

## **NOTICE OF 2024 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, 21 November 2024  
at 3-4pm Sydney time  
at NEAS HQ, 2/63 Dixon Street, Haymarket NSW 2000, or by Videoconference (Teams Meeting)

## **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 2024 and the CEO will discuss plans for the year ahead.

### **B. PRESENTATION BY THE FINANCE, AUDIT AND INVESTMENT COMMITTEE**

The Convenor of the FAIC will present on the Committee's activities for the year ended 30 June 2024.

### **C. PRESENTATION BY THE ENGAGEMENT AND MARKETING COMMITTEE**

The Convenor of the EMC will present on the Committee's activities for the year ended 30 June 2024.

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

The Convenor of the Advisory Council will present on the Council's activities for the year ended 30 June 2024.

### **E. CONSIDERATION OF REPORTS**

The Financial Report, the Directors' Report and the Independent Audit Report for the year ended 30 June 2024 (Reports) will be available on the NEAS website – [AGM 2024](#).

### **F. 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.

## G. RETIREMENT OF BOARD ELECTED DIRECTORS

- Formal retirement of Board Elected Directors Mr David Yoo, Ms Katherine Olston and Associate Professor Pamela Humphreys

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.

## H. ELECTION OF BOARD ELECTED DIRECTORS

Election for three Board Director positions is to be held virtually from 9am Wednesday 6 November 2024 until 5pm Wednesday 20 November 2024.

Nominated candidates are as follows:

- David Yoo (Current Board Member, nominated for Re-Election)
- Associate Professor Pamela Humphreys (Current Board Member Nominated for Re-Election)
- David Ferguson (New Nominee)
- Justin Foot (New Nominee)
- Hossein Davari (New Nominee)

Results of the election will be announced at the AGM.

## I. 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 RMIT UP for Hall Chadwick to be appointed as auditors with effect from the end of the 2024 Annual General Meeting.

Hall Chadwick 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:

That the members approve the appointment of **Hall Chadwick** as the auditor of NEAS Australia, effective from the conclusion of this Annual General Meeting, and authorise the Board to complete all necessary documentation to give effect to this appointment.

### Background:

The Board undertook a review process to assess the audit services required to ensure best value and quality for members. Expressions of interest were received from:

- Bentleys (current auditor)
- BDO
- HLB Mann Judd
- WalkerWayland Australasia
- Hall Chadwick

Following the review, the Board recommends the appointment of **Hall Chadwick**, having determined that their proposal offers the best combination of service quality and value for members.

**Resolution to be Passed:**

"That Hall Chadwick be appointed as the auditor of NEAS Australia for the financial year ending 30 June 2025, and that the Board of Directors be authorised to complete all matters necessary to formalise the appointment in accordance with Corporations Law."

By order of the Board.

Adam Kilburn  
Chief Executive Officer and Public Officer  
NEAS Australia (National ELT Accreditation Scheme)  
Dated: 21 October 2024