



VESPIIA ANNUAL GENERAL MEETING #2 MINUTES

VESPIIA Limited
ACN: 672 324 546

DATE: 27 NOVEMBER 2025
LOCATION: GOOGLEMEETS
CHAIRING OFFICER: GREG WHITEHOUSE - VESPIIA CHAIR

OPENING AND WELCOME

- The meeting was opened by Chair Greg Whitehouse at 3:05 PM AWST.
- Greg acknowledged the Traditional Custodians of the land, the Whadjuk Noongar people, and paid respects to Elders past and present.
- Greg confirmed that this AGM satisfies the requirement under the Corporations Act and Constitution to hold a general meeting within 5 months of the End of Financial Year 2024/25

CONFIRMATION OF QUORUM

- A quorum was confirmed with more than four full members present. This being the first AGM, there were no previous minutes to confirm.

ATTENDANCE

In attendance

- Shannon Hennessy - CEO & Secretary | VESPIIA
- Greg Whitehouse - Chair | VESPIIA
- Hannah Laws - Director | VESPIIA
- Lara Chambers - Director | VESPIIA
- Steve Wickham - Director | VESPIIA
- Dane Williams - Director | VESPIIA

Apologies

- Carlos Fortuna - Director | VESPIIA
- Ruben Proud - Director | VESPIIA
- Gia Parish - Director | VESPIIA

Member attendance was recorded separately in the attendance register maintained by the Secretary and is available for inspection upon request.

BOARD COMPOSITION AND APPOINTMENTS - VOTE

The Chair outlined the current composition of the Board and noted that, in accordance with Clause 12.1 and Clause 12.4 of the Constitution, Directors serve fixed terms and remain in office until expiry or resignation, subject to Member confirmation at the appropriate interval.

The following resolution was put to the Members:

Resolution:

That, in accordance with the Constitution, the following Directors continue in office for the remainder of their current terms as prescribed under Clause 12.4:

- Mr Greg Whitehouse – Chair
- Ms Shannon Hennessy – Chief Executive Officer and Company Secretary
- Ms Adele Bobic – Treasurer
- Mr Carlos Fortuna – Director
- Ms Lara Chambers – Director
- Mr Ruben Proud – Director
- Mr Dane Williams – Director
- Mr Steve Wickham – Director and Cadre of Padres Lead
- Ms Gia Parish – Director
- Ms Hannah Laws – Director

Outcome:

The resolution passed unanimously.

ORGANISATIONAL ACTIVITY REPORT



The Chief Executive Officer presented a report on the operations and activities of the Institute during the reporting period and outline key priorities for the 2025–26 year. A written copy of the CEO Report may be tabled for inclusion in the minutes.

The Chief Executive Officer, Ms Shannon Hennessy, provided an update on the review and revisions undertaken throughout the year to the Code of Professional Conduct, the Complaints Policy, and the By-Laws.

Ms Hennessy advised that the Code of Professional Conduct had been updated to strengthen expectations of Member behaviour, clarify ethical standards, and incorporate contemporary guidance on cultural respect, confidentiality, and professional responsibilities. The revised Code now aligns with the expanded membership structure and the Institute's maturing governance framework.

The CEO further outlined the changes made to the Complaints Policy, including clearer processes for lodging a complaint, enhanced visibility of procedural fairness requirements, and alignment with the investigation workflow set out in the By-Laws. These updates ensure that complaints are managed transparently, consistently, and in accordance with the Constitution.

Ms Hennessy also summarised the minor amendments made to the By-Laws, including updates to membership renewal timing, inclusion of the revised complaints workflow, and refinements to terminology to ensure consistency across governance documents. Members were advised that these updates reflect operational learning from the past year and support improved clarity and usability of the governance framework. A Member Handbook incorporating the updated Code, Policies and By-Laws has been finalised and circulated to Members as part of the AGM papers.

Note: Members noted the updates.

No vote was required or taken.

FINANCIAL STATEMENTS AND ACTIVITY REPORT – NOTING

The Treasurer, Ms Adele Bobic, presented an overview of the Company's financial performance for the period ending 30 June 2025, together with the proposed budget and financial outlook for the next 12 months.

The Financial Report and Budget Overview were tabled for noting.

The Treasurer outlined key income and expenditure items, the current cash position, and the projected financial priorities for the 2025–26 period.

It was noted that this presentation fulfils the Company's obligation to provide Members with an overview of its financial position at the Annual General Meeting. The audited financial statements and Annual Report will be tabled at the next AGM in line with ACNC and ASIC reporting requirements.

Note: Members noted the report.

No vote was required or taken.

MEMBER QUESTIONS ON NOTICE

No questions on notice were submitted.

