



Department of **Local Government,
Industry Regulation and Safety**



26 October 2026

Our Ref: Job No. 1927251
IARN: A1014456P

Enquiries: 1300 30 40 74

Mr Li-aung Yip
[REDACTED]

By email: lewis.yip@artifactory.org.au

Dear Mr Yip

Associations Incorporation Act 2015

**Notice of special resolution to change rules and name - 1927251
PERTH ARTIFACTORY INC.**

We refer to your Notice of Special Resolution to change the rules, received by Consumer Protection on 12 September 2026.

As it has been declared that the changes were passed by special resolution (with at least 75% of members voting in favour) at a general meeting of members (not a committee meeting), we confirm that the amendments to the rules have been lodged. The changes take effect from **23 October 2026**.

Our records show that the registered name of the association, **"PERTH ARTIFACTORY INC."**, is not used consistently throughout the documents. While the documents have been accepted on this occasion, please ensure that the registered name is stated consistently on the form and in the naming clause of the rules. In particular, the title page and document headers omit the full stop after **"INC."** and should be amended to match the association's registered name.

Important information about rules:

When Consumer Protection receives an application to change the rules, we will check that the changes were made in line with the *Associations Incorporation Act 2015* (the Act). This includes being satisfied that:

- The changes were passed in accordance with the Act.
- The rules meet the general requirements set in sections 22(1) and (2) of the Act.

In some cases, we may also review the rules to check that they include all the Schedule 1 matters and are consistent with the Act. However, this review is not done for every application. In this case, Consumer Protection has **not reviewed** the rules.

Under the Act, if your rules do not provide for a required Schedule 1 matter, or if a rule is inconsistent with the Act, the relevant model rule dealing with the matter will

Associations and Charities
Gordon Stephenson House Level 2/140 William Street Perth Western Australia 6000
Locked Bag 14 Cloisters Square PERTH WA 6850
Telephone 1300 304 074 or (08) 6552 9300

Email associations@lgirs.wa.gov.au Internet www.consumerprotection.wa.gov.au/associations
wa.gov.au

automatically apply. This means members must follow the model rule for that Schedule 1 matter until the rules are formally updated.

To help with this, we've attached Schedule 1 checklist showing each required matter and the model rules that will apply if your rules do not cover that matter. We recommend using this table to check your rules and identify any areas where the model rules may apply. You may also find helpful our resources about reviewing and updating the rules at www.lgirs.wa.gov.au/changerules.

Reminders for the committee:

We would like to use this opportunity to remind the committee to:

- Notify Consumer Protection if your Association's contact details change (address, address for service, and email) using the Form 4 – Notification of change of address.
- Submit an Information Statement annually within six months after the end of your financial year to confirm your Association is active and eligible to remain incorporated; and
- Update your AssociationsOnline users when the committee member changes. This includes:
 - Having new committee members enrol for a user account and linking it to the Association.
 - Removing (retiring) user that are no longer on the committee.

The easiest way to update contact details and submit an Information Statement is through AssociationsOnline at www.lgirs.wa.gov.au/associationsonline.

Should you have any questions regarding the above, please contact Associations and Charities on 1300 30 40 74 or by email on associations@lgirs.wa.gov.au.

Yours sincerely



For
COMMISSIONER FOR CONSUMER PROTECTION

ATTACHMENT - Schedule 1 and the Model Rules Table

Associations Incorporation Act 2015

Every incorporated association must include the **Schedule 1 matters** in their rules. If a required matter is missing or inconsistent with the Act, the **relevant model rule** will be automatically applied. This table shows:

- Each **Schedule 1 matter** that must be included in your rules
- The **Model Rule** that will apply if your rules do not cover that matter or are inconsistent with the law

Associations can use this table to check your rules and identify where the Model Rules may apply. For more details, download the full model rules from: www.lgirs.wa.gov.au/modelrules

Schedule 1 Matter for own rules	Model Rule
1. The name of the incorporated association.	Guidance Note A
2. The objects or purposes of the incorporated association.	Guidance Note B
3. The eligibility criteria (if any) for memberships and when it starts and ends.	Rules 4,7,9
4. The register of members.	Rule 13
5. The entrance fees, subscriptions and other amounts to be paid by members (if any).	Rule 12
6. The name, structure and powers of the management committee including:	Rule 26
a. The election or appointment of committee members	Rule 33
b. The terms of office.	Rule 35
c. Circumstances when a committee position becomes vacant.	Rule 37
d. The filling of casual vacancies .	Rule 38
e. The quorum and procedure for committee meetings.	Guidance Note D (Quorum) Rules 41-43 (Procedure)
f. Making and keeping of records of committee meetings.	Rule 47
g. When payments may be made to committee members	Rule 40
7. The quorum and procedure at general meetings of members	Guidance Note C (Quorum) Rules 55-60 (Procedure)
8. The notice and voting rights of members for general meetings	Rule 52,66 (Notice) Rules 8(5), 57 (Voting rights)
9. How and when notices of meetings are given.	Rule 66
10. The percentage of members needs to call a meeting	Rule 51(2)
11. How the association's funds are controlled.	Rule 62
12. The start date of the financial year	Guidance Note E
13. The frequency and calling of general meetings	Rule 51
14. The way the rules can be added or altered	Rule 72
15. Use and custody of the common seal or whether it uses one	Rule 65
16. The custody of books and securities	Rule 67
17. Member access to inspect the incorporated association of records and documents.	Rule 69
18. A dispute resolution process for members and between members and the incorporated association	Rules 17-25
19. How the surplus property of the incorporated association must be distributed if wound up or cancelled.	Rule 71