



**SHELLHARBOUR
WORKERS' CLUB LTD**

BOARD ELECTION

CANDIDATE NOMINATION PACK

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- **Shellharbour Workers' Club Ltd. Constitution 2025**
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- **Statutory Declaration Candidate**
- **Profile Form**

Please ensure that you return the following documents to the Club on or before 5pm, Friday 23 October 2026.

- **Nomination Form Nominee**
 - **Statutory Declaration Candidate**
 - **Profile Form**
- AND**
- **Your personal Candidate Profile and Photograph**
-



PURPOSE

The primary purpose of the Group is defined by the Vision, Mission and Values as set out within the Group's Constitution and which provide strategic direction for the Group. The vision, mission and values guide the development of the Group's Strategic Plan and ensure that the Group's purpose is at the forefront when setting objectives and strategies.

Shellharbour Workers' Club Ltd. (the Group) is a public company limited by guarantee and as such:

The company's stakeholders are members not shareholders.

No shares are issued.

Members agree to provide a guaranteed amount to meet outstanding claims from creditors if the company is wound up.

The company has a defined Objective or Purpose which it must pursue – the Constitution.

Directors have the same duties and obligations as Directors of a proprietary company and are subject to the Corporations Act 2001.



VISION

TO ENABLE THE COMMUNITY TO REACH ITS HIGHEST POTENTIAL.



MISSION

To invest in and operate assets that are sustainable and have community value. As a dividend from these assets we will convene, engage, mobilise and support the community by fostering its spirit through financial, social and environmental contributions.



SHELLHARBOUR
WORKERS' CLUB LTD

VALUES

INTEGRITY
COMMITMENT
EMPOWERMENT
EXCELLENCE



BOARD ELECTION CANDIDATE INFORMATION

CORPORATE STRUCTURE

Shellharbour Workers' Club Ltd. Board of Directors

Executive Management Team

Chief Executive Officer

Jason Petrolo

**Chief Human
Resources Officer**

Amy Traviss

**Chief Marketing
Officer**

Vanessa Mitrevska

**Group Building &
Facilities Manager**

VACANT

**Chief Financial
Officer**

Shandelle Rue

Support Functions - Finance, Marketing & Human Resources

**The Shellharbour Club
Operations Manager**

The Shellharbour Club

**The Imperial at Clifton
Venue Manager**

The Imperial at Clifton

MindChamps

Childcare Centre
Lease



BOARD STRUCTURE

Board of Directors (x7)

President / Chairperson

Vice President

Director

Director

Director

Director

Director

BOARD SUB-COMMITTEES

Audit, Risk & Compliance Committee (ARCC)

The primary objective of the Audit, Risk & Compliance Committee is to assist the Board of Directors in fulfilling their corporate governance, risk management and compliance responsibilities. The Audit, Risk & Compliance Committee provide advice and assistance in relation to external and internal audit functions, risk management and compliance matters. The Committee has authority from the Board of Directors to review and investigate any matter within their scope and make recommendations in relation to the outcomes. The Committee has no delegated authority from the Board of Directors to determine the outcomes of its reviews and investigations as the Board of Directors retains its authority over such matters.

Remuneration Committee

The primary objective of the Remuneration Committee is to assist the Board of Directors in fulfilling their corporate governance responsibilities to employees in regards to remuneration of Directors and Top Executives. The Remuneration Committee is responsible for ensuring that the Group has in place coherent remuneration policies and practices that fairly and responsibly remunerate employees having regard to performance, relevant legislation and labour market trends.

ClubGRANTS Committee

The primary objective of the ClubGRANTS Committee is to assist the Board of Directors in fulfilling its corporate governance responsibilities within the ClubGRANTS Scheme for The Shellharbour Club. The ClubGRANTS Committee provides a link between The Shellharbour Club and the community, maintaining engagement with key groups and stakeholders. The Committee is authorised to review funding applications in line with legislative requirements and the Group's vision, mission and values. The Committee makes recommendations to the Board of Directors on all ClubGRANTS applications for their consideration.

