

# 2008 NOTICE OF MEETING

**1800 Hrs for 1830 Hrs Start**

**September 11 2008**

**Sydney Water Building**

**Cnr Pitt and Bathurst Streets Sydney, NSW, AUSTRALIA**

**Notice of Inaugural Annual General Meeting 2008**



**International Association of Emergency Managers Oceania Inc**

**IAEM Oceania Council**

**ABN: 19 195 821 234**

# VENUE LOCATION

public transport / parking information

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**Sydney Water Building  
Corner Pitt and Bathurst St  
Sydney NSW Australia**

## ***Train***

**The closest train station  
is Town Hall (All suburban lines).  
For information about train times  
please call 131 500.**

## ***Bus***

**Some State Transit buses stop  
along George Street outside the  
Queen Victoria Building.  
For more information about bus routes  
and timetables please call 131 500.**

## ***Monorail***

**The closest Monorail Station  
is Galleries Victoria (Pitt Street, Sydney).**

## ***Parking***

**Many parking stations are located around  
Sydney for a range of prices**



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# Notice of Inaugural Annual General Meeting (AGM) & Tentative Agenda

International Association of Emergency Managers Oceania Inc ABN 19 195 821 234

Notice is hereby given to current financial members of the International Association of Emergency Managers (Oceania Council) that the inaugural annual general meeting is to be held on 11 September 2008, commencing at 630pm at the Sydney Water Building, Cnr Pitt and Bathurst Street, Sydney.

## ***TENTATIVE ITEMS OF BUSINESS***

### **ORDINARY BUSINESS**

To receive and consider the following reports:

**Council President Report**

**Council Vice President Report**

**Financial Report**

**Council Secretary Report**

**National Representatives Report (Australia & New Zealand)**

### **SPECIAL BUSINESS**

**1. Open Floor Discussion (Member Benefits)**

An open floor discussion chaired by the President (Oceania Council) on member benefits of the IAEM Oceania Council.

**2. To formally endorse the MIAEM Post Nominal**

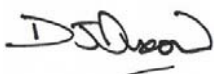
To consider and, if thought fit, to pass the following resolution:

*“THAT all current financial members with the IAEM Oceania Council be permitted to use the MIAEM post nominal whilst remaining members in good standing”.*

**3. Presentation of the CEM / AEM process.**

Dated at Sydney on 13 August 2008

By Order of the Oceania Council Executive



Darryl J Dixon

Oceania Executive & Oceania Council Secretary

# CALL FOR AGENDA ITEMS & QUESTIONS FOR EXECUTIVES

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Members are invited to submit agenda items for discussion at the AGM, those with valid items are requested to email or mail agenda items to the Secretary at [secretary@oceania-iaem.com](mailto:secretary@oceania-iaem.com) or Po Box 410 Inverell NSW 2360 Australia.

Those members submitting agenda items are requested to attach a summary of the issue wishing to be discussed (no greater than one A4 size page, 12 font) for executive consideration.

**Agenda Items must be received by 10:00am on 4 September 2008**

Members who are unable to attend the meeting or who may prefer to submit questions in advance are invited to do so.

Members are requested to email or mail questions to the Secretary at [secretary@oceania-iaem.com](mailto:secretary@oceania-iaem.com) or Po Box 410 Inverell NSW 2360 Australia. All questions must be received by a current member, no anonymous questions will be attended to.

**Member questions must be received by 10:00am on 4 September 2008**

The Chairman of the meeting and the Oceania executives will endeavour to answer as many valid business related questions as is practicable during the course of the meeting.

# PROXIES

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**A proxy form accompanies this Notice of Meeting.**

A Member who is entitled to attend and vote at the meeting has the right to appoint a proxy to attend and vote instead of the Member. A proxy is required to be a member of the IAEM Oceania Council or you may elect to have the Chairman to be your proxy.

