

# Frequently Asked Questions (FAQs) ANNUAL GENERAL MEETING



## WHEN?

Thursday, 15 February 2024  
From 9.00 am WA time

## WHERE?

The AGM will occur in 3 locations at the same time:

- Perth - Ingot Hotel
- Meekatharra - Community Hall and
- Online vis MS Teams



Further details for attendance will be sent to each Member's postal and email address as it appears on the YN PBC Members Register.

**Please ensure your details are up to date.**

## WHAT IS THE AGM ABOUT?

An agenda will be finalised and sent out in advance. Some of the agenda items are:

- Directors' elections
- Confirmation of Minutes of Previous Meeting(s)
- Auditors Report
- Trustee Update
- Operations Update (Elders Council, Ranger Program, Heritage, Agreement Negotiations, Future Act Matters).

## IS ATTENDANCE COMPULSORY?

No. But is a part of the responsibilities of being a Member and is highly encouraged.



## WHO WILL BE THERE/ WHO CAN ATTEND THE AGM?

AGMs are open to Members, Directors, Trustee, Auditor and staff.

## HOW MANY PEOPLE ARE NEEDED AT THE AGM?

Quorum is the minimum number of members required to hold an AGM and make decision (decisions are also called resolutions). The quorum for any YN PBC Members meeting is 40 members in total.

40



## CAN I VOTE IF I AM ATTENDING ONLINE?

Yes, voting is by a show of hands, and this can be done online.

# Frequently Asked Questions (FAQs) PROXIES



## WHAT IF I CAN'T GET TO A MEETING VENUE TO ATTEND THE AGM?

There will be the option to attend the AGM online via MS Teams.



You will need a computer or smartphone with internet and a built-in camera, and an email address to receive the AGM link.

## WHAT IF I CAN'T ATTEND THE AGM AT ALL?

You can appoint a proxy.

A Proxy is Member who will vote on your behalf.

Fill out the Proxy form in the AGM Notice pack.

You can decide how the proxy should vote or you can let the Proxy decide how to vote.



## WHO CAN BE A PROXY?

The proxy must be a YN PBC Member.

It should be someone you trust.

## WHAT IS THE DEADLINE FOR SUBMITTING A PROXY?

The AGM Notice pack will contain a Proxy form.

The Proxy form must be **received** 48 hours before the meeting – i.e. by 9am Tuesday 13 February 2024 via:

- Email: [admin@ynpbc.com.au](mailto:admin@ynpbc.com.au); or
- Post: Level 1, 53 Burswood Road, Burswood WA 6100.

## REMEMBER

Late Proxy forms cannot be accepted.

A Proxy must be a YN PBC Member.

A Proxy can vote on behalf of up to 3 Members (see YN PBC Rule Book 7.12).



# Frequently Asked Questions (FAQs) FUEL ALLOWANCE

## WILL I GET FUEL ALLOWANCE TO ATTEND THE AGM?



YN PBC will give **fuel** allowance to support Members (including Directors) to attend the nearest AGM venue to their home address (as it appears on the Members Register). This is the only allowance that will be given.

## WHAT IS THE DEADLINE TO RSVP FOR THE AGM TO GET THE FUEL ALLOWANCE?



The RSVP deadline for travel allowance is **5 February 2024**.

Any requests for travel allowance after this date cannot be processed.

You must provide your bank details when you rsvp.

## HOW MUCH FUEL ALLOWANCE WILL I BE PAID?

The fuel allowance is calculated using the ATO rate (\$0.85/km), based on the distance from your home address (as it appears on the YN PBC Members Register) and the nearest meeting location. The distance must be more than 50km to receive the fuel allowance. The fuel allowance is capped at \$800. If the calculation is higher than \$800, you will be paid \$800 maximum only. If the calculation is less than \$800, you will be paid the lesser amount.

## THAT'S NOT ENOUGH, HOW DO I GET MORE?

No more fuel allowance will be paid.

