

Election Information for KU Board of Directors

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Please Note: Annual Reports can be downloaded for information from the KU Children’s Services (KU) website (www.ku.com.au).

1. INFORMATION FOR NOMINEES

The KU Board welcomes interest from its members for election to the Board. The Board's commitment is to ensure that:

- ▶ All nominees have a practical understanding of KU's Constitution relating to the election of a Board member. A copy of the KU Constitution and KU Nominations Policy can be downloaded from the KU website (www.ku.com.au).
- ▶ All nominees understand the legal and ethical obligations and responsibilities of the Board membership at the time of accepting a nomination for election to the Board.
- ▶ The election process is fair and equitable to all candidates.
- ▶ This information pack is available for all candidates who wish to stand for an elected position on the Board.
- ▶ Nominees must provide a range of documentation in support of their nomination – see the checklists below.

Eligibility

- ▶ You must be a KU member (a Parent Member, a General Interest Member or a Life Member) – contact the Company Secretary (CompanySecretary@ku.com.au) if you are not a KU member.
- ▶ Two existing KU members must nominate you.

Please forward the documents listed in the check list below no later than 5.00pm on Monday 20 April 2026.

Return via post:

Company Secretary, KU Children's Services, Box Q132, QVB Post Office NSW 1230 or via email at CompanySecretary@ku.com.au.

2. REQUIREMENTS AND EXPECTATIONS

As part of the interview selection process, please provide KU with the documentation in the checklist below.

Document Checklist – Before Interview		
<input type="checkbox"/> Nomination Form	<input type="checkbox"/> Cover Letter and Full Resume	<input type="checkbox"/> Consent to Act as a Director Form (see attachment)

- ▶ If you interview successfully with the KU People, Remuneration and Nominations Committee you will stand for election at the next KU General Meeting.
- ▶ If elected by the KU members your date of joining the Board is contingent on you providing the Company Secretary with a copy of the following documentation.

Document Checklist – Post Election to the Board

<input type="checkbox"/> Evidence of a current Working with Children Check in NSW
<input type="checkbox"/> Evidence of a current Working with Children Check in VIC
<input type="checkbox"/> Evidence of a current Working with Children Check in ACT
<input type="checkbox"/> Evidence of a current Working with Children Check in QLD
<input type="checkbox"/> National Police Check Certificate (dated within the last 3 months)
<input type="checkbox"/> Bankruptcy Register Search (https://services.afsa.gov.au/brs/search)

- ▶ **Note:** KU undertakes Historical Personal Name register and Banned and Disqualified Register searches.

Necessary Documentation on Being Elected to the Board

Directors must populate and file the following documentation / processes as Persons with Management or Control of a service in accordance with legislative and / or regulatory requirements in NSW, Victoria, ACT and Queensland within the following time frames:

Legislative Requirement	Documents Required
PRODA (Provider Digital Access) Access government online services ▶ Within 10 days of joining the Board	On joining the Board, Directors must register for an individual PRODA account using the following documentation: ▶ Identity Documents as listed on the PRODA Form
National Disability Insurance Scheme (NDIS)	Directors must complete the following: ▶ National Disability Insurance Scheme (NDIS) Worker Screening Check ▶ The online Worker Orientation Module called 'Quality, Safety and You'
National Child Safety Training	Directors as Persons with Management or Control (PMC) are required to complete mandatory national child safety training on the Australian Department of Education online learning platform, Geckco. Training in the order of up to 12 hours.

- ▶ Reimbursement for agreed to, out-of-pocket expenses is available.

- ▶ KU will assist with the following documentation within the following time frames:

Legislative Requirement	Documents Required
Australian Children’s Education and Care Quality Authority (ACECQA) PA02 Form ▶ Within 14 days of joining the Board	The Director must complete the ACECQA PA02 Declaration of Fitness and Propriety Form and forward this with the following documentation to KU, for lodgement with ACECQA. <ul style="list-style-type: none"> ▶ Marriage certificate (if known by another name/former name) ▶ One of the following: <ul style="list-style-type: none"> • Current passport • Current drivers’ licence • Current proof of age card ▶ Evidence of current NSW, VIC, ACT and QLD Working with Children Checks ▶ Full resume
National Disability Insurance Scheme (NDIS)	Directors must complete the following: <ul style="list-style-type: none"> ▶ National Disability Insurance Scheme (NDIS) Worker Screening Check ▶ The online Worker Orientation Module called ‘Quality, Safety and You’

