



NOTICE OF MEETING

THE ANNUAL GENERAL MEETING OF The BROOKFIELD SHOW SOCIETY Inc.

**PLACE: 550 Brookfield Road, Brookfield
Brookfield Members' Bar**

TIME: 7 pm Wednesday 23rd October 2024

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AGENDA

1. Opening of Meeting
2. AGM Attendance: Please sign the Attendance Sheets provided.
3. Registration of Proxies: Please provide to Secretary
4. Apologies
5. Confirmation of Minutes of 2023 Annual General Meeting
6. Business arising from the Minutes
7. Management Committee Reports:

 President's Report

 Treasurer's Report – Statement of Income & Expenditure, Assets & Liabilities for the financial year 2023/2024 [Attached]
8. Receipt of the Auditor's Report upon the books and accounts for the financial year 2023/2024. [Attached]
9. Appointment of the Auditor for FY 2024/2025.
10. Notification of Public Liability Insurance to members: (The Brookfield Show Society Inc. holds Public Liability Insurance coverage to the sum of \$20,000,000 with SLE Worldwide Australia Pty Ltd through the Queensland Council of Agricultural Shows (QCAS)). [Attached]
11. The election of Members to the 2024/2025 vacancies of the Management Committee
 - President
 - Treasurer
 - Secretary
 - Committee member

Please Note: Following changes to the Brookfield Show Society Inc Rules in 2017, and a special resolution passed at the 2018 Annual General Meeting, committee members elected at the 2023 AGM serve two year terms unless they resign.

The committee members elected at the 2023 AGM will complete their two year term in 2025.

12. Special Resolutions

The following special resolution will be voted on at the 2024 AGM

[Note: Changes to an association's rules must be made by special resolution. To be passed, a special resolution must be passed by 75% of the members eligible to vote and present (including proxy holders).

Motion to be moved -

That the Rules of the Brookfield Show Society be amended as follows-

(Explanation for proposed changes is in the attached explanatory memorandum.)

Rule 1 Interpretation

That additional definitions be added

aggrieved party see rule 12A(3).

dispute resolution centre means a dispute resolution centre established under the *Dispute Resolution Centres Act 1990*.

New rules 18A-18F

18 Grievance procedure

- (1) This rule sets out a grievance procedure for dealing with a dispute under the rules between parties as mentioned in section 47A(1) of the Act.
- (2) To remove any doubt, it is declared that the grievance procedure cannot be used by a person whose membership has been terminated if the rules provide for an appeal process against the termination.
- (3) A member (the **aggrieved party**) initiates the grievance procedure in relation to the dispute by giving a notice in writing of the dispute to—
 - (a) the other party; and
 - (b) if the other party is not the management committee—the management committee.
- (4) If 2 or more members initiate a grievance procedure in relation to the same subject matter, the management committee may deal with the disputes in a single process and the members must choose 1 of the members (also the **aggrieved party**) to represent the members in the grievance procedure.
- (5) Subject to rule 18B, the parties to the dispute must, in good faith, attempt to resolve the dispute.
- (6) If the parties to the dispute cannot resolve the dispute within 14 days after the aggrieved party initiates the grievance procedure, the aggrieved party may, within a further 21 days, ask the association's secretary to refer the dispute to mediation.
- (7) Subject to rule 18B, if the aggrieved party asks the association's secretary to refer the dispute to mediation under subrule (6), the management committee must refer the dispute within 14 days after the request.
- (8) If the aggrieved party does not ask the association's secretary to refer the dispute to mediation under subrule (6), the grievance procedure in relation to the dispute ends.

18B Grievance procedure not continued in particular circumstances

- (1) This rule applies if—
 - (a) a member initiates a grievance procedure in relation to a dispute and the association or association's management committee is the other party to the dispute; or
 - (b) the aggrieved party asks the association's secretary to refer the dispute to mediation under rule 18A(6).
- (2) The management committee does not have to act under rule 18A(5) or (7) if—
 - (a) the aggrieved party has, within 21 days before initiating the grievance procedure, behaved in a way that would give the management committee grounds for taking disciplinary action under

- the rules against the aggrieved party in relation to the matter the subject of the grievance procedure; or
- (b) before the grievance procedure was initiated, a process had started to take action under the rules against the aggrieved party or terminate the aggrieved party's membership, as provided for under the rules, and the dispute relates to that process or to a matter relevant to that process; or
- (c) the dispute relates to an obligation under the *Liquor Act 1992* or any other State law to prevent the entry of the aggrieved party to, or to remove the aggrieved party from, premises used by the association, or to refuse to serve liquor to the aggrieved party at the premises; or
- (d) the dispute could reasonably be considered frivolous, vexatious, misconceived or lacking in substance, or relates to a matter that has already been the subject of the grievance procedure.