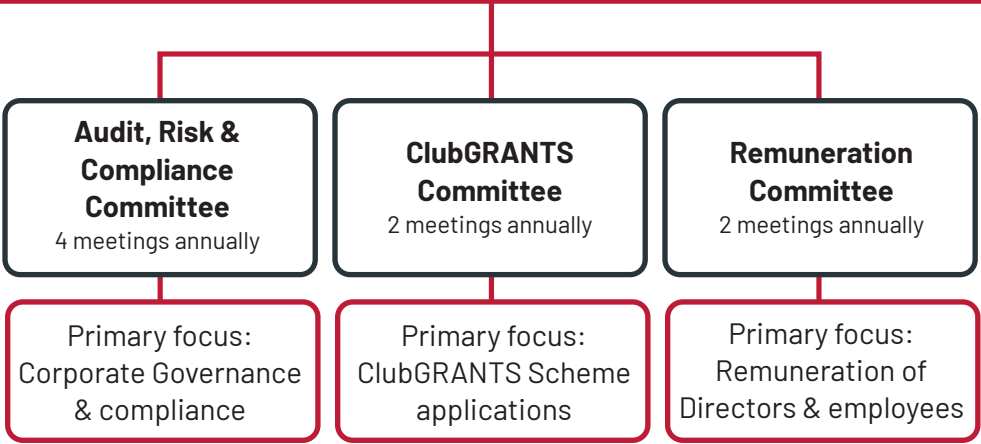




BOARD SUB-COMMITTEES

Board of Directors (x7)

President / Chairperson





BOARD TRAINING

MANDATORY (ON-LINE) TRAINING (as per the Registered Club Act):

- *Finance for Club Boards; and Director Foundation & Management Collaboration.*

OTHER TRAINING:

- *Responsible Service of Alcohol;*
- *Responsible Conduct of Gambling; and*
- *Other Corporate Governance training as required.*

BOARD ELECTION

2026

The Club's Board is elected under the Triennial system, where the term of one third of Directors concludes each year. This year the term of Group 1 concludes and an election will be held to fill those 2 positions for a 3 year term. The Directors in Group 1 whose term concludes are Scott Murphy and Lupcho Mazeveski.

NOMINATIONS

Nominations are invited on and from Friday 9 October 2026 for Two (2) elected Director positions in Group 1 on the Board.

To be qualified to be a Director a candidate must be a Life or financial Ordinary member of the club. Their 2 Nominators must also be Life or financial Ordinary members of the club. Nominations must be in writing, signed by the candidate and at least two (2) nominators.

Nomination packs are available from Reception at the main club at Cnr Wattle & Shellharbour Rds, Shellharbour, via the Club's website or from the Returning Officer.

LODGEMENT OF NOMINATIONS MATERIAL

Nominations must be received by no later than 5.00pm, Friday 23 October 2026.
And any defect must be rectified before this time.

Nominations material must be lodged by email: To returning.officer@ozemail.com.au

Should more nominations than required be received a draw will be conducted to determine the order of candidates' names on the ballot paper at the main Club at 5.30 pm, Friday 23 October 2026. Candidates or their representatives are invited to witness the draw. Contact the Returning Officer for further details.

Candidates must also submit a photograph of him/herself and a Candidate Profile form for distribution and for display at the Club during the voting period. Candidates must also complete a Nominee Statutory Declaration.

Candidates must also attend a Pre-nomination Candidate Information Session to be held at 5.30pm on Wednesday 30 September at the Club. Contact the Club for further details.

VOTING AT CLUB

If required, voting will take place in the foyer of the main Club from Friday 6 November to Sunday 8 November at times to be advised. Members must produce their current membership card or other acceptable identification to vote.

The voting roll for this election will close at 9.00am on Friday 16 October. The ballot papers will be counted following the close of voting. The voting method for this election is First Past the Post, with voters indicating their 2 chosen candidates with exactly 2 Crosses (X).

The Board will then elect by and from themselves the President and Vice-President at the next Board meeting.

Any enquiries concerning this election should be directed to the Returning Officer on telephone 0432 218 026 or by email to returning.officer@ozemail.com.au

Philip Binns
Independent Returning Officer

BOARD ELECTION

NOMINATION FORM

NOMINATION:

We, the undersigned, being eligible to nominate a candidate in accordance with the Club's Constitution, hereby nominate as a candidate:

Surname Given Names

Director Identification Number (required)

Mobile Phone Email Address

Club Membership Number

for the office of **Director** (2 to be elected in Group 1)

Full Name of Nominator(s)	Membership Number	Signature

THE CANDIDATE AND BOTH NOMINATORS MUST BE LIFE OR ORDINARY MEMBERS OF THE CLUB.