GENERAL BUSINESS

- A Member asked what support VESPIIA requires to sustain its growth and delivery over the coming year, and how Members may be able to assist. The Chief Executive Officer advised that a short list of priority areas will be circulated to Members directly.
- Director Ms Lara Chambers noted for the record that the Chief Executive Officer, Ms Shannon Hennessy, has not drawn an income or salary for her work in operating the Institute during the past 12 months.
- A Member asked about engagement with the Western Australia Police Force (WAPOL), noting their absence from the program at the Future Frontlines Conference. The Chief Executive Officer and Director Ms Lara Chambers advised that approaches were made to secure WAPOL representation; however, scheduling and availability did not allow participation on this occasion. Ongoing efforts are in place to engage the agency in future initiatives.

CLOSE OF MEETING

- Summary of resolutions and acknowledgements
- Confirmed that the next AGM will take place by end of November 2026
- Meeting closed at 3:55PM AWST

// ORGANISATIONAL ACTIVITY REPORT

PROGRAMS, EVENTS AND DELIVERY

ROUND TABLES AND WORKSHOPS

During the reporting period, VESPIIA delivered:

- Three round tables, including two in Western Australia and one in South Australia in partnership with a university.
- A workshop for the Partners of Veterans Association, delivered in support of one of VESPIIA's member organisations.

These activities supported connection across the sector and informed VESPIIA's understanding of member needs.

WEBINARS AND ONLINE ENGAGEMENT

VESPIIA delivered two webinars, including:

- After the Fires – Research Briefing
- Grants 101 – a practical session on grant writing and funding readiness, with approximately 110 registrations and around 70 live attendees.

These sessions demonstrated strong demand for focused professional development in grants and funding.

VESPIIA RESOURCES AND IP

During the period, VESPIIA released four new resources developed as its own intellectual property.

These resources focus primarily on:

- Event planning; and
- Grant writing.

They are available via the VESPIIA website and form part of the early content base for the planned Research and Resource Library.

FUTURE FRONTLINES CONFERENCE AND VESPIIA AWARDS FOR EXCELLENCE

VESPIIA delivered its first combined Future Frontlines Conference and Awards for Excellence in the reporting period.

Conference

- Approximately 38 speakers, including keynote speakers and panellists.
- Around 115 registrations for the day.
- Strong qualitative feedback, including:
 - Evidence of new partnerships forming at a national level.
 - Ongoing conversations and collaborations continuing after the event.

The conference achieved its purpose of bringing people together, sparking practical conversations, and beginning to build a national network across the sector.

Awards for Excellence

- 17 award categories presented.
- Four new categories added this year, including:
 - Service Chaplain of the Year;
 - A research-focused category; and
 - Minister's Awards (individual and organisational).

A WA State Government representative (Hugh Jones MLA) joined VESPIIA to present ministerial awards, reflecting growing recognition of the program.

FUTURE CONFERENCE PLANNING

Planning has commenced for the 2026 conference, with the intention that it:

- Runs as a two-day event, to allow more time for discussion and networking;
- Likely remains around late September / early October;
- May be hosted again in WA or in another state, with a view to rotating the conference nationally over time.

// PROFESSIONAL DEVELOPMENT PLANNING

VESPIIA's ongoing professional development program will continue to focus on:

- International Women's Day activities, highlighting women in service;
- Additional round tables, webinars and workshops;
- The conference and awards as the central annual event.

A member survey will be issued to:

- Gather feedback on desired topics, formats and speakers; and
- Ensure VESPIIA's professional development offering aligns with member priorities rather than assumptions.

SECTOR ENGAGEMENT AND REPRESENTATION

STATE AND NATIONAL ENGAGEMENT

During the period, VESPIIA:

- Participated in the WA ESO round table, engaging with ex-service organisations across Western Australia.
- Participated in a DVA / commission consultative forum, providing input alongside other sector organisations.
- Contributed to the co-design process for a proposed national ESO peak body. Although formal decisions have been delayed, VESPIIA was able to contribute to discussions about what an industry body might look like and how VESPIIA fits into that ecosystem.

GOVERNMENT RELATIONS – STATE LEVEL

VESPIIA has strengthened relationships with state governments, including:

- Engagement with the NSW Minister for Veterans Affairs' team.
- Ongoing engagement with the WA Minister for Veterans Issues, Defence Industry and Emergency Services.
- Meetings with the WA Minister for Police, Reece Whitby MLA.
- Relationship development with governments and officials in the Northern Territory, South Australia and New South Wales.

In the coming year, VESPIIA will prioritise:

- Extending this engagement into Queensland and Victoria; and
- Identifying where VESPIIA can provide practical support and advice to state governments.

