

MEMORANDUM



To: CGA Directors
Presidents & CEOs of National Sporting Organisations for Program Sports
Presidents & CEOs of National Sporting Organisations for Associate Members
Presidents & Secretaries of State Divisions
Life Members
CGA Staff
PwC – Andrew Cronin and Phil Kossman

From: Craig Phillips, Chief Executive Officer and Dianne O’Neill, General Manager Corporate
CGA Joint Company Secretaries

Date: 14 March 2024

Subject: 2024 ANNUAL GENERAL MEETING –
COMMONWEALTH GAMES AUSTRALIA LIMITED - ACN 629 915 448

In accordance with Part 6.4 (a) of the Commonwealth Games Australia Limited (CGA) Constitution, notice is hereby given that the 2024 Annual General Meeting (AGM) of the company will be held on Wednesday 15 May at 10:00am at the Novotel, 11A Olympic Boulevard, Sydney Olympic Park NSW 2127.

ITEMS OF BUSINESS

As per Part 6.4 (b) of the CGA constitution, Members are invited to propose items of business for the AGM. Proposals are to be received in writing by the Joint Company Secretaries no later than 5:00pm (AEST) on 14 April 2024.

As per Part 6.4 (c), a notice of meeting will be distributed to members at least 21 days prior to the AGM with the final meeting agenda, annual report, nominations for election and any other accompanying papers.

As per Part 25.1 (b), “Procedures for amending the Constitution”, the finalised changes proposed to the Constitution will be distributed to the Members at least 30 days prior to the AGM. The Motion shall specify the clauses as sought to be amended and will be accompanied by a detailed Explanatory Memorandum.

ELECTIONS

At the upcoming AGM, in accordance with Parts 9.2, 9.3, 9.5, 9.6 and 9.8 of the CGA Constitution, nominations are hereby called for the positions of two (2) Directors.

Mr Darryl Clout (Elected Director) and Mr Grant Harrison (Elected Director) will have each served their four-and-a-half (4 ½) year terms and, in accordance with Parts 9.2 (a) iv and 9.3 (b) ii of the Constitution, are deemed to be retiring Directors. They are eligible to be nominated for re-election.

Please find attached the 2024 CGA AGM Director Nomination pack which includes:

- Director Election Nomination information regarding the Directors retiring at the upcoming CGA AGM on 15 May 2024 and the nomination process;
- Link to the Director Nomination online form – [CLICK HERE to view the form](#);
- Position Description for Elected Director; and
- Director Code of Conduct.

For nominees seeking election, the nomination form and prescribed attachments as outlined in the Director Nomination information must be signed and submitted electronically to CGA's Joint Company Secretaries via the online form **by no later than 5.00pm AEST on Sunday 14 April 2024**.

Please note that late nominations or unsigned, incorrectly completed forms will not be accepted.

The nomination pack is also available for download from the CGA website.

NOMINATION OF AGM VOTING DELEGATES

Each National Sporting Organisation Program Sport Member may nominate two delegates to attend and vote at the AGM. State Division members may have two attendees, with one voting delegate. National Sporting Organisation Associate Members and Life Members may also attend, but with no voting rights.

Maria Cabeliza, CGA's Executive & Office Manager, will communicate again separately in due course to seek the names of your voting delegates and arrange any travel required.

ADDITIONAL MEETINGS

As per previous years, a meeting of State Divisions will be held in the morning on Tuesday 14 May followed by a Members' Forum in the afternoon. A full program of events, including requests for travel and accommodation, will be provided separately.

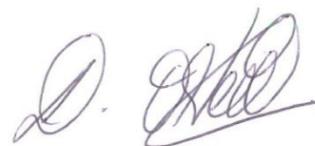
The CGA President's Dinner will be held on the evening of Tuesday 14 May at Waterview in Bicentennial Park and invitations will be sent separately for this event.

If you have any questions regarding any of the above, please do not hesitate to contact either of us via email or on (03) 9453 9300.

Yours Sincerely



Craig Phillips AM
Chief Executive Officer
Joint Company Secretary



Dianne O'Neill
General Manager Corporate
Joint Company Secretary