

2023 ELECTION NOMINATION INFORMATION & GUIDELINES

As per Parts 9.2, 9.3 (a), 9.3 (b) i, 9.3 (b) iv, 9.5, 9.6, 9.7 and 9.8 of the Commonwealth Games Australia Limited (CGA) Constitution, elections will be held for the President and two (2) Director positions at the upcoming CGA Annual General Meeting (AGM) on Friday 19 May 2023.

GENERAL INFORMATION

CGA AGM : Friday 19 May, 10.00am
Pullman Melbourne on the Park
192 Wellington Pde
East Melbourne, Victoria 3002

In accordance with Part 9.2 "Rotation of Directors" of the CGA constitution, the President and two (2) Directors were elected at the first AGM of CGA Limited in 2018 for a term of four (4) years each to ensure the staggered retirement of Directors in the future. These terms were extended by 6 months as per Part 9.3 due to the change in CGA's end of financial year in 2020.

At the 2023 AGM, Mr Ben Houston (President), Mrs Leeanne Grantham (Elected Director) and Mr Stephen Moneghetti AM (Elected Director) will have each served four-and-a-half (4 ½) year terms in accordance with Parts 9.2 (a) (i and ii) and 9.3 (b) i of the Constitution, and as such are deemed to be retiring Directors. They are eligible to be nominated for re-election.

As a result of the above, **nominations are hereby called for the President and two (2) Directors.**

The successful candidates will serve a four year term pursuant to Parts 9.3 (b) iv and 9.6 of CGA's Constitution.

Two election processes will be undertaken – one for the role of President and one for the two (2) Elected Directors. Should more than one (1) nomination be received for President and more than two (2) nominations be received for Elected Director, an election will be held for each position by exhaustive ballot as per Part 7.14 of CGA's Constitution.

Please refer to the CGA constitution on the CGA website for further detail:
<https://commonwealthgames.com.au/wp-content/uploads/CGA-Ltd-Constitution-Effective-27-May-2022.pdf>

To nominate for election, the following must be fully completed and submitted to the CGA Company Secretaries at recruitment@commonwealthgames.com.au by **5.00pm (AEST) Wednesday 19 April 2023**:

- Director Nomination Form – must be fully completed and signed by the nominee and an authorised representative of the nominating Member
- CV (2 page maximum)
- A document that addresses each skill/area of expertise from CGA's Board skills matrix (2 page max)
- A second document that answers the questions on the bottom of page 4 under "Attachments to be submitted with the Nomination Form", part 3 (2 page maximum).

In addition, each nominee will be required to submit a maximum 5-minute video presentation. Further details regarding the format, content and process for recording the video will be provided directly to nominees after the nomination deadline. All video recordings are due to CGA by 5:00pm AEST Monday 24 April.

ELIGIBILITY

Prior to submitting a nomination, potential candidates are referred to Part 9.4 of the CGA constitution regarding "Eligibility and Disqualifying Positions". The CGA Company Secretaries will review all nominations against this criteria prior to circulation to the Members for consideration. Any non-eligible nominees will be notified immediately. In addition:

- Any nomination received after the prescribed submission time of 5.00pm AEST on 19 April 2023 will be deemed ineligible and will not be accepted.
- Should any of the required forms, attachments or documents not be fully completed or signed, the nomination will be deemed ineligible and will not be accepted.

All of the above requirements will be strictly enforced.

Eligible nominees will be required to declare on the nomination form that they can attend the Board's remaining meetings for 2023 (scheduled for 1 September and 1 December) and attend an induction in the Melbourne office that will be arranged at a mutually convenient time soon after the AGM. All travel will be arranged and covered by CGA.

DIRECTOR CRITERIA

In moving to a company limited by guarantee and transitioning to a skills-based Board in late 2018, CGA established a skills matrix to identify the Board's collective strengths and any areas requiring enhancement. The skills and experience areas listed on CGA's skills matrix are:

- Digital Marketing and Branding
- Media
- Accounting and Finance
- Investment management
- Sport Industry and NFP including high performance, community sport, participation and events
- Governance and Board Directors' Duties & Responsibilities
- Legal
- Government and Public sector relations
- Commercial management including contract negotiation, sponsorship, private sector/corporate relations
- Human Resources management
- International Sport Federations
- Risk management
- Strategy and Strategic Planning implementation

The Board is well credentialed in many of the areas above, and in its most recent self-assessment process, collective rankings are demonstrated as per the graph on the following page.

