



AbSec

NSW Child, Family & Community
Peak Aboriginal Corporation

AbSec – NSW Child, Family and Community
Peak Aboriginal Corporation

absec.org.au

20 October 2025

Dear Member,

On behalf of the Directors of AbSec – NSW Child, Family and Community Peak Aboriginal Corporation (AbSec), we invite you to attend the 2025 Annual General Meeting (AGM). The AGM is in a hybrid format at **2:00 PM (AEDT) on Wednesday, 19th of November 2025**. Members can attend the AGM in person at the **Murrook Culture Centre** located at 2163 Nelson Bay Rd, Williamstown, or online via Microsoft Teams.

We look forward to meeting on this occasion to review the past year's performance. This includes sharing our successes and updates on the year ahead, in line with the [AbSec Strategic Plan 2023-2026](#).

Election of director positions on the AbSec Board will take place at the AGM where two director positions will become available, including the Treasurer role. Performing the duties of a director of a peak body is a rewarding opportunity to positively affect change for our children, young people, families and communities. If you would like further information about the role, please feel free to contact me, or any of the other directors.

Nominations from interested Members are invited by returning a completed '**Director Nomination Pack**' included with this letter. If you would like to nominate someone for a director role, please complete and return the enclosed '**Nomination to become a Director form**'. All nominations must be sent to secretary@absec.org.au by **5:00 PM (AEDT) on Monday, 10 November 2025**, or by post to PO Box 3045, Redfern NSW 2016.

Attached is the Notice of the Meeting, which sets out the agenda and business of the AGM (Notice). This Notice includes explanatory notes, details on how you will be able to participate in the AGM, and how to ask questions.

I thank all our members for your continued support during 2025.

Yours sincerely,

Mykol Paulson
AbSec Secretary



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Annual general meeting notice of attendance registration

Registration must be completed by 5:00 PM (AEDT) on **Wednesday, 5 November 2025**. Any registrations received after this specified date will not be accepted.

This form is for noting attendance to the Annual General Meeting of AbSec – NSW Child, Family and Community Peak Aboriginal Corporation at 2:00 PM (AEDT) on Wednesday, 19 November 2025.

Name	
Category A Organisation Name	
Category A Organisation – Authorised Category A Member Representative	
Category B Individual Member Name	

Important: The information provided will be used to verify your eligibility and participation in the Annual General Meeting. Please ensure all details are accurate to facilitate the verification process.

Attendance options

Please indicate below your attendance for the AGM:

- ☐ I will be attending **in person** the Annual General Meeting of AbSec - NSW Child, Family and Community Peak Aboriginal Corporation to be held at 2:00 PM AEDT on Wednesday, 19 November 2025.
- ☐ I will be attending the Annual General Meeting of AbSec - NSW Child, Family and Community Peak Aboriginal Corporation **online by Microsoft Teams**.

I will be using the following email address to access the AGM:

- ☐ **Please accept my apologies** for the Annual General Meeting of AbSec - NSW Child, Family and Community Peak Aboriginal Corporation to be held at 2:00 PM AEDT on Wednesday, 19 November 2025.

Please return the completed form by **5:00 PM AEDT on Wednesday, 5 November 2025**, by email to agm@absec.org.au or by mail to: PO Box 3045, Redfern NSW 2016



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Schedule 1 - Appointment of proxy form

This form should be used if an AbSec Category A or Category B member cannot attend the AGM and would like to nominate a Category A or Category B member to vote on their behalf.

AbSec member details

Member name	
Member address	
Member email address	
Member phone	
Member Category	☐ Organisation (category A)
	☐ Individual (category B)

*I am a member of the corporation, and I appoint the following member as my proxy to vote for me on my behalf to vote at the **AGM** to be held on **Wednesday, 19 November 2025 at 2:00PM AEDT** at the **Murrook Culture Centre - 2163 Nelson Bay Rd, Williamtown NSW 2318**, and any adjournment of that meeting.*

Proxy holder details:

Name	
Address	
Email address	
Phone	

Directions on use of proxy for AbSec AGM

I agree to my nominated proxy the following instructions on the use of our proxy.

Proxy is authorised to vote as they see fit on all items of business:

- ☐ Yes
☐ No

If no please list and specific instructions you want your proxy to follow:

Authorisation AbSec member signature

Signature of member appointing the proxy:	
Date:	

Please return the completed form by 2:00 PM (AEDT) Monday, 17 November 2025.

