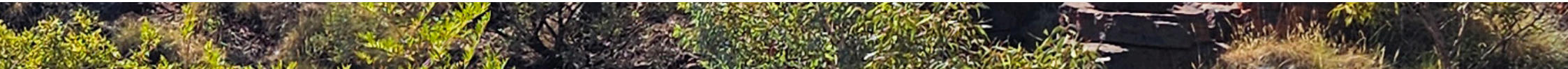
Karlka
Nyiyaparli
Aboriginal Corporation RNTBC

KNAC Meeting Protocol
Agreement Implementation Committees



Background

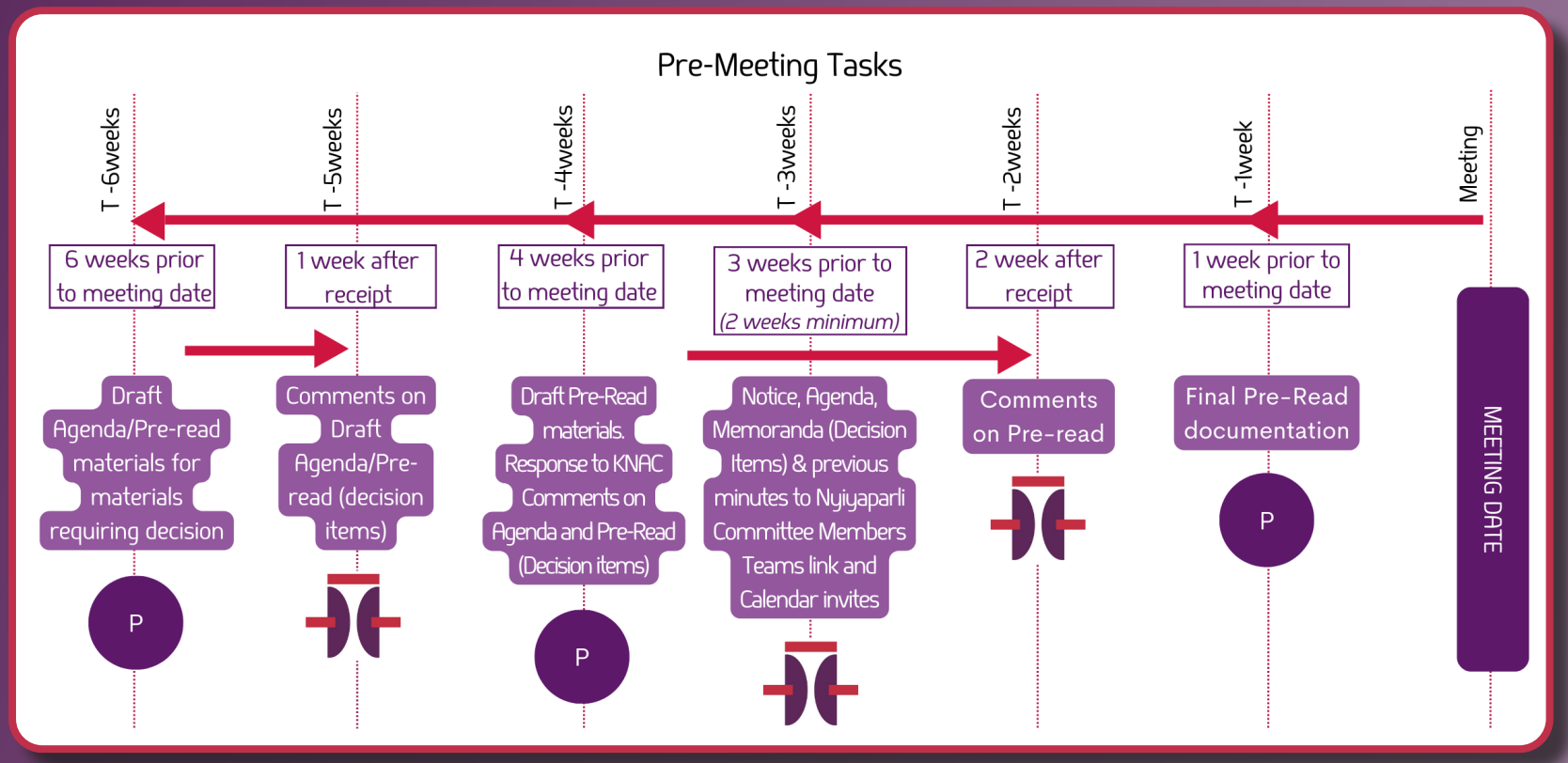
Karlka Nyiyaparli Aboriginal Corporation RNTBC (ICN 3649) (KNAC) is the registered native title body corporate (RNTBC) for the approved determination of native title made in Stock on behalf of the Nyiyaparli People v State of Western Australia (No 5) [2018] FCA 1453 (Federal Court File No: WAD6280/1998 and WAD196/2013, NNTT File No: WCD2018/008) and varied in Karlka Nyiyaparli Aboriginal Corporation RNTBC v State of Western Australia [2021] FCA 9 (Nyiyaparli Determination).

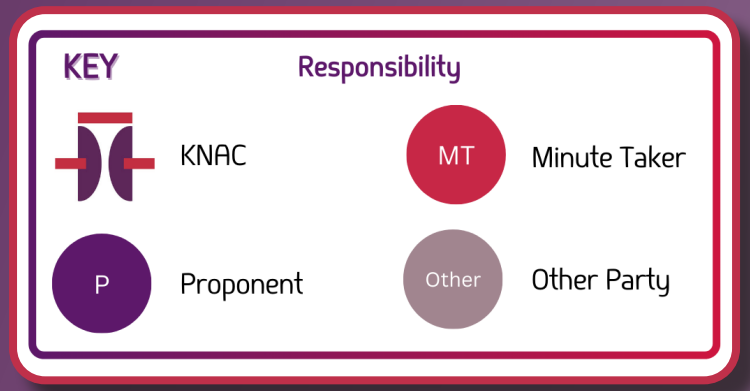
KNAC enters into native title agreements as the RNTBC for the Nyiyaparli Determination and is responsible for the ongoing implementation of those agreements for the benefit of the Nyiyaparli Common Law Holders.

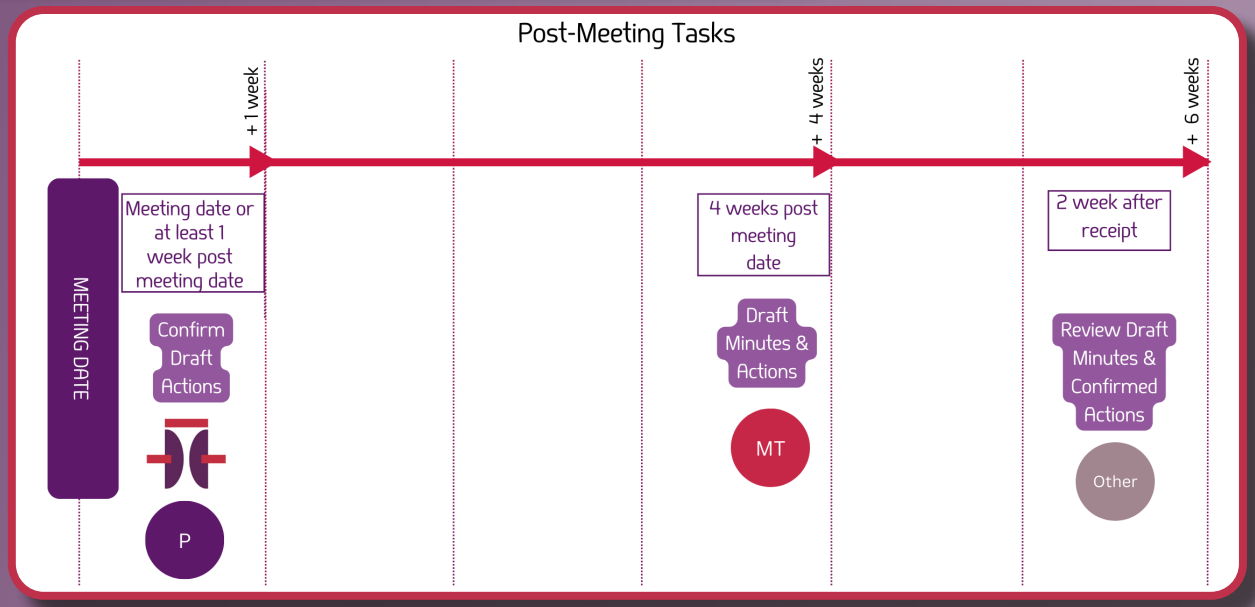
Agreement Implementation Committees are an important forum for information exchange and consultation about activities affecting Country and associated approvals and management processes.

KNAC is continuously strengthening and streamlining agreement implementation processes to achieve the following outcomes:

1. Increased quality of early and accurate information to assist with informed decision-making
2. Clear line of engagement that reflects and recognises the role of the RNTBC
3. Maximisation of Nyiyaparli Committee Members' time
4. Meaningful engagement and consultation
5. Measurable outcomes


Pre-Meeting Tasks
T -6weeks
T -5weeks
T -4weeks
T -3weeks
T -2weeks
T -1week
Meeting
6 weeks prior to meeting date
1 week after receipt
4 weeks prior to meeting date
3 weeks prior to meeting date (2 weeks minimum)
2 week after receipt
1 week prior to meeting date
Draft Agenda/Pre-read materials for materials requiring decision
Comments on Draft Agenda/Pre-read (decision items)
Draft Pre-Read materials. Response to KNAC Comments on Agenda and Pre-Read (Decision items)
Notice, Agenda, Memoranda (Decision Items) & previous minutes to Nyiyaparli Committee Members Teams link and Calendar invites
Comments on Pre-read
Final Pre-Read documentation
P
P
P
MEETING DATE


KEY
Responsibility
KNAC
MT
Minute Taker
P
Proponent
Other
Other Party


Post-Meeting Tasks
+ 1 week
+ 4 weeks
+ 6 weeks
MEETING DATE
Meeting date or at least 1 week post meeting date
4 weeks post meeting date
2 week after receipt
Confirm Draft Actions
Draft Minutes & Actions
Review Draft Minutes & Confirmed Actions
P
MT
Other

Timeframes

TASK	TIMEFRAME	REASON	RESPONSIBILITY
Draft Agenda & Pre-read materials for matters requiring decision	6 weeks prior to meeting date	Adequate time is required to review relevant material and produce explanatory material and recommendations to Nyiyaparli committee members	Proponent
Comments on Draft Agenda & Pre-Read (Decision Items)	1 week after receipt		KNAC
Draft Pre-Read materials (all material to be presented at meeting collated into one document). Response to KNAC Comments on Agenda and Pre-Read (Decision items)	4 weeks prior to meeting date	Adequate time is required to review relevant material and produce explanatory material and recommendations to Nyiyaparli committee members	Proponent
Notice, Agenda, Memoranda (Decision Items) & previous minutes to Nyiyaparli Committee Members Teams link and Calendar invites	3 weeks prior to meeting date (2 weeks minimum)	Assists informed decision-making	KNAC
Comments on Pre-read	2 weeks after receipt	Adequate time is required for KNAC to review the material and proponent to revise material as needed	KNAC
Final Pre-Read documentation	1 week prior to meeting date	Adequate time is required for KNAC to confirm meeting content is appropriate	Proponent
Meeting	Meeting Date		KNAC/ Proponent
Confirm Draft Actions (in writing)	Meeting date or at least 1 week post meeting date	Opportunity to confirm details and address time sensitive actions based on contemporaneous notes	KNAC/ Proponent
Draft minutes & Actions	4 weeks post meeting date	Minutes to be reviewed based on contemporaneous notes	Minute Taker
Review Draft minutes and Confirmed Action	2 weeks following receipt	Minutes to be reviewed based on contemporaneous notes	Other Party

Minutes Template

[INSERT COMMITTEE DETAILS]

MINUTES OF MEETING [#] OF [YEAR] HELD AT [VENUE] AT [TIME] ON [DATE]

ITEM	DESCRIPTION	OUTCOME/ACTION ARISING
1	APPOINTMENT/CONFIRMATION OF CHAIR	
2	WELCOME TO COUNTRY/ACKNOWLEDGEMENT OF COUNTRY & MINUTE'S SILENCE	
3	ATTENDANCE AND APOLOGIES	
	• Committee members present [insert names] • Confirmation of proxies • Apologies • Absences • Other Attendees/Invitees • Confirmation of Quorum	
4	MINUTES OF THE PREVIOUS MEETING	
	Draft minutes circulated to Committee on [x date]. The Committee resolve to approve the minutes of the previous meeting (including as amended) as a true and correct record. Moved: Insert Seconded: Insert	
5	ACTION ITEMS FROM THE PREVIOUS MEETING/SUMMARY OF OUTSTANDING ACTION ITEMS	
	[Insert]	

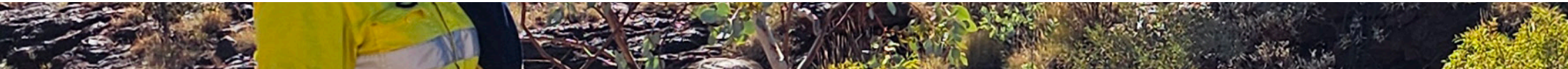
ITEM	DESCRIPTION	OUTCOME/ACTION ARISING
6	ITEMS (AS AGREED)	
	[Insert]	
7	COMMUNICATIONS & CONFIDENTIALITY	
	• Confirmation of confidentiality (culturally sensitive and commercial in confidence information) • Confirmation of outcomes suitable for public release	
8	GENERAL BUSINESS	
	[Insert]	
9	ACTION REGISTER	
	[Insert]	
10	NEXT MEETING & CHAIR	
	[Insert]	

Template Actions Register

Meeting Date	KNAC Action Code	Proponent REF	Action	Responsibility	Action Assigned to (Role)	Date Action Due	Status	Date Action Completed	Comments
20xxMMDD e.g 20240319	20xxMMDD.xx e.g 20240319.01 20240319.02						Standing Item In Progress Completed Delayed Void		

Karlka Nyiyaparli Aboriginal Corporation RNTBC

ICN 3649

Email: reception@karlka.com.au
Phone: +61 8 9140 2755
Address: 8 Byass Street South Hedland WA 6722
Post: PO Box 2161 South Hedland WA 6722

Website: www.karlka.com.au