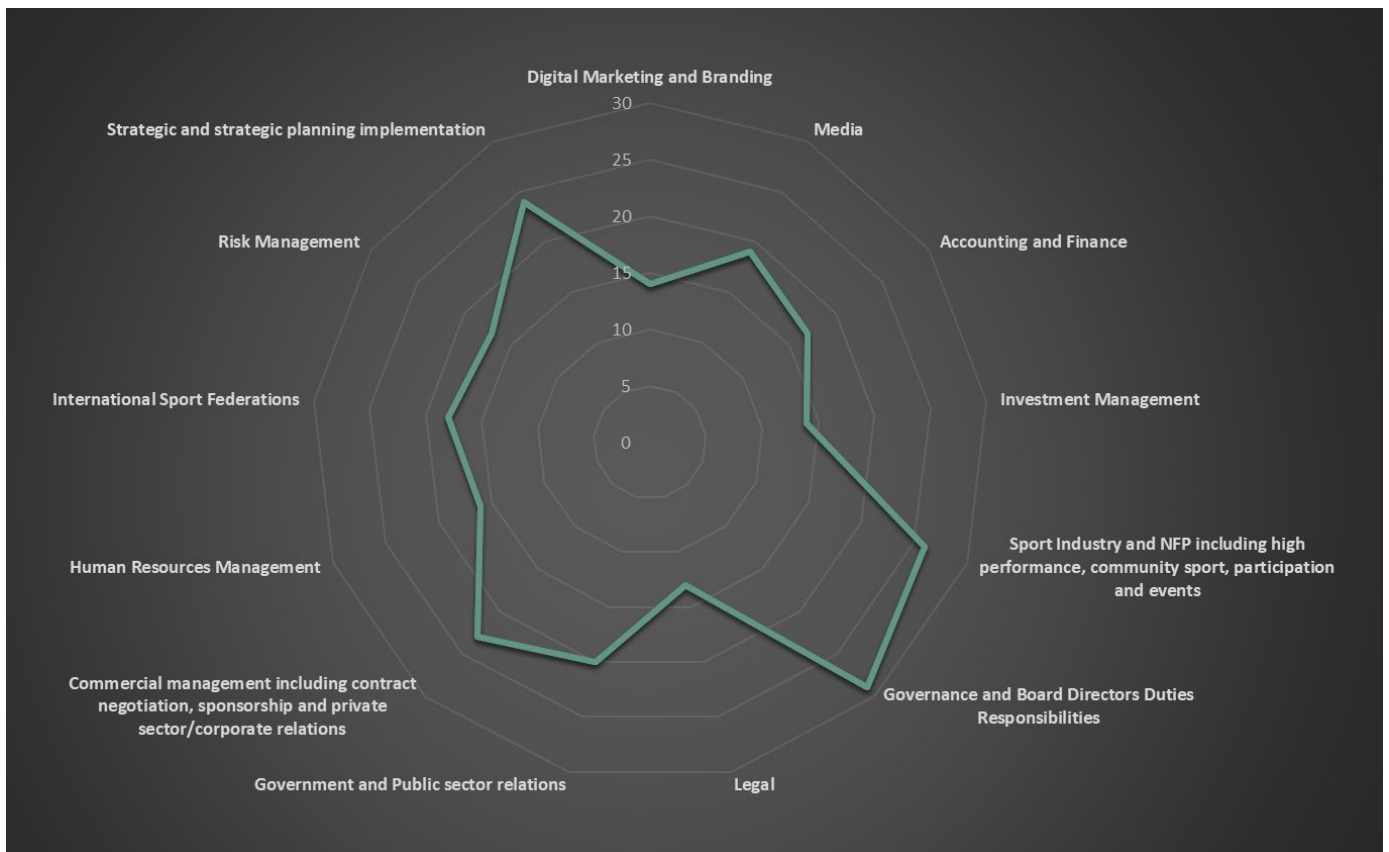
A recent Board strategy day highlighted the pillars of "Connecting with Communities", "Leading the Way" and "Hosting Great Games" as priorities for the coming years through to 2026.