By Post: PO Box 3045, Redfern NSW 2016 or Email: agm@absec.org.au



Submission of questions for the AGM

Members who are unable to attend the Annual General Meeting of AbSec - NSW Child, Family and Community Peak Aboriginal Corporation, scheduled for **2:00 PM (AEDT) on Wednesday, 19 November 2025**, are invited to submit questions in advance regarding the matters to be discussed.

Please submit your questions by **5:00 PM (AEDT) on Wednesday, 5 November 2025** via:

- **Email:** agm@absec.org.au
- **Mail:** PO Box 3045, Redfern NSW 2016

The Chairperson will make every effort to address as many questions as possible during the meeting, though not all may be covered.

Member Name	
Organisation (if applicable)	
Questions	



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Director nomination pack

The AbSec – NSW Child, Family and Community Peak Aboriginal Corporation (AbSec) Board of Directors oversee the running of AbSec on behalf of all members. Performing the duties of a director of a peak body is a rewarding opportunity to positively affect change for our children, young people, families and communities.

The Board seeks members with a broad range of expertise, balance of skills and experience including demonstrated knowledge and experience in the areas of:

- Child protection
- Out-of-home care
- Family support
- Early intervention
- Disabilities
- Related disciplines of finance, governance, law and/or another area that is relevant to the objectives of AbSec.

Expectations

Being a Board Member requires investment of voluntary time. On joining the Board, members participate in a range of activities including:

- Board induction session with the Chief Executive Officer and Executive Team
- Undertake board governance training
- Minimum of five (5) Board meetings held both in-person and online
- Opportunity to hold an office bearer position
- Opportunity to sit on a Board Committee
- Participate in strategic planning sessions.

Further Information

Existing Board Members may be contacted for further information about the role.

Eligibility

In addition to skills and experience, a Director must:

- Be a Senior Aboriginal Executive Representative from a Category A organisation with relevant experience, expertise and nominated by an eligible Aboriginal Organisation.

- Be at least 18 years old.
- Be an individual who is an Aboriginal person.
- Be a permanent resident of NSW for the whole term of their Directorship.
- Belong to the relevant membership category as required under rule 3.1.
- For category A members to be nominated by way of notice in writing to the Secretary, nominations must be made by two members eligible to vote and nominated by representatives of their Category A members organisation entitled to vote 10 days prior to AGM.
- For category B members to be nominated by way of notice in writing to the Secretary, and nominated by two members eligible to vote. 10 days prior to AGM.
- Give the corporation their signed consent to act as a Director of the corporation (in the form set out in Schedule 2).
- Be eligible to be a Director under the *CATSI Act* or the *ACNC Act 2012*.
- Must complete or have commenced board governance training within twelve months of being appointed (this does not apply to sitting board members or newly appointed board members who have completed governance training within the previous three years).
- Have been a member of the corporation for a minimum of one month.
- Have demonstrated knowledge and experience in the areas of child protection, out of home care, family support, early intervention, disabilities or related disciplines or finance, governance, law and/or another area that is relevant to the objectives of the Corporation.
- Prior to appointment, newly appointed Directors must submit their WWCC and agree for the corporation to process their National Police Check. If the newly appointed Director does not have a clear WWCC or if the National Police Check records a criminal offence within the last 10 years, a Director is terminated immediately.
- Prior to the first meeting, newly appointed Directors must sign the Director's Code of Conduct, Conflict of Interest forms and Board Confidentiality Policy. If these documents are not signed prior to the first meeting, the Director's appointment could be terminated immediately.

A person is not eligible to become a Director if the person:

- Has been disqualified from managing corporations.
- Has been convicted of a criminal offence in the last 10 years or has at any time been sentenced to imprisonment of more than 12 months.
- Is an employee of the Corporation at their time of appointment or has been an employee within the last two years prior to their appointment as a Director.
- Has an immediate family member who is an employee of the corporation.
- The chief executive officer (CEO) cannot be a Director.

