

## **NOTICE OF 2022 ANNUAL GENERAL MEETING**

Notice is hereby given that the Annual General Meeting (AGM) of the members of NEAS Australia (National ELT Accreditation Scheme Limited) will be held:

on Thursday, 17 November 2022  
at 15:30 AEDT  
at Zoom videoconference  
([https://us02web.zoom.us/webinar/register/WN\\_X6yA4mAYQGG-DaCALEMF2g](https://us02web.zoom.us/webinar/register/WN_X6yA4mAYQGG-DaCALEMF2g))

## **AGENDA OF ANNUAL GENERAL MEETING**

### **A. PRESENTATION BY THE BOARD AND THE CEO**

The Chair of the Board will present an overview of NEAS' activities and achievements for the year ended 30 June 2022 and the CEO will discuss plans for the year ahead.

### **B. PRESENTATION BY THE ADVISORY COUNCIL**

The Convenor of the Advisory Council will present on the Council's activities for the year ended 30 June 2022.

### **C. CONSIDERATION OF REPORTS**

The Financial Report, the Directors' Report and the Independent Audit Report for the year ended 30 June 2022 (Reports) will be available for any member that elects to receive a copy at the AGM.

A copy of the report can be found here: <https://neas.org.au/about/annual-reports/>

### **D. QUESTIONS AND COMMENTS**

Following the consideration of Reports, the Chair will give members a reasonable opportunity to ask questions about or comment on the management of NEAS.

With the Auditor present at the meeting, the Chair will also give members a reasonable opportunity to ask the Auditor questions relevant to:

- a) the conduct of the Audit;
- b) the preparation and content of the Independent Audit Report;
- c) the accounting policies adopted by NEAS in relation to the preparation of the financial statements; and
- d) the independence of the Auditor in relation to the conduct of the audit.

The Chair will also give the Auditor a reasonable opportunity to answer written questions submitted by members that are relevant to the content of the Independent Audit Report or the conduct of the audit.

### **E. RETIREMENT OF BOARD ELECTED DIRECTORS**

- a) Formal retirement of Board Elected Director, the late Ms Christine Bundesen AM (retired on 9 September 2022).

The NEAS Constitution states that each Elected Director will retire at the annual general meeting following the third anniversary of his or her election or re-election and is eligible for re-election.

#### **F. RATIFICATION OF NEW BOARD INDEPENDANT DIRECTORS**

Two Independent Directors were appointed to the NEAS Board in September 2022:

- a) Ms Chloe Tanner
- b) Mr David Riordan

#### **G. NOTIFICATION OF BOARD APPOINTMENTS**

- a) Chair of Board, Professor Tanya Buchanan, was reappointed by the Board as Chair on 4 August 2022
- b) Mr David Yoo was appointed by the Board as Board Deputy-Chair on 4 August 2022

#### **H. ITEM FOR APPROVAL: RESIGNATION/ APPOINTMENT OF AUDITOR EXPLANATORY STATEMENT**

In accordance with section 328B (1) of the Corporations Act, the company has received a nomination from Macquarie University for Bentleys Sydney Audit Pty Ltd to be appointed as auditors with effect from the end of the 2022 Annual General Meeting.

Bentleys Sydney Audit Pty Ltd has consented to act. Accordingly, approval will be sought from members for the chief appointment. The Directors unanimously recommend that Members vote in favour of this Resolution.

#### **RESOLUTION**

To consider and, if thought fit, pass the following resolution as an ordinary resolution of members of the Company.

- i. Accept the resignation of Bentleys NSW Audit Pty Ltd as auditor of the company. Resignation to take effect at the date of ASIC approval; and
- ii. having received consent to the appointment as auditor from Bentleys Sydney Audit Pty Ltd in accordance with s990B of the Corporations Act 2001, that Bentleys Sydney Audit Pty Ltd be appointed as auditors of the company, subject to ASIC approval of the resignation.

The Directors of National ELT Accreditation Scheme Ltd also confirm:

- a) there are no disagreements between the auditor and the management or Directors of the public company (as defined in RG26); and
- b) there are no reasons that give rise to an inability to complete the audit under the Corporations Act 2001 or the National Consumer Credit Protection Regulations 2010.

By order of the Board.

Dr Patrick Pheasant  
Chief Executive Officer and Public Officer  
NEAS Australia (National ELT Accreditation Scheme)  
Dated: 18 October 2022