CGA's strategic plan can be referenced on the CGA website here:

<https://commonwealthgames.com.au/wp-content/uploads/CGA-First-Among-Equals-2019-2026.pdf>

Whilst not specifically recognised currently in CGA's skills matrix, the role of President requires particular skills and previous experience in a President/Chair role that should be demonstrated by any nominees for this position.

Nominees should also refer to the Position Descriptions for each role, included in this nomination pack, for further information.



GUIDELINES FOR COMPLETING THE DIRECTOR NOMINATION FORM

The form can be completed via computer (as a fillable PDF form) or by hand and scanned. If you require assistance with the fillable form, please contact Maria Cabeliza at the CGA office.

1. Nominee Details – complete all personal details, including date of birth and place of birth and director identification number. This is required for ASIC registration should the nominee be successful in being elected.

The nominee is also required to confirm if standing for the election of President or Director by checking the appropriate box. If no box is checked, the nomination will be deemed ineligible. Please note that it is possible to stand for both positions – if standing for President and unsuccessful, then the nominee can stand for one of the Director positions.

2. Nominating Member Details – As per Part 9.5 (a) of the Constitution, only Members can nominate candidates for election to the CGA Board. It is therefore required that an authorised representative of the nominating Member complete this section of the form to verify the nomination and sign where indicated. A short statement is required from the Member to support the nomination, which will be circulated to Members with the nominee's information. The statement should include the nominee's connection with the Member, how long they have been associated and any other relevant information to support the nomination. The Member must duly authorise the representative to provide the nomination on its behalf.
3. Nominee Statement – By signing the form, the nominee confirms their eligibility for election as a Director of CGA, as per Part 9.4 of the CGA constitution. As per the "Eligibility" section on page 2, a person may not hold office if they:
 - i. Are an employee of CGA, a State Division, a Program Sport Member or an Associate Member; or
 - ii. Have been CEO of CGA at any time within the last three years

If elected as a Director whilst holding any of the positions above, the nominee must immediately resign from the position in order to become a CGA Director.

4. Declarations & Consent – In accordance with the *Corporations Act 2001 (Cth)*, the nominee is required to provide consent to being a Director of the Company if elected. The nominee also acknowledges that if elected, duties will be discharged according to the Corporations Act.

By signing the form, the nominee acknowledges that:

- The CGA constitution, Ethical Behaviour By-Law and Board Code of Conduct are understood and will be adhered to;
- If elected as a Director, their term will be four (4) years;
- For the purposes of Directors & Officers insurance, there are no current or pending claims against the nominee as a Director or Officer of any entity; and
- The nominee has not been prosecuted under any international, federal, state or local law.
- Their mobile phone number and email address will be circulated to Members to enable them to contact the nominee directly regarding their nomination

Should there be any instances that require reporting, the nominee must provide the details in the box provided on the form. Any conflicts of interest should also be declared in the box.

The form must be signed by the nominee either in hard copy and scanned, or electronically.

ATTACHMENTS TO BE SUBMITTED WITH THE DIRECTOR NOMINATION FORM

1. **A two-page (maximum) CV** that provides a summary of the nominee's experience, particularly in Board roles. It should also highlight:
 - Your mobile phone number and email address
 - Current and previous employment
 - Tertiary qualifications (or higher)
 - AICD qualification
2. **A two-page (maximum) document** that **addresses each of the "Director Criteria"** listed on page 2 from CGA's Board skills matrix. If a nominee doesn't have much experience in some particular areas, they should still provide a relevant comment to demonstrate the level of knowledge, even if minimal.

Nominees for the role of President must also address their experience as a President/Chair as a separate, additional category.

Please ensure that the nominee's name and contact details are at the top of each page of this document.

3. **A two page (maximum) document** with a **short response to each of the following questions**:
 - Why are you seeking election to the Board of CGA?
 - If you are elected, how will you add value to CGA?
 - If you are elected, what would you want to be recognised for during your time on the Board?
 - If you are elected, how will you enhance/maintain relationships with CGA's key stakeholders?

Please ensure that the nominee's name and contact details are at the top of each page of this document.

