

Notice of Annual General Meeting

Caloundra City Community Support Services Limited
A.B.N. 76 122 651 969

Caloundra Community Bank [®]  Bendigo Bank

To be held at 2:00pm on November 3, 2014 at Monaco, Conference Room, 12 Otranto Ave Caloundra 4551.

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 2014.

2. Election of Directors

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

Resignation of Directors retiring by rotation

- (a) That **Peter Ryan** be acknowledged for his contribution to the company.
- (b) That **Stephen Hall** be acknowledged for his contribution to the company.

Re-election of Director appointed since last Annual General Meeting

- (c) That **Lee Green** be elected as a Director of the Company.

Re-election of Directors retiring by rotation

- (d) That **Stephen Ramsdale** be elected as a Director of the Company.
- (e) That **Rex Barnes** be elected as a Director of the Company.
- (f) That **Bernadette Strong** be elected as a Director of the Company.

Election of New Director

- (g) That **Edward Hall** 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 **5:00pm on October 31, 2014**.

By order of the Board



Bernadette Strong
Company Secretary

6 October 2014

Notice of Annual General Meeting

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.

Resignation of Director retiring by rotation

- (a) **Peter Ryan** retires by rotation in accordance with the constitution of the Company, and does **not** offer himself for re-election.
- (b) **Stephen Hall** retires by rotation in accordance with the constitution of the Company, and does **not** offer himself for re-election.

Re-election of Director appointed since last Annual General Meeting

- (c) **Lee Green**, 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 himself for election.

Lee has been involved in retail at senior levels for over 20 years, with a diverse background in Retail Operation, Merchandise and Logistics/Supply Chain Area's. Lee has highly developed leadership skills, with an emphasis on coaching and the development of successful teams. He has also engaged himself in the community through sports; coaching three basketball teams in Caloundra Basketball. Lee is an active supporter of the Cancer Council. He brings management skills, business knowledge and passion for the community to the Board.

Re-election of Director retiring by rotation

- (d) **Stephen Ramsdale** retires by rotation in accordance with the constitution of the Company, and being eligible, offers himself for re-election.

Stephen was appointed to the Board in November 2010. He is a local business owner, who has worked extensively in the field of Science for various government departments (CSIRO, Dept. of Conservation, and Government Chemical Laboratories). Currently Stephen runs a Karate School and has studied Fitness and Rehabilitation. He has been an active Board member, bringing highly developed problem solving and analysis skills. Stephen has been involved in the Governance and Marketing Committees and is currently the Company Treasurer.

- (e) **Rex Barnes** retires by rotation in accordance with the constitution of the Company, and being eligible, offers himself for re-election.

Rex has been actively involved with the Board since the company's inception in November 2006. Prior to this Rex was a member of the Steering Committee for over 18 months, promoting the concept of Community Banking to Caloundra residents. Rex has operated a successful plumbing business for many years in both Sydney and here on the Sunshine Coast. He has brought a wealth of business knowledge and experience to our company, making important contributions as a member of the Marketing & Sponsorship Committee and Vice Chairman of the Board.

- (f) **Bernadette Strong** retires by rotation in accordance with the constitution of the Company, and being eligible, offers herself for re-election.

Bernadette was a founding member of Caloundra City Community Support Services Ltd Steering Committee and played a significant support role in the company's establishment. Her community involvement has included being treasurer of "Friends of the Gallery" and treasurer of TAPP. Bernadette's experience as a Bank Officer, Retail Sales Officer and Teacher Aide has helped her develop good financial knowledge and excellent communication skills. Bernie has been a member of the HR Committee as well as the Marketing & Sponsorship Committee. Recently Bernie accepted the role of Company Secretary.

Election of New Director

- (g) **Edward Hall** has not previously served as a Director, and offers himself for election.

Edward has over 25 years' experience as a company director in listed public companies, unlisted public companies, government business enterprises, government public authorities and private businesses. He has been involved in a diverse range of entities including tourism and events, sand mining, superannuation, investment and fund management. Edward has substantial senior management experience and has gained expertise in the areas of management, corporate governance, strategic planning, finance and economics. He looks forward to bringing his extensive experience and expertise to the Board.

