

# Constitution

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Hasene Australia Limited

**gadens**

Level 25, Bourke Place  
600 Bourke Street  
Melbourne VIC 3000  
Australia

T +61 3 9252 2555  
F +61 3 9252 2500

BAA: 21900517

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## **Hasene Australia Limited**

### **1. General**

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#### **1.1 Company name**

- (a) The name of the company is Hasene Australia Limited (**Company**).
- (b) The Company may, if eligible, apply to have the word "Limited" omitted from its name.

#### **1.2 Defined meanings**

Words used in this document and the rules of interpretation that apply are set out and explained in the definitions and interpretations clause at the back of this document.

### **2. Application of the Corporations Act**

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#### **2.1 Application of Parts 2G.2 and 2G.3**

Subject to clause 2.3 and notwithstanding the application of section 111L of the Corporations Act, Parts 2G.2 and 2G.3 of the Corporations Act will form part of this Constitution insofar as they relate to meetings of members of public companies limited by guarantee and are not inconsistent with this Constitution and will be deemed to apply to the Company.

#### **2.2 Application of the Replaceable Rules**

Subject to clause 2.3, the Replaceable Rules in the Corporations Act apply to the Company to the extent that they apply to public companies limited by guarantee and are not inconsistent with this Constitution.

#### **2.3 Replaceable Rules that do not apply**

The Replaceable Rules set out in sections 201G (Company may appoint a Director), 201H (Directors may appoint other directors), 198C, 201J and 203F (Managing director), 201K (Alternate directors), 202A (Remuneration of directors), 248A (Circulatory resolutions of directors), 248E (Chairing directors' meetings), 248F (Quorum at directors' meetings), 248G (Passing of directors' resolutions), 249T(1) (Quorum), 249U (Chairing meetings of members), 250E(3) (Chair's casting vote), do not apply to the Company.

### **3. Objects**

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#### **3.1 Objects**

The purposes of the Company are to, always in accordance with Islamic religious values:

- (a) provide benevolent relief to people in need by relieving poverty, sickness, suffering, distress, destitution and helplessness with a particular emphasis on aiding persons disadvantaged by extreme poverty in Australia and across the world, including by:
  - (i) providing support and practical assistance to refugees and other displaced persons, through the provision of immediate, basic needs for survival and subsequent assistance to rebuild their lives;
  - (ii) assisting in the establishment of new hospitals and other medical centres including mobile clinics and surgeries and financing the provision of medical supplies, including medicines and medical equipment;
  - (iii) providing support, assistance, security and protection to orphaned children who have lost their parents due to war, natural disaster, or illness;
  - (iv) distributing food aid and packages to needy persons, including refugees and persons experiencing extreme hunger, particularly during times of religious significance in the Islamic calendar such as Ramadan and Eid; and
  - (v) promoting and facilitating access to clean water and sanitation;

and any other means considered by the Company as conducive to this object;

- (b) facilitate and cater for the collection and proper distribution of the obligatory alms (such as *zakat* and *fitra*) and other voluntary donations made by the Islamic community in Australia according to the Islamic faith;
- (c) solicit, fundraise and receive, by any lawful means, donations, gifts, bequests and devises to the Company and to accept any grant of money or any gift or property whether subject to any special trusts or conditions or not, for any one or more objects of the Company;
- (d) make grants, sponsorships, awards and other distributions of funds to individuals and organisations in pursuit of its objects;
- (e) establish, operate and promote any trusts or funds which may seem directly or indirectly conducive to any of the Objects of the Company;
- (f) cooperate and collaborate with government, educational institutions, religious institutions, and other charitable and not-for-profit institutions, including international aid organisations, in pursuit of the Company's Objects, or to form commercial or strategic alliances in pursuit of these Objects; and
- (g) to do all other lawful things as are incidental or conducive to the attainment of the Company's Objects and the exercise of its powers.

#### **3.2 Powers under the Corporations Act**

The Company has the powers set out in the Corporations Act but only to do all things that are necessary, convenient or incidental to carry out the objects set out in clause 3.1.

## **4. Income and Property of the Company**

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### **4.1 Application of income and property**

The income and property of the Company will only be applied towards the promotion of the objects of the Company set out in clause 3.

