



THE PKKP ABORIGINAL  
CORPORATION RNTBC

ICN 7630

23 February 2023

## CONFIRMATION OF GENERAL MEETING OF MEMBERS TO BE HELD BY PKKP ABORIGINAL CORPORATION RNTBC ON 17<sup>TH</sup> MARCH 2023

### **17<sup>TH</sup> MARCH 2023 – GENERAL MEETING TO CONSIDER AND APPROVE RULE BOOK CHANGES**

LOCATION – RSL CLUB 7 DWYER PLACE, KARRATHA (OFF GAWTHORNE DRIVE)  
REGISTRATION COMMENCES 9.30 AM,  
MEETING COMMENCES 10.30 AM

THE CATSI ACT REQUIRES THIS MEETING **TO BE HELD PRIOR TO 25 MARCH 2023**. WHILST THE CORPORATION DOES NOT HAVE SEPARATE FUNDING TO PAY TRAVEL ALLOWANCES TO MEMBERS TO ATTEND THIS MEETING IT IS ABLE TO MAKE THE FOLLOWING LIMITED REIMBURSEMENT TO ASSIST MEMBERS TO ATTEND.

THIS REIMBURSEMENT CAN ONLY BE PAID FOR ATTENDANCE AND UPFRONT PAYMENTS ARE UNABLE TO BE MADE. TO RECEIVE PAYMENT YOU WILL BE REQUIRED TO COMPLETE THE ATTACHED FORM AND PROVIDE IT UPON REGISTRATION.

**TRAVEL UP TO 350KM RADIUS FROM KARRATHA - \$250**  
**TRAVEL OVER 350KM RADIUS FROM KARRATHA - \$500**

FOR MEMBERS BASED IN PERTH WE WILL SET UP A LOCATION WITH A VIDEO LINK FOR MEMBERS TO ATTEND THE MEETING.

MEMBERS ATTENDING THE PERTH VENUE WILL ALSO BE ELIGIBLE FOR THE REIMBURSEMENT

ANY MEMBER IN THE PILBARA WHO DOES NOT HAVE TRANSPORT, PLEASE CONTACT THE OFFICE SO THAT WE MAY TRY AND ASSIST.

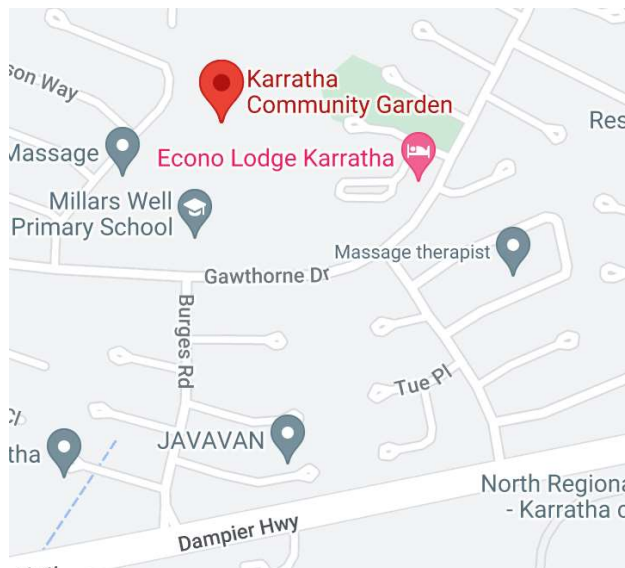
Administering the traditional lands and waters of the Puutu Kunti Kurrama and Pinikura people



## **NOTICE OF SPECIAL GENERAL MEETING**

*Notice is hereby given to the members and directors of The PKKP Aboriginal Corporation RNTBC that a General Meeting of the Corporation will be held at:*

**RSL CLUB, 7 DWYER PLACE, KARRATHA 6714  
(OFF GAWTHORNE DRIVE)**



**Date:** FRIDAY, 17<sup>th</sup> OF MARCH 2023

**Registration:** 9:30 AM

**Commencement:** 10:30AM

***Lunch will be provided***

***All PKKPAC meetings are strictly alcohol and drug free***

## **PURPOSE OF THE MEETING**

The meeting has been called to consider a special resolution to adopt changes to the rule book for the corporation as required by amendments to the CATSI Act, affecting the requirements for Prescribed Body Corporates.

**IMPORTANT NOTE: This is a meeting intended for PKKPAC members only. Observers will only be permitted to attend the meeting if they have been given a prior written invitation by The PKKP Aboriginal Corporation.**

## **AGENDA**

- 1. Confirm the Chairperson for the meeting**
- 2. Confirmation of Attendees**
- 3. Apologies**
- 4. Quorum**
- 5. Proxy Appointments**
- 6. Consideration of Rule Book amendments**
- 7. Special Resolution**

## **SPECIAL RESOLUTION TO BE PROPOSED AT THE MEETING**

In accordance with rule 24 of the Rule Book of PKKPAC and section 69-5 of the CATSI Act, the Members of PKKPAC resolve to:

- a. amend the PKKPAC Rule Book in accordance with the amendments approved by the Members at the general meeting; and
- b. authorise two Directors of PKKPAC to sign the 'Request to change the Corporation Rule Book' form that must be submitted to ORIC.

## **PROXIES**

If you are unable to attend the general meeting, you may appoint another Member to attend and vote for you at the meeting. Please refer to the attached detailed information on Proxies and the Nomination Form of Proxy.



