

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 Kossmann

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

Date: 17 March 2023

Subject: 2023 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 2023 Annual General Meeting (AGM) of the company will be held on Friday 19 May at 10:00am at the Pullman Melbourne on the Park, 192 Wellington Pde, East Melbourne, Victoria, 3002.

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 the close of business 5:00pm (AEST) on 19 April 2023.

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.

Elections

At the upcoming AGM, in accordance with Parts 9.2, 9.3, 9.5, 9.6 9.7 and 9.8 of the CGA Constitution, nominations are hereby called for the positions of President and two (2) Directors.

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

Please find attached the CGA 2023 AGM Nomination pack which includes:

- Director Election Nomination information regarding the elections to be held at the upcoming CGA AGM on 19 May 2023 and the nomination process
- Director Nomination form
- Position Descriptions for President and Elected Director
- Board 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 to CGA's Joint Company Secretaries **by no later than 5.00pm AEST on Wednesday 19 April, 2023** at recruitment@commonwealthgames.com.au. The nomination form can be filled out on computer or by printing, handwriting and scanning.

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 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 Thursday 18 May followed by a Members' Forum in the afternoon. A full program of events, including requests for travel and accommodation, will be provided separately.

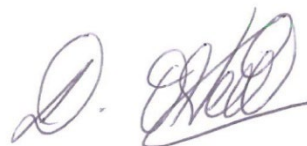
The CGA President's Dinner will be held on the evening of Thursday 18 May at the MCG and invitations will be sent separately for this event.

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

Yours Sincerely



Craig Phillips
Chief Executive Officer
Joint Company Secretary



Dianne O'Neill
General Manager Corporate
Joint Company Secretary