### **4.2 Restriction of transfer of income and property**

Subject to clauses 4.3 and 16.4, no portion of the income or property will be paid or transferred directly or indirectly to any Member of the Company.

### **4.3 Payment of company expenses**

Nothing in clause 4.2 prevents the payment in good faith of reasonable and proper:

- (a) remuneration to any of the officers or servants of the Company or to any Member in return for any services actually rendered by them to the Company;
- (b) interest on money borrowed from any Member for any of the purposes of the Company (provided the interest rate does not exceed the rate charged by the Company's bank on similar borrowings);
- (c) rent for premises let by any Member to the Company; or
- (d) payment for any goods supplied to the Company by any Member.

### **4.4 No remuneration for Directors**

No remuneration or other benefit may be paid or given by the Company to any Director except:

- (a) for the reimbursement of out-of-pocket expenses incurred on reasonable commercial terms in carrying out the duties of a Director where the amount does not exceed an amount previously approved by a resolution of the Board of Directors;
- (b) for any service rendered to the Company in a professional or technical capacity, where the terms of service are on reasonable commercial terms and have been previously approved by a resolution of the Board of Directors; or
- (c) as an employee of the Company, where the terms of employment are on reasonable commercial terms and have been previously approved by a resolution of the Board of Directors.

### **4.5 Application of Grants**

Subject to clauses 4.1 and 4.2, the allocation, distribution, expenditure or appropriation of Grants (including any interest accrued in respect of Grants) must be made in accordance with the terms and conditions that may attach to them and in accordance with any policies and procedures specified in legislation, program guidelines and other conditions issued or prescribed or otherwise imposed by the relevant funding body

## **5. Membership**

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### **5.1 Members**

The members of the Company are:

- (a) ICMG; and
- (b) IGMG.

## **6. Meetings of Members**

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### **6.1 Quorum**

A quorum for meetings of Members comprises all Members, and the quorum must be present at all times during the meeting.

### **6.2 Chair of meetings**

The Chair of the Board of Directors shall preside as Chair at every Members' meeting, or if he or she is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Members present at the meeting shall elect one of their number to be the Chair of the Members' meeting.

### **6.3 Casting vote**

In the case of an equality of voting in question, the Chair of Members' meetings does not have a casting vote in addition to any vote he or she has as a representative of a Member, proxy or attorney.

### **6.4 Adjournment of meetings**

The Chair of a Members' meeting at which a quorum is present, in his or her discretion, may adjourn the meeting if the Members present with a majority of votes agree. An adjourned Members' meeting may take place at a different venue to the initial Members' meeting.

### **6.5 Members' Resolutions**

Any resolution of the Members must be passed by a Unanimous Resolution of the Members.

### **6.6 Resolutions without meetings**

- (a) If all Members have signed a document containing a statement that they are in favour of a resolution of the Members in terms set out in the document, a resolution in those terms is treated as having been passed at a meeting of the Members held on the day on which the document was signed. If the Members sign the document on different days, then a resolution is treated as having been passed on the day on which the document was signed by the last Member. A resolution is not treated as passed on that day if the document, by its terms, is said to take effect from another specified date.
- (b) For the purposes of this clause, two (2) or more separate documents containing statements in identical terms each of which is signed by one or more Members are together treated as constituting one document containing a statement in those

terms signed by those Members on the respective days on which they signed the separate documents.

- (c) The document or documents referred to in clauses 6.6(a) and 6.6(b) are treated as constituting a minute of that meeting and must be entered in books kept for that purpose.

## **7. Board of Directors**

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### **7.1 Governing authority**

The Board of Directors is the governing authority of the Company.

### **7.2 Composition of Board of Directors**

- (a) The Board of Directors shall comprise a maximum of seven (7) Directors.
- (b) The Members may from time to time increase or reduce the number of Directors, provided that the minimum number must always be three (3).
- (c) The majority of the Board of Directors must be Australian residents.

### **7.3 Appointment and Removal of Directors**

- (a) Directors shall be appointed by ICMG in consultation with IGMG, having regard to the matters set out in clause 7.4 (to the degree ICMG considers appropriate).
- (b) Subject to the Corporations Act and this Constitution and following consultation with IGMG, ICMG may remove an appointed Director from his or her office by written notice to the Company.