The relationship with the WA Government remains strong, with possible collaborative projects under discussion for the year ahead.

FEDERAL ADVOCACY AND SUBMISSIONS

At the federal level, VESPIIA has:

- Contributed submissions to Senate inquiries into:
 - Veterans' advocacy services; and
 - Proposed amendments relating to the Defence honours and awards tribunal.
- Appeared at hearings for both inquiries and contributed to the discussion, particularly in relation to the defence honours amendments, which were ultimately not progressed.

VESPIIA intends to broaden its policy and advocacy work in the coming year and has invited Members to refer relevant state or federal policy issues where they consider VESPIIA should lodge submissions or provide comment.

STRATEGIC PROJECTS

THE LANDING ZONE

VESPIIA has continued development of The Landing Zone, a major strategic project intended to establish a commercial property as an enterprise hub for:

- VESPIIA members; and
- Service community members who are starting businesses or require flexible workspace.

Key points:

- The project has support from local and state government stakeholders.
- Work is underway to finalise leasing and financial arrangements.
- The aim is to commence a pilot site early in the new year, with a view to replicating the model in other states if successful.

RESEARCH AND RESOURCE LIBRARY

The second major project is the VESPIIA Research and Resource Library, intended to be an online database of:

- Reports and research papers;
- Journal articles;
- Templates and tools;
- VESPIIA-developed resources and member-created materials.

Some of VESPIIA's intellectual property (including event and grant resources) has already been released. The focus for the coming year is to consolidate these materials, develop the platform, and turn this concept into a functional library accessible to Members and the sector.

OPERATIONAL CAPACITY

Operationally, VESPIIA continues to be managed day-to-day by the Chief Executive Officer as the sole staff member.

Member input, especially from different states, is important in:

- Flagging emerging state and federal policy issues;
- Identifying sector needs; and
- Informing VESPIIA's advocacy and program focus.

GOVERNANCE, POLICY AND MEMBERSHIP

CODE OF PROFESSIONAL CONDUCT

VESPIIA has undertaken a significant review of the Code of Professional Conduct.

Key updates include:

- Expansion of the Code from an initial basic version to a more detailed, structured document.
- Clearer provisions regarding:
 - Harassment and bullying;
 - Sexual harassment and sexual violence;
 - Responding to these behaviours within the VESPIIA context.
- Inclusion of whistleblower protections and recall provisions.
- Additional examples and practical guidance to support understanding and application of the Code.

The revised Code is more explicit about standards and expectations, and is intended to protect Members and the Institute while reflecting the realities of the sector.

COMPLAINTS POLICY

The Complaints Policy is being updated to align with the new Code and to ensure a robust and impartial investigation process.

Key changes include:

- Investigations into alleged breaches of the Code will now be conducted by an independent external party, rather than the CEO, to avoid conflicts of interest and perceived bias.
- The policy sets out:
 - The investigation process;
 - How reports will be provided back to VESPIIA; and
 - How final decisions will be made.

Flow-on amendments to the By-Laws will ensure consistency with this revised process.

BY-LAWS AND MEMBERSHIP RENEWALS

Changes to the By-Laws include:

- Membership renewal:
 - Previously, all Members renewed on 1 July each year.
 - The system used to manage memberships was not well suited to a single common renewal date.
 - Renewal has now shifted to a rolling annual model, with each Member renewing on the anniversary of joining.
 - This change has been communicated to new Members and is reflected in the latest Member Handbook.
- Complaints and governance alignment:
 - Minor amendments to reflect the updated Complaints Policy and Code of Professional Conduct.

CONSTITUTION AND NAME CHANGE RESOLUTION

- The Constitution has been updated to include the charitable purpose approved at the previous AGM, satisfying ACNC registration requirements.
- A prior AGM resolution to remove "Limited" from the company name has not yet been implemented due to cost (approx. \$500). This change may be revisited when financially feasible. The name question does not affect day-to-day operations.

CADRE OF PADRES SUBCOMMITTEE

VESPIIA has established its first formal subcommittee, the Cadre of Padres, led by Director Steve Wickham.

Purpose:

- Bring chaplains from across services and jurisdictions together.
- Provide professional support, training, peer connection and resources.
- Address the current fragmentation where chaplains often work in isolation, even within the same state.

Progress to date:

- Initial meetings and a round table have been held.
- Governance documents (Terms of Reference, codes of conduct and related materials) are being prepared for Board review.
- Interest has been received from chaplains including:
 - Ava Galfi, NSW Ambulance;
 - Jake Wilk, WA, who also spoke at the conference;
 - Others involved in planning for future chaplaincy support linked to upcoming allied force activity in WA.

The subcommittee will focus on both professional and social support for chaplains and aims to strengthen networks across states and services.