

Notice of Annual General Meeting

Sarina & District Community Financial Services Limited
A.B.N. 28 112 407 182

To be held at 5.45pm on Monday 10 November 2014
at Sarina Community Bank® Branch 37 Broad Street Sarina Qld 4737
(Broad Street Entrance)

Ordinary Business

1. Receipt of Annual Report

To receive the Company's Financial Report, the Director's Report and the Auditor's Report for the year ended 30 June 2014

2. Election of Directors

To consider, and if thought fit, to pass each of the following resolutions as an ordinary resolution.

To ratify a Director appointed since the last Annual General Meeting

- (a) That **Maree Franettovich** be elected as a Director of the Company.

Re-election of Director retiring by rotation

- (b) That **Jeff Burt** be elected as a Director of the company.

3. Remuneration Report

To consider, and if thought fit, pass the following remuneration report as an ordinary resolution.

That the Remuneration Report be adopted

4. Appointment of Auditor

To consider, and if thought fit, pass the following remuneration report as an ordinary resolution.

The firm Andrew Frewin Stewart be appointed as auditor of the company.

That the Appointment of Auditor be adopted.

Attending the meeting

All shareholders may attend the Annual General Meeting.

Joint holders: In the case of joint shareholders, all holders may attend the Meeting. If only one holder attends (including by proxy), that shareholder may vote at the Meeting as if that holder

were solely entitled to the shares. If more than one joint holder is present (including by proxy), the joint holder whose name appears first in the register may vote.

Proxy: If you are unable to attend the Meeting, you are entitled to appoint a proxy to attend and vote. See the attached Proxy Form for information on appointing a proxy.

Corporate shareholder: A corporate shareholder may appoint one or more persons to act as its representative under section 250D of the Corporations Act, but only one representative may exercise the corporate shareholder's powers at any one time. The company requires written evidence of a representative's appointment to be given to the company before the meeting.

Voting rights

Each shareholder is entitled to **one** vote.

For the purposes of voting at the Meeting, shares will be taken to be held by the persons who are registered as shareholders as at 5pm on Thursday 6 November 2014.

By order of the Board



Lesley Ward

Company Secretary

5 October 2014

Notice of Annual General Meeting

Explanatory Notes

This information has been included to assist you in making an informed decision about the resolutions proposed at the meeting.

Agenda item 2. Election of Directors

The following information is provided about candidates for election to the Board.

To ratify a Director appointed since the last Annual General Meeting

- (a) Maree Franettovich, having been appointed by the Board since the last Annual General Meeting, retires in accordance with the constitution of the company, and being eligible, offers herself for election.



"Maree Franettovich has on 22 September 2014 acquired a beneficial interest in 1100 shares in the company".

BBus, GradDipMngt, MAICD, AIMM, AITD

Associate Lecturer in Human Resources, Management & Marketing at CQ University Mackay

Director/Owner and Principal Consultant Business Services Network Pty Ltd, a boutique consultancy working with small and medium businesses enhancing whole of business success.

Director & Chair – Marketing & Grants Committee, Sarina Community Bank[®]

History of Residence:

I was born in this district, and lived with family on sugar cane farm at Dawlish, west of Sarina. I attended Plane Creek West State School, St Anne's Sarina, and then Sarina High, with final year at Kailua High, Hawaii. I have worked throughout Queensland, travelling throughout Australia and overseas. After a few years in Brisbane, in 1994, I returned with my husband and young son to make Sarina our home.

Community Link & Activities:

I am a Member of, the Australian Institute of Company Directors; Australian Institute of Management; Australian Institute of Training and Development. I am involved in cancer fundraising activities, and over the years I have supported community organisations by providing professional services on a pro bono basis.

Qualifications:

Bachelor of Business, Graduate Diploma of Management, Accredited Workplace Trainer, and Rehabilitation & Return to Work Coordinator

Other Skills & Experience:

Event Management; Corporate Communications; Funding applications; Career development & coaching

Re-election of Director retiring by rotation

- (b) **Jeff Burt**, retires by rotation in accordance with the constitution of the company, and being eligible, offers himself for re-election



History of residency: Born in Newcastle NSW, moved to Queensland in 1976, and after several moves, settled in Sarina in 2007.

