



Batavia Traditional Owners Aboriginal Corporation
ICN 7538
Notice of Annual General Meeting

Dear Corporation Member,

All members of the corporation are advised that an Annual General Meeting of the members of Batavia Traditional Owners Aboriginal Corporation will take place as follows:

Time:	10am
Date:	Tuesday 28 October 2025
Place:	Rydges Esplanade, Cairns
Technology:	Teleconference / Teams facilities available

On arrival at the meeting, members should check the register of members and if needed, update your name, address and any other details.

The Directors request as many members as possible to attend as the meeting cannot go ahead without a quorum present.

A number of important items will be discussed and an update on Corporation projects will be provided at the AGM, as outlined in the attached Agenda.

If you are unable to attend the AGM and wish to appoint a proxy to attend on your behalf, you can do so by filling out the proxy form (Attachment 2 of this notice) advising who you wish to appoint as your proxy. **Note that the Proxy must be a member of the Corporation and the proxy form must be delivered to the Corporation Contact person, Larnie Lewry at least 48 hours before the meeting starts.**

If you have any questions about the meeting, please contact Larnie Lewry on email: larnie@batavia.org.au or **mobile: 0438 880 289**

This letter has been sent on behalf of the Batavia Board of Directors.



Agenda

Item	Description
1.	Welcome, attendees and apologies: 1.1. Confirm the chair for the meeting 1.2. Attendees 1.3. Apologies 1.4. Quorum
2.	Proxy appointments*
3.	Minutes of the previous meeting of members: 3.1. Confirm the minutes 3.2. Matters arising
4.	Corporation reports: General Manager report Directors Report
5.	Financial Report – Presented by Cape York Financial Management Services Auditors Report
6.	Checking of details on the Register of members (as per 6.6(b))
7.	Appointment and remuneration of the auditor (if required) set the audit fee or authorise the Directors to set the fee
8.	Questions about the management of the Corporation
9.	Election of Directors – as a result of a vacancy on the board the members will be asked to appoint a new director from the Atambaya clan group
10.	General business
11.	Close



***Proxy form**

1. A member who is entitled to attend and cast a vote at a general meeting may appoint a person as proxy to attend and vote for them at the meeting in accordance with the form at schedule 4 to the Corporation's rule book.
2. The person appointed as a member's proxy may be an individual or a body corporate.
3. Attention is drawn to part 7.16 of the Corporation's rule book. In particular:
 - 3.1. a person must not exercise proxies for more than three members;
 - 3.2. for an appointment of a proxy for a meeting of members to be effective, the following documents must be received by Batavia at least 48 hours before the meeting:
 - 3.2.1. the proxy's appointment;
 - 3.2.2. if the appointment is signed by the appointor's attorney, the authority or a certified copy of the authority; and
 - 3.2.3. an appointment of proxy form in the form found in schedule 4 to the rules is attached.