## APPOINTMENT OF PROXY FORM

I .....(*insert name of Member*)  
of..... (*insert Members home  
address*) of the ..... Language Group (*insert Language  
Group to whom you belong*) being a registered member of The PKKP Aboriginal Corporation  
**HEREBY APPOINT**

..... (*insert name of person to  
be appointed as the member's Proxy*) of .....  
.....(*insert Proxy's home address*, Of the  
.....Language Group (*insert Proxy's  
Language Group*)

As my Proxy to vote on my behalf at the Special General Meeting of The PKKP Aboriginal Corporation to be held at the RSL Club, 7 Dwyer Place, Karratha 6714, on the 17<sup>th</sup> of March 2023 commencing at 10.30 am.

An appointment may specify the way the Proxy is to vote on a particular resolution and a Proxy is obliged to follow those instructions. If there are no directions given to my Proxy as to how to vote, my Proxy may vote as the Proxy thinks fit or may abstain from voting at all.

.....

**SIGNED**

.....

**PRINT NAME**

...../...../.....

**DATE**

**\*Abstain means to formally decline to vote either for or against a Resolution.**



## INSTRUCTIONS FOR COMPLETING APPOINTMENT OF PROXY FORM

1. A Member who is entitled to attend and cast a vote at a General Meeting may appoint a Member as a Proxy to attend and vote for them at the meeting.
2. A duly appointed Proxy must be a registered Member of the PKKP Aboriginal Corporation.
3. To be effective the Proxy Form prescribed by The PKKP Aboriginal Corporation must be completed fully and signed personally by the Member and received by the PKKP Aboriginal Corporation at least **48 hours** before the time appointed for the holding of this Annual General Meeting, that is **by 10:30 am on the 15<sup>th</sup> March 2023**.
4. A Proxy's authority to speak and vote for a Member at a meeting is suspended if the Member who provides the Proxy actually attends the same meeting.

**IMPORTANT: A person must not exercise Proxies for more than three (3) Members.**

## RECEIPT OF PROXY FORMS

Please send correctly completed proxy forms to the PKKP office or persons.

**BY EMAIL:** [info@pkkp.org.au](mailto:info@pkkp.org.au)

**BY HAND:** Sealed Proxy Box: 7 Hedland Place Karratha

**BY MAIL:** The PKKP Aboriginal Corporation RNTBC  
PO Box 130  
Karratha WA 6714



THE PKKP ABORIGINAL  
CORPORATION RNTBC  
ICN 7638

## PKKP Community Meeting Travel Assistance Form

MEETING DETAILS	
DATE:	
LOCATION:	

MEMBER DETAILS	
NAME:	
ADDRESS:	

MEMBER BANK DETAILS	
NAME OF BANK:	
BSB:	
ACC:	

\_\_\_\_\_  
*Member Signature*

\_\_\_\_\_  
*Date:*

<u>OFFICE USE</u>	
Employee Name:	
Date Formed Received:	
Date sent for payment	
Employee signature:	



## Changes to PKKPAC Rule Book

### Explanatory Guide

#### Proposed Special Resolution

*To consider and, if thought fit, to pass the following resolution as a **special resolution**:*

*In accordance with rule 24 of the Rule Book of PKKPAC and section 69-5 of the CATSI Act, the Members of PKKPAC resolve to:*

- a. amend the PKKPAC Rule Book in accordance with the amendments approved by the Members at the general meeting; and*
- b. authorise two Directors of PKKPAC to sign the 'Request to change the Corporation Rule Book' form that must be submitted to ORIC.*

#### Nature of Rule Book Changes

There are three (3) types of Rule Book changes being proposed at the General Meeting:

**1. CATSI Act  
mandatory**

**2. Governance  
and general  
updates**

**3. Formatting,  
referencing and  
plain language**

Members will have the opportunity to consider the proposed amendments (which are explained below in the presentation) and decide whether they want to approve each amendment. Only those changes that the members approve during the General Meeting will be submitted to ORIC as part of the updated Rule Book.

Members will have the opportunity to ask questions and discuss each of the amendments.

#### **1. CATSI Act mandatory amendments**

In 2021, the CATSI Act was amended. There are new rules and requirements for Prescribed Bodies Corporate (PBC). All PBCs must amend their Rule Book to comply with these new rules before 25 March 2023. If a PBC does not amend its Rule Book, ORIC has the power to make the necessary amendments. It's important the PKKPAC Members take the opportunity at the General Meeting to ensure that the PKKPAC Rule Book suits PKKPAC's needs.

*The CATSI Act mandatory amendments are represented in **brown** in the presentation.*



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## **2. Governance and General Amendments**

A general review of PKKPAC's current Rule Book has been undertaken and identified other recommended improvements.

*The governance and general amendments are presented in **yellow** in the presentation.*

## **3. Formatting Amendments**

The proposed Rule Book has also been updated with minor and immaterial drafting changes in order to correct minor formatting errors only.

*The formatting amendments are considered self-explanatory and are not included in the presentation.*

## **Member Review of Rule Book Changes**

Members should review the proposed changes. The changes are shown in tracked text so Members can easily identify them.

If members require further explanation of the proposed changes, please contact PKKPAC general legal Counsel, Gary Dean, on 0448 987 992, or [chud@pkkp.org.au](mailto:chud@pkkp.org.au)

## **Legal Requirements**

The resolution to change the PKKPAC Rule Book is a special resolution. This means that the resolution must be passed by 75% or more of the members present and voting.

After the resolutions are passed at the meeting the amended Rule Book and resolutions are lodged with ORIC. ORIC then decides whether to approve the Rule Book changes. PKKPAC has sent the changes to ORIC to review and is awaiting "pre-approval". The Rule Book changes will not become effective until after the Registrar of ORIC has formally approved and registered the amended Rule Book. Until then, the current PKKPAC Rule Book continues to apply.