

Chairman's Agenda
Annual General Meeting 14th November 2010
Vietnam Veteran's Hall Bees Creek Road Bees Creek
3:00pm

1. Welcome

CHAIRMAN: Good evening ladies and gentlemen. It is my pleasure to welcome you to the Annual General Meeting of Coolalinga & Districts Community Finance Limited.

2. Chair

CHAIRMAN: My name is Jan Young, the Chairman of the Company.

Name the other Directors present. Karen Relph, Leanne Dix. Apologies from Maureen Newman and Robert Newman.

Name all other staff and guests. - Branch Manager – Lucia English, Senior Community Enterprise Manager Mike Clutterham, State Community Enterprise Manager and Steven Barrett, Regional Manager NT

3. Quorum

CHAIRMAN: I confirm that a quorum is present and now declare the Meeting open for business.

(Quorum: 10 shareholders)

4. Notice of Meeting

CHAIRMAN: The Notice of Meeting was made available to all members. Can I take it that the Notice convening this Meeting be taken as read?

Thank you.

(If someone objects, concede and the Company Secretary reads out the Notice)

5. Minutes of previous Annual General Meeting

CHAIRMAN: The minutes of the previous Annual General Meeting of members of Coolalinga & Districts Community Bank Ltd held on 9 November 2009 were approved by the Board and signed by the Chairman in accordance with the provisions of section 251A of the Corporations Act.

A copy of the minutes is available for inspection should any member wish to see the minutes.

6. Proxies

CHAIRMAN: I ask the Company Secretary to report to you on the matter of proxies.

COMPANY SECRETARY: I report that the number of valid Proxy Forms received at the Registered Office of the Company by 5pm on 5th November was (Number of proxies received).

7. Annual Report

CHAIRMAN: The first item of business is the consideration of the Company's Financial Report for the year ended 30 June 2010 and Directors' Report and the Auditor's Report, which are now before the Meeting.

Chairman's address

The Chairman delivers her prepared address.

Branch Manager's address

CHAIRMAN: I now invite the Branch Manager, Lucia English to address the Meeting.

The Branch Manager delivers her prepared address.

CHAIRMAN: I now invite Mike Clutterham, Senior Community Enterprise Manager for Bendigo and Adelaide Bank to address the meeting.

Mike Clutterham delivers his prepared address

CHAIRMAN: The subject of the Company's annual Financial Report is now open for discussion. If you wish to ask a question, would you please indicate this by raising your hand and wait until you are acknowledged? When asking your question, start your question by identifying yourself by name.

- Are there any questions or comments on the annual Financial Report or the reports of the Directors and Auditor?
- Are there any questions or comments on the management of the Company?
- Are there any questions to be put to the Auditor relevant to any of the following?
 - the conduct of the audit
 - the preparation and content of the Auditor's Report

- the accounting policies adopted by the Company in relations to the preparation of financial statements
- the independence of the Auditor in relation to the conduct of the audit

I now put the motion that the Receipt of Financial Report, Directors Report and Auditor's Report be adopted by the meeting.

Is there a seconder?

Those in favour please raise your hand.....

Those against.....

I declare the resolution carried

8. Remuneration Report

CHAIRMAN: The next item of business is the adoption of the remuneration report.

I now put the motion that the remuneration report be adopted by the meeting.

Is there a seconder?

I will now provide an opportunity for members to ask questions about, or make comments on, the remuneration report.

If no discussion

Those in favour, please raise your hand....

Those against.....

I declare the resolution carried.

9. Election of Directors

CHAIRMAN: The next item of business is the election of Directors.

The first resolution concerns the election of Leanne Dix. Leanne, a Director, having been appointed by the Board since the last Annual General Meeting, and being eligible, offers herself for election.

I now put the motion that Leanne Dix be elected as a Director of the Company.

Is there a seconder?

Is there any discussion?

If no discussion

Those in favour, please raise your hand ...

Those against ...

I declare the resolution carried.

