

Dear Member

INVITATION TO NOMINATE FOR POSITION OF ORDINARY MEMBER DIRECTOR

I am writing to invite Ordinary Members to provide nominations for our Board of Directors.

In accordance with clause 19.4, Ordinary Members are entitled to appoint three (3) Directors to the Board for a three year term. There are two (2) Ordinary Member nominated Board vacancies for consideration, namely:

1. In November 2016, Professor Lesley Barclay is retiring and is eligible to stand for re-election;
2. Arising from the resignation of Professor Rosalie Viney, in February 2016, there is also a vacancy to be filled.

Anyone is eligible to stand for election if nominated by an Ordinary Member of the Company.

If the number of nominees does not exceed the number of vacancies, the nominee or nominees will be deemed to have been duly elected and will be declared as such at the 2016 Annual General Meeting (AGM). If the number of nominees exceeds the number of vacancies, a ballot will be held prior to the 2016 AGM.

All Ordinary Members are entitled to participate in the ballot for the election of Ordinary Member Directors.

The Institute strongly encourages Ordinary Members to consider nominating for our Board as we are looking for passionate members with vision, a strong sense of accountability to fellow members, and the ability to approach emergent issues both critically and strategically on behalf of the Institute.

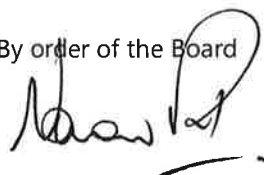
Nominations will close at **12 noon on Wednesday 2nd November 2016** being a date not less than fourteen days from the date of publication of this Notice in accordance with clause 19.6(a) of the Constitution. The Form of Nomination (attached) can be sent by email, fax or post.

All nominations must be signed and email nominations must be in the form of a scanned document. The nominee is also required to complete and sign a declaration confirming that the nominee is not a disqualified person and returned together with the Form of Nomination. Nominees may include a soft copy of a personal statement of no more than 150 words for circulation with the ballot papers.

The timetable for the Election of Ordinary Member Directors in 2016 is as follows:

Date	Activity
14 th October 2016	Issue of the Notice of Ballot.
2 nd November 2016 - Noon	Closing date for nominations to be received.
7 th November 2016	Issue of Ballot Papers.
29 th November 2016 – Noon	Conduct of Poll at the offices of The Sax Institute, Level 12, 235 Jones Street, Ultimo, NSW 2007.
30 th November 2016 – AGM	Declaration of results.

By order of the Board



Company Secretary
14 October 2016