



NOTICE OF ANNUAL GENERAL MEETING OF QUEENSLAND ABORIGINAL AND TORRES STRAIT ISLANDER CHILD PROTECTION PEAK

Notice is hereby given that a general meeting of members of QATSICPP is to be held at QATSICPP, 14 Horan Street, West End and by Teleconference on Wednesday 13 December 2017 at 1.00pm.

To participate via teleconference, please phone 1800 556 264 after 12:55pm, enter Guest PIN 2900908 You will then be put in a holding pattern until the meeting convener enters the master meeting PIN.

AGENDA

1. Finance Statements and Reports

To receive and consider QATSICPP's annual report for the year ended 30 June 2017. The annual report comprises financial statements, the Auditor's report, the report of the Directors, and a narrative report on the activities over the course of the year.

2. Amendment of Constitution

To consider and, if thought fit, pass the following resolution:

"That the QATSICPP constitution be amended as per the following Explanatory note to the Notice of Meeting."

This resolution is a special resolution, and to pass requires more than seventy-five per cent (75%) of the votes to be in favour.

Explanatory Note:

It is proposed that the QATSICPP constitution Section 29, be amended to include:

- 29.1 There will be a Council of the Corporation called the QATSICPP Council which will inform and advise strategy and policy of QATSICPP.
- 29.2 The Council will comprise of a representative of each member.
- 29.3 The Council will meet once a year at it is own cost or by arrangement determined by the Directors.
- 29.4 The Chairperson will chair each Council Meeting.

Further, it is proposed that the QATSICPP constitution Section 30, clause 30.1 and 30.2 be expanded to include:

- 30.1 There will not be more than 9 nor less than 6 Directors unless:
 - (a) there is a change in the number of Regions, in which case the number of Directors will increase or decrease (as applicable) by the same increase or decrease in the number of Regions; or



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(b) the company in general meeting by resolution changes the maximum or minimum number.

30.2 The Directors will consist of not more than:

- (a) one Regional Director Torres Strait Region;
- (b) one Regional Director from the Remote Region;
- (c) two Regional Directors from the Regional Region;
- (d) two Regional Directors from the Urban Region;
- (e) two independent Directors appointed by the Board pursuant to clause 31 (Independent Directors); and
- (f) the Chairperson.

3. Election of Directors

To elect Directors to vacancies on the following positions:

- Chairperson of QATSICPP
- 6 Regional Directors

Nomination forms are attached to this notice at Attachment A, and must be received by QATSICPP no later than 24 hours prior to the meeting.

Please RSVP to Mark Walker by Tuesday 12th December 2017 either via email mark.walkercompsec@gmail.com or 07 3102 4119.

By order of the Board

Natalie Lewis
Chief Executive Officer
20 November 2017



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Notes:

Voting and Speaking Rights:

Under the QATSICPP Constitution, Full Member organisations are entitled to attend, speak and vote at General Meetings through their Member Representative. Associate Members are entitled to attend and speak at General Meetings through one delegate but may not vote.

Forms to appoint Member Representatives are attached at Appendix 1. Please complete the form and return it to QATSICPP at any time before the start of the meeting, or Member Representatives may bring it with them to the meeting.

Affiliate Members are entitled to attend General Meetings but may not vote and do not have speaking rights. Affiliate Members may not appoint delegates.

Proxy Voting:

A Member entitled to vote at a General Meeting is entitled to appoint a proxy to attend and vote on its behalf in place of its delegate/s.

A proxy appointment form is attached at Appendix 2, and must be completed and received at QATSICPP by 1.00 p.m. on Monday 11 December 2017.



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APPENDIX 1:

APPOINTMENT OF MEMBER REPRESENTATIVE BY MEMBER (Full Member)

To: The Secretary

Queensland Aboriginal and Torres Strait Islander Child Protection Peak

14 Horan Street

T: 07 3102 4119

West End QLD 4101

We, (name of Member organisation):

.....

of (address of Member organisation):

..... being a

FULL MEMBER and entitled to appoint a Member Representative , appoint the person named below named as our representative to attend, speak and vote for our Member organisation on any or all matters at the General Meeting on Wednesday 13 December 2017.:

Name:

Address:

Signed for the Member organisation by:

Name Capacity to sign this document..... Signature

..... Date.....

NB: Members can appoint representatives at any time up to the meeting.



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APPENDIX 2: APPOINTMENT OF PROXY BY MEMBER

To: The Secretary
Queensland Aboriginal and Torres Strait Islander Child Protection Peak
14 Horan Street
West End QLD 4101
T: 07 3102 4119

We, (name of Member organisation):

.....

of (address of Member organisation):

..... being a

member of QATSICPP, **appoint:**

the **Chairperson; OR**

(if you would like to appoint a person other than the Chairperson complete their details below)

Name of Proxy: Address of

Proxy: as our Proxy to vote for

our Member organisation on any or all matters at the General Meeting on
Wednesday 13 December 2017 and at any adjournment of that meeting.

