

**G8 Education Limited**

**ABN 95 123 828 553**

## **Nomination Committee Charter**

***Last Review Date***                      ***November 2024***

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***Next Review Date***                      ***November 2026 (NOMS/Board)***

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## 1. Establishment of Committee

- 1.1 The Committee is a committee of the Board established pursuant to the Company's Constitution.
- 1.2 This Charter sets out:
- (a) the basis on which the Board has established a Nomination Committee; and
  - (b) the principles and processes to be followed by the Committee.

## 2. Interpretation

- 2.1 Unless the contrary intention is expressed in this Charter, the following words (when used in this Charter) have the meaning set out below:
- **'Board'** means the board of Directors of the Company.
  - **'CEO'** means the chief executive officer of the Company.
  - **'Chair'** means the Director elected as chair of the Committee under paragraph 5.6 of this Charter.
  - **'Committee'** means the Nomination Committee of the Board.
  - **'Company'** means G8 Education Limited.
  - **'Constitution'** means the constitution of the Company.
  - **'Directors'** mean the directors of the Company.
  - **'G8 Education'** means the Company and its controlled entities.
  - **'Secretary'** means the secretary to the Committee.

## 3. Objectives

- 3.1 The objective of the Committee is to support and advise the Board in relation to the selection and appointment of Directors who are able to meet the needs of G8 Education and the ongoing evaluation and review of the performance of the CEO, the Board and the Directors.

## 4. Committee Membership

### 4.1 Structure

- (a) The Committee will consist of at least three non-executive Directors the majority of whom are independent, as determined by the Board. No executive Director will be appointed to the Committee.
- (b) The Chair shall be an independent non-executive Director elected by the Committee under paragraph 5.6 of this Charter.
- (c) The composition of the Committee will be reviewed annually by the Board and the Committee to ensure an appropriate balance of skill, experience, diversity and expertise.

### 4.2 Expertise

Members of the Committee must have a significant relevant understanding of the business of G8 Education.

#### 4.3 **Secretary**

The company secretary of the Company will act as Secretary to the Committee, unless otherwise determined by the Committee.

### 5. Proceedings

#### 5.1 **Frequency**

- (a) The Committee will meet as frequently as required but must meet not less than once a year.
- (b) The Secretary or any member may call a meeting of the Committee.

#### 5.2 **Notice**

The dates, times and venues of each meeting of the Committee will be notified by the Secretary to all members of the Committee as far in advance as possible.

#### 5.3 **Supporting Papers**

Supporting papers for each meeting of the Committee will be distributed by the Secretary to all members of the Committee as far in advance as possible and where possible by the last working day of the week preceding the meeting.

#### 5.4 **Attendance**

- (a) Only members of the Committee, persons invited by the Committee, and the Secretary are entitled to be present at a Committee meeting.
- (b) The Committee may extend an invitation to any person to attend all or part of any meeting of the Committee which it considers appropriate. In particular, the Committee may meet with:
  - (i) external advisers; or
  - (ii) any executive or other employee,and may do so with or without executive management being present.

#### 5.5 **Quorum**

A quorum for a meeting of the Committee is three members who are independent, non-executive Directors. A duly convened meeting of the Committee at which a quorum is present is competent to exercise all or any of the authorities, powers or discretions vested in, or exercisable by, the Committee.

#### 5.6 **Chair**

- (a) The Board shall appoint the Chair of the Committee who shall also be an independent director.
- (b) In the event the Chair is unable to attend the meeting for any reason, the remaining members will elect one of their number as chair of the meeting.
- (c) The Chair of the Committee does not have a casting vote.

#### 5.7 **Constitution**

Proceedings of the Committee will be governed by the provisions of the Constitution, in so far as they may be applicable. To the extent of any inconsistency, the Constitution will prevail.

## 5.8 Minutes

Minutes of meetings of the Committee, signed by the Chair, will be distributed by the Secretary to members for confirmation as soon as practicable after each meeting and tabled for discussion at the next Board meeting.

## 6. Authorities

### 6.1 Access

The Committee is authorised to seek any information it requires from any member of G8 Education's senior executive team or from any other source.

