



STANDARDS DEVELOPMENT AND ACCREDITATION COMMITTEE CALL FOR MEMBER NOMINATIONS GUIDANCE DOCUMENT

A copy of the Standards Development & Accreditation Committee (SDAC) Charter which includes details of the composition of the Committee and Terms of Office has been provided as an attachment to the Call for Nominations for the position of SDAC member.

Expectations of SDAC members

As the SDAC is a Committee of the Board, members of the Committee are expected to maintain impartiality, act in good faith and in the best interests of the organisation.

All Committee members are expected to disclose any actual, potential or perceived conflicts of interest as they arise and treat any information obtained as a Committee member as confidential information.

All information related to the Company's business obtained from being a member of SDAC, including meeting papers, minutes and discussions, are confidential to the Committee and Board; and Committee members must not use any information they receive or are aware of as a Committee member for the benefit of themselves or any other person or entity they are connected to.

Meetings & Travel

The Committee meets four times a year. Meetings are normally held from 10:00 a.m. – 1:00 p.m. on the first Thursday of February, May, August and November. The meetings were usually face-to-face in Sydney, but more recently they have been held online. We are anticipating future meetings will be a mix of face to face, remote and hybrid, this will be determined by the agenda.

Reasonable travel expenses are reimbursed by Standards Australia. A tax invoice detailing the expenses and copies of tax invoice receipts should be provided to the Company Secretary when seeking reimbursement.