



NOTICE OF IBN
GENERAL MEETING



Thanarru.
Welcome.



NOTICE OF IBN GENERAL MEETING

IBN CORPORATION PTY LTD as trustee of the IBN Charitable Assistance Foundation hereby gives notice that:

A GENERAL MEETING of IBN Community Members (IBN Charitable Foundation) will be held at **Wanangkura Stadium, South Hedland, on **Saturday 23 November 2019** from **9:00am to 12:00noon**.**

Registration opens at 8:00am, closes at 9:00am.

Lunch served at 12noon, and payments from 12:45pm.

THE PURPOSE OF THE IBN GENERAL MEETING

The purpose of the IBN General Meeting is to provide a progress report to the IBN Community about activities since the last Annual General Meeting in November 2017. The report will cover:

- 1) IBN's operational and financial achievements.
- 2) Status of Approved Trusts and MAC Agreement rebalancing.
- 3) Future plans for IBN services, programs and businesses.



MEETING INFORMATION

DO WE HAVE YOUR CURRENT DETAILS?

To be registered for the meeting and receive travel and meeting payments, you will need to complete the enclosed 'Meeting Attendance and Update Personal Details' form. Please use the enclosed pre-paid envelope to return your form, or email to corporateservices@ibngroup.com.au, or drop it into an IBN office.

THE 'MEETING ATTENDANCE AND UPDATE PERSONAL DETAILS' FORM NEEDS TO BE RETURNED TO IBN BEFORE TUESDAY, NOVEMBER 5, 2019, TO RECEIVE TRAVEL PRE-PAYMENT.

REGISTRATION

To receive meeting payments each IBN member will need to sign the meeting register. Registration is at Wanangkura Stadium, South Hedland, from 8:00am until 9:00am. No late registrations will be taken.

TRAVEL PAYMENT AND OTHER MEETING ENTITLEMENTS

Travel pre-payment of \$300 is available to members who live 250kms or more outside South Hedland/Port Hedland. A travel pre-payment of \$100 is available to members who live less than 250kms outside South Hedland (excluding South Hedland/Port Hedland).

To receive the pre-payment for fuel, register to let us know you are coming to the meeting using the enclosed Meeting Attendance and Update Personal Details form. **This form must be returned to IBN before Tuesday November 5, 2019, to receive the payment.** Travel pre-payments will be paid during the week before the meeting.

A cash payment of \$250 (for meetings less than 4 hours) per registered IBN Community Member will be paid at the end of the IBN General Meeting. All other payments (accommodation, meals and fuel/travel) will be paid into your bank 7 business days after the meeting. For airfare reimbursement, please bring a receipt (not a boarding pass) showing the value of your airfare to the meeting or email to corporateservices@ibngroup.com.au after the meeting.

MEALS AND ACCOMMODATION

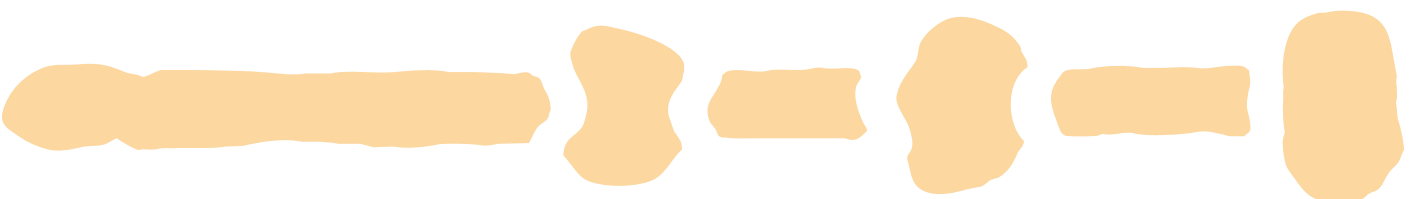
Morning tea and a light lunch, will be provided. Please note due to Town of Port Hedland regulations all food will need to be eaten outside the stadium. You will need to make your own arrangements for accommodation.

PARKING

Parking will be in the area around the oval at the stadium. Please register your vehicle with the IBN traffic warden at the stadium entry. You will be issued with a 'parking receipt' which you will need to show at registration to be reimbursed for your fuel costs to travel to the meeting. Only one person can be reimbursed for fuel per vehicle.

CODE OF CONDUCT

Everyone attending an IBN meeting is entitled to feel safe and comfortable. Abusive or threatening language or behaviour is not acceptable. Refusal to comply with the **IBN Code of Conduct** or directions of the Chairperson at the meeting may result in: expulsion from the meeting; involvement of security and/or police; suspension of membership benefits.



IBN MEETINGS - TRAVEL AND PAYMENTS

IBN Corporation recognises that attending IBN meetings can be costly. The following guidelines have been developed to assist in reducing the cost of attendance for members.

Travel Allowance

- a) For people who are driving to the meeting a travel allowance is payable at current ATO rates per kilometre travelled to and from the IBN member's registered address, capped at \$1,056.
- b) Interstate travel by road will be paid at the capped rate.
- c) The vehicle must have a 'parking receipt' (this will be issued when you park at the meeting) for the meeting for the member to receive travel allowance. One payment per vehicle.
- d) The driver of the vehicle must present a parking receipt at the registration table with the registration number of the vehicle. Only one driver per vehicle registration provided may claim this allowance.
- e) IBN will not reimburse the cost of vehicle hire.
- f) Air travel is payable upon presentation of a receipt (not a boarding pass). IBN reimburses the value of the plane ticket, or the amount payable for vehicle travel from a member's registered address, whichever is the lesser amount.

Accommodation and Meal Allowance

- a) Accommodation allowance of \$250/night will be paid to each IBN member who travels further than two hours to attend the meeting, based on their registered address.
- b) Meal allowance will be payable at ATO standard rates for 2019.

Pre-payment of travel allowances for IBN Meetings

Travel pre-payments will be paid in the week prior to the meeting, providing the IBN member has returned the Update Details and Meeting Attendance form to IBN **before Tuesday, November 5, 2019**.

Sitting Fees

Half day: \$250 per Member (For meetings less than 4 hours).

Payment Arrangements

Sitting Fee will be paid in cash at the meeting. All other entitlements will be paid 7 business days after the meeting into the member's nominated bank account.

Eligibility

- a) Travel and sitting fees are only payable to IBN members who register for the meeting.
- b) Elders and infirm members are not required to sign the attendance register.

Taxation

Sitting fees should be declared as income in tax returns. Travel allowances (mileage, accommodation and meals, set at ATO rates) are a reimbursement of out of pocket expenses, and are not taxable.

WHO DO I CONTACT FOR MORE INFORMATION?

For information on the **Meeting Attendance and Update Personal Details form** please contact:
IBN Corporate Services on 1800 014 401 or corporateservices@ibngroup.com.au

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South Hedland



3 Brand Street, South Hedland,
Western Australia, 6722



Postal address:
PO Box 2390, South Hedland,
Western Australia, 6722



Phone: 08 9140 0900
Fax: 08 9140 0996

Tom Price



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Price, Western Australia, 6751



Postal address:
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Western Australia, 6751



Phone: 08 9189 3706
Fax: 08 9189 3717

Karratha



Unit 3/4 Welcome Rd, Karratha,
Western Australia, 6714



Postal address:
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