Requirements

1. Candidates are required to provide the following documentation before being elected:

- Completed Nominee Details Form
 - Two (2) completed Nomination Forms signed by current AbSec members
 - Current resume
 - Signed Consent to act as a Director of the AbSec (in the form set out in Schedule 2 of the Rule Book of AbSec)
 - Director Identification Number (DIN)
 - Working With Children Check number
 - A professional biography no longer than 200 words:
 - The biography should include a concise overview of your background, relevant skills, and experience, as well as your current role and include any significant achievements that demonstrate your expertise and contributions.
 - A high-resolution professional headshot submitted as a JPEG or PNG file:
 - The coloured photo should feature natural and well-lit lighting, with a plain neutral background. Composition should frame you from the shoulders up with your head centred. Attire should be professional.
2. After being elected the necessary checks will be completed by AbSec in line with legislative and regulatory requirements including:
- *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
 - *Australian Charities and Not-for-profits Commissions Act 2012* (Cth)
 - Directors ID Number
 - Banned and Disqualified Register
 - Bankruptcy Search



Nominee details form

This Nominee Details Form must be returned with two (2) completed Nomination Forms, a signed Consent to act as a Director, a current Resume and your Australian Business Registry Services issued document of Director Identification Number (DIN).

Personal details

Title	
First name	
Last name	
Director identification Number	
Working with children check number	
Address	
Telephone	
Email address	

Education and qualifications

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Current occupation

--

Board and/or Committee Experience

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Skills, qualifications and experience

Level	Advanced	Competent	Developing	NA	Years of experience
▪ Child protection					
▪ Out-of-home care					
▪ Family support					
▪ Early intervention					
▪ Disabilities					
▪ Finance					
▪ Governance					Insert date last completed governance training:
▪ Law					
Another area that is relevant to the objectives of AbSec. <u>Please state area:</u>					

Details of Relevant Experience**Other Information****Declaration**

- ☐ I declare that I meet the eligibility requirements of Director as set out in Rule 5.3 of the Rule Book of AbSec.

Supporting documents/information

- ☐ Two completed Nomination Forms
- ☐ Signed Consent to act as a Director Form
- ☐ Identification – Drivers Licence or Passport
- ☐ Current Resume
- ☐ Australian Business Registry Services issued document of Director Identification Number
- ☐ Working With Children Check Number provided
- ☐ I consent to all necessary checks to be completed in line with legislative and regulatory requirements
- ☐ I consent to a National Police Check
- ☐ Biography
- ☐ Headshot
- ☐ I consent for my biography and headshot to be included in the Annual Report
- ☐ Most current Governance Training Certification

Signature

Date



Nomination for director form

The purpose of this form is to collect nominations for directors. Voting for directors will be conducted at the **AGM on Wednesday, 19 November 2025**, commencing at 2:00 PM (AEDT) via a hybrid format.

Please enter the details of the person who is completing this form

Name	
Email Address	
Phone Number	
Member Category	☐ Organisation (category A)
	☐ Individual (category B)

Please enter the details of the person you are nominating for a Director position

Nominee Name	
Nominee Email Address	
Nominee Phone Number	

Signature of person completing this form

Signature	
Date	

Please ensure this form is submitted **by 5:00 PM (AEDT) on Monday, 10 November 2025**. By Post: PO Box 3045, Redfern NSW 2016 or Email: secretary@absec.org.au.



Schedule 2 - Consent to become a Director form

This form should be used for a member to provide their consent to become a Director. This form must be completed and submitted before the AGM.

Name:	
Organisation: (if applicable)	
Address:	
Email address:	
Phone:	
Date and place of birth:	

I give consent to become a Director to the corporation.

I also acknowledge I am automatically disqualified from managing corporations (ss. 279-5 and 279- 10 of the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act)* if I

- Have been convicted of an offence under the CATSI Act that is punishable by imprisonment for more than 12 months.
- Have been convicted of an offence involving dishonesty that is punishable by imprisonment for at least three months.
- Have been convicted of an offence against the law of a foreign country that is punishable by imprisonment for more than 12 months.
- Am an undischarged bankrupt.
- Have signed a personal insolvency agreement and have not kept to that agreement.
- Have been disqualified under the Corporations Act 2001 from managing corporations And I will notify the corporation if any of the above events occur after my appointment.

Signature:		Date:	
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Note: this form should be completed and given to the corporation before the person is appointed as a Director – Section 246-10(1) of the CATSI Act.

Please return completed form to

By Post: PO Box 3045, Redfern NSW 2016 or Email: secretary@absec.org.au