- ▶ KU will complete and file the following documentation within the following time frames:

Legislative Requirement	Documents Required
Australian Charities and Not-for-Profits Commission (ACNC) ▶ Within 28 days of joining the Board	KU to register the following details of a Director: <ul style="list-style-type: none"> ▶ Given names, family name, date of birth ▶ Any other names they are known by ▶ Their residential address ▶ Their contact phone numbers, email addresses ▶ The position they hold and the date they became a Responsible Person
Australian Securities and Investments Commission (ASIC) ▶ Within 28 days of joining the Board	KU to lodge a Notice of Personal Details of a Director: <ul style="list-style-type: none"> ▶ Full Name ▶ Date of Birth ▶ Place of Birth ▶ Any former names ▶ Residential Address; and appointment date

- ▶ KU holds Directors’ and Officers’ insurance for all KU Directors

Time Commitment

KU Directors are expected to attend all Board meetings and meetings of Committees (of which they are a member) which are held during a business day. Approximately, 8 Board meetings a year are held, and Board Committees meet as required. Additionally, special Board meetings can be called within 48 hours' notice to consider urgent matters.

As a voluntary Director you will be expected to attend/participate in a range of activities including:

Essential:

- ▶ Governance familiarisation with the Chair.
- ▶ Online Board induction with the CEO and Executive Team.
- ▶ Online legislative regulatory training as required.
- ▶ Approximately 8 weekday Board meetings per year (6 via zoom and 2 in person).
- ▶ Directors typically sit on one or two Board committees that meet between 3 to 4 times a year via zoom during the week.
- ▶ KU Board Strategy Day, a dedicated weekday.
- ▶ Attendance at the Annual General Meeting.

Strongly Encouraged:

- ▶ Two evening Board dinners per year.
- ▶ Facilitated visits to a range of KU services/programs.
- ▶ KU Annual Conference (a dedicated day on a weekend).
- ▶ One service-based function per year.

Further Information

Existing Board Members welcome the opportunity to talk to potential candidates for election and encourage candidates considering standing to take up this opportunity.

For more information, please contact the Company Secretary at CompanySecretary@ku.com.au.

3. PRIORITY BOARD SKILLS BEING SOUGHT

KU welcomes nominations from candidates with a range of different cultural, social and ethnic backgrounds for election to the KU Board including Aboriginal and Torres Strait Islander Peoples.

To ensure diversity and the appropriate mix of skills, the Board is looking for skills and experience in the following areas:

- ▶ Finance and accounting – CPA/CA
- ▶ Strategy and Transformation
- ▶ Technology
- ▶ Legal

4. NOMINATION FORM FOR ELECTION

We, the undersigned, being members of KU, do hereby nominate:

Nominee			
Full Name:			
Residential Address:			
Telephone:		Mobile:	
Email Address:			
Parent Member:	<input type="checkbox"/> General Interest Member <input type="checkbox"/> Life Member		
Name of KU service or program (if a parent member):			
Signature:		Date:	
for election to the Board of Directors of KU. (A Nominee must be nominated by two members who are already members prior to the date of making the nomination).			

Nominator 1			
Full Name:			
Residential Address:			
Telephone:		Mobile:	
Email Address:			
Parent Member:	<input type="checkbox"/> General Interest Member <input type="checkbox"/> Life Member		
Name of KU service or program (if a parent member):			
Signature:		Date:	

Nominator 2			
Full Name:			
Residential Address:			
Telephone:		Mobile:	
Email Address:			
Parent Member:	<input type="checkbox"/> General Interest Member <input type="checkbox"/> Life Member		
Name of KU service or program (if a parent member):			
Signature:		Date:	

Consent to Act as Director



KU Children's Services
ABN 89 000 006 137
ACN 000 006 137
(Company)

CONSENT TO ACT AS A DIRECTORⁱ

To: The Board of Directors
KU Children's Services

I, _____, consent to be appointed and to act as a Director of the Company.

I disclose the following information for the purposes of the *Corporations Act 2001* (Cth):

1. PERSONAL DETAILSⁱⁱ:

Full name: _____

Residential addressⁱⁱⁱ: _____

Date of birth: _____ Place of birth: _____

2. STANDING NOTICE ABOUT INTERESTS^{iv}:

I give standing notice that I have the following interests which relate to the affairs of the Company. Where applicable, I have detailed below the nature and extent of my interest.

