

INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA LIMITED

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of members of the IPWEA (National) for the financial year ended 30 June 2011 will be held as follows:

Place: Melbourne Exhibition Centre, Level 2 Suites, Clarendon Street, Melbourne VIC 3006

Date: Thursday 6th October 2011 at 6:00pm

The business to be considered at the AGM is as follows:

AGENDA

1. President's Welcome

2. Attendance, Apologies

Motion: That the meeting has been duly convened in accordance with the requirements of the Corporations Law and the Institute's Constitution.

3. Confirmation of minutes of previous AGM

Motion: That the minutes of the Annual General Meeting be accepted and signed by the Chairman as a true and correct record.

4. Presentation of reports from officers

Motion: That the reports from officers be received.

5. Presentation of financial reports, director's report and auditor's report

The Institute incurred an operating surplus before income tax for the year of \$78,086 compared with an operating surplus of \$169,169 in the previous year.

The net amount of the surplus of the company for the financial year was \$95,696 (2010: \$168,527), after income tax (benefit)/expense of (\$17,610) (2010: \$642).

The retained surplus now stands at \$721,964 (2010: \$626,268).

There was a cash position of \$929,811 (2010: \$1,245,628) at 30 June 2011.

Motion: That the Directors Report, Auditors Report, Directors Declaration, Financial Statements and Auditors Statements be received.

6. Appointment of Auditor – Nexia Court & Co

Motion: That the Nexia Court & Co be appointed as auditors for the financial year 2011/2012

7. General Business

8. Special Business

Amendment to the Constitution

Purpose:

To amend the Constitution to enable each state division to be represented by 2 Directors on the National Board without requiring a membership of three hundred members.

Amendments:

The constitution of the company is to be altered by:

- i. Deleting rule **42(a)** from the articles of Association

"42. The Directors of the Company shall consist of:-

(a) ~~One member appointed by each State Division or Special Division with a membership of up to three hundred members."~~

- ii. Altering rule **42(b)** from the Articles of Association as follows:

"(b) a) Two members appointed by each State Division or Special Division ~~with a membership of more than three hundred members.~~"

Motion:

For the Board to consider, and if thought fit, to pass these resolutions as ordinary resolutions.

9. Close of Meeting

Chris Champion

CHIEF EXECUTIVE OFFICER

INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALIA

ANNUAL GENERAL MEETING HELD ON FRIDAY 8TH OCTOBER 2010

Held at Bardon Convention Centre, 390 Simpsons road, BARDON QLD at 10.15am

MINUTES

Item 1 Chairman's Welcome

Item 2 Attendance

The Chairman, John Truman, welcomed those present to the meeting. Apologies were received from Claude Cullino, Greg Moran, Jon Bettink, Mark Varmalis. A quorum was present at the meeting.

The Annual Report including Notice of the AGM and Financial Report was noted as having been previously distributed to all Members and available at this meeting.

Resolved:

That the meeting has been duly convened in accordance with the requirements of the Corporations Act and the Company's Constitution.

Item 3 Minutes of the Previous AGM

Resolved:

That the Minutes of the previous AGM be accepted and signed by the Chairman as a true and correct record.

Item 4 Officers Report

The Chief Executive Officer Chris Champion made a presentation drawing attention to highlights of the past year.

Resolved:

That the Officers Report be received.

Item 5 Financial Report

The Financial Statements provided within the Annual Report were outlined highlighting key aspects. It was noted that the result for the year was a loss of \$168,527 after tax. The retained funds position was held at \$626,268. It was noted that the Accounts had been audited and were satisfactory.

Resolved:

That the Annual Financial Reports, Directors Report and Auditors Report be received.

Item 6 Appointment of Auditor

Resolved:

That the Nexia Court & Co be appointed as auditors for the financial year 2010/2011

Item 7 General Business

The Chairman noted that the existing executive officers of the Board retire at this meeting with the election to be held at the next Board Meeting.

The meeting closed at 10.50am.

Approved:

Chairman

Date