

Dear Member,

On behalf of the Chair and the Board, you are invited to attend the 64th National Trust of Australia (Victoria) Annual General Meeting (**AGM**), which will be held at **11:00 am (AEST)** on **Saturday 21st of November 2020**, via an online platform hosted by *Express Virtual Meetings*. The meeting is scheduled to run for 1 hour.

In accordance with the COVID-19 guidelines provided by the Commonwealth and State Governments, a determination has been issued by the Federal Treasurer that permits organisations to hold fully virtual annual general meetings to protect the health and safety of their Members, Volunteers and staff.

The facilitation of the meeting virtually will provide National Trust Members with an inclusive, participatory based gathering, which we hope will enable new audiences to engage, including those who may usually be unable to attend a physical meeting at a property.

In addition to the receipt of this letter and the attached Notice of AGM, members are also advised that all other relative information regarding the 2020 AGM can be found at the following National Trust website page www.nationaltrust.org.au/agm20. All other queries are welcomed to be forwarded to either this email membership@natrust.com.au, or discussed over the phone by contacting the Membership Department on (03) 9656 9830.

Your participation in the meeting is important to us. The Meeting will be webcast live via the *Express Virtual Meetings* online platform to ensure the requirements outlined by the Australian Securities and Investments Commission (ASIC) for participants are completely satisfied. You will be able to listen to the proceedings, view the presentations, ask questions of the Board and Chief Executive Officer, and vote in real-time.

Invitations to attend the virtual meeting will be emailed to members on Thursday 15th of October 2020. To receive an invitation please ensure we have your correct email address. To register to attend the AGM you will need your membership number and post code, as these details will be used to verify your attendance. **This means it is vital that the National Trust has an up to date email through which we can contact you.** Please also make sure that you follow the instructions noted in the emailed invitation so you are registered to attend the AGM with the provider. After you do this, you will be provided with a link, unique to you and your member number. This is the link you will click on the day to login to the virtual AGM.

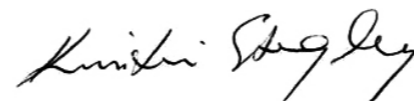
If you do not have an email, you are invited to call this *Express Virtual Meetings* number **1300 890 303** at the time of the AGM and when prompted, enter the access code **2448612** followed by the # to phone in to the AGM. This will mean that you can listen on the day, however you will not be able to vote during the event or ask questions live into conference. If you wish to submit a question and you are calling in, you will need to have sent your question in writing to the Office of the National Trust at the following address: National Trust of Australia (Victoria), 6 Parliament Place, East Melbourne, VIC, 3002; by **5:00 pm Thursday the 12th of November 2020** for it to be tabled at the meeting.

If you are unable to attend the meeting at the scheduled time, you can participate by appointing a proxy, such as the Chair, to attend and vote live at the meeting. As performed previously, if you intend to appoint a proxy, using the form included in the attached notice, to be effective, you must return your proxy form no later than **11.00am on Thursday, 19th November 2020** to the following address: National Trust of Australia (Victoria), 6 Parliament Place, East Melbourne, VIC, 3002; or sign and scan the form and forward to membership@natrust.com.au. If you wish to register your apology, please email rsvp@natrust.com.au or call (03) 9656 9800.

The 2020 National Trust of Australia (Victoria) Annual Report will also be uploaded to the website: www.nationaltrust.org.au/agm20, 21 days prior to the meeting. This is where Members can read about the important work undertaken by the Trust over the last year and obtain a detailed overview of the Trust's performance and operations for the year ended 30th June 2020.

We look forward to meeting with you to share in, celebrate and discuss the work of the National Trust of Australia (Victoria) across the extraordinary years that 2019 and 2020 have been for us all.

Yours faithfully,



Kristin Stegley OAM
Chairman
National Trust of Australia (Victoria)

INFORMATION FOR MEMBERS

HOLDING A VIRTUAL ANNUAL GENERAL MEETING

The health and wellbeing of our Members, Volunteers and Staff is of paramount importance to the National Trust of Australia (Victoria).

On 5 May 2020, the Federal Treasurer announced a determination to permit companies/organisations to hold their annual general meetings using one or more technologies to enable Members to participate legally in these meetings online without having to be physically present. Given the current state of Victoria, the evolving coronavirus (COVID-19) situation and public health concerns, The National Trust will be holding its 2020, 64th Annual General Meeting (AGM) as a virtual meeting. There will not be a property or physical venue for Members to attend.

To give Members a reasonable opportunity to participate, Members may attend the AGM virtually using the online platform hosted by *Express Virtual Meetings*. Following the receipt of this notice, Members will be emailed an invitation to attend the virtual AGM on Thursday 15th of October 2020. To receive an invitation please ensure you have provided us with your correct email address. You will need your membership number and post code to register for the AGM, as these details will be used to verify your attendance.

Members are invited to follow the instructions contained in the email through to the completion of their online registration. This will also count as your RSVP so that the National Trust will know of your intention to attend on the day. Having followed these steps, you will be provided with a link unique to you and your member number. This is the link you will click on the day to login to the virtual AGM.

