23 September 2003

GENERAL MEETINGS – CODE OF CONDUCT

1. Where audio-visual systems are available, the Chairman may determine that resolutions appearing in the notice of meeting will not be read to the meeting and will instead appear on a screen. The Chairman may alternatively determine that resolutions appearing in the notice of meeting be put by reference to that notice. Additional copies of the resolutions will be available at the meeting.

2. The Chairman will not call for a proposer and seconder for any resolution appearing in the notice of meeting. Although this has been general practice in the past, it is not required by law and does not serve any governance purpose in the context of a large company meeting.

3. In the absence of special permission, the Chairman will require that any recording or broadcasting device (including tape recorders, still cameras and video cameras), and any article which may be dangerous, offensive or liable to cause disruption, be deposited outside the meeting at the security check-point or cloakroom.

4. After each matter or resolution has been put to the meeting, the Chairman will follow the procedure set out below.

   (a) The Chairman may ask for a show of hands to indicate the number of shareholders who may wish to speak. Where there are a large number of potential speakers, this will allow the Chairman to try and allocate time appropriately to all speakers, balancing the need to allow each speaker a reasonable opportunity to be heard, and the need to afford as many shareholders as possible the opportunity to speak. The Chairman may impose a reasonable time limit on each speaker but will not penalise a speaker for exceeding the suggested time frame, unless the Chairman reasonably believes that comments have become repetitive, are time-wasting or irrelevant to the matter or resolution at hand. This process is intended to ensure that shareholders are considerate of each other’s right to participate in the meeting. It is not intended to restrict the right to speak of shareholders who may not have participated in the initial show of hands.
(b) The Chairman will take questions from the microphones on a rotational basis until all questions are exhausted. All speakers will be asked to restrict themselves to no more than 2 questions or comments at any one appearance at the microphone. In rotating through the microphones, the Chairman will give priority to a person who wishes to address the meeting for the first time over a person who has already spoken on the same motion. A speaker wishing to speak more than once on a motion may line up for another turn. He or she may not remain at the microphone and continue on the next rotation unless no other shareholder is waiting for the microphone.

(c) The Chairman will take only questions and comments directly related to the matter or resolution at hand. However, any genuine questions which arise as a natural result of discussion during the meeting but which do not specifically relate to the matter or resolution at hand may be taken at the discretion of the Chairman.

(d) The Chairman will discourage and, if necessary, curtail irrelevant questions and comments. Shouting, swearing, insulting or aggressive behaviour will result in the speaker being asked to resume his or her seat. Where a speaker refuses to respond to the Chairman’s request, the Chairman will warn the speaker that he or she has the power to ask the speaker to leave the meeting. If the speaker still refuses to respond, the Chairman will request that the power to the microphone be shut off and warn the speaker that he or she will be asked to leave the meeting if he or she does not resume a seat. If the speaker still persists, the Chairman will, with the consent of the meeting, ask the security guards to escort that person from the meeting where the Chairman judges it necessary to maintain good order and the functioning of the meeting. Although the Chairman has power to order removal from the meeting, it is generally to be regarded as a power of last resort.

(e) The Chairman will exercise the power to adjourn the meeting:

- if he or she decides it is necessary to maintain orderly conduct of the meeting;
- to give all persons a reasonable opportunity of speaking and voting at the meeting; or
- to ensure that the business of the meeting is properly disposed of.

The meeting will be adjourned to a place and time reasonably consistent with the original meeting.

(f) The Chairman will endeavour to answer all questions relevantly and frankly. If a question requires a very lengthy answer which the Chairman judges not to be of general interest to the meeting, the Chairman may offer to meet the shareholder outside the meeting or refer the shareholder to a company information booth operated in the meeting foyer for the purpose of providing a full answer, as appropriate.

(g) The Chairman will indicate ahead of debate whether a resolution will be submitted to a show of hands or put to a poll. Unless the Chairman determines there is a reason to progress directly to a poll, resolutions will
be submitted in the first instance to a show of hands. The show of hands will be followed by a poll, where this is required or appropriate.

(h) Following the conclusion of debate on a resolution, and before the resolution is put to the meeting, the Chairman will disclose the way in which proxy votes have been cast on the resolution and the way in which the Chairman will cast those undirected proxies given to the Chairman.

5. Each of the Chairman and the Managing Director of the company will make a presentation at the AGM. The Chairmen of relevant Board committees, such as Audit, Remuneration, Nomination and HSEC Committees, or their alternates, will be available to answer questions, at the Chairman's discretion.

6. As required by s 250T of the Corporations Act, if the company's auditor or their representative is at the meeting, the Chairman of an AGM must allow a reasonable opportunity for the members as a whole at the meeting to ask the auditor or their representative questions relevant to the conduct of the audit and the preparation and content of the auditor's report.