



AUSTRALIAN  
AIRPORTS  
ASSOCIATION

# **NOTICE OF 2024 ANNUAL GENERAL MEETING**

**Australian Airports Association Limited**

**ACN 008 647 336**

**Wednesday, 20 November 2024 5:10pm – 5:30pm (AEST)**

**Grand Hall 1&2  
Ground Floor  
Brisbane Convention and Exhibition Centre**

**N.B.** This is an in-person event only.

# NOTICE OF MEETING

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Thank you for your ongoing support of the Australian Airport Association Limited (ACN 008 647 336) ('**Association**'). As a member, you are invited to attend the 2024 Annual General Meeting ('**AGM**').

The Association's AGM will be held on **Wednesday, 20 November 2024 at 5:10pm (AEST)** at the Grand Hall 1&2, Ground Floor, Brisbane Convention and Exhibition Centre in conjunction with the Association's National Conference and Industry Expo. Registration will commence at **5:00pm (AEST)**.

A copy of the AGM papers are available from our website [www.airports.asn.au](http://www.airports.asn.au) or by contacting the Company Secretary, Adrian Plumb, on (02) 6230 1110 or [secretary@airports.asn.au](mailto:secretary@airports.asn.au).

## AGM AGENDA

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### 1. Ordinary Business

- 1.1 Acknowledgement of Country
- 1.2 Welcome and Quorum
- 1.3 Receive Minutes from 2023 AGM
- 1.4 Receive Chair's Report
- 1.5 Acknowledge Member Appointed Directors
- 1.6 Member Q&A
- 1.7 Receive Financial Statements and Reports

### 2. Special Business

- 2.1 Nil

### 3. Other Business

- 2.2 Nil

### 4. Meeting Close

## MEETING PARTICULARS

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<b>Registering to attend the AGM</b>	<p>To attend the AGM, you will be required to register in person between <b>5:00pm</b> and <b>5:10pm</b> at the venue. Registration will enable you to ask questions and vote.</p> <p>Completing and submitting a proxy entitles an eligible Member to be counted towards quorum of the meeting. A proxy need not be a Member of the Association. Further information regarding appointing a proxy is contained below.</p> <p>If you are appointing a proxy, the proxy will be asked to identify themselves at registration.</p>
<b>Who may vote</b>	<p>All Category A (Airport) Members of the Association (or, in the case of Category A Members who are not individuals, the representative appointed pursuant to Article 25 of the Constitution).</p> <p>Category B (Corporate) Members are not entitled to vote at the AGM.</p>
<b>How to vote</b>	<p>Any votes to occur will be conducted by an electronic poll which will be overseen by the Company Secretary.</p> <p>At the time of registration, Members or their proxy will be provided with the necessary voting information.</p>
<b>Member Participation</b>	<p>The Chair and Board welcome member input. Members will have a reasonable opportunity at the AGM to:</p> <ul style="list-style-type: none"><li>• ask questions and make comments on the management of the Association.</li><li>• ask questions in relation to any matter of business to be covered at the meeting including the financial statements of the Association.</li></ul>

Should you have any questions please do not hesitate to contact the Company Secretary, Adrian Plumb, on 02 6230 1110 or email [secretary@airports.asn.au](mailto:secretary@airports.asn.au).

Sincerely,



Adrian Plumb  
**Company Secretary**  
**Australian Airports Association**

Date: 30 October 2024

# PROXY FORM

## Australian Airports Association Limited ACN 008 647 336 ('Association')

### Proxy Appointment.

A Member of the Association who is entitled to attend and vote at the meeting has a right to appoint a proxy to attend and vote for the Member at the meeting. A proxy need not be a Member of the Association.

### Proxies Lodgement

To be valid, a proxy form must be received by the Association by Monday, 18 November 2024 at 5:00pm (AEDT) (proxy deadline). Proxies can be submitted in person, by mail or electronically to [secretary@airports.asn.au](mailto:secretary@airports.asn.au).

<b>Members Name</b>	
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Being a member of the Association and entitled to attend and vote appoint:

<input type="checkbox"/> The Chair of the meeting.
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**OR** if you are not appointing the Chair of the meeting, write the name of the person you are appointing as your proxy below

<b>Proxy Name</b>	
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### Voting Directions

My proxy may vote as he or she sees fit: <input type="checkbox"/>			
<b>OR</b>			
I instruct my proxy to vote on my behalf: <input type="checkbox"/> (please complete below)			
<b>Ordinary Business</b>	For	Against	Abstain
There are no items for voting under ordinary business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Special Business</b>	For	Against	Abstain
There are no items for voting under special business.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Signed

\_\_\_\_\_  
Name and Position

\_\_\_\_\_  
Date