Members can also attend online or appoint a Proxy.



## WHO IS PAID FUEL ALLOWANCE?

Only the driver of the vehicle will be paid fuel allowance. Passengers cannot be paid the fuel allowance.

## WHEN WILL I GET MY FUEL ALLOWANCE ?

The fuel allowance is paid within 5 business days after the meeting. You need to provide your bank details when you rsvp. Confirmation of the Member's attendance via the sign in sheet will be required for the allowance to be paid.

If fuel allowance is paid to a Member who did not attend the AGM in person, this payment will be deducted from the next fuel allowance payment.

# Frequently Asked Questions (FAQs)

## DIRECTORS ELECTION

### HOW MANY DIRECTORS WILL BE ELECTED?

Four (4) Directors positions must be filled. These will be vacated by the current Directors:

- Helen Peterson (Wilba)
- Annette Newman (Ward)
- Matthew Abrahamson (Wilburro/Wheelbarrow)
- NikKeeta Dorizzi (Dorizzi).

### HOW DO I GET A DIRECTORS NOMINATION FORM?

A hard-copy of the Directors nomination form was posted to Members in November 2023 (YN PBC uses the addresses on the Members Register). The Directors nomination form can be downloaded from the YN PBC website '[Jobs and Opportunities](#)' page. You can also call or email the office during office hours to ask for a copy of the Directors nomination form to be emailed to you. Call (08) 6146 2503 or email [admin@ynpbc.com.au](mailto:admin@ynpbc.com.au).

### WHAT IS THE DEADLINE FOR DIRECTORS NOMINATION?



YN PBC must receive Director nominations before Tuesday, 17 January 2024 at 9.00am.

You must ensure YN PBC has received your nomination before this time. If you prefer to post, you must allow enough business days for Australia Post to have delivered to YN PBC before 17 January 2024.

### WHERE AND HOW DO I GET MY DIN?

Information on obtaining a Directors Identification Number (DIN) can be found at <https://www.abrs.gov.au/director-identification-number>. You can apply online which is the fastest way, or else they do accept paper applications. A DIN is a Federal government requirement for everyone who holds the role of a Director on a corporation.

### WHAT IF I CAN'T PAY FOR A POLICE CLEARANCE OR D&A SCREEN?

A police clearance and Drug and Alcohol (D&A) screen will be reimbursed if you are successfully elected as a Director. Alternatively, contact the Yugunga-Nya People's Trust for help to pay for the police clearance and D&A screen.

## **DO I NEED TO HAVE THE POLICE CLEARANCE AND D&A SCREEN FOR THE AGM? WHAT IF I'M NOT VOTED IN, WON'T THAT BE A WASTE?**

Under the Rule Book, a police clearance and D&A screen must be provided to the YN PBC before the AGM. Nominations that do not meet the eligibility criteria cannot be considered at the AGM.



## **WHY DO I NEED TO HAVE THE POLICE CLEARANCE AND D&A SCREEN FOR THE AGM?**

It is a compulsory requirement for every single corporation in Australia that any person who wishes to be a Director must a) not been convicted of an offence that involves dishonesty; and b) be competent to make decisions.

## **HOW WILL WE VOTE FOR DIRECTORS?**

At the AGM, the election of Directors will be voting by a majority show of hands.



## **MORE INFORMATION**

### **WHERE CAN I FIND MORE INFORMATION ABOUT DIRECTORS ELECTION AND/OR THE AGM?**



- Information is available on the YN PBC website.
- Members can also contact the YN PBC office.
- Members will receive a hard copy AGM Notice pack early in the new year.
- Information regarding the AGM has and will continue to be emailed to Members using the email address on the Members Register.
- If you have changed your contact details in the past four (4) months, please call the YN PBC office ASAP to update your details. This will ensure you are receiving important information from the corporation.

**YNPBC.com.au**



**Admin@YNPBC.com.au**

**(08) 6146 2503**