Proxy form

Caloundra City Community Support Services Limited
A.B.N. 76 122 651 969

All correspondence to:
Caloundra City Community Support Services Limited
1/99 Bulcock Street
Caloundra, QLD 4551
Australia
Enquiries: 0417 760 972
Enquiries: bstrong@gmail.com

Name of Shareholder:
Address:

Please 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 shareholder/s of **Caloundra City Community Support Services Limited** ('the company') and entitled to attend and vote at the 2014 Annual General Meeting (AGM) to be held at **Monaco, Conference Room, Caloundra** on **3 November 2014 at 2:00pm** appoint:

The Chair of the meeting
(please mark this box with an 'X')

OR

(Please write the name or position/office of the person or the name of the body corporate that you are appointing as proxy)

or failing the individual or body corporate named, or if no individual or body corporate is named, the Chair of the meeting, as my/our proxy to act generally at the meeting on my/our behalf, including to vote in accordance with the following directions or, if the proxy is left open and to the extent permitted by law, to vote as the proxy chooses at the AGM and, if the meeting is adjourned, when the meeting has been reconvened for business.

Chair to vote open proxies in favour: I/We acknowledge that the Chair of the meeting intends to vote all available open proxies in favour of all items of business.

If you wish to direct your proxy how to vote, please mark your direction in the next section of this form.

VOTING DIRECTIONS TO YOUR PROXY (Please mark with 'X' to indicate your directions)

Ordinary Business	Accept	Decline	Abstain*
Item 1. Receipt of Financial Report, Director's Report and Auditor's Report			
Item 2. Re-election of Lee Green as a Director (Appointed since last AGM)			
Item 4. Re-election of Stephen Ramsdale as a Director (Retiring by rotation)			
Item 5. Re-election of Rex Barnes as a Director (Retiring by rotation)			
Item 6. Re-election of Bernadette Strong as a Director (Retiring by rotation)			
Item 7. Election of Edward Hall as a Director			

When completing this proxy form, please note that:

- you should indicate an 'X' in only one box for each for each item of business;
- if the Chair of the meeting is your proxy and you do not mark any of the boxes opposite an item, you are directing the Chair to vote in favour of the resolution on that item. Otherwise, if your proxy is left open for an item of business, your proxy is able to vote as they choose or to abstain from voting on that item, subject to any voting restrictions that may apply to your proxy (further details are provided on the next page). As noted above, the Chair intends to vote all available proxies in favour of each resolution;
- if you mark the "abstain" box for an item of business, you are directing your proxy not to vote on that item, and
- abstentions will not be counted in calculating the required majority on a poll.

SIGNING OF PROXY FORM

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

HOW TO COMPLETE YOUR PROXY FORM

1. Appointment of Proxy – General Information

A shareholder entitled to attend and vote at the meeting may appoint a proxy to attend and vote on their behalf. Shareholders should note that:

- all shareholders have the right to appoint a proxy
- a proxy does not have to be a shareholder of **Caloundra City Community Support Services Limited**
- a proxy may be an individual or a body corporate, and
- if you hold two or more shares, you may appoint up to two proxies and may specify the proportion or number of votes that each proxy is appointed to exercise.

If you wish to appoint the Chair of the meeting as your proxy, please mark the box with an 'X' to show this appointment. If you wish to appoint another individual as your proxy, please write the name of that person or the person's position or office.

If you wish to appoint a body corporate as your proxy, please write the body corporate's name.

If the appointed proxy (other than the Chair of the meeting) is not in attendance at the meeting, the Chair of the meeting will act as your proxy.

If you have not nominated a proxy, the Chair of the meeting will act as your proxy.

2. 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.

3. Appointment of a proxy

A shareholder entitled to attend and vote at the meeting may appoint one proxy. A proxy need not be a shareholder of the company. A proxy may be an individual or a body corporate.

4. 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.

5. Voting instructions

You are encouraged to 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.

6. Signing of proxy form

A proxy appointment is only valid if the proxy form has been signed by the shareholder(s) making the appointment(s). The following rules apply in relation to the signing of proxy forms for joint holdings, proxy forms signed under power of attorney, and proxy forms signed by corporate shareholders:

Individual

If the holding is in one name, the individual shareholder must sign.

Joint holding

If you hold your shares jointly, all shareholders should sign the proxy form. A proxy form signed by the shareholder whose name appears first in the register, but not by the other joint holder(s), will also be accepted as valid.

Power of Attorney

If a proxy form is signed under a power of attorney, you must lodge the original or certified copy of the power of attorney with your proxy form, unless you have previously lodged one of these documents with the company.

Corporate shareholders

Proxy forms for corporate shareholders should be signed in accordance with your company's constitution or the *Corporations Act*. 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.

Lodgement of your proxy form (related documents)

A proxy appointment for the 2014 Annual General Meeting to be held at **2:00pm at Monaco, Conference Room, Caloundra on 3 November 2014**. This proxy form (and any Power of Attorney under which it is signed) must be received by the company not later than **5.00pm on 29 October 2014** before the meeting. 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 **1/99 Bulcock Street, Caloundra QLD 4551**
- *Facsimile* to fax number **07 5491 8261**
- *Electronic lodgment* to email address **bstrong1953@gmail.com**