### **7.4 Matters to be considered in appointments**

In appointing Directors under clause 7.2, ICMG may have regard to the following matters:

- (a) any recommendation or advice by the Board of Directors as to suitable persons for appointment; and
- (b) skills, knowledge, or experience in any discipline, profession or field of knowledge which may be beneficial to the Company.

### **7.5 Term**

- (a) Each Director will hold office for a term of up to three (3) years as determined by ICMG at the time of his or her appointment, after which he or she must retire from office.
- (b) A retiring Director is eligible for re-appointment except where that Director has served continuous nine (9) years in office, unless ICMG determines otherwise.

### **7.6 Vacation of office**

In addition to the circumstances in which the office of Director becomes vacant by virtue of the Corporations Act or other provisions of this Constitution, the office of Director is vacated automatically if the Director:

- (a) becomes mentally incapable or the Director's estate is liable to be dealt with in any way under the law relating to mental health; or

- (b) is absent from more than three (3) consecutive meetings of Directors without the prior leave of the Board of Directors or fails to respond to three (3) consecutive requests for a circular resolution in accordance with clause 8.3(a) to be passed without a meeting of the Board of Directors, unless the Board of Directors determines otherwise; or
- (c) has been:
  - (i) disqualified from being a responsible entity of a registered entity during the preceding 12 months; or
  - (ii) suspended or removed as a responsible entity of a registered entity, under the ACNC Act.

## **7.7 Less than minimum number of Directors**

The continuing Directors may act despite any vacancy in their body. If the number falls below the minimum number fixed in accordance with this Constitution, the Directors may act only to fill a vacancy on the Board of Directors.

## **8. Directors' meetings**

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### **8.1 Minimum number of Directors' meetings**

The Board of Directors shall meet not less frequently than three (3) times each year.

### **8.2 Quorum**

A quorum of the Board of Directors comprises half of the Directors eligible to vote plus one (1) rounded up to the nearest integer. The quorum must be present at all times during the meeting.

### **8.3 Directors' resolutions**

- (a) A resolution of the Board of Directors must be passed by a majority of the votes cast by Directors entitled to vote on the resolution.
- (b) The Chair of the Board of Directors will, at each meeting of the Board of Directors, be entitled to a casting vote in addition to his or her vote as a Director in the case of an equality of votes.

### **8.4 Powers and duties of Directors**

- (a) Subject to the Corporations Act and to any other provision of this Constitution, the business of the Company will be managed by or under the direction of the Directors and the custody and control of its funds and property will be vested in the Directors.
- (b) The Board may exercise all the powers of the Company except any powers that the Corporations Act or this Constitution requires the Company to exercise in a general meeting.
- (c) Without limiting the generality of clause 8.4(b), the Board may exercise all the powers of the Company to:
  - (i) acquire assets;



- (ii) borrow money;
  - (iii) mortgage or charge the property or business of the Company;
  - (iv) issue debentures and other securities whether outright or as a security for any debt, liability, or obligation of the Company; and
  - (v) raise or secure the payment or repayment of moneys in such manner and upon such terms and conditions in all respects as it thinks fit and in particular by the issue of debentures or the creation of any mortgage, charge or other security on the undertaking or the whole or any part of the property and assets of the Company (both present and future).
- (d) Each Director shall use his or her reasonable endeavours to comply with any request that the Company considers necessary in order for the Company to comply with section 45.10(2) of Division 45 of the ACNC Act.

### **8.5 Reserved powers regarding property and assets**

- (a) Notwithstanding any other provision of this Constitution or the Corporations Act, any resolution of the Board of Directors to:
- (i) acquire or dispose of any land or buildings, or any interest in any land or buildings; or
  - (ii) incur expenditure of \$50,000 or more in a single transaction or series of transactions that together form substantially one project or arrangement,
- must be subject to, and may only take effect upon, receipt of written approval of ICMG following consultation with IGMG to the terms of such resolution.
- (b) All other acquisitions and dispositions of assets or expenditure by or on behalf of the Company shall be made in accordance with established policies and practices of the Board of Directors.

