

# MEMORANDUM



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**To:** CGA Directors  
Presidents & CEOs of National Sporting Organisations for Sport Members  
Presidents & CEOs of National Sporting Organisations for Associate Members  
Presidents & Secretaries of State Divisions  
Life Members  
CGA Staff  
PwC – Andrew Cronin and Oliver Simpson

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

**Date:** 31 March 2025

**Subject:** 2025 ANNUAL GENERAL MEETING –  
COMMONWEALTH GAMES AUSTRALIA LIMITED - ACN 629 915 448

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In accordance with Part 6.4 (a) of the Commonwealth Games Australia Limited (CGA) Constitution, notice is hereby given that the 2025 Annual General Meeting (AGM) of the company will be held on Friday 30 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 30 April 2025.

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 9.1 (a), 9.1 (c) ii, 9.1 (e), 9.2, 9.3, 9.4 and 9.6 of the CGA Constitution, nominations are hereby called for the positions of two (2) Elected Directors.

Mr David Mandel (Elected Director) and Ms Marlene Elliott (Elected Director) will have each served their four-and-a-half (4 ½) year terms and, in accordance with Part 9.1 (c) ii of the Constitution, are deemed to be retiring Directors. They are eligible to be nominated for re-election.

Please find attached the 2025 CGA AGM Director Nomination pack which includes:

- Director Election Nomination information regarding the Directors retiring at the upcoming CGA AGM on 30 May 2025 and the nomination process;
- Link to the Director Nomination online form – <https://form.jotform.com/AusCommGames/cga-2025-director-nomination-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 5.00pm AEST on Wednesday 30 April 2025**.

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.

#### ENDORSEMENT OF CASUAL VACANCY POSITION

During 2024, Elected Director, Mrs Leeanne Grantham, resigned from the CGA Board causing a casual vacancy. In accordance with Part 9.8 of the Constitution, the Board appointed Ms Kate Corkery to fill this casual vacancy. As per Part 9.8 (c) i of the Constitution, this appointment must be confirmed by a resolution at the next AGM and as such, voting delegates will be asked to endorse this appointment at the upcoming AGM. If confirmed at the AGM, Ms Corkery will serve out the term of the previously Elected Director, which is until the 2027 AGM.

#### NOMINATION OF AGM VOTING DELEGATES

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

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

#### ADDITIONAL MEETINGS

A number of additional meetings will be held across the two days, with the Australian Sports Commission (ASC) again taking the opportunity to schedule its CEO Forum in the morning prior to CGA's Members' Forum, which will be held in the afternoon of Thursday 29 May. Please refer to the attached draft schedule of meetings for further details.

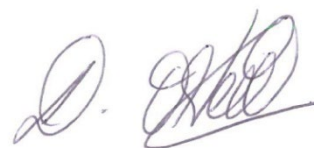
The CGA President's Dinner will be held on the evening of Thursday 29 May at Waterview in Bicentennial Park and invitations will be sent separately for this event.

If you have any questions regarding any of the above, please do not hesitate to contact either of us or Maria Cabeliza 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

# COMMONWEALTH GAMES AUSTRALIA SCHEDULE OF MEETINGS & EVENTS



## THURSDAY 29 MAY 2025\*

TIME	EVENT	DELEGATES
10:00am – 12:00pm	CGA Glasgow 2026 Program Sport Meeting Venue: Marine Room 2, Novotel Sydney Olympic Park	National Sport Organisation (NSO) 2026 Program Sport Team / HP Managers only.
10:00am – 12:00pm	Australian Sports Commission (ASC) CEO Forum Venue: Parklands Room, Novotel Sydney Olympic Park	NSO CEOs only. Invitations for this event will be managed by the Australian Sports Commission. Should Delegates require any additional accommodation it will be at the Delegate's expense.
11:00am – 12:00pm	Commonwealth Games Australia (CGA) State Divisions' Meeting Venue: Marine Room 1, Novotel Sydney Olympic Park	CGA State Division representatives only.
12:00pm – 12:45pm	ASC & CGA Networking Lunch Venue: Dining Room, Novotel Sydney Olympic Park	CGA and ASC Delegates are invited to attend a networking lunch which will be held prior to the CGA Members' Forum.
1:00pm – 4:30pm	CommGamesAUS Connects: Members' Forum Venue: Parklands Room, Novotel Sydney Olympic Park	CGA Sport Member Presidents/CEOs, Associate Member Presidents/CEOs, CGA State Division representatives and CGA Board.
5:00pm – 6:00pm	CGA Athlete Advisory Group Meeting Venue: Marine Room, Novotel Sydney Olympic Park	CGA Athlete Advisory Group members only.
6:30pm – 11:00pm	CGA President's Dinner Venue: Waterview in Bicentennial Park	By invitation only.

## FRIDAY 30 MAY 2025\*

TIME	EVENT	DELEGATES
9:00am – 9:45am	Networking Breakfast & Event Registration Venue: Pre-function space outside of the Freshwater Ballroom, Novotel Sydney Olympic Park	CGA Sport Member Presidents/CEOs, Associate Member Presidents/CEOs, CGA State Division representatives, Life Members and CGA Board & staff.
10:00am – 12:00pm	CGA Annual General Meeting Venue: Freshwater Ballroom, Novotel Sydney Olympic Park	
1:00pm – 2:30pm	Paralympics Australia (PA) Annual General Meeting Venue: Forest Room, Novotel Sydney Olympic Park	PA Members – by invitation only. Invitations for this event will be managed by Paralympics Australia.

\* Please note, timings are indicative and may vary.