Community links/activities: Casual employee of Daltug Pty Ltd. (Hay Point)
Member of Cliftonville Rural Fire Brigade
Member of Mackay-Sarina Clay Target Club
Member of British Motorcycle Owners Association of Mackay
Member of Sarina Rotary Club

Qualifications: Marine Engineering Certificate
Electrical Trades Certificate

Work Experience: Jeff's initial training as an electrician led onto a position as a Marine Electrical Engineer with BHP Shipping Fleet. With changing technology in the shipping industry, more study was undertaken to move into marine engineering. From there he followed a career in the Maritime Industry, interspersed with forays into small business. Jeff and his wife, Colleen, were proprietors of a mixed farming operation at Merriwa in NSW, a Lucerne/grain farm at Wowan in Central Queensland, a Boat Hire & shop on the Pine River in outer Brisbane, and an orchard at Dimbulah, on the Atherton Tablelands. Presently they are proprietors of Burt's Machinery Services Pty Ltd, which is involved in leasing of plant and vehicles to an operator in the Coal Seam Gas industry.

Agenda Item 3. Remuneration Report

The Corporations Act requires a resolution that the Remuneration Report contained in the Company's Annual Report [and Concise Report] be adopted, be put to the vote. The resolution is advisory only and does not bind the Directors of the Company.

Agenda Item 4. Appointment of Auditor

The firm Andrew Frewin Stewart be appointed as auditor of the company

Proxy form

Sarina & District Community Financial Services Limited
A.B.N. 28 112 407 182

All correspondence to:
**Sarina & District Community Financial
Services Limited**
37 Broad Street
Sarina Qld 4737
Enquiries 07 4943 2634
Facsimile 07 4943 2637
E-mail: lesleycward@ozemailo.com.au
**Registered Office 37 Broad Street
Sarina Qld 4737**

☐

Please mark this box with an 'X' if you have made any changes to your address details (see reverse)

Appointment of proxy

I/We being a shareholder/s of **Sarina & District Community Financial Services Limited** ('the company') and entitled to attend and vote at the 2014 Annual General Meeting (AGM) to be held at Sarina **Community Bank®** Branch 37 Broad Street Sarina on 10 November 2014 at 5.45pm appoints:

☐

The Chair of the meeting
(please mark this box with an 'X')

OR

(Please write the name or position/office of the person or the name of the body corporate that you are appointing as proxy)

or failing the individual or body corporate named, or if no individual or body corporate is named, the Chair of the meeting, as my/our proxy to act generally at the meeting on my/our behalf, including to vote in accordance with the following directions or, if the proxy is left open and to the extent permitted by law, to vote as the proxy chooses at the AGM and, if the meeting is adjourned, when the meeting has been reconvened for business.

Chair to vote open proxies in favour: I/We acknowledge that the Chair of the meeting intends to vote all available open proxies in favour of all items of business.

If you wish to direct your proxy how to vote, please mark your direction in the next section of this form.

VOTING DIRECTIONS TO YOUR PROXY (Please mark with 'X' to indicate your directions)

Ordinary Business	Accept	Decline	Abstain*
Item 1. Receipt of Financial Report, Director's Report and Auditor's Report			
Item 2. To ratify Maree Franettovich as a director			
Re-election of Jeff Burt as a director			
Item 3. Receipt of Remuneration Report			
Item 4. To appoint the firm Andrew Frewin Stewart as auditors for the company'			

When completing this proxy form, please note that:

- you should indicate an 'X' in only one box for each for each item of business;
- if the Chair of the meeting is your proxy and you do not mark any of the boxes opposite Item 2, you are directing the Chair to vote in favour of the resolution on item 2. Otherwise, if your proxy is left open for an item of business, your proxy is able to vote as they choose or to abstain from voting on that item, subject to any voting restrictions that may apply to your proxy (further details are provided on the next page). As noted above, the Chair intends to vote all available proxies in favour of each resolution;
- if you mark the "abstain" box for an item of business, you are directing your proxy not to vote on that item, and
- abstentions will not be counted in calculating the required majority on a poll.