## **EMAIL YOUR PROXY FORM**

You may email your completed proxy to the secretary- [secretary@oceania-iaem.com](mailto:secretary@oceania-iaem.com)

## **POST YOUR PROXY FORM**

**Or** you may post your completed proxy form to the address shown below:

The Secretary  
International Association of Emergency Managers Oceania  
Po Box 410  
INVERELL NSW 2360  
AUSTRALIA

## **LODGEMENT DEADLINE**

Proxy forms (and the original or certified copy of any power of attorney under which it is signed) must be received by the Returning Officer no later than **10.00 am** (Sydney time) on **4 August 2008**. Proxy forms received after this time will be invalid for the purposes of this meeting.

## **Further Information**

If you would like any further information regarding the Inaugural Annual General Meeting, please contact the IAEM Oceania Council Secretary on 0439 629 800 or [secretary@oceania-iaem.com](mailto:secretary@oceania-iaem.com)



**International Association of Emergency Managers Oceania Inc  
(Incorporated in the Australian Capital Territory)  
(Registration No.A04613)**

## **PROXY FORM**

For completion by members unable to attend the inaugural annual general meeting to be held at Sydney Water Building, Pitt & Bathurst St Sydney, NSW, Australia on September 11 2008 commencing at 1830hours.

I .....  
(Name in BLOCK LETTERS)

of .....  
(Address in BLOCK LETTERS)

being a current financial member of the IAEM Oceania :

do hereby appoint .....  
of .....

Or the Chairman (Place an "X" if appropriate)

Or a Registered Power of Attorney (Place an "X" if appropriate)

My proxy to attend, speak and, on a poll, vote on my behalf at the inaugural annual general meeting of members to be held at 18:30 on 11 September 2008 and at any adjournment thereof, and to vote or abstain from voting at such meeting:

A member entitled to attend and vote at the abovementioned meeting is entitled to appoint a proxy or proxies to attend, speak and, on a poll, vote in his/her stead. A proxy is to be a member of the organisation.

Every person present and entitled to vote at the annual general meeting as a member shall on a show of hands have one vote only, irrespective of the number of persons they represent.

Signed at ..... on ..... 2008

Signature .....

Please read the notes on the reverse side hereof.

<p>1. A signatory to the proxy form may insert the name of a proxy or the name of an alternative proxy of the signatory's choice in the blank spaces provided with or without deleting 'the chairman of the meeting', but any such deletion must be initialled by the Signatory.</p> <p>Any insertion or deletion not complying with the foregoing will be deemed not to have been validly effected.</p> <p>The person present at the meeting whose name appears first on the list of names overleaf, shall be the validly appointed proxy for the member at the meeting.</p>	<p>2. A member's instructions to the proxy must be indicated in the appropriate spaces provided.</p> <p>A member or the proxy is not obliged to use all the votes exercisable by the member or by the proxy or to cast all those votes in the same way, but the total of votes cast, and in respect whereof abstention is directed, may not exceed the total of the votes exercisable by the member or the proxy.</p> <p>Failure to comply with the above or to provide voting instructions or the giving of contradictory instructions will be deemed to authorise the proxy to vote or abstain from voting at the meeting as he/she deems fit in respect of all the member's votes exercisable at that meeting.</p>
<p>3. Any alteration or correction made to this proxy form must be initialled by the Signatory.</p>	<p>4. Documentary evidence establishing the authority of a person signing this proxy form in a representative capacity must be attached to this proxy form.</p>
<p>5. The completion and lodging of this proxy form will not preclude the member who grants the proxy from attending the meeting and speaking and voting in person thereat to the exclusion of any proxy appointed in terms hereof should such member wish to do so.</p>	<p>6. Completed proxy forms should be returned to the undermentioned address by no later than 10:00 Sydney local time on 4 September 2008.</p> <p>Proxy forms may also be handed to the secretary of the meeting up to not later than ten minutes before the commencement of the meeting.</p>

**The Secretary**  
**International Association of Emergency Managers (Oceania)**  
**Po Box 410**  
**Inverell NSW 2360**  
**AUSTRALIA**