

Notice of Annual General Meeting

Highett Community Financial Services Limited

A.B.N. 23 094 393 683

To be held at 6.00 pm on 18 November 2024

at

Boardroom Highett Community Bank Branch

322 Highett Road, Highett VIC

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 2024.

2. Election of Directors

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

- (a) That Susan Smith be reelected as a Director of the company.
- (b) That Paul Reid be reelected as a Director of the company.
- (c) That Jenena Roper be elected as a Director of the company.
- (d) That Nicole Bourman be elected as a Director of the company.
- (e) That Stephen Hewett 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 5pm on 18 November 2024.

Provision of company Annual Report to shareholder

In line with the requirements of the *Corporations Act 2001* and to reduce associated printing costs, the company will provide shareholders with the Annual Report via our company website at:

<https://www.bendigobank.com.au/branch/vic/community-bank-highett>. If any shareholder would like to receive a copy of the Annual Report directly (in hard copy or via email), please request it from the Company Secretary via the email address: **companysecretary@highettcommunity.com.au**.

By order of the Board



Susan Smith

Company Secretary

21 October 2024

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) Susan Smith retires by rotation in accordance with the Constitution of the company, and being eligible, offers themselves for re-election.
- (b) Paul Reid retires by rotation in accordance with the Constitution of the company, and being eligible, offers themselves for re-election.
- (c) Jenena Roper was appointed to the Board to fill a Director vacancy and offers themselves for election.
- (d) Nicole Bourman was appointed to the Board to fill a Director vacancy and offers themselves for election.
- (e) Stephen Hewett has been nominated and offers themselves for election.

The Director Profiles in the 2024 Annual Report provide information on Susan Smith and Paul Reid. Profiles of Jenan Roper, Nicole Bourman and Stephen Hewett are below.

Attendance

Please email companysecretary@highttcommunity.com.au by 9 November if you are attending for catering purposes.

Profiles of Directors for Election

Jenena Roper



Having lived in this community for several years, 6 in Highett and 3 years in Beaumaris to be closer to my children's Beaumaris North Primary School, I have a developed understanding of our community challenges as well as opportunities. I am deeply invested in its growth and development and am committed to leveraging my expertise to drive positive change and make a lasting impact.

Occupation: General Manager Digital Solutions, Pacific region at Schneider Electric leading the IoT, analytics, software, cybersecurity, and technology consulting business with responsibility for the overall strategy, business growth, company merger and acquisition integration, as well as leading teams to successfully deliver on our business growth objectives.

Work background: A senior executive with over 20 years of international experience in the built environment and technology sectors, in a series of consulting, business advisory, sales, commercial and transformational roles. This experience spans commercial buildings, healthcare, industrial, energy, utilities and transport sectors - from large multi-national corporations to small software startup environments.

Qualifications: Bachelor Business Management (BBus), Graduate Diploma in CAD/BIM, Mini Marketing MBA, INSEAD Executive Leadership – Schneider Women Leaders Program, Project Management Professional (PMP), Not-for-profit Governance, Not-for-profit Finance.

Memberships: Women on Boards, Project Management Institute, Sustainable Digitalization Project roundtable member, Property Council of Australia, The Australian Women in Security Network, Scrum Alliance, International Institute of Business Analysis.

Former directorships in last 3 years: Nil

Shares in HCFSL: Nil

Nicole Bourman



I have a lifelong interest in community service and supporting grassroots volunteer organisations contributing to healthy cohesive communities. I am keen to promote the services of our community bank through our partner organisations and support them in their goals. Through many years of service in St John Ambulance Australia, and more recently the Bayside Toy Library and Hampton Community Kindergarten Committee I have enjoyed seeing the benefits these organisations have

delivered for the local community and look forward to helping many more groups meet their goals.

Occupation: Company Secretary, Project Management Professional.

Work background: Founder and State Director of the Shooters Fishers and Farmers Party Victoria. IT Project Management/Portfolio Analyst in the Finance and Superannuation Industry. Over 20 years of experience in technical and project management roles in the IT industry.

Qualifications and Memberships: Member of the Institute of Community Directors Australia.

Former Directorships in the last 3 years: Company Secretary for the Shooters Fishers and Farmers Party Victoria since 2013. Committee member and then President of the Bayside Toy Library since 2021.

Shares in HCFSL: Nil

Stephen Hewitt



As a 25-year resident of the local community, my previous significant involvement in the local basketball community has ended and I now look to move my volunteering in a new direction.

My career spans 32 years in Banking and Finance, with two Big 4 banks, and IT with IBM and currently Mantel Group as Partner.

I feel well placed to contribute to the oversight and running of the Highett Community Bank and its' community endeavours.

As a shareholder of 6 years, I am keen for one aspect of my involvement to be to re-engage and re-invigorate the shareholder base, for the benefit of all stakeholders and aligned the unique objectives of a social enterprise.

Occupation: Partner – Digital, Mantel Group, (Australian-owned IT Consulting firm of 1,000 people.)

Work background: 15 years across various subsidiaries of ANZ & Westpac Banks. My career spans 32 years in Banking and Finance, with 2 Big 4 banks; and IT with IBM and currently Mantel Group as Partner. 9 years at IBM as a Sales Executive and Sales Manager. 4.5 years as COO and currently Partner - Digital at Mantel Group.

Qualifications and Memberships: BEc (Latrobe Uni), Grad Cert Enterprise Innovation (Swinburne Uni).

Former Directorships in the last 3 years: Nil

Shares in HCFSL: 4500 in wife Suzanne's name.