SIGNING OF PROXY FORM

This section **MUST** be signed in accordance with the instructions overleaf to enable your directions to be implemented.

Individual or Shareholder 1	Shareholder 2	Shareholder 3

Sole Director and
Sole Company Secretary

Director

Director / Company Secretary

Proxy form

HOW TO COMPLETE YOUR PROXY FORM

1. Appointment of Proxy – General Information

A shareholder entitled to attend and vote at the meeting may appoint a proxy to attend and vote on their behalf.

Shareholders should note that:

- all shareholders have the right to appoint a proxy
- a proxy does not have to be a shareholder of Sarina & District Community Financial Services Limited
- a proxy may be an individual or a body corporate, and
- if you hold two or more shares, you may appoint up to two proxies and may specify the proportion or number of votes that each proxy is appointed to exercise.

If you wish to appoint the Chair of the meeting as your proxy, please mark the box with an 'X' to show this appointment. If you wish to appoint another individual as your proxy, please write the name of that person or the person's position or office.

If you wish to appoint a body corporate as you proxy, please write the body corporate's name.

If the appointed proxy (other than the Chair of the meeting) is not in attendance at the meeting, the Chair of the meeting will act as your proxy.

If you have not nominated a proxy, the Chair of the meeting will act as your proxy.

2. Your name and address

This is your name and address as it appears on the company's share register. If this information is incorrect, please mark the box and make the correction on the form. Please note, you cannot change ownership of your shares using this form.

3. Appointment of a proxy

A shareholder entitled to attend and vote at the meeting may appoint one proxy. A proxy need not be a shareholder of the company. A proxy may be an individual or a body corporate.

4. Identity of proxy

If you wish to appoint the Chairman of the Meeting as your proxy, mark the box. If the person you wish to appoint as your proxy is someone other than the Chairman of the Meeting please write the name of that person. If you leave this section blank, the Chairman of the Meeting will act as your proxy.

5. Voting instructions

You are encouraged to direct your proxy how to vote by placing a mark in one of the boxes opposite each item of business. If you do not mark any of the boxes on a given item, your proxy may vote as he or she chooses. If you mark more than one box on an item your vote on that item will be invalid.

6. Signing of proxy form

A proxy appointment is only valid if the proxy form has been signed by the shareholder(s) making the appointment(s). The following rules apply in relation to the signing of proxy forms for joint holdings, proxy forms signed under power of attorney, and proxy forms signed by corporate shareholders:

Individual

If the holding is in one name, the individual shareholder must sign.

Joint holding

If you hold your shares jointly, all shareholders should sign the proxy form. A proxy form signed by the shareholder whose name appears first in the register, but not by the other joint holder(s), will also be accepted as valid.

Power of Attorney

If a proxy form is signed under a power of attorney, you must lodge the original or certified copy of the power of attorney with your proxy form, unless you have previously lodged one of these documents with the company.

Corporate shareholders

Proxy forms for corporate shareholders should be signed in accordance with your company's constitution or the *Corporations Act*. If a representative of the company is to attend the meeting, the appropriate 'Certificate of Appointment of Corporate Representative' must be produced before admission to the meeting.

Lodgement of your proxy form (related documents)

A proxy appointment for the 2014 Annual General Meeting to be held at 5.45pm for a 6.00pm start at Sarina **Community Bank**® Branch Bendigo Bank 37 Broad Street Sarina on 10 November 2014. This proxy form (and any Power of Attorney under which it is signed) must be received by the company not later than 5pm on 6 November 2014 before the meeting. Any Proxy Form received after that time will not be valid for the scheduled meeting.

Documents may be lodged in any of the following ways:

Post or hand delivery

To the company's registered office at 37 Broad Street Sarina Qld 4737

Facsimile

To fax number 07 4943 2637

Electronic lodgment

Email to lesleycward@ozemail.com.au