A. The shares, debentures and prescribed interests in the Company or related bodies corporate, or rights or options thereto, for purchase, allotment or disposal, in which I have a relevant interest are:

B. The contracts containing a right to call for or make delivery of shares, debentures or prescribed interests in the Company or related bodies corporate, under which I may benefit are:

C. The interests that I have in contracts or proposed contracts with the Company, or its related bodies corporate are:

Consent to Act as Director

Continued...

D. I am an officer or member of the following corporations and firms and must be regarded as interested in any contract with these corporations or firms. I have also set out the nature and extent of my interest:

E. The offices and property that I hold where duties or interests might be created in conflict with my duties or interests as a director of the Company, and the nature, character and extent of the conflict, are:

F. Details of the nature and extent of interests in matters that relate to the affairs of the Company not disclosed above are as follows:

3. STANDING NOTICE ABOUT PARTICIPATING IN VIRTUAL MEETINGS:

I hereby consent to the use of any virtual technology during directors' and general meetings.^v

4. NOTIFICATION OF CHANGE IN PERSONAL DETAILS:

I agree to notify the Company of any change in my personal details within 7 days after the change.^{vi}

Name (please print): _____

Signature: _____ Date: _____

Consent to Act as Director

Continued...

Footnotes:

- i The Company will contravene section 201D of the Corporations Act if a person does not give the Company a signed consent to act as a director of the Company before being appointed.
- ii Under section 205B of the Corporations Act, the Company must notify ASIC of the personal details of its officers within 28 days after each appointment.
- iii Under section 205D, an officer must use their usual residential address for the purpose of receiving notices or other service, unless that officer:
 - (a) is a silent voter under section 104 of the *Electoral Act 1918* (Cth) and a Form 379 'Application for suppression of residential address' has been lodged with ASIC along with a certified copy of AEC's approval letter for silent enrolment; or
 - (b) has lodged a Form 378 'Application for use of an alternative address' and a Form 379 with ASIC and ASIC determines that disclosure of that person's residential address in the notices required by section 205B of the Corporations Act would put at risk the safety of that person or his/her family.

If either (a) or (b) applies, you are entitled to provide an alternative address which must be in Australia and be one at which documents can be served on you. A person entitled to use an alternative address must notify ASIC of their usual residential address as well as any change to it within 14 days after the change using Form 379 (section 205D(3)).

- iv Under section 191(1), a director of a company (whether public or proprietary) who has a material personal interest in a matter that relates to the affairs of the company must give the other directors notice of the interest subject to certain exceptions. One exception is that the director has given a standing notice of the nature and extent of the interest under section 192 and the notice is still effective in relation to the interest.

This is a standing notice to be given by you to the other directors of the nature and extent of your interest in matters. The standing notice may be given to the other directors before the interest becomes a material personal interest.

The introductory words of the standing notice contemplate that you will not identify each notified interest as a material personal interest. This is because:

- (a) to do so might make it difficult for you to take the position later that the interest is not a material personal interest which, under the Corporations Act, would or might preclude you from being present at a meeting of directors at which the matter in which you have notified an interest is being considered and voting on it; and
- (b) it is consistent with good corporate governance practice for the directors to notify interests that relate to the affairs of the company even though they might fall short of a material personal interest (as undefined expression).

The notice must be given at a directors' meeting or to the other directors individually in writing. If the notice is given to the other directors individually in writing, it must be tabled at the next directors' meeting after it is given to every director.

Section 192 also contains provisions for "refreshing" the standing notice where:

- (a) there is a material change in the nature or extent of the interest; or
- (b) a new director is appointed.

- v Under section 201D of the Corporations Act 2001 (Cth) a company is required to obtain a signed consent to act as director from all directors, before they are appointed and Clause 58, of the KU Constitution, the directors may hold their meetings by using virtual meeting technology that is agreed to by all the directors, the directors' agreement may be a standing one, a director may only withdraw their consent within a reasonable period before the meeting.

- vi You must give notice to the Company of any change in your personal details within 7 days after the change (section 205C(2)). The Company must notify ASIC of any change within 28 days after the change (section 205B(4)). Penalties apply to late notification by the Company to ASIC.