

Notice of Annual General Meeting

Balnarring & District Community Services Limited
A.B.N. 84 127 842 059
To be held 6 pm on Tuesday 17 October 2023
Balnarring Bowls & Social Club, 12 Strathmore Road Balnarring, 3926

Ordinary Business

1. 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 2023

2. Election of Directors

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

Re-election of Director appointed since last Annual General Meeting

(a) That **Michele Sabto** be elected as a Director of the company

Re-election of Director retiring by rotation

(b) That **Heather Goddard** be elected as a Director of the company.

(c) That **Susan Anne Beanland** be elected as a Director of the company.

(d) That **Mark John Laughton** be elected as a Director of the company.

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 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 5 pm on 4 September 2023

By order of the Board
Balnarring & District Community Services Limited
Ken Brown
Company Secretary
29 August 2023

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Explanatory Notes

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

Agenda item 2: Election of Directors

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

- (a) Michele Sabto having been appointed by the Board since the last Annual General Meeting, retires in accordance with the constitution of the company, and being eligible, offers herself for election.

Qualifications, experience, and expertise: Bachelor of Law with Honours, Master of Arts (Social and Political Theory), Graduate Diploma in Publishing and Editing, Graduate Diploma in Sustainable Agriculture. Past positions as Editor, Managing Editor and Marketing Manager (Academic and Social Sciences, and Trade) at Oxford University Press Australia, Content manager (Village Roadshow), Publishing project management and writing (freelance), Lecturer in professional writing and editing at RMIT, Executive Producer online content at SBS (project position), Manager Monash University ePress (now Monash University Publishing), Co-editor Ecos Magazine (CSIRO), Committee of Management Mornington Peninsula Landcare Network (founding committee member), Consultant project manager sustainable land management and private land conservation projects for various clients including government catchment management bodies and Landcare, solicitor.

Special responsibilities: Governance & Human Resources Committee

Interest in shares: nil shares interest held

- (b) Heather Goddard retires by rotation in accordance with the constitution of the company, and being eligible, offers herself for re-election.

Qualifications, experience and expertise: Diploma of Teaching Primary & Graduate Diploma in Educational Studies (Learning Difficulties in Language and Mathematics). Retired primary teacher. State Parliamentary Electorate Officer 1982-1986. Balnarring Primary School Early Years Literacy Co-Ordinator 1993-2009; BPS Sustainability Co-Ordinator 2009-2011. Founding member of the Balnarring Community Wetlands Committee; member of the Merricks Coolart Catchment Landcare Group. Heather brings extensive local knowledge and involvement, administrative skills and a passion for community to the Board.

Special responsibilities: Chair, Governance & Human Resources Committee, Marketing & Business Development Committee.

Interest in shares: 1,500 ordinary shares

- (c) Susan Anne Beanland retires by rotation in accordance with the constitution of the company, and being eligible, offers herself for re-election.

Qualifications, experience, and expertise: Bachelor of Arts Monash University. Retired in 2019 after a long career at ANZ as Legal Operations Manager. Prior to ANZ, Susan held various roles with Rio Tinto (formerly CRA) spanning 18 years, including information management and information technology. A long history of volunteering, including the homeless, refugees, child care and schools. Currently secretary of an Owners Corporation and an active volunteer at the Red Hill Op Shop.

Special responsibilities: Community Investment Committee

Interest in shares: nil shares interest held

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- (d) Mark John Laughton retires by rotation in accordance with the constitution of the company, and being eligible, offers himself for re-election.

Qualifications, experience, and expertise: Lawyer, Graduate Diploma in Legal Practice. Currently practicing in all aspects of Law. Vice President Crib Point Football/Netball Club. Lieutenant Royal Australian Navy Reserve Legal Officer.

Special responsibilities: Governance & Human Resources Committee and Property Coordinator.
Interest in shares: nil shares interest held.