

# NOTICE OF MEETING

<b>Date:</b>	18:00 (AEDT) Start of Meeting
<b>Time:</b>	Tuesday, 18 <sup>th</sup> December 2018
<b>Location</b>	VICSES South West Regional Office 90 Furner Avenue Bell Park VIC 3215 AUSTRALIA

## Notice of Annual General Meeting 2018



## Venue Location

### Physical Location

VICSES South West  
Regional Office  
90 Furner Avenue  
Bell Park VIC 3215  
AUSTRALIA



### Telephone Conference Details

**DIAL:** 03 9674 3889

### Train

The nearest train stations are either Geelong or North Geelong. For information on train times go to [www.vline.com.au](http://www.vline.com.au)

### Bus

Busses run from both Geelong and North Geelong Train Stations, followed by a short walk to the VICSES South West Office.

For information on bus routes go to [www.ptv.vic.gov.au](http://www.ptv.vic.gov.au)

### Parking

There is plenty of parking available onsite at the VICSES South West Office. There is also some limited street parking.



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## Notice of Annual General Meeting and 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 annual general meeting is to be held on the 18<sup>th</sup> December 2018 at 18:00 (AEDT) at the VICSES South West Office, 90 Furner Avenue, Bell Park VIC 3215.*

### Tentative Items of Business

#### *Ordinary Business*

To receive and consider the following reports:

- President Report
  - Global Council update
- Vice-President's Report
- Treasurer's Report
  - Profit and Loss Statements
- Secretary's Report
- Other Reports
  - National Representatives Report
  - Women in EM Report
  - CEM Commissioner Report
  - Professional Development Committee Report
- General Business



## Call for Agenda Items and Questions for Executives

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:

Email: [secretary@iaem-oceania.org](mailto:secretary@iaem-oceania.org)

Post: Ian Carlton  
Secretary iAEM (Oceania)  
c/o 90 Furner Avenue  
Bell Park VIC 3215

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 13:00 (AEDT) on Wednesday 12<sup>th</sup> December 2018.

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:

Email: [secretary@iaem-oceania.org](mailto:secretary@iaem-oceania.org)

Post: Ian Carlton  
Secretary iAEM (Oceania)  
c/o 90 Furner Avenue  
Bell Park VIC 3215

All questions must be submitted by a current member, no anonymous questions will be attended to. Member questions must be received by 13:00 (AEDT) on Wednesday 12<sup>th</sup> December 2018.

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

### 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 at

Email: [secretary@iaem-oceania.org](mailto:secretary@iaem-oceania.org)

### Post your Proxy Form

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

Post: Ian Carlton  
Secretary iAEM (Oceania)  
c/o 90 Furner Avenue  
Bell Park VIC 3215

### Lodgment Deadline

Proxy forms (and the original or certified copy of any power of attorney under which it is signed) must be received by 13:00 (AEDT) on Monday 17<sup>th</sup> December 2018. 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 Annual General Meeting, please contact the IAEM Oceania Council Secretary on 0400 512 115 or [secretary@iaem-oceania.org](mailto:secretary@iaem-oceania.org)



(Incorporated in the Australian Capital Territory)

## Proxy Form

For completion by members unable to attend the annual general meeting, either in person or via teleconference, to be held at VICSES South West Office, 90 Furner Avenue, Bell Park VIC 3215 on Tuesday 18<sup>th</sup> December 2018 starting at 18:00 (AEDT).

I,  
*(Name in BLOCK LETTERS)*

Of  
*(Address in BLOCK LETTERS)*

Being a current financial member of the International Association of Emergency Managers (Oceania)

Do hereby appoint:

<b>NAME:</b>	
<b>OF:</b>	

**OR** *(Place a mark where appropriate)*

<input type="checkbox"/>	Or the Chairman
<input type="checkbox"/>	Or a registered Power of Attorney

**My proxy to attend, speak and, on a poll, vote on my behalf at the annual general meeting of members to be held at 18:00 (AEDT) on Tuesday 18<sup>th</sup> December 2018 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**

**Date:** [Click here to enter a date.](#)

X

Signature:

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.  
Any insertion or deletion not complying with the foregoing will be deemed not to have been validly effected.  
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.
2. A member's instructions to the proxy must be indicated in the appropriate spaces provided.  
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.  
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.
3. Any alteration or correction made to this proxy form must be initialled by the Signatory.
4. Documentary evidence establishing the authority of a person signing this proxy form in a representative capacity must be attached to this proxy form.
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  
Completed proxy forms should be returned to the undermentioned address by no later than 13:00 (AEDT) on Monday 17<sup>th</sup> December 2018
6. 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.

**The Secretary  
iAEM (Oceania)  
c/o 90 Furner Avenue  
Bell Park VIC 3215**