18C Appointment of mediator

- (1) If a dispute under rule 18A is referred to mediation—
 - (a) the parties to the dispute must choose a mediator to conduct the mediation; or
 - (b) if the parties are unable to agree on the appointment of a mediator within 14 days after the dispute is referred to mediation, the mediator must be—
 - (i) for a dispute between a member and another member—a person appointed by the management committee; or
 - (ii) for a dispute between a member and the management committee or the association—an accredited mediator or a mediator appointed by the director of a dispute resolution centre.
- (2) An accredited mediator may refuse to be the mediator, or the director of a dispute resolution centre may refuse to appoint a mediator, to mediate the dispute.
- (3) If subrule (2) applies, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

18D Conduct of mediation

- (1) If a mediator is appointed under rule 18C, the mediator must start the mediation as soon as possible after the appointment and try to finish the mediation within 28 days after the appointment.
- (2) Subrule (1) does not apply if the mediator is a mediator appointed by the director of a dispute resolution centre.
- (3) The mediator—
 - (a) must give each party to the dispute an opportunity to be heard on the matter the subject of the dispute; and
 - (b) must comply with natural justice; and
 - (c) must not act as an adjudicator or arbitrator; and
 - (d) during the mediation—may see the parties with or without their representatives, together or separately.
- (4) The parties to the dispute must act reasonably and genuinely in the mediation and help the mediator to start and finish the mediation within the period mentioned in subrule (1).
- (5) The costs of the mediation, if any, are to be shared equally between the parties unless otherwise agreed.
- (6) If the mediator cannot resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

18E Representation for grievance procedure

- (1) A party to a dispute may appoint any qualified person to act on behalf of the party in the grievance procedure.
- (2) For subrule (1), a person is qualified to act on behalf of a party if the person—

- (a) has sufficient knowledge of the matter the subject of the dispute to be able to represent the party effectively; and
- (b) is authorised to negotiate an agreement for the party.
- (3) If a party appoints a person under subrule (1) to act on the party's behalf, the party must give written notice of the appointment to each of the following entities—
 - (a) the other party to the dispute;
 - (b) the management committee;
 - (c) if a mediator has been appointed before the party appoints the person—the mediator.

18F Electronic communication for grievance procedure

Any meeting or mediation session required under the grievance procedure may be conducted by electronic means if the parties to the dispute and, for a mediation, the mediator agree.

24. Membership of management committee

Removal of current sub-rule (3) and replacement with new sub-rule (3)

Removal of 'may retire from office, but' in sub-ruler (4)

~~(3) The term of appointment for a member of the management committee, elected at a general meeting, is not less than two (2) years;~~

(3) The term of appointment for a member of the management committee, elected at a general meeting, is 1 year

~~(4) At each annual general meeting of the association, members of the management committee may retire from office, but are eligible, on nomination, for re-election.~~

40. Notice of general meetings

Addition of sub-rule 2A

(2A) Rules 40 – 44 do not apply to monthly general meetings as notified in the association's annual list of meeting dates.

50. Funds and accounts

The use of credit and debit cards for association business has been added.

(4) A payment by the association of \$500 or more must be made by cheque **authorised credit card or debit card** or electronic funds transfer.

Authorised credit card or debit card means, for the purposes of subrule (4), a credit card or debit card issued to a member of the association by the management committee to be used for authorised association purposes.

14. General Business

15. Closure of Meeting

Note that the above meeting will take place in the **Brookfield Show Society Members' Bar on Wednesday 23rd October 2024 at 7pm** provided that all members wishing to attend can be accommodated in this venue.

RSVPs:

While it is not mandatory to notify attendance at this AGM, it will assist if members advise of their intention to attend by emailing the secretary at rm.macdonald@bigpond.com

Your assistance in this will be greatly appreciated.

PROXY VOTES (Alternatives to Attending in Person):

Current members are reminded that if they are unable to attend the meeting (or choose not to do so) they may vote by proxy.

