

# Notice of Annual General Meeting

**Hobsons Bay Community Financial Services Limited**  
A.B.N. 39 091 661 166

**To be held at 7pm on Tuesday 29<sup>th</sup> November  
at the Altona RSL, 31 Sargood Street, Altona.**

## Agenda

1. Welcome by Chairperson
2. Apologies
3. Confirmation of the last AGM minutes of the meeting held Tuesday 23rd November 2010
4. Presentation by the Chairman
5. 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 2011.

## 6. Election of Directors

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

### **Re-election of Director retiring by rotation**

- (a) That **Wayne Gray** be elected as a Director of the Company.
- (b) That **Guiseppe Inserra** be elected as a Director of the Company.
- (c) That **Henry Da Silva** be elected as a Director of the Company.

## 7. Appointment of Auditor

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

That the appointment of Ross Clarke Pty Ltd as Auditor of the Company be approved.

## 8. Director's Remuneration

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

That director's remuneration is increased by 5% from the 2011 base be approved.

The company will disregard any votes cast (in any capacity) on item 8 by or on behalf of a member of key management personnel (which includes Directors) unless the vote is cast as proxy for a person entitled to vote in accordance with a direction on the proxy form.

## 9. Future direction of Company

## 10. Panel Discussion – Questions and Answers

## 11. Laverton Youth Foundation Presentation

## 12. 2011 Community Grants Presentation to Recipients

## 13. Close / Supper.

## 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 restrictions

Key management personnel of the Company (and any closely related party of any such member) are excluded from voting on all resolutions that are directly or indirectly related to the remuneration of key management personnel and will not be able to vote your proxy on item 8 unless you direct them how to vote. If you intend to appoint the Chairman of the meeting as your proxy, you can direct him or her to vote by marking the Chairman's box on the proxy form (in which case the Chairman of the meeting will vote in favour of this item of business).

For the purposes of these voting restrictions:

- The 'key management personnel' for **Hobsons Bay Community Financial Service Limited** are those persons having authority and responsibility for planning, directing and controlling the activities of the company, either directly or indirectly, including any director (whether executive or otherwise) of that company.
- A 'closely related party' of a member of the key management personnel for **Hobsons Bay Community Financial Service Limited** includes a spouse or child, a child of the member's spouse, a dependent of the member or of the member's spouse, or anyone else who may be expected to influence the member (or be influenced by the member) in the member's dealings with the company.

## 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 members as at the 31<sup>st</sup> October 2011.

By order of the Board



**Michael Pearnar**  
Company Secretary

**31<sup>st</sup> October 2011**

## Explanatory Notes

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

### Agenda item 6. Election of Directors

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

#### Re-election of Director retiring by rotation

(a) **Wayne Gray** retires by rotation in accordance with the constitution of the Company, and being eligible, offers him/herself for re-election.

(b) **Guiseppe Inserra** retires by rotation in accordance with the constitution of the Company, and being eligible, offers him/herself for re-election.

(c) **Henry Da Silva** retires by rotation in accordance with the constitution of the Company, and being eligible, offers him/herself for re-election.

### Agenda item 7. Appointment of Auditor

Item 7 is an ordinary resolution to seek your approval for the appointment of Ross Clarke Pty Ltd as the Company's Auditor.

The Board has received Ross Clarke Pty Ltd consent to act and written notice of Ross Clarke & Associates nomination as Auditor from a shareholder.

The appointment of Ross Clarke Pty Ltd requires approval of shareholders under the Corporations Act.

Ross Clarke has been a registered company auditor since 1984 and holds a Public Practice Licence issued by CPA Australia

### Agenda item 8. Director's Remuneration

Item 8 is an ordinary resolution to seek your approval for an increased by 5% from the 2011 base.

# Proxy form

## Hobsons Bay Community Financial Services Limited

A.B.N. 39 091 661 166

26 Aviation Rd

Laverton, VIC 3028

All correspondence to:  
**Hobsons Bay Community Financial Services Limited**

**PO Box 502, Laverton VIC 3028 Australia**

Enquiries **(03) 93698434**

Facsimile **(03) 93698089**

☐

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 member/s of **Hobsons Bay Community Financial Services Limited** are entitled to vote appoint the person named below or, if no person is named below, the Chairman of the Meeting as my/our proxy to vote in accordance with directions set out below (with a discretion as to any business not referred to below) or, if no directions are given, as my/our proxy sees fit, at the Annual General Meeting of the Company to be held at **Altona RSL** on **Tuesday 29<sup>th</sup> November 2011** at **7pm** and at any adjournment of that meeting.