Nominees will also be required to submit a maximum 5-minute pre-recorded video presentation by 5:00pm AEST on Monday 24 April. Further details regarding the video format, content and process for recording the video will be provided directly to nominees once the nomination deadline closes.

These documents, along with the nominee's name, contact details, access to each nominee's 5-minute video presentation and statement of support from the nominating Member will be distributed to all voting delegates with the papers for the meeting by Friday 28 April 2023. All meeting papers and videos will also be available in a dedicated section of the CGA website.

ELECTION PROCESS

If elections are required, a summary of the nominees validly nominated by Members (including the nominating Member statement of support and any disclosed conflicts of interest), their CVs and attached documents will be distributed to all voting delegates. Personal information other than the nominee's email address and mobile phone number (in order for Members to contact nominees directly should they desire) will not be distributed to Members (eg. home address, date of birth, director i.d.). Member details will not be distributed to nominees.

Based on Member feedback, nominees will no longer be given the opportunity to address Members at the AGM as has been done in the past. As mentioned earlier in this document, eligible nominees will be required to pre-record a maximum 5 minute video presentation that will be distributed to Members prior to the AGM. All details regarding the video presentation will be provided directly to nominees once the nomination deadline closes.

Voting will be conducted at the AGM by exhaustive ballot, one position at a time, commencing with the President. Please refer to Part 7.14 of the CGA constitution for the exhaustive ballot process.

Members are entitled to vote as per Part 4.4 of the CGA constitution, with two (2) votes for each of the 22 Program Sport Members (maximum 44 votes) and one (1) vote for each State Division Member (maximum 4 votes).

Members will be contacted separately to nominate their voting delegates and arrange their travel for the AGM and associated meetings.

Voting delegates must attend the AGM in person to exercise their vote.

AUSTRALIAN COMMONWEALTH GAMES FOUNDATION

The Australian Commonwealth Games Foundation Limited (ACGF) is trustee of the Australian Commonwealth Games Foundation Trust which manages the assets and investments of the group.

The current Constitution for the ACGF states that its Directors are the Directors of CGA. As such, the successful nominees elected to the Board of CGA will also become Directors of the ACGF.

FURTHER INFORMATION

The CGA Board meets 4-5 times per year, with remaining meetings for 2023 currently scheduled for Friday 1 September and Friday 1 December. The ACGF Board meets at the same time. Meetings are usually held in the CGA office in South Melbourne, Victoria.

Additional CGA Board sub-committees are currently Finance & Audit, Nominations & Remuneration, Brand & Marketing and Heritage & Awards. There is also an Investment Committee for the ACGF and various Advisory groups. Memberships of these sub-committees and advisory groups will be reviewed following the AGM and successful nominees may have the opportunity to join these sub-committees if a position becomes available. The committee term of office would align with the successful nominee's term on the CGA Board.

Directors & Officers insurance is provided by CGA and the ACGF for all Directors.

Due to unreliability with Australia Post mail deliveries, it is highly recommended that Director Nomination Forms and the accompanying documents are submitted via email to ensure they are received by 5.00pm AEST on Wednesday 19 April 2023 : recruitment@commonwealthgames.com.au. Any nominations by mail should be sent to PO Box 586, South Melbourne, Vic, 3205.

For any questions regarding the nomination process, elections or CGA AGM, please contact one of the joint Company Secretaries:

Craig Phillips

Dianne O'Neill

craig.phillips@commonwealthgames.com.au (03) 9453 9300 OR

dianne.oneill@commonwealthgames.com.au (03) 9453 9300



PRESIDENT

COMMONWEALTH GAMES AUSTRALIA OVERVIEW

Commonwealth Games Australia (CGA) is the national body responsible for Australia's successful participation in the Commonwealth Games and Commonwealth Youth Games. In 2022, we took our largest team in history to an overseas Games in Birmingham, UK and topped the medal table with 67 gold, 57 silver and 54 bronze medals.

Our purpose is twofold: to drive Australia's success at the Commonwealth Games and to create opportunities for communities to connect and celebrate the achievements of our Team. We strive to be the number one nation in the Commonwealth while inspiring and uniting communities through a sense of national pride. We deliver our vision and mission with dynamic leadership and innovation while demonstrating our values of inclusiveness, integrity, respect and excellence.