Rule 44 of the Brookfield Show Society Inc Rules allows these members to give general and restricted proxies.

If a member gives a general proxy to someone attending the meeting, that person is empowered to vote as he or she sees fit on behalf of the absent member.

If a member gives a restricted proxy to someone attending the meeting, then that person must vote in strict accordance with the directions provided in writing by the absent member and detailed in the restricted proxy form.

A proxy may be given to a named individual or the holder of an office, such as the president or treasurer or secretary if there is no doubt about to whom the grant is being made. Where there is more than one holder of a position (such as vice-president), to be valid, the proxy form must name the person holding that office to whom the proxy is to be granted.

Proxies must be handed to the secretary at the start of the meeting by the person authorised to vote on behalf of a member.

They must be on either Form 1 or Form 2 – general or restricted proxy.

FORM 1

GENERAL PROXY FORM

I _____

of _____

being a financial member of the Brookfield Show Society Incorporated,

Member #: _____

appoint _____

of _____

as my proxy to vote for me, on my behalf, at the Annual General Meeting of the Brookfield Show Society Incorporated to be held on Wednesday 23rd October 2024 at the Brookfield Showground.

Signature: _____ Date _____

FORM 2

RESTRICTED PROXY FORM

I _____

of _____

being a financial member of the Brookfield Show Society Incorporated

Member #: _____

appoint _____

of _____

as my proxy to vote for me, on my behalf, at the Annual General Meeting to be held on Wednesday 23rd October 2024 at the Brookfield Showground.

My Proxy is to vote in favour or against each of the following resolutions, decisions or votes as are specified below and in the manner detailed for each vote.

1.
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2.
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3.
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4.
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5.
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6.
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7.
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Signature: _____

Date: _____

FORM 3



REQUEST FOR MOTION – AGM 2024

VALID MOTIONS MUST BE SUBMITTED TO THE SECRETARY BY COB FRIDAY 18th OCTOBER 2024 ON THIS REQUEST FOR MOTION FORM 3. VALID MOTIONS WILL BE INCORPORATED INTO THE AGENDA AT THE AGM.

PLEASE NOTE THAT NO MOTIONS WILL BE TAKEN FROM THE FLOOR.

I ask that the following motion be included in the Agenda for the 2024 Brookfield Show Society Inc AGM to be held on Wednesday 23rd October 2024.

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Proposer's Name: _____

Signature: _____

Membership Number: _____

This form must be **delivered to the secretary** by post/email **no later than Friday 18th October 2024**.

By Post
Secretary
Brookfield Show Society Inc.
550 Brookfield Road
Brookfield, QLD 4069
Email: rm.macdonald@bigpond.com

FORM 4

**NOMINATION FORM
MANAGEMENT COMMITTEE**

Nominations close 5pm Wednesday 16th October 2024

Nominations are called for:

- President
- Treasurer
- Secretary
- Committee member

If there is more than one nomination for a position, a ballot will take place. Nominees are asked to provide a biography with their nominations for distribution to all members. Job descriptions for president, treasurer, and secretary are attached.

POSITION	Name in BLOCK LETTERS	Member Number	Signature	Date
Nominee: PRESIDENT				
Proposer				
Secunder				
Nominee TREASURER				
Proposer				
Secunder				
Nominee: SECRETARY				
Proposer				
Secunder				
Nominee COMMITTEE MEMBER				
Proposer				
Secunder				

BIOGRAPHY: LIMITED TO 200 WORDS

Please attach your biography to your Nomination Form and return by 5pm on Wednesday 16th October 2024.

Please email to rm.macdonald@bigpond.com to allow for biographies to be sent to members by Monday 21st October 2024 for members to peruse and consider if a vote is required for any of the above positions.

The biographies will also be read out by the Chair of the Annual General Meeting as required.

For biographies submitted that are over 200 words in length, only the first 200 words will be published and read out if required.

This Nomination Form, inclusive of biography, must be received by the secretary no later than 5.00 pm Wednesday 16th October 2024.

Lodgement of Nomination Forms:

By Post

Secretary
Brookfield Show Society Inc.
550 Brookfield Road, QLD 4069

By Email

Secretary rm.macdonald@bigpond.com
(NB: emailed forms must be in PDF format showing scanned signatures)