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ARGYLE COMMUNITY HOUSING LTD

ASSETS, ACQUISITIONS AND NEW BUSINESS COMMITTEE CHARTER

Argyle Community Housing Ltd
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1. PURPOSE

- 1.1 The Board of Argyle Community Housing Ltd (**Argyle Housing** or the **Company** has constituted this Assets, Acquisitions and New Business Committee (**AANBC**) to assist the Board to fulfill its responsibilities with respect to the management of the Company's assets and oversee all acquisitions and developments.
- 1.2 This Charter sets out the responsibilities of the AANBC, its membership and the manner in which its activities should be conducted.

2. OBJECTIVES

- 2.1 The objective of the AANBC are to assist the Board to ensure that the Company has appropriate policies, processes and procedures for all matters related to asset management and development.

3. MEMBERSHIP

- 3.1 The AANBC shall be comprised of at least three independent non-executive directors.
- 3.2 A quorum for any meeting will be two members.
- 3.3 The Chair and members of the AANBC shall be appointed by the Board. The Chair will be an independent non-executive director who is not the Board Chair.

4. DUTIES, RESPONSIBILITIES AND AUTHORITY

- 4.1 To fulfil its responsibilities, duties and authority, the AANBC will:
 - a) Conduct an annual review of the structure of Argyle Housing's property portfolio and make recommendations to the Board as to the ideal long-term strategic balance and options for achieving this including considering Argyle Housing's approach to acquiring, maintaining, developing and divesting property. This will be incorporated into the Argyle Housing Strategic Asset Management Plan (**SAMP**).
 - b) Promote, consider and explore innovative asset solutions to assist property acquisition, disposal and management activities.
 - c) Promote, consider and explore initiatives to support aspects of Argyle Housing's Strategic Pillars to develop / expand the business in order to meet both internal targets and external legislative requirements.

5. COMMITTEE MEETINGS

- 5.1 All directors are entitled and invited to attend meetings. The Committee may invite other persons to its meetings as it deems necessary.
- 5.2 The Secretary of the AANBC will be Argyle Housing's Company Secretary, unless the AANBC determines otherwise.
- 5.3 The AANBC will meet at least twice per year and at any other time at the request of the Board or as the NRCG determines.
- 5.4 Meetings may be held by the members communicating with each other through any means by which they can participate in discussion even though they may not be physically present in the same place.
- 5.5 The Secretary is responsible for coordinating the timely dispatch of meeting agendas and committee papers to members prior to each meeting.
- 5.6 The Secretary will take minutes of all meetings and keep records of all meetings held, papers submitted to meetings and recommendations made by the AANBC.
- 5.7 Decisions of the AANBC will be by majority vote. Any dissenting member shall be entitled to have their dissent recorded in the minutes.
- 5.8 The AANBC may approve resolutions by circular resolution as required. A copy of the written resolution passed shall be provided to the AANBC's next meeting.

5.9 The AANBC Chair will communicate the proceedings of the Committee to the Board after each meeting. Copies of the minutes of meetings of the AANBC will be circulated to all Directors at the next full Board meeting following approval of the minutes by the AANBC Chair.

6. ACCESS TO INFORMATION AND INDEPENDENT ADVICE

6.1 The AANBC may seek any information that it considers necessary to fulfil its responsibilities.

6.2 The AANBC may seek professional advice from appropriate external advisers, at the Company's cost. The AANBC may meet with external advisers without the CEO being present.

7. COMMITTEE PERFORMANCE

7.1 The AANBC will evaluate its performance on an annual basis and assess achievement of the responsibilities specified in this Charter and report the findings to the Board on an annual basis.

7.2 The AANBC shall review its Charter biennially and recommend any desired changes to the Board for approval.

8. APPROVED AND ADOPTED

8.1 This charter was approved and adopted by the Board on 24 June 2020.

Version Control

Version No	Date	Revised By	Description	Board approved
1.0	Jan 2011	Chris Bratchford	First issue	Feb 2011
2.0	October 14	Company Secretary	Re-write for Charter consistency	12 November 2014
3.0	May 2015	Company Secretary	Inclusion of cultural differences and disability awareness.	28 April 2015
4.0	June 2015	Company Secretary	New Committee name	-
5.0	May 2016	Company Secretary	Annual Review	28 June 2016
6.0	May 2018	Company Secretary	Biennial Review	26 June 2018
7.0	Dec 2019	Company Secretary	Review requested by Board	17 December 2019
8.0	June 2020	Company Secretary	Biennial Review	24 June 2020