### 6.2 Independent advice

The Committee is authorised to obtain (at the cost of the Company) outside legal or other independent professional advice, and to secure the attendance of such advisers if it is considered necessary or appropriate for the proper performance of the Committee's functions under this Charter. The member should first contact the Chair of the Committee and the Secretary who will, if required by the member or by the Chair, assist in procuring that professional advice.

## 7. Duties and Responsibilities

### 7.1 Committee

Without limiting its role, the specific duties and responsibilities of the Committee include the following:

- (a) having regard to the strategic direction of G8 Education, assessing periodically the skill set required to discharge competently the Board's duties including the skills, experience and diversity currently represented on the Board. This will include maintaining and disclosing a Director's Skills Matrix setting out the mix of skills and diversity that the Board currently has and/or is looking to achieve in its membership;
- (b) regularly reviewing and making recommendations to the Board regarding the structure, size, diversity and composition (including the balance of skills, knowledge and experience) of the Board and the effectiveness of the Board as a whole, and keeping under review the leadership needs of G8 Education, both executive and non-executive;
- (c) preparing a description of the role and capabilities required for a particular appointment;
- (d) identifying suitable candidates (executive and non-executive) to fill Board vacancies as and when they arise and nominating candidates for the approval of the Board having regard to G8 Education's diversity aspirations. This will include any subsequent decisions to extend an appointment;
- (e) undertaking appropriate checks on executive and non-executive candidates, including with respect to the person's character, experience, education, criminal record and bankruptcy history, before recommending their appointment to the Board;
- (f) ensuring that, on appointment, all Directors receive induction training, including a formal letter of appointment setting out the time commitment and responsibility envisaged in the appointment and any responsibilities with respect to Board committees or in acting in a capacity other than as a Director (e.g. as Chair or as a lead independent director);
- (g) making recommendations to the Board with respect to continuing professional development programs for Directors;

- (h) identifying the existing Directors who are due for re-election by rotation at annual general meetings, in accordance with the Constitution and the Board Charter;
- (i) in carrying out its duties under this paragraph 7.1 in relation to any re-appointment of a non-executive Director on conclusion of their specified term of office, undertaking a process of review of the retiring non-executive Director's performance during the period in which the non-executive Director has been a member of the Board;
- (j) developing a review process and reviewing annually the performance of each Director, the Board and the Committees of the Board, including a review of the time required from a non-executive Director and whether Directors are meeting that requirement;
- (k) developing a review process and reviewing annually the performance of the CEO;
- (l) giving full consideration to appropriate succession planning and satisfying itself that processes and plans are in place in relation to the Board, the CEO and other senior executives;
- (m) reviewing disclosures, including a statement in the annual report detailing the Committee's activities and the process used for appointments; and
- (n) making publicly available the Committee's Charter, explaining its role and the authority delegated to it by the Board.

## 7.2 Conflicts

No member of the Committee will participate in a review of their own performance or re-appointment.

A non-executive director should inform the Chair of the board and the Chair of the Committee before accepting any new appointment as a director of another listed entity, any other material directorship or any other position with a significant time commitment attached.

## 7.3 Recommendations to the Board

The Committee will make recommendations to the Board (as and when it considers it appropriate) in relation to the duties and responsibilities referred to in paragraph 7.1. In discharging its duties and responsibilities and formulating recommendations to be made to the Board, the Committee will consult regularly with the Chair of the Board, if the Chair of the Board is not for any reason also the Chair of the Committee at that meeting.

## 7.4 Special Projects

The Committee may undertake any special projects or investigations which the Committee considers necessary, or as may be requested by the Board.

# 8. Reporting to the Board

## 8.1 Reporting to the Board

The Chair of the Committee (or a person nominated by the Chair of the Committee for that purpose) must report to the Board at its next meeting regarding all material matters relevant to the Committee's duties and responsibilities.

# 9. Review

## 9.1 Review of Charter

The Committee will conduct a review of this Charter every two years and will refer any recommended changes for decision by the Board.