Express Virtual Meetings enables Members to:

- see the AGM presentation materials and listen to the AGM live;
- vote online during the AGM; and
- ask questions and make comments online during the Q&A session.

Voting on all resolutions will be conducted by a poll.

Members may also cast their votes at the AGM by appointing a proxy (preferably the Chair of the AGM), by using the form included in the attached notice. If you wish to appoint a different proxy to attend the AGM on your behalf, please contact us for further details.

To be effective, you must return your proxy form no later than 11.00am on Thursday, 19th November 2020 to the following address:

National Trust of Australia (Victoria), 6 Parliament Place, East Melbourne, VIC, 3002; or sign and scan the form and forward to **membership@nattrust.com.au**.

In the event of a technological failure that prevents Members from having a reasonable opportunity to participate in the AGM, the National Trust will provide an update on its website (www.nationaltrust.org.au/agm20) to communicate the details of the postponed or adjourned AGM to Members.

FUTURE ALTERNATIVE ARRANGEMENTS

If it becomes necessary to make further alternative arrangements for holding the AGM, we will give Members as much notice as practicable. Further information will be made available on our website: www.nationaltrust.org.au/agm20.

VOTING AND PROXIES

ELIGIBILITY TO VOTE

Eligibility to vote as outlined in the National Trust of Australia (Victoria) Constitution:

- No member shall be entitled to vote at any general meeting unless all subscriptions presently payable by him/her to the National Trust have been paid (Clause 5.14(c) of the Constitution).
- Members may appoint a proxy, who need not be a member of the National Trust, to attend and vote at a meeting as provided in Section 5.16 of the Constitution.

APPOINTING A PROXY

In the interests of public health and safety as a result of COVID-19, although the AGM will be held virtually, Members may still wish to participate by lodging a proxy vote prior to the AGM.

You can appoint a proxy to attend and vote on your behalf. Instructions on how to appoint a proxy are below and can also be found on our website: www.nationaltrust.org.au/agm20.

If you intend to appoint a proxy, using the form included in the attached notice, to be effective, you must return your proxy form no later than **11.00am on Thursday, 19th November 2020** to the following address: National Trust of Australia (Victoria), 6 Parliament Place, East Melbourne, VIC, 3002; or sign and scan the form and forward to membership@nattrust.com.au.

The attached proxy form is the only form that will be recognised at the AGM.

- A Member, entitled to attend and vote at a meeting of Members, is entitled to appoint a proxy. A proxy need not be a Member of the National Trust.
- A Proxy form from a Household Membership is counted as two votes if the form is signed by both adult members. If the two members of the same household membership wish to direct their proxies separately a second form must be used. A second form can be obtained on application by calling **03 9656 9830**, or this form may be photocopied.

At the commencement of the AGM, the Chair will confirm the quorum, and advise attendees of the number of proxy votes held by the Chair and/or any other noted individual, which will all be directed as indicated by Members.

REGISTERING AN APOLOGY

To register your apology, please email rsvp@nattrust.com.au or call (03) 9656 9800. Your apology will be acknowledged at the meeting.

PARTICIPATING AT THE AGM

You will be able to participate in the AGM online using your computer, tablet or mobile phone. For an optimal experience, we recommend using your laptop or desktop computer (plus a headset).

To do so, you will need to have registered to attend the AGM following the receipt of your electronic invitation. Information on how to register to attend the AGM can be found in the previous section '*Holding a virtual Annual General Meeting*'.

Once a member has registered to attend, they will be sent a unique link, which will work only for their specific member details. This is the link you will click on the day to join the AGM.

ATTENDING BY PHONE

If you do not have an email, you are invited to attend via phone. To do so, **please call 1300 890 303 at the time of the AGM** and when prompted enter the access code **2448612** followed by the # to phone in to the AGM. Members are advised that if they wish to call in, any questions they have will need to have been received by the National Trust by **5:00 pm, Thursday the 12th of November 2020**.

For further information, please see the section '*Asking Questions - Prior to the meeting*'.

VOTING AT THE AGM

In accordance with the determination provided by the Federal Treasurer, voting on all items of business will be conducted on a poll.

You can vote at the AGM in one of two ways:

- live and online during the AGM using the *Express Virtual Meetings* platform; or
- in advance of the AGM, by appointing a proxy (preferably the Chair of the AGM) as outlined above.

The Chair of the AGM will open and close the poll at the appropriate time throughout the course of the meeting.

ASKING QUESTIONS – AT THE MEETING

The Chair of the AGM will endeavour to address as many frequently raised and relevant questions and comments as possible. However, there may not be sufficient time available at the AGM to address all of the questions and comments raised. Please note that individual responses will not be sent to Members.

The Auditor will also be in attendance at the AGM.

ASKING QUESTIONS – PRIOR TO THE MEETING

If you are calling in to the meeting and would like to ask a question, your question will need to be received in writing at the following address: National Trust of Australia (Victoria), 6 Parliament Place, East Melbourne, VIC, 3002; by **5:00 pm Thursday the 12th of November**, to be tabled at the meeting.