



# Aboriginal Legal Service of Western Australia Limited

ACN: 617 555 843

## Notice of Annual General Meeting

Notice is hereby given that the Annual General Meeting of Aboriginal Legal Service of Western Australia Limited ACN 617 555 843 (the Company) will be held at the registered office Piccadilly Square 7 Aberdeen Street, Perth WA 6000 on Thursday, 23 November 2017 at 4:00 pm.

### Business

#### 1. Financial and Other Reports

To receive and consider the Financial Report of the Company and the reports of the directors and the auditor for the financial year ended 30 June 2017.

#### 2. Declaration of Proxies

#### 3. Re-election of Directors

To consider and if thought fit, pass the following resolutions as ordinary resolutions:

- a. To re-elect as a director Mr Glen Colbung  
Who retires in accordance with rule 3.6(b) of the Company's Constitution and being eligible, offers himself for re-election
- b. To re-elect as a director Mr Donald Abdullah  
Who retires in accordance with rule 3.6(b) of the Company's Constitution and being eligible, offers himself for re-election

By order of the Board



John Poroch  
Company Secretary  
23 October 2017

## **Explanatory Notes**

### **Financial Statements and Reports**

Section 317 of the Corporations Act requires the Financial Statements of the Company and Directors report and Auditors report for the financial year to be laid before the Annual General Meeting.

There is no requirement for a formal resolution to approve the Financial Statements or reports. Accordingly, there will not be a formal resolution put to the Annual General Meeting in respect of this item of business. However, members will be given a reasonable opportunity at the Annual General Meeting to comment and raise questions on the Financial Statements and reports of the Company.

### **Re-election of Directors**

In accordance with rule 3.6(b) of the Company's Constitution, two Initial Elected directors, Mr Glen Colbung and Mr Donald Abdullah will retire and, being eligible offer themselves for re-election.

Details of directors seeking re-election are set out below.

**Glen Colbung** was appointed as an Initial Elected Director on registration of the Company as a public company limited by guarantee on 10 March 2017. He is a Noongar man from Albany in the south west of the state. Glen is greatly committed to maintaining a strong legal service for our people and looks forward to contributing to the Company's future. Glen currently serves as the Vice Chairman of the Company and was previously an Executive Committee member. He has been involved with the organisation for more than 20 years.

**Donald Abdullah** was appointed as an Initial Elected Director on registration of the Company as a public company limited by guarantee on 10 March 2017. He is a Wongi man from Esperance on the south east coast of Western Australia. Donald is dedicated to supporting Aboriginal and Torres Strait Islander People and feels strongly about keeping our young people out of prison. He is also supportive of women who face domestic violence and providing guidance on legal matters. He previously had been an Executive Committee member prior to the incorporation of the Company.

The directors recommend that the members vote in favour of resolutions 3(a) and 3(b.)

Mr Glen Colbung makes no recommendation in relation to resolution 3(a) due to his interest in the resolution. Mr Donald Abdullah makes no recommendation in relation to resolution 3(b) due to his interest in the resolution.