CGA is a company limited by guarantee and a not-for-profit organisation. Its members are the sports on the program for the upcoming Commonwealth Games and its State divisions. The Board is comprised of seven elected Directors and up to two appointed Directors.

CGA works collaboratively with its Member National Sporting Organisations (NSOs), stakeholders and other sport system partners to support Australia's athletes in the pursuit of their sporting dreams. We will play an integral role in the success of the Victoria 2026 Commonwealth Games as host nation.

PRIMARY PURPOSE OF THE ROLE

The President provides the principal leadership of CGA and works collaboratively with the Board to develop the vision and strategic direction of the organisation.

The President plays a trusteeship role on behalf of members and stakeholders, ensuring that CGA remains viable and appropriately represents the Commonwealth Games movement today and into the future. Directors have a fiduciary duty to make decisions for the betterment of CGA and the Commonwealth Games movement as a whole, and not on behalf of a member.

The CGA Board meets 4-5 times per year. Meetings are generally held in person at the CGA office in South Melbourne, but may sometimes be held interstate or in regional Victoria to enable attendance at other relevant events. The next Board meeting after the AGM on Friday 19 May is scheduled for Friday 1 September 2023.

The term for the President is four (4) years to May 2027. The President may serve a maximum of three (3) terms of office in total (or 12 years).

As per Part 10.2 of the CGA constitution, the Role of the President is as follows:

"The President shall act as a liaison between the Board and the CEO, and exercise and perform such other powers and duties as may be delegated by the Board from time to time. More specifically, the President shall be responsible for:

- i. leading the Board to carry out its functions, including but not limited to ensuring approved policies are in place to help ensure sound and compliant governance and management of CGA;*

- ii. *partnering with the CEO to ensure the Board's directives, policies, and resolutions are carried out;*
- iii. *co-ordinating an annual performance review of the CEO;*
- iv. *setting priorities and creating agendas for meetings of the Board;*
- v. *chairing Board and General Meetings and Strategic Forums of CGA; serving as an ambassador of CGA and advocating its mission to internal and external stakeholders; and*
- vi. *representing CGA at General Assemblies of the Federation and other international forums."*

The President leads the organisation and works collaboratively with all CGA Directors and the CEO to:

- Set the goals and strategic direction of CGA;
- Monitor the implementation and evaluation of the strategic plan;
- Determine policies relevant to the effective governance and performance management of the organisation;
- Monitor risk and maintain a robust risk management framework;
- Approving the annual budget and oversee financial delegations;
- Ensure ongoing financial accountability and viability;
- Establish and determine the powers of Board committees and advisory groups;
- Implement regular President, Director and Board performance evaluations;
- Ensure compliance with legal requirements, codes of conduct and appropriate standards of behaviour; and
- Provide a safe, respectful, and inclusive work environment.
- Ensure Directors roles are clear and understood at Board level.
- Work to enhance CGA's public image in cooperation with all Board members.

KEY RELATIONSHIPS

- Board of Directors
- CGA CEO and staff
- CGA Members
- Commonwealth Games Federation and other Commonwealth Games Associations
- Federal and State Governments
- V2026 Organising Committee
- Australian Sports Commission
- Australian Olympic Committee
- Paralympics Australia
- Corporate partners and sponsors

KEY SELECTION CRITERIA

The following skills and areas of expertise are drawn from the Board skills matrix and are to be addressed during the nomination process:

- Digital Marketing and Branding
- Media
- Accounting and Finance
- Investment Management
- Sport Industry and NFP, including high performance, community sport, participation and events
- Governance and Board Directors' duties and responsibilities
- Legal
- Government and public sector relations
- Commercial management including contract negotiation, sponsorship and private sector/ corporate relations
- Human Resources Management
- International Sport Federations
- Risk Management
- Strategy and strategic planning implementation

Any nominee for President must also demonstrate previous experience as President/Chair of a prominent organisation, preferably in sport.

Qualifications and Knowledge:

- Tertiary qualifications (or higher) or significant experience in business, sports management or other relevant field
- Understanding of the not-for-profit industry
- Understanding of the Australian sports system, ASC Sport Governance Principles and the importance of the Commonwealth Games in the high performance pathway
- AICD qualification (desirable)

Personal qualities:

The President must demonstrate the CGA values of inclusiveness, integrity, respect and excellence, as well as being:

- A natural leader who fosters a culture of trust and respect
- Honest and authentic
- Courageous
- Self aware
- Engaging
- Adaptable
- An effective facilitator

CONDITIONS

The President receives remuneration of \$30,000 per year.

