

# Memorandum

**To** Association Memo Distribution List  
(Association Executives, Delegates, Netball NSW Board Members, and Netball NSW Life Members and Auditor)

**From** Stuart Corbishley - Netball NSW Company Secretary

**CC** Tracey Scott – Netball NSW Chief Executive Officer

**Date** Thursday, 12 October 2023

**Re** **Netball NSW Council Meeting – Saturday 4 November 2023 - Notice and Papers now available**

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## Introduction

In accordance with clauses 13.13 and 13.14 of the Netball NSW Constitution, the final Council Meeting of the year will be held on Saturday 4 November 2023 as a hybrid meeting.

## Meeting Details

The details of the meeting are as follows:

**Date:** Saturday 4 November 2023

**Time:** 9:00 am (AEDT), Council Meeting (Council Members are advised sign on will be open from 8:30am (AEDT) both in person and on Zoom),

**Location:** Netball Central, Waratah Room, 2 Olympic Boulevard, Sydney Olympic Park, NSW; and via Zoom video conferencing.

The formal **Notice of Meeting** for the Council Meeting, including the Agenda, and all relevant papers can be found on the Netball NSW website as per the link and details on the next page.

## RSVPs

As mentioned above, attendees will be able to attend in person or via Zoom video conferencing and so, to assist with logistics, and ensure we have the correct details for the online voting portal Netball NSW requests RSVP's from those delegates wishing to attend in person or via Zoom video conferencing. Such RSVP's will need to be lodged with Netball NSW **by 5:00 pm (AEDT) on Saturday 28 October 2023**. Please [click here](#) to RSVP.

Associations will have until **9:00am (AEDT) on Thursday 2 November 2023** to change their nominated delegate.

To complete this form, you will need to provide the following information: Full Name, Association, Email Address, and Phone Number. You will also be asked to indicate whether you are attending online or in-person.

Following receipt of RSVP's, Zoom login information and voting instructions will be provided on Thursday 2 November 2023 directly to those delegates who have confirmed their attendance.

**Please note:** each individual Association Delegate and Life Member is required to complete this form separately.

## **Council Meeting Document Downloads**

**Please be advised that the Netball NSW Notice of Meeting for the Council Meeting is now available for download from the Netball NSW website.**

Please click on <https://nsw.netball.com.au/council-papers> and click on "Council Meeting Agenda Papers – 4 November 2023". Or follow the instruction below:

- Go to <http://nsw.netball.com.au/>
- Using the navigation menus on the top hover over "About" menu item
- One of the drop-down items will be "Governance"
- Under Governance click on the link to "Council Papers"
- Click on PDF file "Council Meeting Agenda Papers – 4 November 2023". You may wish to print papers for your reference.

## **Questions**

Netball NSW requests that if any Association Delegate or Life Member has any questions that arise from their review of the papers, they are submitted in writing to the Chief Executive Officer at least 7 days prior to the Council Meeting. These questions can be sent to Lucy Sayers (Manager – Governance, Integrity and Special Projects) at [lsayers@netballnsw.com](mailto:lsayers@netballnsw.com). Netball NSW will endeavor to respond to these queries before the meeting or at least during the meeting.

Questions that are asked during the Council Meeting may be taken on notice and will be responded to within 10 business days.

## **Accessing the Council Meeting**

Netball NSW will be using Zoom video conferencing as our online platform.

### **How to access the "live webinar"?**

Following receipt of RSVP's Zoom log in information and instruction will be provided directly to all Delegates on Thursday 2 November 2023.

## **What do I need on my computer or device to watch a webinar?**

### **Zoom application**

- [Download and install](#) the Zoom application appropriate for your device.

## System requirements

You may join the webinar from your PC, Mac, Linux or mobile devices (IOS or Android). [Click here](#) to learn about:

- Supported operating systems, tablets and mobile devices
- Supported browsers
- Required device processor and RAM

## Internet connectivity

- [Join a Zoom test meeting](#) to test your Internet connectivity.
- [Check here](#) for recommended Internet bandwidth

## Sound

- You will need speakers or headphones to listen to the speaker. Check that your headphones or speakers are connected and the volume is turned on (where applicable).
- You may also need to check the Audio Settings on Zoom once you have logged in.

## How can I access technical support?

**Lucy Sayers, Manager – Governance, Integrity and Special Projects**

[lsayers@netballnsw.com](mailto:lsayers@netballnsw.com)

0416 286 638

**Jillian Vernon, Regional Manager (Sydney Metropolitan)**

[jvernon@netballnsw.com](mailto:jvernon@netballnsw.com)

0424 415 580

**Gill Cotter, Community Engagement Manager**

[gcotter@netballnsw.com](mailto:gcotter@netballnsw.com)

0450 603 220

In the week leading up to the Council Meeting, Netball NSW will provide additional information and support to any members who are having difficulties in utilising Zoom or voting as required.