☐

The Chairman of the Meeting  
(mark with an 'X')

OR

Write here the name of the person you are appointing if this person is someone other than the Chairman of the Meeting.

☐

Item 8 – Direction to the Chairman of the Meeting to cast votes

I/We direct the Chairman of the Meeting to vote in accordance with his/her voting intentions on item 4 (except where I/we have indicated a different voting intention below) and acknowledge that the Chairman of the Meeting may exercise my/our proxy even though item 4 is connected directly or indirectly with the remuneration of a member of key management personnel.

By marking this box, you direct the Chairman of the Meeting to vote in accordance with his/her voting intentions on item 4 as set out below and in the Notice of Meeting.

If you do not mark this box, and you have not directed your proxy how to vote on item 8 and, the Chairman of the Meeting will not cast your votes on item 8 and your votes will not be counted in computing the required majority.

The Chairman of the Meeting intends to vote all available proxies in favour of item 8.

### Voting directions to your proxy

Please mark with 'X' to indicate your directions

Ordinary Business	Accept	Decline	Abstain*
Item 5. Receipt of financial report, Director's report and Auditor's report.			
Item 6 (a). Re-election of Wayne Grey as a Director of the Company.			
Item 6 (b). Re-election of Guiseppe Inserra as a Director of the Company			
Item 6 (c). Re-election of Henry Da Silva as a Director of the Company.			
Item 7. Appoint Auditor.			
Item 8. Director's Remuneration is increased by 5%.			

\*If you mark the Abstain box for a particular item, you are directing your proxy not to vote on your behalf on a show of hands or on a poll and your vote will not be counted in working out the required majority on a poll.

If a proxy does not attend the meeting or does not elect to vote on a resolution and a poll is duly demanded, then the Chairman of the meeting will be taken to have been appointed as the proxy of the relevant shareholder in respect of the meeting.

# Proxy form



## PLEASE SIGN HERE

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

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Sole Director and  
Sole Company Secretary

Director

Director/Company Secretary

**Hobsons Bay Community Financial Services Limited**  
**A.B.N. 39 091 661 166**  
**Registered Office - 26 Aviation Rd Laverton, VIC 3028**

# Proxy form


## How to complete this Proxy form

### 1. 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.**

### 2. Appointment of a proxy

A member entitled to attend and vote at the Meeting may appoint one proxy. A proxy need not be a member of the Company. A proxy may be an individual or a Company.

### 3. 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.

### 4. Voting instructions

You may 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.

### 5. Signing instructions

The Proxy form must be signed in the spaces provided.

#### *Individual*

If the holding is in one name, the holder must sign.

#### *Joint holding*

If the holding is in more than one name, any one holder may sign.

#### *Power of Attorney*

To sign under power of attorney, you must have already lodged this document with the Company or attach a certified copy of the power of attorney to this form when you return it.

#### *Companies*

If the Company has a Sole Director who is also the Sole Company Secretary, this form must be signed by that person. If the Company (under section 204A of the Corporations Act 2001) does not have a Company Secretary, a Sole Director can also sign alone.

Otherwise this form must be signed by a Director jointly with either another Director or a Company Secretary. Please indicate the office held by signing in the appropriate place.

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.

## How to complete this Proxy form

This Proxy form (and any power of attorney under which it is signed) must be received by the Company not later than **2 business days** before the meeting **by 5pm 24<sup>th</sup> November 2011**. 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 **26 Aviation Rd Laverton, VIC 3028**

Or

**Laverton / Altona Meadows Community Bank® branch**

**Shop 3 / 28 Aviation Road, Laverton 3028**

**Altona Community Bank® branch**

**64 Pier Street, Altona 3018**

**Point Cook Community Bank® branch**

**Sanctuary Lakes Shopping Centre**

**Shop 24, Sanctuary Lakes Shopping Centre**

**Point Cook Rd Point Cook 3030**

Facsimile

To fax number **(03) 93698089**