Any travel and accommodation required for CGA activities will be arranged and paid by CGA.

DIVERSITY & INCLUSION

Commonwealth Games Australia values our history of diversity through the promotion of our values of inclusion and respect.

Regardless of gender, sexual orientation, cultural background, ethnicity, location or life stage, every person should be treated with respect and dignity and protected from discrimination, harassment and abuse.

We recognise that people feel safe, enjoy themselves and perform at their best when they are treated fairly, so we are committed to providing environments that are free from all forms of discrimination and harassment and remove all barriers or disadvantages. We seek to be '*Greater Together*' as we connect with and positively contribute to Australian communities through sport.

We live diversity, inclusiveness and the broadest possible definition of team. And we live this through our actions and our voice.



COMMONWEALTH GAMES AUSTRALIA

POSITION DESCRIPTION

ELECTED DIRECTOR

COMMONWEALTH GAMES AUSTRALIA OVERVIEW

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Our purpose is twofold: to drive Australia's success at the Commonwealth Games and to create opportunities for communities to connect and celebrate the achievements of our Team. We strive to be the number one nation in the Commonwealth while inspiring and uniting communities through a sense of national pride. We deliver our vision and mission with dynamic leadership and innovation while demonstrating our values of inclusiveness, integrity, respect and excellence.

CGA is a company limited by guarantee and a not-for-profit organisation. Its members are the sports on the program for the upcoming Commonwealth Games and State divisions. The Board is comprised of seven elected Directors and up to two appointed Directors.

CGA works collaboratively with its Member National Sporting Organisations (NSOs), stakeholders and other sport system partners to support Australia's athletes in the pursuit of their sporting dreams. We will play an integral role in the success of the Victoria 2026 Commonwealth Games as host nation.

PRIMARY PURPOSE OF THE ROLE

The Board's primary role is one of trusteeship on behalf of members and stakeholders, ensuring that CGA remains viable and appropriately represents the Commonwealth Games movement today and into the future. Directors have a fiduciary duty to make decisions for the betterment of CGA and the Commonwealth Games movement as a whole, and not on behalf of a member.

The CGA Board meets 4-5 times per year. Meetings are generally held in person at the CGA office in South Melbourne, but may sometimes be held interstate or in regional Victoria to enable attendance at other relevant events. The next Board meeting after the AGM on 19 May is scheduled for Friday 1 September 2023.

The term for a newly elected Director is four (4) years to May 2027. An elected Director may serve a maximum of three (3) terms of office in total (or 12 years).

As per Part 10.1 of the CGA constitution, the Powers of the Board are as follows:

"The Board shall have sole charge of all affairs of CGA and the Board shall appoint and dismiss the CEO and shall have all powers given to it under Part 2.2 of this Constitution and under the Act, and also the power to do all such things as may appear to the Board to be necessary for the efficient management of CGA and the administration of its affairs. The Board may delegate to the CEO the power (subject to such reservations on the power as are decided by the Board) to manage the affairs of CGA in accordance with Part 13.2 of this Constitution".

This incorporates working with the President and all CGA Directors to:

- Set the goals and strategic direction of CGA;
- Monitor the implementation and evaluation of the strategic plan;
- Determine policies relevant to the effective governance and performance management of the organisation;
- Monitor risk and maintain a robust risk management framework;
- Approving the annual budget and oversee financial delegations;
- Ensure ongoing financial accountability and viability;
- Establish and determine the powers of Board committees and advisory groups;
- Implement regular President, Director and Board performance evaluations;
- Ensure compliance with legal requirements, codes of conduct and appropriate standards of behaviour; and
- Provide a safe, respectful, and inclusive work environment.

