

# MEMORANDUM



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**To:** CGA Directors  
CGA Program Sport Members  
CGA Associate Members  
CGA State Division Members  
CGA Life Members  
CGA Staff  
PwC – Andrew Cronin, Oliver Simpson and Phil Kossmann

**From:** Craig Phillips AM, CEO & Joint Company Secretary  
Dianne O’Neill, General Manager Corporate & Joint Company Secretary

**Date:** 14 November 2024

**Subject:** **GENERAL MEETING – 5 DECEMBER 2024**  
**COMMONWEALTH GAMES AUSTRALIA LIMITED – ACN 629 915 448 (CGA)**

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Further to the previous emails and memoranda dated 4 October 2024 and 25 October 2024 issued to Members regarding the General Meeting (**GM**) of CGA to be held on Thursday 5 December 2024, attached is the formal Notice of Meeting and Agenda including the items of business and Special Resolutions, in accordance with Part 6.4 (c) of the constitution of CGA (**Constitution**).

Details regarding the General Meeting are as follows:

Date: Thursday 5 December 2024  
Time: 1:00pm (AEDT)  
Place: Delacombe Room, Pullman Melbourne on the Park,  
192 Wellington Pde, East Melbourne, Vic, 3002.

Further detail is included in the Agenda and Notice of Meeting attached in this email, along with an Explanatory Memorandum and marked-up copies of the Constitution outlining the proposed amendments.

## **Appointment of Member Delegates and Voting**

Program Sport Members (being Sports on the program for the 2026 Glasgow Games): Each Program Sport Member may appoint two (2) Member Delegates to attend and vote at the GM on their behalf.

State Division Members: State Division Members may each appoint one (1) Member Delegate to attend and vote at the GM on their behalf.

Associate Members and Life Members: Associate Members and Life Members may attend the GM as observers, but have no voting rights and consequently, no right to appoint any Member Delegates.

If a Member entitled to attend and vote at the GM has not yet appointed its Member Delegate(s) (i.e., a proxy), the Member should do so now by contacting CGA’s Executive & Office Manager, Maria Cabeliza, on (03) 9453 9300 or maria.cabeliza@commonwealthgames.com.au to complete and return a Member Delegate (i.e., proxy) appointment form to CGA as soon as possible but no later than

10:00am on Thursday 28 November 2024. Maria will also facilitate any travel arrangements required via the attached form: <https://form.jotform.com/AusCommGames/CGA-2024-SGM-MF>

**CGA Member Forum – Thursday 5 December**

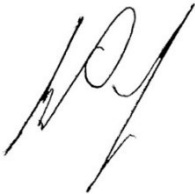
Following the General Meeting, CGA will hold its Member Forum. All Program Sport Members, non-Program Sports and State Divisions are invited to attend and an agenda will be distributed in due course.

**Save the Date – CGA Annual General Meeting – Friday 30 May 2025**

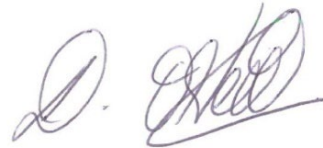
CGA takes this opportunity to notify Members of the date of its 2025 Annual General Meeting, which will be held on Friday 30 May 2025 at the Novotel Sydney Olympic Park. It would be appreciated if you could please save the date, along with Thursday 29 May for CGA's Member Forum and President's Dinner.

If you have any questions in regard to any of the above, please do not hesitate to contact Maria via email or on (03) 9453 9300 at the CGA office.

Yours sincerely



CRAIG PHILLIPS AM  
Chief Executive Officer  
Joint Company Secretary



DIANNE O'NEILL  
General Manager Corporate  
Joint Company Secretary