

NOTICE OF ANNUAL GENERAL MEETING AND EXPLANATORY NOTES

NSW Business Chamber Limited
ACN 000 014 504

Date

15 November 2024

Place

Level 6, 8 Chifley Square, Sydney NSW 2000

Time

12.00pm (AEDT)

and

via Zoom

Please refer to the Notice of Meeting and attached explanatory notes
in relation to accessing the meeting via Zoom

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LETTER FROM THE PRESIDENT

23 October 2024

Dear Member

I am pleased to invite you to the annual general meeting (**AGM**) of NSW Business Chamber Ltd (**Company**) to be held at 12.00pm (AEDT) on 15 November 2024.

As is now customary, the AGM will be held both in person and virtually to allow all members, regardless of where they are located, to participate in the meeting. Please read the attached explanatory notes in relation to registering for, and accessing, the AGM online.

I have always said that members are at the heart of our organisation. I am therefore heartened by the continued expansion of our membership base. As of 30 June 2024, the organisation had 95,506 members. During FY24, we facilitated more than 270 events that were attended by over 21,000 people. These figures underscore the size and power of our network and the capacity of our organisation to bring people, with a shared purpose, together to learn, network and influence policy and government, all for the betterment of business and the broader community.

Our policy and advocacy team have been relentless in their objective to improve outcomes for business. During the last year, the Company submitted 35 detailed submissions, participated in six parliamentary inquiries, and engaged in circa 120 consultative committees spanning energy, skills, infrastructure, environmental protection, workplace safety, and others. We also represented members on approximately 40 government advisory bodies.

During a year in which the Federal Government's workplace relations reforms (which will have far reaching impacts for business) started to take effect, our:

- law firm, Australian Business Lawyers & Advisors, has been at the forefront of supporting members and other clients in navigating these changes and representing employers before the Fair Work Commission; and
- Workplace Advice Unit serviced 10,599 calls.

In April 2024, Apprenticeship Support Australia (the Company's joint venture with the Victorian and Western Australian Chambers of Commerce) (ASA) was awarded the Commonwealth Government contract to support apprenticeships and traineeships from 2024-2026. This was a significant achievement and continues ASA's proud and long history of contributing to the vital vocational education and training system.

Another significant achievement for the Company was its acquisition of Ability Plus Disability Services Pty Ltd in May 2024. This Victorian disability support services provider complements and substantially expands the community care business within the Company's Alliance Australia business division.

I encourage you to read our 2024 Annual Report to learn more about the performance of the Company during FY24 and the significant number of activities and initiatives the Company undertook to support our members, customers and community.

I encourage members to attend the AGM because it offers the opportunity for you to ask the Board and management about the activities, strategy and financial performance of the Company.

Written questions from members in advance of the AGM are welcomed and should be received by 5pm on Friday, 8 November 2024. As Chair of the meeting, I will seek to address as many of the questions as possible during the meeting. Members who wish to submit questions should do so by emailing: bnswevents@businessnsw.com. Members will also have the opportunity to ask questions during the meeting.

On behalf of the Board, I wish to thank you for your ongoing support of the Company and hope that you can join us at the AGM.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Lyall Gorman', with a stylized, flowing script.

Lyall Gorman
President

NOTICE OF ANNUAL GENERAL MEETING

The annual general meeting (**AGM**) of the members of NSW Business Chamber Ltd¹ (**Company**) will be held at **12.30pm (AEDT) on 17 November 2023 on Level 6, 8 Chifley Square, Sydney, New South Wales and via Zoom.** For those attending virtually, please refer to the Notice of Meeting and attached explanatory notes in relation to registering for, and accessing the meeting.

Business

1. **Welcome to Country**
2. **Formalities**
3. **Minutes of the 2023 Annual General Meeting**
4. **President's Report**
To receive and consider a report on the proceedings of the Company for the year ended 30 June 2024.
5. **Consideration of the 2024 Financial Statements and Reports**
To receive and consider the Directors' Report and the Company's consolidated financial statements for the year ended 30 June 2024 and the Auditor's Report in respect of those financial statements.
6. **Other Business**
To transact any other business the President considers expedient.

Registering for, and attending, the AGM

Attending the AGM online

To access the AGM online, members must register for the meeting at least 24 hours before the scheduled meeting time at the following webpage: <https://www.businessnsw.com/about/agm-2024>.

