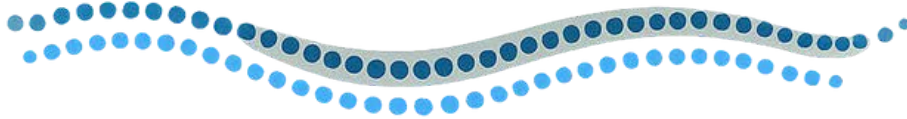


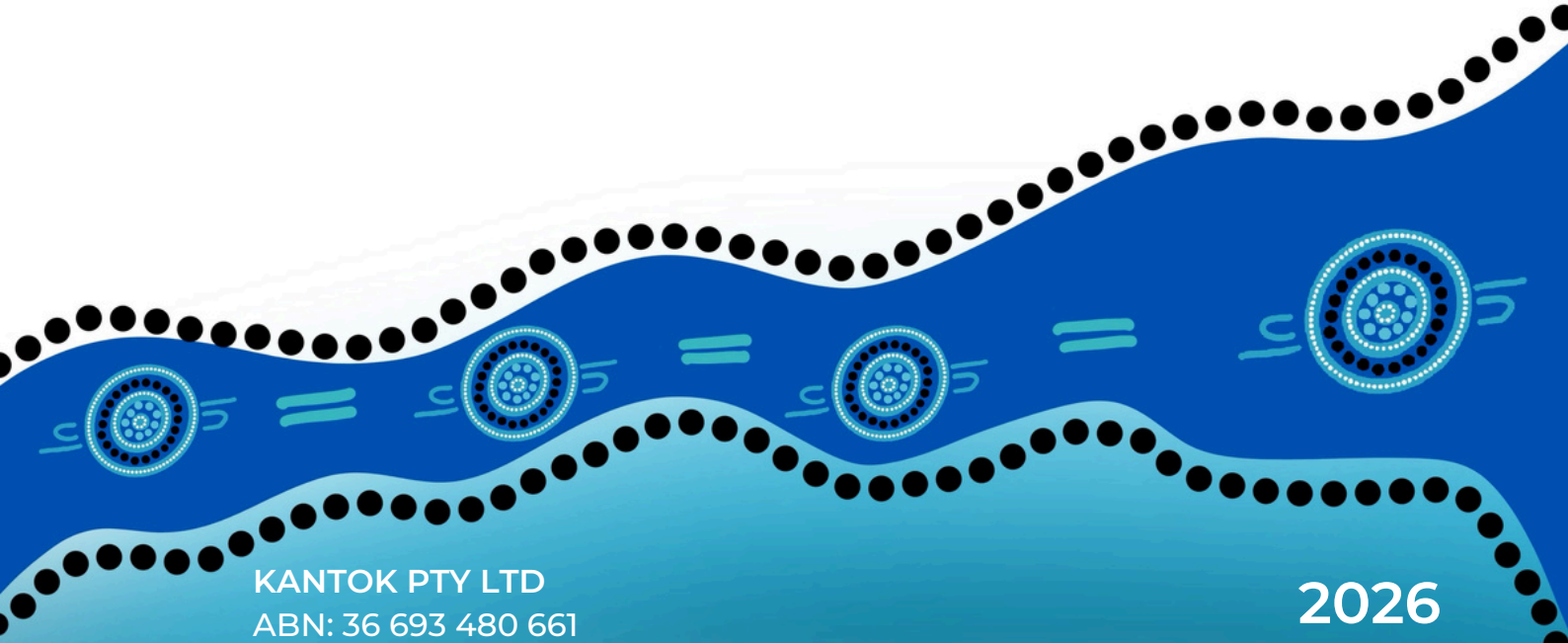


KANTOK

— Management Consultants —



CAPABILITY STATEMENT



WHO ARE WE?

Kantok Management Consultants (KMC)

Governance, Compliance & Capacity Building for Aboriginal and Torres Strait Islander Corporations

KMC is a 100% Aboriginal and Torres Strait Islander-owned consultancy dedicated to strengthening the governance, compliance and decision-making capacity of Aboriginal and Torres Strait Islander corporations, including PBCs and RNTBCs.

We balance cultural authority with corporate accountability—helping boards and leaders meet statutory obligations while building practical capability and confidence.

Vision

To be a trusted partner in advancing strong governance and compliance practices across Indigenous corporations in Australia.

Mission

Building healthy, sustainable Indigenous organisations through governance, compliance, and capacity-building services.

Values

Integrity • Respect • Cultural Responsiveness • Accountability • Empowerment.

What We Do

We deliver governance health checks and compliance reviews, director induction and board training, Rule Book reviews and updates, policy and framework development, strategic planning facilitation, and secretariat/meeting support. Our approach is collaborative and culturally informed, aligning with ORIC requirements, the Native Title Act, and funding body expectations.



OUR CLIENTS

- Aboriginal Corporations
- RNTBCs/PBCs
- Community Organisations
- Indigenous Businesses

OUR SERVICES

Governance & Compliance Advisory

Rapid “Healthy Corporation” health checks, compliance audits, Rule Book reviews/updates, and practical governance roadmaps aligned to CATSI Act and ORIC expectations. We also establish risk, financial accountability, anti-corruption, record-keeping and transparency frameworks.

Capacity Building & Training

Director induction, board governance training, corporation compliance workshops (members and staff), chair/leadership mentoring, and succession pathways—including youth leadership scaffolds.

Corporate & Meeting Support

Secretariat services (agendas, minutes, actions), ORIC submissions and lodgements (AGM/GM), correspondence and document preparation, and chair support to ensure transparent, compliant meetings.