Signed for the Member organisation by:

Name Capacity to sign this document Signature
..... Date

NB: This form must be received at QATSICPP at least 48 hours before the meeting start time (that is, by 1.00pm on Monday 11 December 2017), and can be submitted by email at the address noted above.



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NOMINATION FORM – CHAIRPERSON QATSICPP BOARD

I HEREBY NOMINATE:			
Nominee:			
For a position on the QATSICPP board as Chairperson			
Member organisation:			
I certify that this nomination is endorsed by (tick applicable box below)			
The Chairperson	<input type="checkbox"/>	<u>OR</u>	The Board

Name of Proposer:			
Position:			
Organisation:			
Signature		Date	



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I accept this nomination to the Board of QATSICPP as Chairperson			
Name of Nominee:			
Position:			
Organisation:			
Signature		Date	

By accepting this nomination to the board of QATSICPP, I confirm that I have reviewed and commit to adhering to:

- the documentation relating to roles and expectations of individual directors posted on the QATSICPP website
- the documentation relating to the role of Chairperson and the Executive posted on the QATSICPP website
- the QATSICPP constitution (also posted on the QATSICPP website)

This form must be received by QATSICPP Limited before 1:00pm, Tuesday 12 December 2017.

The form may be returned by

Mail: 14 Horan Street, West End QLD 4101.

or

Email: mark.walkercompsec@gmail.com



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NOMINEE'S CONSENT

I, (name)

of (address)

consent to the nomination for election to the position of CHAIRPERSON of QATSICPP.

I confirm that I meet the eligibility criteria to be elected as Chairperson:

- I am a current Director or employee of a full member (*delete whichever does not apply*) of the following organisation, which is a Full Member of QATSICPP
(insert name of organisation here):
- I am at least 18 years of age
- I am of Aboriginal or Torres Strait Islander descent
- I identify as an Aboriginal or Torres Strait Islander
- I am recognised by my community as an Aboriginal or Torres Strait Islander
- If elected, I commit to be bound by QATSICPP's policies and procedures including the Code of Conduct
- If elected, I will comply with Police Check Requirements
- I have completed / will complete within six months of being elected (*delete whichever does not apply*) a director's course approved by QATSICPP
- I understand that the term of the Chairperson's appointment is two years.

Signed by the Nominee:

Signature:.....

Date:

NB: This form must be received at QATSICPP before **1pm on Tuesday 12 December 2017** and can be submitted by email



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NOMINATION FORM – REGIONAL DIRECTOR QATSICPP BOARD

I HEREBY NOMINATE:			
Nominee:			
For a position on the QATSICPP board as a regional director			
Region:			
And representing the member organisation:			
Member organisation:			
I certify that this nomination is endorsed by (tick applicable box below)			
The Chairperson	<input type="checkbox"/>	<u>OR</u>	The Board
	<input type="checkbox"/>		<input type="checkbox"/>

Name of Proposer:			
Position:			
Organisation:			
Signature		Date	



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I accept this nomination to the Board of QATSICPP as a Regional Director in the region listed above			
Name of Nominee:			
Position:			
Organisation:			
Signature		Date	

By accepting this nomination to the board of QATSICPP, I confirm that I have reviewed and commit to adhering to:

- the documentation relating to roles and expectations of individual directors posted on the QATSICPP website
- the QATSICPP constitution (also posted on the QATSICPP website)

I also understand that by accepting this nomination, I confirm that I will make myself available for 2 days in January to undertake regional director training. Note that a suitable date will be coordinated with the successful applicants.

This form must be received by QATSICPP Limited before 1pm, Tuesday 12 December 2017.

The form may be returned by

Mail: 14 Horan Street, West End QLD 4101.

or

Email mark.walkercompsec@gmail.com.



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NOMINEE'S CONSENT

I, (name)

of (address)

consent to the nomination for election to the position of Regional Director of QATSICPP.

I confirm that I meet the eligibility criteria to be elected as Regional Director:

- I am a current Director or employee of a full member (*delete whichever does not apply*) of the following organisation, which is a Full Member of QATSICPP
(insert name of organisation here):
- I am at least 18 years of age
- I am of Aboriginal or Torres Strait Islander descent
- I identify as an Aboriginal or Torres Strait Islander
- I am recognised by my community as an Aboriginal or Torres Strait Islander
- If elected, I commit to be bound by QATSICPP's policies and procedures including the Code of Conduct
- If elected, I will comply with Police Check Requirements
- I have completed / will complete within six months of being elected (*delete whichever does not apply*) a director's course approved by QATSICPP
- I understand that the term of the Regional Director's appointment is two years.

Signed by the Nominee:

Signature:

Date:

NB: This form must be received at QATSICPP before **1pm on Tuesday 12 December 2017** and can be submitted by email or by fax