### **8.6 Resolutions without meetings**

- (a) If 75% of the total number of Directors have provided consent in writing that they are in favour of a resolution of the Directors which has been circulated to the Directors, such resolution is treated as having been passed at a meeting of the Directors held on the day on which the written consent was provided. If the Directors provide written consent on different days, then a resolution is treated as having been passed on the day on which written consent was last provided by a Director thereby constituting 75% of the total number of Directors. A resolution is not treated as passed on that day if the circular resolution, by its terms, is said to take effect from another specified date.
- (b) For the purposes of this clause, two (2) or more separate documents containing the written consent of the Directors that they are in favour of a resolution of the Directors are together treated as constituting one document provided that the wording of the resolution is identical in each document.
- (c) The document or documents referred to in clauses 8.6(a) and 8.6(b) are treated as constituting a minute of that meeting and must be entered in books kept for that purpose.

## **9. Observers**

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The Board of Directors may request the attendance at any meeting of the Board of Directors or of a Board Committee of any person who in the opinion of the Board may be able to assist the Board of Directors or the Board Committee (as applicable) regarding any matter before it.

## **10. Chair of the Board of Directors**

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### **10.1 Chair appointment**

ICMG will appoint a Chair of the Board of Directors from the Directors in office from time to time, to serve for such term as ICMG determines.

### **10.2 Presiding at meetings**

- (a) The Chair of the Board of Directors shall preside at meetings of the Board of Directors.
- (b) Where a meeting of the Board of Directors is held and the Chair of the Board of Directors is absent or not present within ten (10) minutes after the time appointed for the holding of the meeting or is unwilling to act, the acting Chair where there has been a nomination by the Chair in writing to the other directors prior to the meeting, or in the absence of such a nomination, the Directors present shall elect one of their number to be the Chair of that meeting.

### **10.3 Vacancy in office**

- (a) The office of the Chair of the Board of Directors shall become vacant:
  - (i) if the Chair of the Board ceases to be a Director; or
  - (ii) by the written resignation of the Chair of the Board from the office; or
  - (iii) if the Chair of the Board is removed from that office by ICMG.
- (b) Where the office of the Chair of the Board of Directors becomes vacant, a new Chair of the Board of Directors will be appointed in accordance with clause 10.1.
- (c) For the avoidance of doubt, the cessation of a person's office as Chair of the Board of Directors does not affect that person's office as Director.

## **11. Board Committees**

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### **11.1 Establishment**

There are to be established and maintained Committees of the Board of Directors as determined by the Board of Directors from time to time.

### **11.2 Terms of reference**

Subject to this Constitution, each Board Committee will have terms of reference specified by the Board of Directors.

### **11.3 Membership**

The membership of each Board Committee will be determined by the Board of Directors. At least one member of a Board Committee must be a member of the Board of Directors, and the Board of Directors will appoint a Chair of each Board Committee.

## **12. By-Laws**

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### **12.1 Power of Board of Directors to make By-Laws**

Subject to and consistent with this Constitution, the Board of Directors may from time to time make By-Laws for or with respect to all matters relating to the organisation, management and good governance of the Company and in particular, without affecting the generality of the foregoing, for or with respect to:

- (a) the manner and time of calling, holding and adjourning meetings of the Board of Directors, and the conduct and record of the business of the Board of Directors;
- (b) the establishment of Board Committees and their terms of reference;
- (c) the employment of staff of the Company;
- (d) use of property and buildings for the purposes of the Company;
- (e) intellectual property;
- (f) any other matter or thing which the Board of Directors may determine from time to time.

### **12.2 Variation of By-Laws**

The Board of Directors may, by resolution, repeal, revoke, alter, amend or otherwise modify any By-Law or part of a By-Law.

## **13. Chief Executive Officer**

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### **13.1 Appointment**

- (a) The Board may appoint a person to be the Chief Executive Officer on such terms, conditions and remuneration as the Board of Directors determines.
- (b) The Chief Executive Officer is, subject to the directions of the Board, responsible for the operations of the Company and reports to the Board of Directors.
- (c) The Board of Directors shall have the power to suspend or remove the Chief Executive Officer from office, subject to the relevant contractual terms.