Advisory & Strategic Services

Strategic planning facilitation, project planning/reporting, funding proposals, community and stakeholder engagement—designed to embed lasting capability and measurable outcomes.



KERRY LUI

Kerry Lui is an Aboriginal and Torres Strait Islander governance and community development specialist.

Currently Coordinating Connected Beginnings in Townsville, she has led engagement for RILIPO, managed PBC compliance at GBK, and previously delivered finance and governance support at Indigenous Business Australia.

With management and governance qualifications, Kerry pairs cultural knowledge with strong compliance, finance and meeting practice to build capable, confident boards.

Governance & Compliance Advisory

Outcomes

- Clear view of current governance health and compliance status
- Prioritised rectification plan with accountable owners and timeframes
- Fit-for-purpose Rule Book alignment and practical board tools

Delivery

- Healthy Corporation Check-up: independent governance assessment against CATSI Act and best-practice standards; board and records review; gap/risk register with rectification roadmap.
- Rule Book drafting/re-drafting: alignment to Native Title Act changes; clarity of roles, delegations, meeting and resolution protocols.
- Policy & framework suite: Code of Conduct; Conflict of Interest; Financial Accountability; Risk & Anti-Corruption; Record-Keeping & Transparency—templated, customised, and board-approved.

Listen & Understand | Assess & Advise | Build Capability | Embed Systems | Sustain Growth

Capacity Building & Training

Outcomes

- Confident directors and chairs who understand duties, financial oversight and meeting laws
- Stronger decision-making and accountability
- Clear succession and youth pathways

Delivery

- Director Induction & Board Governance: tailored modules (roles & duties, finance, strategy, risk, conflicts, minutes & resolutions).
- Compliance Workshops: member/staff sessions on ORIC obligations and corporation processes.
- Leadership Mentoring: chair and aspiring-leader coaching; succession planning and youth leadership immersion.

We can work with you face-to-face, online, or hybrid—sequenced to community calendars and Sorry Business, without compromising probity or timelines. (Model proven in multi-group delivery environments.)

Corporate & Meeting Support

Outcomes

- Compliant, well-run AGMs/GMs and board meetings
- Accurate resolutions, records and on-time ORIC lodgements
- Clear action tracking and follow-through

Delivery

- Secretariat services: agendas, minutes, action logs, decision registers, attendance/notice compliance, and post-meeting lodgements.
- Chair & director support: briefing packs, meeting run-sheets, advice during proceedings to maintain transparency and compliance.
- Records & Lodgements: action logs; ORIC submissions; registers, agendas, minutes.
- Correspondence & document preparation: board/member letters, notices, and formatted reports.

Listen & Understand | Assess & Advise | Build Capability | Embed Systems | Sustain Growth

Advisory & Strategic Services

Outcomes

- Shared strategic direction and practical implementation plan
- Board KPIs and reporting rhythms
- Improved funding readiness and partner confidence

Delivery

- Strategic planning facilitation: board/member workshops, strategic priorities, measurable outcomes, review cycles.
- Project/reporting support: templates, dashboards, and timelines for routine reporting to funders and partners.
- Funding/tender assistance: structured scoping, documentation, and governance alignment to improve success rates.
- Change & communications: engagement plan for members, Traditional Owners, and stakeholders; role-based messages and progress updates.

Capability & Compliance

Legal Status & Ownership

- 100% Aboriginal and Torres Strait Islander–owned consultancy (KMC).
- ABN: 36 693 480 661 (Kantok Pty Ltd)

Standards & Assurance

- ISO-aligned quality practices (document control, peer review, action/issue tracking, milestone-based reporting).
- Not-legal-advice disclaimer embedded across client deliverables and agreements.

Systems & Tools

- Secure record management and project tracking; structured governance templates; agenda/minute registers; risk and action logs.

Insurance & Risk

- Professional Indemnity & Public Liability maintained; risk registers and mitigations embedded per engagement.

Registrations & Supply Readiness

- Supply Nation registered
- Partnerships with corporate and government programs; proven handling of funder reporting portals (e.g., SmartyGrants).



Engagement Governance

- Letters of Engagement with scope, term, confidentiality, termination, and fees; monthly invoicing and milestone acceptance.



Data Protection & Confidentiality

- Confidential board and member records; need-to-know access; RNTBC-specific reporting with non-disclosure of confidential matters to third parties.

EXPERIENCE THE KANTOK DIFFERENCE

Culturally-Grounded, Compliance-Strong

We integrate cultural authority with corporate accountability—aligning Rule Books, meeting rhythms and board practice to CATSI Act requirements without losing cultural integrity.

Proven Program Delivery with Major Partners

We have been trusted to design and deliver multi-phase governance programs with corporate partners and Traditional Owner groups—combining Healthy Corporation assessments, director workshops, and rigorous reporting.

Practical Tools that Stick

Our frameworks, templates, and secretariat support make it easier for chairs and boards to run compliant meetings, capture decisions, and lodge on time—turning “good intent” into reliable practice.

Capacity Building First

We transfer skills to your directors, members and staff, so capability remains in-house. Training and mentoring are embedded in every engagement.

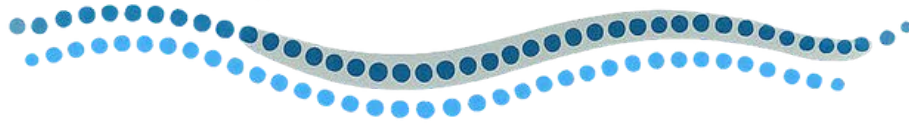
Clear Scope | Transparent Fees | Measurable Milestones

Every engagement includes a clear scope, deliverables, timeframes, and reporting checkpoints—so boards can track progress and outcomes with confidence.



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