

Notice of annual general meeting

Child Protection Practitioners Association of Queensland Limited ACN 151 398 480

Notice is given that the annual general meeting of Child Protection Practitioners Association of Queensland Limited (**Company**) will be held at:

Location	Offices of Grant Thornton, Level 18, 145 Ann Street, Brisbane
Date	Wednesday, 28 November 2018
Time	5.00pm

Agenda

1. Present
2. Apologies

Ordinary business

3. Report from Chairperson on behalf of Directors.
4. Financial statements and reports
To receive and consider the Company's financial reports and the reports of the directors and the auditor for the financial year ended 30 June 2018.
Resolution 1: That the Company's financial reports and the report of the directors for the financial year ended 30 June 2018 be adopted.
5. General Business
6. Close

Dated 24 /10 /2018



By order of the board

Clare Tilbury
Director and Chairperson

Notes

- (a) A member who is entitled to attend and cast a vote at the meeting is entitled to appoint a proxy.
- (b) The proxy need not be a member of the Company.
- (c) If you wish to appoint a proxy and are entitled to do so, then complete and return the **attached** proxy form.
- (d) If the proxy form specifies the way the proxy is to vote on a particular resolution the proxy need not vote on a show of hands but if the proxy does so, it must vote as specified in the proxy form.
- (e) If the proxy has two or more appointments that specify different ways to vote on the resolution the proxy must not vote on a show of hands.
- (f) If the proxy is the chairperson of the meeting, the proxy must vote on a poll or must vote the way specified in the proxy form.
- (g) If the proxy is not the chair of the meeting the proxy need not vote on the poll, but if the proxy does so, the proxy must vote as specified in the proxy form.
- (h) If the proxy form specifies the way the proxy is to vote on a particular resolution and the proxy is not the chair of the meeting and a poll is demanded and either:
 - (i) the proxy is not recorded as attending; or
 - (ii) the proxy does not vote,
- (i) the chair of the meeting is deemed the proxy for that resolution.
- (j) A corporation may elect to appoint a representative, rather than appoint a proxy, under the Corporations Act in which case the Company will require written proof of the representative's appointment which must be lodged with or presented to the Company before the meeting.
- (k) If you have any queries on how to cast your votes, email cppaq@officelogistics.com.au

Explanatory memorandum

Child Protection Practitioners Association of Queensland Limited ACN 151 398 480

Ordinary business

Financial statements and reports

- 1 The *Corporations Act 2001* (Cth) (**Corporations Act**) requires that the report of the directors, and the financial report be laid before the annual general meeting. In addition the Company's constitution provides for these reports to be received and considered at the meeting.
- 2 Members will be given reasonable opportunity at the meeting to raise questions and make comments on these reports.

Proxy form

Section 1: Name and address of member

Full name _____
Address _____

Section 2: Appointment of proxy

I, being a member of the Company and entitled to attend and vote appoint

the Chairperson of the meeting **(mark with an 'X')** OR Write here the full name of the person or body corporate you are appointing if this person is **someone other than** the Chairperson of the meeting.

or failing the person or body corporate named, or if no person or body corporate is named, the Chairperson of the meeting, as my proxy to attend, to vote in accordance with the following directions (or if no directions have been given, as the proxy sees fit), and to act generally on my behalf, at the annual general meeting of the Company to be held at:

Location	
Date	
Time	

and at any adjournment of that meeting.

Section 3: Voting instructions

Voting directions to proxy – please mark to indicate your directions.

Resolution 1. That the Company's financial reports and the report of the directors for the financial year ended 30 June 2017 be adopted.

For	Against	Abstain*	Discretion
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*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 votes will not be counted in computing the required majority on a poll.

If you do not wish to direct the Chairperson as your proxy to vote, please place a mark in this box.

By marking this box you acknowledge that the Chairperson may exercise your proxy even if he or she has an interest in the outcome of the resolution, and that votes cast by him or her, other than as proxy holder, would be disregarded because of that interest.

The Chairperson intends to vote all undirected proxies in favour of the resolutions being passed.

Section 4: Signing by member

Signature

Please provide the information below in case we need to contact you.

Contact name _____ Contact day time telephone _____ Date ____/____/____

Instructions for completion of proxy form

Section 1: Name and address of member

3 Insert your name and address.

Section 2: Appointment of proxy

- 4 If you wish to appoint the Chairperson of the meeting as your proxy, mark the box. If the person or body corporate you wish to appoint as your proxy is someone other than the Chairperson of the meeting, write the full name of that person or body corporate in the space provided. A proxy may be an individual or a body corporate. If you leave this section blank or your named proxy does not attend the Meeting, the Chairperson of the meeting will be your proxy. A proxy need not be a member of the Company.
- 5 If you are entitled to cast two or more votes at the general meeting, you are entitled to appoint two persons as proxies to attend the meeting and vote on a poll. If you wish to appoint a second proxy, an additional proxy form may be obtained by emailing the Company. Alternatively you may copy this form.
- 6 To appoint a second proxy:
 - 4.1 on each of the first proxy form and second proxy form state the percentage of your voting rights or number of securities applicable to that form (if the appointments do not specify the percentage or number of votes that each proxy may exercise, each proxy may exercise one half of your votes, and fractions of votes will be disregarded); and
 - 4.2 return both forms in the same envelope.

Section 3: Voting instructions

7 You may direct your proxy how to vote on an item of business by placing a mark in one of the three boxes opposite that item of business. All of your securities will be voted in accordance with your direction unless you indicate a proportion of voting rights on any item by inserting the percentage or number of securities you wish to vote in the appropriate box or boxes. If you do not mark any of the boxes on a given item, your proxy may decide whether or how to vote on that item. If you mark more than one box on an item, your vote on that item will be invalid.

Section 4: Signing by member

8 You must sign this form under Section 4 on the page 1.

Section 5: Lodging of proxy

9 This proxy form (and the original or a certified copy of any power of attorney under which it is signed) must be received by the Company not later than close of business on the date set out below, by hand delivery, facsimile, or email.

Last time and date for lodgement	*By 4.00pm on Friday, 23 November 2018.
---	---

* Any proxy form received after that time will not be valid.