### **13.2 Delegations to the Chief Executive Officer**

- (a) The Board of Directors may from time to time delegate to the Chief Executive Officer such of the powers exercisable under this Constitution by the Board of Directors as it sees fit (other than the powers of delegation), and may confer such powers for such objects and purposes, and upon such terms and conditions, and with such restrictions, as the Board of Directors thinks expedient, but not to the exclusion of, or in substitution for, all or any of the powers of the Board of Directors.

- (b) The Board of Directors may at any time alter, revoke, withdraw or vary all or any of such delegations.

## **14. Seal**

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### **14.1 Use of Seal**

The Company must provide for the safe custody of the Seal. The Seal must not be affixed to any document unless it is done by the authority of the Board of Directors or a committee of the Board of Directors authorised by the Board of Directors in that regard.

### **14.2 Mode of execution by Seal**

Every document to which the Seal is affixed must be signed, to attest the affixing of the Seal by two (2) persons. One must be a Director. The other must be the Secretary, another Director, or such other person as the Board of Directors may appoint for that purpose. No person may sign in more than one capacity.

## **15. Indemnity**

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### **15.1 Indemnity for liability**

To the extent permitted by law and subject to the restrictions in section 199A of the Corporations Act, the Company indemnifies every person who is or has been an officer of the Company against any liability (other than for legal costs) incurred by that person as such an officer of the Company (including liabilities incurred by the officer as a director of a subsidiary of the Company where the Company requested the officer to accept appointment as director).

### **15.2 Indemnity for reasonable legal costs**

To the extent permitted by law and subject to the restrictions in section 199A of the Corporations Act, the Company indemnifies every person who is or has been an officer of the Company against reasonable legal costs incurred in defending an action for a liability incurred by that person as such an officer of the Company (including such legal costs incurred by the officer as a director of a subsidiary of the Company where the Company requested the officer to accept appointment as director).

### **15.3 Indemnity in respect for premiums**

To the extent permitted by law and subject to the restrictions in section 199B of the Corporations Act, the Company may at any time pay premiums in respect of a contract insuring a person (whether with others or not) who is an officer of a related body corporate. The liability insured against may not include that which the Corporations Act prohibits. Any such premium in relation to a Director is in addition to, and not regarded as part of, any remuneration approved by Members under this Constitution.

### **15.4 GST**

The amount of any indemnity payable under clauses 15.1, 15.2, or 15.3 will include an additional amount (**GST amount**) equal to any GST payable by the officer being indemnified (**Indemnified Officer**) in connection with the indemnity (less the amount of input tax credit claimable by the Indemnified Officer in connection with the indemnity). Payment of any indemnity which includes a GST Amount is conditional upon the Indemnified Officer providing the Company with a GST tax invoice for the GST amount.

## **15.5 Interpretation**

For the purposes of this clause 15, “officer” means:

- (a) a Director;
- (b) a Secretary; and
- (c) an executive officer of the Company as defined by the Corporations Act.

## **16. Winding up**

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### **16.1 Contribution by Members**

If the Company is wound up, each Member undertakes to contribute to the property of the Company for the payment of debts and liabilities of the Company and payment of costs, charges and expenses of winding up such amount as may be required, not exceeding \$10.

### **16.2 Distribution of assets**

Subject to clause 16.3, upon the winding up of the Company, any surplus remaining after the satisfaction of all its debts and liabilities shall be dealt with as follows:

- (a) where the surplus comprises of Grants (including any interest accrued in respect of Grants), such surplus is to be given, transferred or otherwise applied in accordance with the conditions attaching to the Grant; and
- (b) in any other case, the surplus must be given or transferred to a charitable institution, body, entity or organisation;
  - (i) having similar objects to the Company; and
  - (ii) whose governing documents prohibit the distribution of its income and property among its members to an extent at least as great as is imposed on the Company under this Constitution,

such institution, body, entity or organisation to be determined by the Members at or before the winding up and in default, by application to the Supreme Court of Victoria for determination.

### **16.3 Revocation of deductible gift recipient status**

Upon the winding up of the Company or the revocation of the endorsement of the Company as a deductible gift recipient, any surplus comprising of DGR Contributions shall be transferred to a charitable institution, body, entity or organisation;

- (a) having similar objects to the Company;
- (b) whose governing documents prohibit the distribution of its income and property among its members to an extent at least as great as is imposed on the Company under this Constitution; and
- (c) to which income tax deductible gifts can be made,

such institution, body, entity or organisation to be determined by the Members at or before the winding up or the revocation of the endorsement of the Company as a deductible gift recipient and in default, by application to the Supreme Court of Victoria for determination.

