 October 2019** so that suitable alternative arrangements can be made.

Synod procedures, constituting Acts and principal ordinances

- 2.12 Useful information about the Synod can be accessed on SDS’s website at www.sds.asn.au under [Synod](#). This includes, for example, the rules by which members may table reports and circulate printed material in relation to elections or other matters relating to the business of Synod.
- 2.13 You can read a [summary of the proceedings](#) of the 2018 Synod session on SDS’s website under [Synod](#) then [Past Sessions of Synod](#).
- 2.14 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](#).
- 2.15 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 <http://acl.asn.au/guide/>.

Membership of the Synod

- 2.16 A list of members will be tabled in the Synod on 14 October 2019.

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 the Standing Committee **by 14 September 2019**.
- 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.

Guidelines for the moving of motions

- 2.20 Part 4 of the business rules set out in the Schedule to the *Conduct of the Business of Synod Ordinance 2000* (the **rules**) contain the general rules of debate in the Synod. The various stages for the consideration of ordinances and rules are described on SDS's website under *Synod* then *Introduction – Synod Procedures*. Most business is transacted through motions and amendments.
- 2.21 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.
- 2.22 If in doubt about the form of a motion, try to find a precedent from the resolutions of the previous session (see SDS's website under *Synod* then [Past Sessions of Synod](#)) 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.

Reports for the Session

- 2.23 Reports and audited accounts from approximately 50 committees etc will be tabled and are available to be viewed by Synod members during the session.

3. Attendance at Synod

- 3.1 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.
- 3.2 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 14 days before the commencement of the session (ie. By **30 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.
- 3.3 The Archbishop has also asked any clerical member who will be unable to attend the session to inform him of this as a matter of courtesy.

4. Notice of elections for this Synod Session

Elections to be conducted

- 4.1 The elections for offices to be conducted during the 3rd session of the 51st Synod in October this year are set out in the Schedule of Elections Required (see separate Schedule).
- 4.2 In the Schedule of Elections –
- (a) the relevant organisations are listed in alphabetical order,
 - (b) the names of retiring members are shown with their attendances at meetings during the year to 30 June 2019, and the year in which the person was first elected to the office, and
 - (c) 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”.

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

- 4.3 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 –
- (a) the qualifications, skills and experience sought in any person elected, and
 - (b) the adequacy of the gender balance on the board, council or committee.
- 4.4 The statements submitted are set out at item 5.

Disqualifying circumstances

- 4.5 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.
- 4.6 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.
- 4.7 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

- 4.8 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 Monday 2 September 2019**.
- 4.9 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 4.5 above.
- 4.10 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 of 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 then Policies of the Synod.*
 - (i) to contain an email address for acknowledgement of the nomination.

- 4.11 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.
- 4.12 A nomination form is contained in item 6 although any document which complies with rule 3.2(2) is in order.
- 4.13 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”.
- 4.14 We must receive nominations (by post or email) no later than **5:00 pm on Monday 2 September 2019**.

Provisional Notices of Contested and Uncontested Elections

- 4.15 Under rule 3.2A(1), a Provisional Notice of Contested Elections will be posted on the SDS website by **Monday 9 September 2019**. 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.
- 4.16 Under rule 3.2A(2), a Provisional Notice of Uncontested Elections will also be posted on the SDS website by **Monday 9 September 2019**. 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

- 4.17 A précis of a nominee in a provisionally contested election may be delivered to the Synod Secretary no later than **5:00 pm on Monday 23 September 2019** to the postal or email address referred to at item 4.13 above.
- 4.18 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

- 4.19 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 Monday 23 September 2019**.

Notices of Contested and Uncontested Elections

- 4.20 Under rule 4.1, a Notice of Uncontested Elections will be posted on the SDS website as soon as practicable following the Precis Closing Day (**Monday 23 September 2019**). 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.
- 4.21 Under rule 5.2, a Notice of Contested Elections will be sent to every member and Chair of the relevant organisation by **Monday 30 September 2019**. This notice –
- (a) specifies the offices for which a ballot is to be conducted, 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) contains any precisés of nominees and any statements provided under rule 3.1(1)(d).

Time for ballots

- 4.22 Ballots will take place on the first and second days of the Synod session, Monday 14 and Tuesday 15 October 2019, at the Synod meeting place.

5. 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, THE COUNCIL OF

Health Services (psychology, psychiatry), tertiary education, digital technology. Gender balance is adequate.

ANGLICAN CHURCH PROPERTY TRUST DIOCESE OF SYDNEY

91% male board. Considerable room to improve diversity skills gap. IIFC has a female banking finance advisor who was unwilling to stand at this time for the full Board.

ANGLICAN COMMUNITY SERVICES (ANGLICARE)

Anglicare requires mature Christians, committed to collaboration, with experience in aged care or allied health services, information technology, human resources or financial and risk management. At least one woman necessary to maintain adequate gender balance.

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.

CAMPBELLTOWN ANGLICAN SCHOOLS COUNCIL

Seeking CPA/CA with management experience. Current gender balance is inadequate. Seeking increased female representation.

EVANGELISM AND NEW CHURCHES

Skills in governance, innovation and execution of ministry goals.

KING'S SCHOOL, THE COUNCIL OF THE

Gender balance is needed for diversity and perspective. Other skills would be IT, HR and Risk Management.

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. There is a gender imbalance on Council which is being addressed.

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 appropriate at the present although a female would be preferable.

MOORE THEOLOGICAL COLLEGE COUNCIL

Corporate, academic or student recruitment and placement experience appropriate for the Governing Board of a Theological College required to comply with the Higher Education Standards Framework 2015. Gender balance is under active consideration.

ST ANDREW'S HOUSE CORPORATION

Members should be committed Christians with an interest in property. We are seeking members with significant experience or qualifications in engineering or architecture. There is currently one woman so additional females would be valuable.

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 four 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 will soon be vacancies for both clergy and lay members. Male and female applicants are welcome.

SYDNEY CHURCH OF ENGLAND GRAMMAR SCHOOL (SHORE)

Highly skilled female with considerable experience in corporate risk, governance and finance with exceptional organisational management skills and an affiliation with the Shore community. A focus on strategic asset acquisition and management would be advantageous.

TARA ANGLICAN SCHOOLS FOR GIRLS, COUNCIL OF

Experience as a senior educator or leader in a school. Alternatively in finance, accounting or engineering. Female. Old girl or past parent of the school. More diversity needed, currently having primarily older Caucasian members.

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.

WOLLONGONG REGIONAL COUNCIL

Gender balance is poor. Preference that woman fill any vacancy.

6. Nomination Form for 2019 Synod Elections

Election No.....
(from Schedule)

Nominations close at 5:00 pm on Monday 2 September 2019

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 then Policies 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