



Notice of the Annual General Meeting of the Njamal People's Trust

Dear beneficiary

This is to advise you of the upcoming Annual General Meeting of the beneficiaries of the Njamal People's Trust. The details of this meeting are as follows:

Date:	Friday 3 November 2023
Time:	Commencing at 10.00am
Place:	JD Hardie Youth and Community Hub, 5991 Cottier Drive South Hedland and using a virtual meeting platform.

Attached is the agenda for this meeting.

At the meeting, beneficiaries will have the opportunity to:

- find out about the operations and finances
- ask questions about the operations and finances of the Njamal People's Trust
- speak about any items on the agenda
- vote on any resolutions proposed.

This year the AGM will be held both physically and virtually for those who are unable to travel.

Information on this meeting including how to register for virtual attendance and the Travel Assistance Policy will be posted on the Trust website at www.njamal.org.au or available by contacting our Office on (08) 6163 0246.

If you would like to receive a copy of the minutes of the previous Annual General Meeting or the Njamal People's Trust Annual Report for 2023 these will be available prior to the meeting in the offices or on the Njamal People's Trust website at www.njamal.org.au.

Kathryn Bates

Director

Four Post Pty Ltd atf the Njamal People's Trust



Annual General Meeting Agenda

Date:	Friday 3 November 2023
Time:	10.00am
Place:	JD Hardie Youth and Community Hub, 5991 Cottier Drive South Hedland and by virtual platform.

Item	Description
1	Welcome, introductions and apologies
2	Acceptance of minutes of previous annual general meeting
3	Trust Operations report
4	Trust Financial report
5	Questions to Trustee
6	Review of Trustee Advisory Committee members as required
9	Proposed resolutions: <ol style="list-style-type: none">1. Acceptance of previous AGM minutes,2. Acceptance of the Annual Report,3. Any election or reelection of Trustee Advisory Committee.
10	Meeting close

Travel Assistance Policy

Assistance for travel and accommodation will be paid to attend the Nyamal Native Title meetings, Nyamal Aboriginal Corporation Annual General Meeting and the Njamal People's Trust Annual General Meeting.

Travel assistance is available to all Nyamal People, to assist with covering the cost of travel, accommodation, and incidentals/meals depending on the distance travelled.

A Nyamal Person is only eligible for these payments if they have travelled more than 100 km from their residential address to the meeting venue in South Hedland.

What is the travel allowance who travel by road?

A travel allowance of 85 cents per km will be paid to the driver of the vehicle only, if you are a passenger in the vehicle, you **are not** eligible to apply for travel allowance, however you **are** able to receive an accommodation and meals/incidentals allowance. This will be calculated from the driver's registered address. The total amount paid is capped at a maximum of \$2000 return.

Examples of travel allowance payments are:

Location	Km (return)	Amount
Karratha	458 km	\$390
Tom Price	810 km	\$690
Onslow	1,050 km	\$895
Geraldton	2,651 km	\$2,000
Perth	3,237 km	\$2,000
Newman	886 km	\$755
Broome	1,207 km	\$1,025

<https://www.ato.gov.au/individuals/income-deductions-offsets-and-records/deductions-you-can-claim/cars-transport-and-travel/motor-vehicle-and-car-expenses/expenses-for-a-car-you-own-or-lease/#Centsperkilometremethod>

What is the travel allowance for those who travel by air?

Beneficiaries who travel by plane, airfares will be **reimbursed** for the actual ticket value up to a limit of \$2,000 upon presentation of receipt/invoice/itinerary to show the amount paid for the ticket. This can be before the day of the meeting.

Airfares purchased with loyalty points through programs like Frequent Flyer and Velocity will not be reimbursed.

What is the accommodation allowance?

Accommodation and meal allowances are payable to those living more than 100 km from the meeting venue. This will be calculated according to the meetings attended, with a maximum of four days allowance payable, dependent upon on meetings attended.

Below tables shows payments for accommodation and meals available:

Km (one way)	Number of meetings	Accommodation	Meals
Under 100 km		\$0	\$0
100-300 km	1	\$300	\$100
100-300 km	2	\$600	\$200
100-300 km	3	\$900	\$300
More than 300 km	1	\$600	\$200
More than 300 km	2	\$900	\$300
More than 300 km	3	\$1,200	\$400

How to apply for assistance prior to the meeting?

If you would like to receive Travel Assistance prior to the meeting, please complete the section on the Travel Assistance Form which is available on the Njamal People's Trust website at www.njamal.org.au; in any office or by calling (08) 6163 0246. A payment of 50% of the travel allowance plus the full accommodation and meal allowance will be paid to your nominated bank account. The balance will be paid into you after the meetings have concluded.

Please note that all *Request for Advance Payment of Travel Allowance forms* should be submitted online or sent in by **5pm on 25 October 2023** to travel@ispl.org.au.

If an individual does not attend the meeting after receiving the advance payment, the total amount advanced will be deducted from any funds that might otherwise be applied by the individual. The Njamal People's Trust reserves the right to decline applications for travel assistance if the Beneficiary has failed to attend 3 consecutive meetings after receiving assistance.

Payments for Travel Assistance

Any advance payment will be made after a completed form has been received prior to the due date. For those individuals seeking reimbursement for the cost of flights, this will be processed upon receipt of all documentation.