



**DIOCESE OF CANBERRA AND GOULBURN
ANGLICAN DIOCESAN SERVICES CHARTER**

ESTABLISHMENT

Anglican Diocesan Services (ADS) is established by, and its functions regulated under, the Anglican Diocesan Services Ordinance 2010 (**Ordinance**).

MEMBERSHIP

The Board consists of members of Ministry Executive, other than the Registrar.

FUNCTIONS

Anglican Diocesan Services facilitates the mission of the Church and the delivery of the mission by agencies and ministry units in the Diocese by providing administrative services (particularly employment services) and property services effectively and efficiently.

These services are provided for the central operations of the Diocese, including the Bishop, the Assistant Bishops, Synod, Bishop-in-Council, Ministry Executive, the Property Trust, the Chancellor, the Registrar and the Treasurer to any boards, task-forces or Working parties or similar bodies established by any of them.

The function of Anglican Diocesan Services shall include the provision of administrative or property services to:

- (a) any unincorporated diocesan agency which requests them or to which Bishop-in-Council directs that such services be provided; and
- (b) any incorporated diocesan agency or any ministry unit where the agency or units requests such services be so provided.

Anglican Diocesan Services may, from time to time, make grants to the Diocese for the charitable work of the Diocese.

RESPONSIBILITIES

Anglican Diocesan Services has the following responsibilities and authority:

- (a) to employ persons, on such terms as the Board determines;
- (b) to grant pensions and allowances and provide superannuation and other benefits for employees on such terms as the Board determines;
- (c) to acquire and lease such plant, equipment and machinery (but not real property) as may be needed for the discharge of its functions from time to time;
- (d) to open and operate one or more accounts with the Diocesan bankers or such other bank as may be approved by resolution of Bishop-in-Council from time to time, and to draw, make, accept, endorse, execute and issue bills of exchange, cheques and other negotiable instruments;

- (e) with the consent of Bishop-in-Council, to borrow moneys on such terms as it may think fit and within the terms of Bishop-in-Council's consent;
- (f) to enter into and take out policies of insurance;
- (g) to inspect and assist with the preservation, care for and maintenance of the property of the Diocese;
- (h) to enter into arrangements for the provision of employees or contractors to ministry units and diocesan agencies upon request on such terms and conditions as the Board determines and in agreement with the unit or agency;
- (i) to enter into arrangements for the provision of administrative services and property services to any diocesan agency or ministry unit specified in section 5.2 on such terms and conditions as the Board determines and in agreement with the unit or agency;
- (j) review policies, procedures and delegations; and
- (k) monitor compliance with laws, ordinances, regulations, policies, procedures and any other rules with which the Diocese must comply.

Anglican Diocesan Services may, with the consent of Bishop-in-Council, charge a diocesan agency or ministry unit for services rendered on behalf of the agency or unit at rates which will recoup, but not exceed, the expenses incurred by Anglican Diocesan Services.

RESPONSIBILITIES OF BOARD MEMBERS

Board members are expected to:

- (a) understand the legal framework within which the Diocese and its agencies, organisations and ministry units operate;
- (b) act in the best interests of the Diocese;
- (c) apply sound analytical skills, objectivity and good judgment;
- (d) express opinions constructively and openly and raise issues that relate to the Board's responsibilities;
- (e) act with due diligence and in a conscientious manner.

PROCEDURES OF THE BOARD

Attendance

The following are entitled attend Board meetings:

- (a) all Board members,
- (b) the General Manager.

Board meetings

Meetings of the Board are convened by the Registrar/General Manager at the direction of the Chair or at the request of a quorum of the Board.

A notice of meeting and an agenda will be prepared and circulated by the Registrar/General Manager in consultation with the Chair.

Quorum

The quorum for the transaction of business of the Board shall be the number of members that is the next whole number greater than half of the total number at the relevant time.

CONFLICTS OF INTEREST

At the beginning of each Board meeting, members will review the Conflicts of Interest Register and all members must declare any potential or actual conflicts of interest that may apply to specific matters on the meeting agenda. Where requested by the Chair, the Member will be excused from the meeting or from the Board's consideration of the relevant agenda item(s). Details of potential or actual conflicts of interest declared by Members, and the action taken, will be appropriately minuted.

ADMINISTRATIVE ARRANGEMENTS

Board support

Anglican Diocesan Services will provide the Board with the appropriate resources to undertake its role and responsibilities.

Review of Board performance

The Board will review its performance annually, with particular attention being paid to the extent to which it has met its responsibilities under this charter. The review will be conducted on a self-assessment basis.

Review of the charter

The Board will review this charter and make recommendations to Bishop-in-Council at least once every two years. Any changes to the charter will be recommended by the Board for approval by Bishop-in-Council.

Bishop-in-Council, in consultation with the Board, may amend this Charter at any time.

Reports to Bishop-in-Council

The General Manager will report to each meeting of Bishop-in-Council and will inform members of Bishop-in-Council on the work of the Board. The report will:

- (a) be accompanied by a copy of the Minutes of the Board meetings;
- (b) include a brief description of any major actions undertaken by the Board and any recommendations made to the General Manager, and
- (c) outline any identified risk/s, together with intended actions and outcomes where appropriate.

In addition, an annual report will be available to Bishop-in-Council Members and the provided to Synod outlining the Board's operations and activities during the year. The report should include:

- (a) a summary of the work the Board performed to discharge its responsibilities during the preceding year,

- (b) an overall assessment of the Diocese's administrative and corporate functions, and
- (c) details of the number of meetings held during the period and the number of meetings each member attended.

Publication of the charter

The charter will be published on the Diocesan website.

Approved by the ADS Board 11 October 2018.