## Information for Members

1. **Eligibility to vote:** Only Ordinary members may vote at the Annual General Meeting. Members will be eligible to vote at the Annual General Meeting if they are registered as Ordinary Members of the Company on 23 November 2017.
2. **Voting methods:** Members can vote in either of two ways:
  - a. By attending the Annual General Meeting and voting in person or by attorney; or
  - b. By appointing a proxy to attend and vote at the Annual General Meeting on their behalf. A proxy need not be a member [a proxy form accompanies this notice. The completed proxy form must be received at the registered office of the Company Piccadilly Square 7 Aberdeen Street, Perth WA 6000 no later than 4:00pm on 21 November 2017.
3. **Voting in person:** If possible Member should arrive at the Annual General Meeting venue 15 minutes before the time designated for the Annual General Meeting, so that their Membership is verified against the Company's membership register and attendance is recorded.
4. **Attorneys:** A member may appoint an attorney to vote in his or her behalf. For an appointment to be effective for the Annual General Meeting, the instrument effecting the appointment [or certified copy of it] must be received by the Company at its registered office by **no later than 4:00pm 21 November 2017**.
5. **Voting by proxy:** an Ordinary member entitled to attend and vote at the Annual General Meeting is entitled to appoint a proxy.
  - a. **In order for a valid appointment of a proxy the completed proxy form must be returned and received by 4:00pm on 21 November 2017 at the Company's registered office** by one of the following ways:
    - i. By mail: PO Box 8194, Perth Business Centre, Perth WA 6849 or;
    - ii. By email: [jporoch@als.org.au](mailto:jporoch@als.org.au) or
    - iii. By hand: Piccadilly Square 7 Aberdeen Street, Perth Western Australia 6000.
  - b. Members are encouraged to direct their proxies how to vote on each resolution by marking the "For", against" or "Abstain" for each resolution on the proxy form. If a proxy chooses to vote, then he/she must vote in accordance with the directions set out in the proxy form.
  - c. If the Chairman of the Annual General Meeting is appointed as a proxy but the appointment does not direct the proxy how to vote on the resolution, **then the Chairman intends to exercise the relevant member's vote in favour of the relevant resolution.**
6. **Registered office:** Aboriginal Legal Service of Western Australia Limited ACN 617 555 483  
Piccadilly Square 7 Aberdeen Street, Perth Western Australia 6000. Telephone: 08 9265 6666  
Facsimile: 08 9221 1767 Website: [www.als.org.au](http://www.als.org.au)
7. **Asking questions at the Annual General Meeting**

Member's questions are welcomed at the Annual General Meeting. In the interests of all present, members are asked to confine questions to the matters before the Annual General Meeting that are relevant to the members as a whole.

Questions for the Company or Auditor to respond to at the Annual General Meeting should be submitted by sending the questions

- i. By mail: PO Box 8194, Perth Business Centre, Perth WA 6849 or;
- ii. By email: [jporoch@als.org.au](mailto:jporoch@als.org.au) or
- iii. By hand: Piccadilly Square 7 Aberdeen Street, Perth Western Australia 6000.

Submitting questions in advance will not stop members from asking questions at the Annual General Meeting, should they wish to do so, but will facilitate a considered reply.

The Company and the Auditor will respond to as many of the more frequently asked questions as possible at the Annual General Meeting. Please note that individual responses will not be sent.

Questions must be received by no later than 4:00 pm on 16 November 2017



## Proxy Form

Annual General meeting of the Aboriginal Legal Service of Western Australia Limited held at the Company's registered offices Piccadilly Square 7 Aberdeen Street Perth WA 6000 on 23 November 2017 at 4:00 pm.

- A.  I appoint the Chairman of the meeting to be my proxy to act on my behalf including to vote in accordance with the following directions at the meeting. Or if no voting direction has been indicated below, and to the extent permitted by law, as the proxy sees fit

Or

- B.  I appoint \_\_\_\_\_ to be my proxy to act on my behalf including to vote in accordance with the following directions at the meeting. Or if no voting direction has been indicated below, and to the extent permitted by law, as the proxy sees fit

Resolutions	For	Against	Abstain
3(a) to re-elect Mr Glen Colbung	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3(b) to re-elect Mr Donald Abdallah	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Notes

If you wish to appoint the chairman of the meeting as your proxy, please mark box A above and sign and date the bottom of this form and return to the Company Secretary **at least 48 hours prior to the time of the member meeting.**

If you wish to appoint someone else as your proxy, please mark box B and write the full name of that individual in the space provided. If you leave this space blank or your named proxy does not attend, the Chairman of the meeting will be your proxy.

- Each member may appoint a proxy to attend and act for the member at a meeting of members.
- A proxy does not need to be a member of the company.
- If a member has appointed a proxy to act at a meeting of members, that member is taken to be present at a meeting at which the proxy is present.
- The quorum for a meeting is 10 Ordinary Members. Each individual present including the proxy may only be counted once towards a quorum.
- A validly appointed proxy may attend and vote at a meeting of members on behalf of the member.
- An appointment of a proxy is not valid for a meeting of members unless:
  - The appointment of proxy form is executed by the member and;
  - Is received by the company in accordance with S250B (3) at least 48 hours before the time of the meeting or if the meeting has been adjourned 48 hours before resumption of the meeting.

Members Name:

Members Signature: \_\_\_\_\_

Date: