

MEETING OF BILAI (BYELLE) PORT CURTIS CORAL COAST LTD (PCCC LTD) MEMBERS

Notice of Meeting and Agenda

A meeting of the Bailai (Byelle) PCCC Ltd Members will be held for the purpose of endorsing the Bailai (Byelle) Directors to fill the vacancies on the PCCC Ltd Board.

All interested Byelle People may attend. However, in accordance with the PCCC Ltd Constitution endorsement of nominee directors will be sought from Bailai (Byelle) PCCC Ltd Members.

The meeting has been called for:

Time: 9:30am – 10:30am

Date: Saturday 7 February 2026

Location: Online only via Teams – Link will be provided on registration

Agenda

| Item | Description |
|------|---|
| 1 | Welcome, Attendees and Apologies |
| 2 | Endorsement of Directors for the PCCC Ltd |
| 3 | Close |

To register for the meeting please email enquiries@kalawyer.com.au. Upon confirmation of attendance the Teams link for the meeting will be emailed to you.

Attendees must observe the attached Code of Conduct. Failure to adhere to the Code of Conduct may result in an attendee being removed from the meeting.

Code of Conduct

1.1 Joining a Meeting

All those joining a meeting must:

- (a) respect the time of other attendees by being punctual to the meeting; and
- (b) identify themselves and provide any other information requested upon entry to the meeting.
 - (i) Upon joining the meeting via video link, a participant must have their video feed turned on to allow their identity to be verified and recorded by the Chair.
 - (ii) Upon joining the meeting via phone or with an audio link only, participants must immediately unmute their link and identify themselves to the Chair.
- (c) An attendee who is experiencing connection problems should first disconnect from the conferencing application then attempt to reconnect. If this does not solve the issue, attendees may attempt to connect via another device or a mobile or fixed line telephone. Meeting organisers may not be able to troubleshoot connection issues during the meeting.

1.2 Meeting Security

- (a) Attendees must not record the meeting, via any means, unless there is an exceptional reason to do so, and all attendees are advised that the meeting is being recorded.
- (b) A participant must not share in any way (including by posting in any physical or virtual location including social media accounts and online company calendars) the access link provided to them upon their registration.
- (c) A participant joining a hybrid or virtual meeting online must:
 - (i) join a meeting from a location where there is limited background noise;
 - (ii) not allow any person, whose attendance has not been registered prior to the meeting, to attend the meeting from their location;
 - (iii) not join a meeting from a location where their screen can be seen or either side of the discussion being held at the meeting overheard by a person who is not a registered attendee;
 - (iv) not access a meeting through an internet connection that is not password-secured (public WiFi connections e.g. provided by a café or library, are usually not secured);
 - (v) where possible, an attendee should close all apps and browser windows not associated with the conferencing technology to eliminate notifications and enhance confidentiality. If an attendee is attending via an app on a mobile phone they should, if possible, block all incoming calls for the duration of the meeting; and
 - (vi) maintain their video connection throughout the meeting, except during any temporary absence.

1.3 Personal Behaviour

Participants at a meeting must:

- (a) be considerate, respectful, and fair to other attendees, thinking about and respecting their opinions, rights, safety and wellbeing;

- (b) not harass, bully or disrupt other participants, in-person or online;
- (c) treat all people with good manners, dignity and respect;
- (d) never engage in any type of violence, abuse, discriminatory or condescending behaviour;
- (e) be professional and foster a harmonious and safe environment; and
- (f) respect the privacy of others.

1.4 Acknowledging the Position of the Chair

All participants at a meeting must respect the authority of the Chair by:

- (a) following all reasonable directions of the Chair,
- (b) adhering to the agreed agenda as directed by the Chair;
- (c) directing questions, requests for information or assistance to the Chair either in-person or via the appropriate question/chat function online;
- (d) waiting to speak until nominated by the Chair;
- (e) immediately comply with a request from the Chair to cease unacceptable behaviour.

1.5 Participation in Meetings

All participants at a meeting must:

- (a) cooperate with and respect the opinions of fellow attendees by allowing one person to speak at a time and leaving personal prejudices out of all discussions;
- (b) show respect and be courteous in all attendees;
- (c) keep microphones muted unless taking part in a discussion;
- (d) make their point and then defer to other participants to contribute their thoughts on the matter under discussion;
- (e) encourage, support and listen to all questions and suggestions.
- (f) accept that, for any specific decision, once a consensus has been reached and agreed upon:
 - (i) the meeting will move on to other matters; and
 - (ii) participants will not seek to return to 'closed agenda items' unless new, relevant subject matter emerges.
- (g) vote upon resolutions put before the meeting, if you are eligible to do so, via the mechanisms provided and as directed by the Chair.