The next resolution concerns the election of Maureen Newman. Maureen, a Director, retires in accordance with the Company's Constitution and being eligible, offers herself for election.

I now put the motion that Maureen be elected as a Director of the Company.

Is there a seconder?

Is there any discussion?

If no discussion

Those in favour, please raise your hand ...

Those against ...

I declare the resolution carried.

12. Sponsors groups

- a. Rosebery School
- b. Livingstone Reserve
- c. Rural Old Timers
- d. Crocs Netball Team – Master's Alice Springs

13. Close of Meeting

CHAIRMAN: That concludes the business of the Meeting.

Call on sponsors for photographs.

Rural Old timers has provided afternoon tea now and will be available for members immediately after this Meeting has closed.

I now close this Meeting and thank you for your attendance.

Poll procedure – election of Directors

- **Directions by Chairman**

CHAIRMAN: I now call that a poll be held.

The Company's Auditor, David Hutchings, will conduct the poll as Returning Officer. I still retain the right to make all final decisions on who may vote, the votes cast, and the declaration of the results of the poll.

Whether a nominee is elected will in the first instance depend on whether at least 50% of the votes cast are in favour of the election of the nominee. In the second instance, if there still remain more nominees with at least 50% of the votes cast than positions vacant, whether the nominee is elected will be determined by the number of votes cast in favour of the nominee. As there are (number) vacancies, the (number) nominees with the most votes will be elected.

I ask the Company Secretary, (name), to announce the directions on my behalf in relation to the conduct of the poll:

- **Directions by Company Secretary**

COMPANY SECRETARY: Poll papers will now be distributed.

Please note that if a member appoints a proxy, and then the member attends this Meeting in person, the attendance of the members suspends the right of the member's proxy to vote on behalf of the member.

Once the poll papers have been distributed I will announce on behalf of the Chairman some directions as to how the poll papers should be completed.

After those present entitled to vote have the poll papers, the Company Secretary gives directions as to the poll.

With the exception of the Chairman, there is no requirement for a shareholder present, a corporate representative or proxy to vote on the poll.

If, however, a proxy chooses to vote on this poll, they must vote as directed in the Proxy Forms appointing them. The Company has a record of those directions.

The poll paper must be completed in full. This is resolution (number) and you should write [number] on the poll paper where indicated. You must indicate your vote by placing an "X" in the appropriate box.

Lastly, you should sign the poll paper.

If there are any questions as to the directions given, please do not hesitate to ask and I will give further directions.

Would you now please complete the poll papers.

After completion of the papers:

Please remain seated and the Returning Officer will collect the completed poll papers from you.

- **Closure of poll**

After those present have had sufficient time to complete the poll papers and the Returning Officer has reported to the Chairman that apparently all who wish to vote in the poll have handed in their poll papers:

CHAIRMAN: I believe that those persons who wish to vote in the poll have now done so. If there is anyone present who has not yet had their completed poll paper collected from them by the Returning Officer, would you please raise your hand ...

If none, proceed ...

CHAIRMAN: I now declare the poll closed.

- **To proceed with other business pending result of poll (optional)**

CHAIRMAN: Ladies and gentlemen, while we wait for the Returning officer to count the votes on the poll, I think it is appropriate that the meeting move on to the next item of notified business. When the Returning Officer has the result of the poll, I will report to you.

Turning now to the next item of notified business ...

- **Poll result – declaration by Chairman**

CHAIRMAN: The Returning Officer has made out his/her Report in respect of the poll on the following resolutions for the elections of Directors.

- The election of (nominee 1), and I declare the resolution carried/lost.

There were (number) votes cast on the poll and (number %) were in favour of the resolution.

- The election of (nominee 2), and I declare the resolution carried/lost.

There were (number) votes cast on the poll and (number %) were in favour of the resolution.

- The election of [nominee 3], and I declare the resolution carried/lost.

There were (number) votes cast on the poll and (number %) were in favour of the resolution.