



PREPARATION AND PUBLICATION OF MINUTES

Minutes Preparation and Publication Policy

The timeline for the preparation and publication of minutes is:

1. within 7 days of the meeting, draft minutes to the Chair
2. within 14 days of the meeting, Chair to settle the draft minutes and return them to the Company Sec
3. within 14 days of the meeting, draft minutes to all directors
4. within 21 days of the meeting, directors to provide feedback (if any) to the minutes
5. within 28 days of the meeting, the final draft of the minutes to be circulated to all directors
6. At the next meeting of the board (or sub-Committee of the board), the minutes to be approved, and signed by the chair

For Board minutes only

7. within 7 days of the minutes being approved and signed, the public version of the minutes should be up on the auDA web site.