Candidates and both nominators must be financial at the time of signing this form.

CANDIDATE'S CONSENT:

I hereby consent to the nomination and declare that I am eligible to nominate for the position of Director in accordance with the Club's Constitution, and I am aware of the statutory responsibilities of a Director. I have attached a completed Director's Statutory Declaration, Candidate Profile Form, and supplied a photograph.

I have/have not at any time ever been declared to be ineligible to be a Director or Secretary of a Registered Club by the Independent Liquor & Gaming Authority. (***delete inapplicable**)

My name should appear on the ballot paper as:

Surname

(One) Given Name

(Only one given name and surname will appear on the ballot paper. Given name can be whatever you are commonly known by.)

.....
(Signature of Candidate)

.....
(Date)

BOARD ELECTION

STATUTORY DECLARATION

OATHS ACT 1900, NSW, EIGHTH SCHEDULE

I do solemnly and sincerely declare that:

[name of declarant]

1. I am the person nominated for office as a Director of Shellharbour Workers' Club Ltd. as per the attached Nomination and Acceptance Form and attached photograph.
2. I am the person described in the attached Candidate Profile and this description is true and correct.
3. I acknowledge that the principal statutes governing the duties and responsibilities of a Director are the Corporations Act 2001 and the Registered Clubs Act 1976.
4. I acknowledge that there is other legislation that may impact on my duties and responsibilities as a Director.
5. I am aware of the Duties and Responsibilities of a Director as per the Corporations Act 2001, Section 5.3., as provided.
6. I am aware of the Club Constitution, as provided.
7. I do not have any disclosures under the Corporations Act or otherwise that would prevent me from holding the position of Director.
8. If elected as a Director of the Club, I will abide by the constitution of the Club and my legal duties as a Director, embrace and act in accordance with the Vision, Mission, Values and Objectives of the Club and at all times act in the best interests of the Club.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1900.

Declared at: on
[place] **[date]**

.....
[signature of declarant]

in the presence of an authorised witness, who states:

I, ... a
[name of authorised witness] **[qualification of authorised witness]**

certify the following matters concerning the making of this statutory declaration by the person who made it:
[* please cross out any text that does not apply]

1. *I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
2. *I have known the person for at least 12 months OR *I have confirmed the person's identity using an identification document and the document I relied on was

[describe identification document relied on]

.....
[signature of authorised witness]

.....
[date]

* The only "special justification" for not removing a face covering is a legitimate medical reason (at September 2018)

BOARD ELECTION

CANDIDATE PROFILE FORM

Thank You for nominating for a position on the Shellharbour Workers' Club Ltd. Board of Directors.

To assist in the election process you are required to provide a short description of your qualifications, experience and skills along with a photograph of yourself (which will be cropped to head and shoulders format). **The Candidate profile and photograph should be returned as part of your nomination documents to the Club or emailed directly to the Returning Officer by the required date. The Profile should be in Word format, and the photo in JPEG format.** This description and photo will be used to provide a Candidate Profile for members and will be available to members prior to and on the day(s) of voting. The profile should not exceed more than 150 words.

Examples are provided below as a guide:

Example - Trevor Smith

Trevor has been a Director of Shellharbour Workers' Club for 5 years and is an active member of the Club Directors Institute. Trevor has participated in ongoing training and development with ClubsNSW and the Club Directors Institute during his term on the Board and has been a representative on a number of Board sub-committees including the Audit, Risk & Compliance Committee and the ClubGRANTSCommittee. Trevor has recently retired after working at Kiama Council as a project manager for the past 15 years. Trevor has been a member of the Club for 12 years.

Example - Karen Jones

Karen owns and operates a local business in Shellharbour which employs 15 staff on a fulltime and casual basis. Karen has a background working in a variety of hospitality related businesses and has completed training and development courses throughout her career relevant to hospitality and business management. Karen is an active member of the local Chamber of Commerce and is a representative on the Shellharbour City Council Consultative Committee for the Community Parks Project. Karen has been a member of the Club for 8 years.

PLEASE NOTE: This description may be edited prior to publication and your final approval of the content will be sought prior to this.

AUTHORITY:

I authorise Shellharbour Workers' Club Ltd. to use the candidate profile and photo provided for the purposes of the election of the Board of Directors of Shellharbour Workers' Club Ltd.

Signature of candidate: