

Australian Institute of Administrative Law Inc
QUEENSLAND CHAPTER

NOTICE OF 2025 ANNUAL GENERAL MEETING

The Annual General Meeting of the Queensland Chapter of the Australian Institute of Administrative Law Incorporated will be held at 6.00pm on 4 December 2025 at Hemmant's List Centre, Level 6, Santos Place, 32 Turbot Street, Brisbane Qld 4000.

The meeting is open to all financial members of the Queensland Chapter. Members wishing to attend are asked to register via the TryBooking link below.

Members who are unable to attend the meeting but who wish to appoint a proxy may do so on the **attached** Form of Proxy.

A Nomination Form for candidates seeking to stand for election to the Queensland Chapter Committee is also attached.

The AGM is open to all members of the AIAL, but registration is required.

You can register via TryBooking here: <https://www.trybooking.com/DHPDM>

The AGM will be preceded by a seminar on “Administrative decision making in prisons and other closed environments” by the Queensland Ombudsman, Anthony Reilly. You can also register to attend this seminar via the above link.

After the AGM, please join us for our end of year celebration.

Australian Institute of Administrative Law Inc
QUEENSLAND CHAPTER

The 2025 Annual General Meeting of the Queensland Chapter of the Australian Institute of Administrative Law Incorporated

6.00pm, 4 December 2025
Hemmant's List Centre, Level 6, Santos Place, 32 Turbot Street, Brisbane 4000

ANNUAL GENERAL MEETING AGENDA

1. **Welcome Address**
2. **Attendance and Apologies**
3. **Appointment of a Returning Officer**
4. **Minutes of 2024 Annual General Meeting**
5. **Committee Report**
6. **Treasurer's Report**
7. **Election of Chapter Committee**
8. **Notices of Motion (*if any*)**
9. **Meeting Close**

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**NOMINATIONS FOR POSITIONS ON THE AIAL
QUEENSLAND CHAPTER COMMITTEE**

Pursuant to Rule 29(1) of the Rules of the Australian Institute of Administrative Law, nominations are called for the following positions on the Committee Queensland Chapter of the Institute, which will become vacant at the Annual General Meeting, to be held on 4 December 2025:

President

Secretary

Treasurer

Committee Members (up to six (6) positions)

Nominations should be made on the form below and forwarded to the AIAL National Secretariat by 3 December 2025. Nominations close at 5.00pm on that day.

Note: under the Rules of the AIAL, a person is not eligible to hold office as a member of the Committee unless he or she is a financial member of the Chapter.

Matthew Paterson, Queensland Chapter Secretary
On behalf of the Queensland Chapter of the AIAL

NOMINATION FORM

Position:

Name of nominee:

Signature:

Proposed by:

Signature:

Seconded by:

Signature:

Australian Institute of Administrative Law Inc
QUEENSLAND CHAPTER

AIAL AGM REGISTRATION FORM

Name: _____

Firm/institution: _____

Address: _____

E-mail: _____

Telephone: _____

I will / will not be attending the Annual General Meeting of the Queensland Chapter of the Australian Institute of Administrative Law on Thursday, 4 December 2025.

FORM OF PROXY

I, _____, a member of the Queensland Chapter of the Australian Institute of Administrative Law, am unable to attend the 2025 Annual General Meeting of the Queensland Chapter of the Institute, to be held on 4 December 2025.

I appoint _____ or, failing him/her, the person presiding at the meeting, to be my proxy to attend the meeting and to vote on my behalf.

Name: _____

Address: _____

E-mail: _____

Telephone: _____