Registered members will receive two reminder emails (24 hours and 1 hour) prior to the scheduled meeting time, which will contain a unique access link to join the AGM via Zoom. This link should not be shared.

To access the AGM on the day, simply click on the unique access link that has been sent to you. Whilst the AGM will commence at 12.00pm (AEDT) on 15 November 2024, you will be able to access the live webcast from 11.50am.

If you:

- need assistance registering for the AGM;
- do not receive the email with the unique meeting access link; or
- assistance during the AGM,

please email bnswevents@businessnsw.com.

¹ The Company trades under various brands, including 'Business NSW', 'Business Sydney', 'Business Western Sydney', 'Business Illawarra' and 'My Business'.

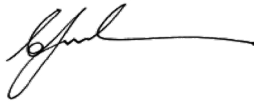
Attending the AGM in person

To attend the AGM in person, members must register their attendance with one of the Company's representatives stationed at the entrance of the meeting venue no later than 11.45am on the day of the meeting.

Proxies

Only voting members may appoint a proxy to attend and vote at the AGM on their behalf. However, the appointment of proxies is not required for the AGM as no resolutions are being put to the AGM. Accordingly, no proxy form is provided.

Date: 23 October 2024

A handwritten signature in black ink, appearing to read 'C. Burubu', with a long horizontal flourish extending to the right.

Christopher Anthony Burubu
General Counsel & Company Secretary

EXPLANATORY NOTES

1. Registering for, and attending, the AGM

Attending the AGM online

- 1.1. To access the virtual AGM, members must register for the meeting at least 24 hours before the scheduled meeting time at the following webpage: <https://www.businessnsw.com/about/agm-2024>.
- 1.2. Registered members will receive an email 24 hours prior to the scheduled meeting time that contains a unique access link to join the virtual AGM via Zoom.
- 1.3. To access the virtual AGM on the day, simply click on the unique access link that has been sent to you. Whilst the AGM will commence at 12.00pm (AEDT) on 15 November 2024, you will be able to access the live webcast from 11.50am.
- 1.4. Google Chrome is the recommended browser for accessing the live webcast. However, the platform can also be accessed in Mozilla Firefox, Safari and Internet Explorer.
- 1.5. If you:
 - need assistance registering for the AGM;
 - do not receive the email with the unique meeting access link;
 - assistance during the AGM,

please email bnswevents@businessnsw.com or call 13 26 96.

Attending the AGM in person

- 1.6. To attend the AGM in person, members must register their attendance with one of the Company's representatives stationed at the entrance of the meeting venue no later than 11.45am on the day of the meeting.

2. Where can I access the AGM documents?

All of the AGM documents (including the Company's 2024 Annual Report and the minutes of the 2023 AGM) can be accessed at the following webpage: <https://www.businessnsw.com/about/agm-2024>.

3. Voting entitlement

Whilst any member may attend the AGM and ask questions, only voting members may vote at the AGM. No resolutions are being put to the AGM.

4. Proxies

- 4.1. Only voting members may appoint a proxy to attend the AGM and vote on their behalf.
- 4.2. As no resolutions are being put to the AGM, no proxy form is provided.

5. Questions from members in advance

- 5.1. Written questions from members in advance of the AGM must be received by **5pm on Friday, 8 November 2024**.
- 5.2. The Chair of the meeting will seek to address as many of the questions as possible during the meeting.
- 5.3. Members who wish to submit questions should do so by emailing bnswevents@businessnsw.com.
- 5.4. Emails must clearly identify the name of the member that the sender represents.

6. How to ask a question during the AGM

- 6.1. The Chair will afford members the opportunity to ask questions during the AGM.
- 6.2. Verbal questions may be asked during the AGM by representatives of members who are attending in person.
- 6.3. For representatives of members attending online:
 - to submit a written question during the meeting, select the 'Q&A' button found on the menu panel, type the question and press send; and
 - to verbally ask a question, select the 'Raise Hand' button found on the menu panel. When selected to ask your question, your participation mode will be changed such that you can be seen and heard – a pop-up will appear for you to accept in this regard. Once your question has been asked and answered, your participation mode in the AGM will return to 'view-only'.

7. Need help?

If you:

- need assistance registering for, or accessing, the AGM;
- do not receive the email with the unique meeting access link;
- need assistance during the AGM,

please email bnswevents@businessnsw.com or call 13 26 96.