

Information on virtual 2021 Annual State Congress and General Meeting

Date: Monday 6 and Tuesday 7 December 2021

Time: Commencing at 0900 on both days

Venue: Online portal - link to be provided directly to registered delegate one week prior to Congress

Dear Honorary Secretary,

The 2021 Annual State Congress and General Meeting (**Congress**) will be held online. Registered delegates will have access to the portal from 26 November and will be able to access an interactive demonstration and training video.

If any delegate requires assistance to use the online portal at any time prior to or during Congress, please call the Link Group Help Line on 1800 990 363.

Please find below information about how delegates can access and attend the two-day virtual event, debate motions, and familiarise themselves with the online system before the event commences.

Registration

All delegates must be registered to attend by 23 November:

- Sub-Branch Delegate with voting rights – to register please [click on this link](#)
- District Council Delegate with no voting rights – to register please [click on this link](#)
- sub-Branch and District Council Alternate Delegate without voting rights – to register please [click on this link](#)

A point of clarification: District Council Delegates can speak in relation to motions but are not authorised to vote.

IMPORTANT: Please ensure this information is passed on to the nominated delegate and alternate delegate for the sub-Branch.

Nominated Delegates (including District Council Delegates)

The login details for the online portal will be sent to registered delegates on 26 November. The login is linked to your registration and voting permissions, so it is important that these details are not shared.

Once the nominated delegate has received their login details, they will be able to access the online portal to familiarise themselves with the platform.

In accordance with the RSL NSW Constitution, District Council nominated delegates will not have access to vote, they will however have access to verbally debate motions.

The nominated delegate will be able to verbally debate motions throughout the AGM. In addition to receiving their login details, the nominated delegate will also be sent a PIN and phone number to call if they wish to debate a motion. This PIN allows the nominated delegate to be verified to be able to debate, it is important that this information is not shared with anyone. Nominated delegates will need a

landline or mobile phone to be able to participate in debate during the meeting.

The Chair of the meeting will give notice when the phonenumber is open for nominated delegates to call and be placed on hold if they wish to debate a motion. When on hold you will be able to still view and hear the meeting on your computer or device.

A complete guide of step-by-step instructions will be sent direct to the nominated delegate.

Additional support includes:

Demonstration video – available 26 November 1430

A video tutorial for all registered delegates will be available on the online portal on 26 November at 1430. This session will assist delegates in familiarising themselves with the portal ahead of Congress and will ensure they have the correct system requirements.

Details on how to access this tutorial will be sent to registered delegates with the login details on 26 November.

If you require assistance using the online portal during this demonstration or any time prior to or during Congress, please call the Link Group Help Line on 1800 990 363.

Live demonstration – 3 December 1430

A live, interactive demonstration will be hosted for all registered delegates to practice voting and calling in to verbally debate, in addition to seeing and hearing from the Chair of the meeting.

The details outlining how to access this demonstration will be included in the email that will be sent to registered delegates with their login details on 26 November.

If you require assistance using the online portal during this demonstration or any time prior to or during Congress, please call the Link Group Help Line on 1800 990 363.

Nominated Alternate Delegates

The login details for the online portal will be sent to registered alternate delegates on 26 November.

Once the nominated alternate delegate has received the login details, they will be able to access the online portal to familiarise themselves with the platform.

A demonstration will be hosted on Friday 3 December at 1430. Details on how to access this meeting will be sent to the alternate delegate with the login details.

If you require assistance using the online portal prior to or during Congress, please call the Link Group Help Line on 1800 990 363.

Conduct of the General Meeting

The State President will Chair the 2021 Annual General Meeting (AGM).

Voting at the AGM will be carried out by electronic device via the online portal. There is one login/vote per nominated sub-Branch delegate.

There will be no requirement to move or second the motions which have been proposed in the Notice of Meeting. It is presumed that the party submitting the motion will be the proposer for the purpose of moving the motion. There will be no requirement to second the motion for it to be debated and voted on.

General Meetings and the procedures that apply are governed by a number of sources, including the RSL NSW Constitution. Given the virtual nature of this year's Congress and AGM and the Chair will exercise their discretion under the Constitution to ensure that the meeting proceeds in an orderly and effective fashion.

As stated above, the nominated delegate will have the opportunity to verbally debate motions during the meeting. Due to the number of motions and the meeting being held online, this will be limited to two speakers per motion, each having 2 minutes to speak. At the end of the 2 minutes the Chair will give a warning before the speaker is placed back on hold.

Getting started – how to use the online portal

To ensure all registered delegates and alternate delegates can participate it is important that they check their internet browser is compatible with the online portal. Your browser is the window on your computer screen that you use to access (i.e. browse) the internet. Compatible browsers are:

- Chrome – version 44 & 45 and after
- Firefox – 40.0.2 and after
- Safari – OS X v10.9 “Mavericks” & OS X v10.10 “Yosemite” and after
- Microsoft Edge – 92.0 and after

Check what your current browser is by using the website whatismybrowser.com

The delegate and alternate delegate can access the online portal using their home computer, the sub-Branch office computer, mobile device or tablet. Delegates are advised to use their home or the sub-Branch office computer.

Please ensure that you have access to a charger to ensure battery life of any laptop, mobile or tablet being used throughout the two day meeting and set yourself up near a power point so you can plug your equipment in if necessary.

It is strongly recommended that nominated delegates and alternate delegates check that their device can connect to the meeting portal PRIOR to proceedings commencing.

FAQs

Online Portal and voting

A comprehensive virtual meeting guide will be sent to the nominated delegate and alternate delegate with their login details. This will include step by step instructions on how to access the online portal, vote and verbally debate motions.

To ensure that votes are accurately counted, each nominated delegate (or proxy) will be allocated one vote per motion in the online portal. Each nominated delegate login is unique and registered to the relevant sub-Branch.

Voting will open for all motions at the start of the AGM, time will be given at the end to go back and check you have voted on all motions.

This year the online portal can only show the voting results at the conclusion of the AGM and not after each motion has closed. The Chair will announce each result, which will also appear on screen. Voting results will be verified by Link Group.

About Link Group

Link is Australia's leading share registry and financial services provider, managing over 50 million shareholders. Link's history in financial services spans more than half a century with offices in Sydney, Melbourne, Brisbane, and Perth.

They deliver complete solutions for companies, asset owners and trustees across the globe, with clients including some of the world's largest corporations. Their integrated end-to-end suite of services incorporates core registry, capital markets, analytics, meeting and voting services and multi-channel investor communications as well as various specialist value added functions.

How do I appoint a proxy?

Please visit the Congress page on the RSL NSW [website](#) where you will find information on proxies and a proxy form.

Our sub-Branch does not have access to the internet or a computer, can we still participate?

Yes, please call ANZAC House on 1300 679 775 to discuss options for your nominated delegate.

Can I attend in person?

No. There will be no physical access permitted to the AGM and Congress.

Clause 11 of Appendix C of the Constitution states 'a meeting held in two or more places using technology is taken to be held at the place at which the Chair is present'. This year the RSL NSW Chair will be present at ANZAC House, Level 11, 175 Pitt Street Sydney.

If your District Council or sub-Branch arranges a venue for nominated delegates, alternate delegates and members to gather and participate in the online Congress and AGM, it is important to note the following if you choose to attend:

- Each nominated delegate must have their own device (mobile, tablet, laptop) to be used for voting. They must be logged in to the online portal to vote, they should mute the sound on their device to avoid any clash.
- Ensure the venue has sufficient Wi-Fi/internet capabilities for all nominated delegates for voting in addition to the live viewing of the online portal.
- ANZAC House and Link Group will not be able to assist with any technical or IT issues on the day beyond assisting individuals accessing the portal on their device.

What if there are IT issues during the meeting?

In accordance with Clause 12 of Appendix C of the Constitution, if there were to be major IT issues at the

host site (ANZAC House), the meeting would be adjourned until the difficulty is remedied and ANZAC House would communicate via text message to the nominated delegate and alternate delegate's mobile number provided during registration.

Text messages will also be sent to alert the nominated delegate and alternate delegate when sessions are about to commence.

If there are IT issues at a nominated delegate's location, the meeting will continue (subject to a quorum being present).

We strongly recommend that you check your technology and ability to connect to online portal PRIOR to proceedings commencing. You can find details on what is required on page 1.

Notice of meeting and agenda

You can view the Notice of Meeting [here](#). Please ensure you familiarise yourself with it ahead of the meeting.

The team at ANZAC House is conscious of the impact of the length of the meeting and delegates being required to spend an extended period in front of a computer in order to participate. Ample breaks including lunch have been incorporated in the agenda.

Where can I get a copy of the Financial Reports?

A copy of the financial statements and auditor's report are available on the Congress page of the RSL NSW website [here](#) or by contacting the Sub-Branch & Member Support Unit on 1300 679 775.

All questions relating to the financial statements must be submitted in writing to the Support Unit, support@rslnsw.org.au by 12 November. By submitting your questions in advance, it allows sufficient time for responses to be prepared for the AGM. Any sub-Branch that submits a question in relation to the financials is encouraged to have their nominated delegate in attendance at the AGM to hear the question responded to.

Who can I contact for more information or assistance?

Please visit the RSL NSW Congress page on the website [here](#) for all the relevant information about the meeting.

If you have any questions before the day in relation to the Notice of Meeting, Financials, nominated delegate or alternate delegate, please contact the Support Unit by email support@rslnsw.org.au or phone 1300 679 775.

If you require assistance using the online portal prior to or during Congress and AGM, please call the Link Group Help Line on 1800 990 363. Please note, this line will only be available once the login details have been issued.