



# MEMORANDUM

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**To:** CGA Directors  
CGA Sport Members  
CGA Associate Members  
CGA State Division Members  
CGA Life Members  
CGA Staff  
PwC – Andrew Cronin, Joel Simmonds and Amy Thomson

**From:** Craig Phillips AM, CEO & Joint Company Secretary

**Date:** Friday 1 May 2026

**Subject:** COMMONWEALTH GAMES AUSTRALIA LIMITED (CGA) – ACN 629 915 448 2026 ANNUAL GENERAL MEETING – 22 MAY 2026

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Further to the previous emails, memoranda and other materials dated 20 March 2026 and 10 April 2026 issued to Members regarding the Annual General Meeting (**AGM**) of CGA to be held on Friday 22 May 2026, and in accordance with Part 6.4 (c) of the constitution of CGA (**Constitution**) notice is hereby given in the attached Agenda of the items of business and Special Resolutions to be put to the meeting.

There were no notices of motion received from any Member. In accordance with Part 9.1 (c) iii of the CGA Constitution, there are no elections required at this year's AGM.

The Board is nominating one Life Member and confirmation is also required for a Board casual vacancy appointment.

As per Part 6.5 of the Constitution, no business other than that stated in the notice of meeting may be transacted at the AGM.

Details regarding the CGA AGM are as follows:

Date: Friday 22 May 2026  
Time: 10:00am (AEST)  
Place: Four Seasons Hotel, 199 George Street, Sydney NSW 2000.

Further detail is included in the agenda and Notice of Meeting attached in this email, along with the 2025 Annual Report and associated meeting papers.

## **Appointment of Member Delegates and Voting - 2026 AGM**

Sport Members: Each Sport Member may appoint two (2) Member Delegates to attend and vote at the AGM on their behalf. Member Delegates appointed by a Sport Member may cast in aggregate, two (2) votes. For the avoidance of doubt, if a Sport Member appoints:

- one (1) Member Delegate, that Member Delegate may cast up to two (2) votes; and
- two (2) Member Delegates, each such Member Delegate may cast one (1) vote.

State Division Members: Each State Division Member may appoint one (1) Member Delegate to attend and vote at the AGM on their behalf. A Member Delegate appointed by a State Division Member may cast one (1) vote.

Associate Members and Life Members: Associate Members and Life Members are not permitted to vote at the AGM and consequently, have no right to appoint any Member Delegates.

A Member Delegate is a natural person who has been appointed as a delegate by a Voting Member to attend General Meetings and vote on the Voting Member's behalf either at a General Meeting or on a circular resolution of Members.

If a Voting Member (being Sport Members and State Division Members) has not yet appointed its Member Delegate(s) (i.e., a proxy), the Voting Member can do so now. Please contact CGA's Executive & Office Manager, Maria Cabeliza, on (03) 9453 9300 or [maria.cabeliza@commonwealthgames.com.au](mailto:maria.cabeliza@commonwealthgames.com.au) prior to 10:00am on Thursday, 14 May 2026 to obtain, complete and return to CGA a Member Delegate (i.e., proxy) appointment form. Maria will also facilitate any travel arrangements required.

Please note that:

1. Members that are entitled to attend and vote at the AGM (being Sport Members and State Division Members) are entitled to appoint Member Delegate(s) (i.e., a proxy).
2. Sport Members may appoint up to two (2) Member Delegates (i.e., proxies) who may cast in aggregate, two (2) votes.
3. State Division Members may appoint one (1) Member Delegate each (i.e., proxies) who may cast one (1) vote.
4. A Member Delegate must attend the AGM in person to exercise their vote.
5. In accordance with Part 6.6 of the constitution of CGA, if a Voting Member owes CGA membership fees that are more than 90 days overdue, they shall not be entitled to vote and shall not be entitled to representation at the AGM until all such fees and other monies due and payable are paid in full.

#### **Additional meetings and events – Thursday 21 May**

Separate invitations have been sent for each CGA meeting and event to each relevant stakeholder group. An agenda for each meeting will be distributed in due course.

RSVPs for all CGA meetings and events are due back on Friday 8 May 2026. If you have not already done so, please provide your RSVP to CGA's Stakeholder & International Relations Manager Kylie Peake via email at [kylie.peake@commonwealthgames.com.au](mailto:kylie.peake@commonwealthgames.com.au) or via your invitation.

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.

Kind regards



CRAIG PHILLIPS AM