## 16.4 Distribution to a Member permitted.

Nothing in clause 4.2 restricts a distribution to a Member of:

- (a) any surplus remaining after the satisfaction of all of the Company's debts and liabilities pursuant to clause 16.2; or
- (b) any surplus comprising of DGR Contributions pursuant to clause 16.3,

provided the Member is an institution, body, entity or organisation of a nature described in the relevant clause at the time of the distribution.

## 17. Definitions and interpretation

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### 17.1 Definitions

In this Constitution unless the contrary intention appears:

**ACNC Act** means the *Australian Charities and Not-for-Profits Commission Act 2012* (Cth) as modified or amended from time to time and includes any regulations made under that Act and any exemption or modification to that Act applying to the Company;

**Board Committee** means a committee of the Board of Directors established and maintained in accordance with clause 11;

**Board of Directors** means the whole or any number (not being less than the quorum) of the Directors acting at a duly convened meeting of the Directors;

**By-Laws** means the by-laws of the Company made under clause 12;

**Company** means Hasene Australia Limited;

**Constitution** means the constitution of the Company as amended from time to time;

**Corporations Act** means the *Corporations Act 2001* (Cth) as modified or amended from time to time and includes any regulations made under that Act and any exemption or modification to that Act applying to the Company;

**DGR Contributions** means:

- (a) gifts of money or property for the principal purpose of the Company;
- (b) contributions made in relation to an eligible fundraising event held for the principal purpose of the Company, and
- (c) money received by the Company because of such gifts and contributions;

**Director** means any director of the Company and includes any person occupying the position of a director;

**Government Agency** means any government or any governmental, semi-governmental or administrative department, entity, agency, authority, commission, corporation or body (including those constituted or formed under any statute) where the department, entity, agency, authority, commission, corporation or body is subject to the control or direction of the Commonwealth of Australia or a State or Territory of Australia;

**Grant** means a financial assistance arrangement or contribution, whether as capital or otherwise, provided by a State, the Commonwealth, a Government Agency, a private

corporation or others, for a specific purpose and period, either by a progress payment or lump sum;

**GST** has the meaning given to that term in the *A New Tax System (Goods and Services Tax) Act 1999* as modified or amended from time to time;

**ICMG** means Islamic Community Milli Gorus Australia Foundation Limited ACN 600 243 936;

**IGMG** means IGMG Hilfs-und Sozialverein e. V. VR 7857;

**Members** means the members of the Company set out in clause 5.1;

**remuneration** includes, without limitation, salaries, wages, commissions, fees, rewards, allowances, bonuses, incentive schemes or profit sharing schemes;

**Replaceable Rules** means the provisions referred to in section 141 of the Corporations Act;

**Seal** means the common seal of the Company;

**Secretary** means any person appointed by the Board of Directors to perform any of the duties of a secretary of the Board of Directors and if there are joint secretaries, any one or more of those joint secretaries; and

**Unanimous Resolution** means a resolution approved by all Members.

## 17.2 Interpretation

- (a) In this Constitution, except where the context otherwise requires, an expression in a clause of this Constitution has the same meaning as in the Corporations Act. Where the expression has more than one meaning in the Corporations Act and a provision of the Corporations Act deals with the same matter as a clause of this Constitution, that expression has the same meaning as in that provision.
- (b) In this Constitution, except where the context otherwise requires:
  - (i) the singular includes the plural and vice versa, and a gender includes other genders;
  - (ii) another grammatical form of a defined word or expression has a corresponding meaning;
  - (iii) a reference to a clause, paragraph, schedule or annexure is to a clause or paragraph of, or schedule or annexure to, this Constitution, and a reference to this Constitution includes any schedule or annexure;
  - (iv) a reference to a document or instrument includes the document or instrument as novated, altered, supplemented or replaced from time to time;
  - (v) a reference to **A\$, \$A, dollar** or **\$** is to Australian currency; and
  - (vi) the meaning of general words is not limited by specific examples introduced by including, for example or similar expressions.