KEY RELATIONSHIPS

- Board of Directors
- CGA CEO and staff
- CGA Members
- Commonwealth Games Federation
- Federal and State Governments
- V2026 Organising Committee
- Australian Sports Commission
- Australian Olympic Committee
- Paralympics Australia
- Corporate partners and sponsors

KEY SELECTION CRITERIA

The following skills and areas of expertise are drawn from the Board skills matrix and are to be addressed during the nomination process:

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- Commercial management including contract negotiation, sponsorship and private sector/ corporate relations
- Human Resources Management
- International Sport Federations
- Risk Management
- Strategy and strategic planning implementation

Qualifications and Knowledge:

- Tertiary qualifications (or higher) or significant experience in business, sports management or other relevant field
- Understanding of the not-for-profit industry
- Understanding of the Australian sports system, ASC Sport Governance Principles and the importance of the Commonwealth Games in the high performance pathway
- AICD qualification (desirable)
- Previous experience on a sport Board or not-for-profit desirable

Personal qualities:

The Director must demonstrate the CGA values of inclusiveness, integrity, respect and excellence, as well as being:

- Honest and authentic
- Courageous
- Self aware
- Engaging and respectful
- A good listener
- Analytical thinker
- An active contributor

CONDITIONS

Directors receive remuneration of \$10,000 per year.

Any travel and accommodation required for CGA activities will be arranged and paid by CGA.

DIVERSITY & INCLUSION

Commonwealth Games Australia values our history of diversity through the promotion of our values of inclusion and respect.

Regardless of gender, sexual orientation, cultural background, ethnicity, location or life stage, every person should be treated with respect and dignity and protected from discrimination, harassment and abuse.

We recognise that people feel safe, enjoy themselves and perform at their best when they are treated fairly, so we are committed to providing environments that are free from all forms of discrimination and harassment and remove all barriers or disadvantages.

We seek to be '*Greater Together*' as we connect with and positively contribute to Australian communities through sport.

We live diversity, inclusiveness and the broadest possible definition of team. And we live this through our actions and our voice.



COMMONWEALTH GAMES AUSTRALIA LTD

DIRECTOR CODE OF CONDUCT

Every Director of Commonwealth Games Australia Ltd (CGA) is required to comply with this Code of Conduct (as varied by the Board from time to time). This Code of Conduct should be read in conjunction with the CGA Ltd constitution and aims to assist Directors to carry out their duties and responsibilities in an appropriate manner. Failure to comply with this Code of Conduct may result in disciplinary action, which may result in a Director being removed from the Board in accordance with Part 9.13 of the constitution.

It is expected that Directors will:

- Promote a safe and inclusive environment, in which every person feels welcome and is protected and free from discrimination, harassment and abuse;
- Discharge fiduciary duties as required by the Corporations Act 2001 (Cth);
- Undertake their duties demonstrating CGA's values of inclusiveness, respect, integrity and excellence;
- Act ethically, with honesty and in the best interests of CGA at all times;
- Contribute actively in a constructive, courteous and positive way that enhances good governance and the reputation of CGA;
- Make decisions fairly, transparently, impartially and promptly, considering all available information;
- Treat colleagues, members, team members and employees with respect, courtesy, honesty and fairness, having proper regard to their interests, opinions, rights, safety and welfare;
- Protect the safety and wellbeing of team members at all times by ensuring that appropriate safeguarding measures and policies are in place, reviewed regularly, easily accessible and understood;
- Maintain a harmonious, safe and productive Board culture through professional relationships;
- Promote and encourage diversity, equality and inclusiveness in decision making and throughout the organisation, considering age, gender, cultural background, sexual orientation, geographical location and people with a disability;
- Protect the integrity of sport at all times;
- Disclose all actual and potential conflicts of interest as and when they occur;
- Not make any unauthorised private or public statements regarding the business of CGA;
- Act in a financially responsible manner, applying due diligence and scrutiny to financial decisions, reports, audit reports and other financial material that comes before the Board;
- Not disclose official or confidential information or documents acquired through their position as a Director other than as required by law or where agreed by a decision of the Board;
- Prepare for and attend Board meetings by reviewing Board papers in advance and being familiar with and able to discuss and deliberate the items on the agenda and any other issues confronting the Board;
- Not make improper use of their position as a Director to gain advantage for themselves or for any other person; and
- Support and adhere to the formal decisions of the Board.

I, _____ being a Director of

Commonwealth Games Australia Ltd, do hereby undertake to abide by this Code of Conduct.

Signature: _____ Date: _____