

# ClearView Wealth Limited

ABN 83 106 248 248

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Board Audit Committee (BAC) Charter

# CWL Board Audit Committee (BAC) Charter

## Document Control & Version History

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## Record of Amendments, Authorisations & Issues

Version	Revision Date	Drafted by	Nature of Amendment	Approval Required
1.0	27 July 2016	Legal and Company Secretariat	Minor Amendments	BRCC
2.0	27 June 2018	Legal and Company Secretariat	Minor Amendments	BRCC Chair
3.0	19 November 2018	Legal and Company Secretariat	Minor amendments – Incorporation of LaVista	BRCC
4.0	1 July 2019	Legal and Company Secretariat	Minor amendments to responsibilities to incorporate Information Security	BRCC
5.0	1 July 2020	Legal and Company Secretariat	Removal of Delegation from CLN and other minor amendments	BAC Delegates
6.0	April 2021	Legal and Company Secretariat	Amendment to update to ASX Corporate Governance Principles & Recommendation 4 <sup>th</sup> Edition	BAC
7.0	7 December 2022	Legal and Company Secretariat	Formalise responsibility for Investment Oversight. Minor Amendment to remove references to the Advice Group following sale	BAC & Board
8.0	June 2023	Legal and Company Secretariat	New Format but No Amendment	BAC & Board Noted
9.0	April 2024	Legal and Company Secretariat	Update to reflect the exit from the wealth management businesses. Reduce BAC mandate for investment oversight	Board Approval
10.	November 2024	Legal and Company Secretariat	Minor change for introduction of FAR and CPS 230	BRCC Chair

## 1. Purpose

The purpose of the Committee is to assist the Board and the boards of the ClearView Companies by providing an objective, transparent, focused and independent review of the effectiveness of the company's external financial reporting, and the internal control framework in relation to financial and investment management and reporting. This includes obtaining an understanding of the financial, tax, investment and accounting risks which the Group faces.

The Committee is also responsible for oversight of accounting policies, professional accounting requirements, internal and external audit, all APRA statutory reporting requirements and the appointment and removal of the Head of Internal Audit and the external Auditor.

The Board Risk and Compliance Committee oversees the implementation and operation of the Group's risk management and compliance frameworks. Nonetheless, the Committee also provides objective non-executive review of the effectiveness of ClearView's risk management framework. However, strategic risks are governed by the Board and the Board retains ultimate responsibility for all these matters.

## 2. Authority

2.1 Subject to section 2.3 below, the Committee can exercise the powers of the Board under the Relevant Law and ClearView's Constitution that it reasonably considers are necessary to enable it to perform its roles and responsibilities under section 3 and has authority to conduct or authorise investigations into any matters within its scope of responsibility.

2.2 The powers of the Committee under section 2.1 include the power to:

2.2.1 Resolve any disagreements between management and any Auditor engaged by a ClearView Company;

2.2.2 Pre-approve all auditing, non-audit services and investment management services;

2.2.3 Retain independent counsel, accountants, actuaries, asset managers, third party investment specialists or investment advisors or others to advise the Committee or assist in the conduct of an investigation;

2.2.4 Seek any information it requires from employees of the ClearView Companies, all of whom are directed to cooperate with requests from the Committee or the chair of the Committee, or from external parties; and

2.2.5 Meet with officers of ClearView Companies, Head of Internal Audit, external Auditors, or outside advisers, as it considers necessary.

2.3 ClearView delegates its powers under section 2.1 above to the Committee subject to:

2.3.1 The Committee complying with the duties imposed on Directors by:

a) The *Corporations Act 2001* (Cth);

b) The *Life Insurance Act 1995* (Cth);

c) The *Insurance Contracts Act 1984* (Cth); and

d) ClearView's Constitution and Constitutions of relevant ClearView Companies;

2.3.2 The Committee not causing ClearView or a ClearView Company to be in breach of the Relevant Law;

2.3.3 Conditions of ClearView's registration as a non-operating holding company (NOHC); and

2.3.4 Any policy, guideline, values, governance framework or specific direction of ClearView which relates to the exercise of the powers delegated to the Committee.

## 3. Responsibilities

### 3.1 Financial reporting

- 3.1.1 Review and oversight of the integrity of the accounting and financial reporting processes of ClearView and the ClearView Companies;
- 3.1.2 Review significant accounting and reporting issues, including complex or unusual transactions and areas requiring a high degree of judgement;
- 3.1.3 Review the results of the audit with management, the Head of Internal Audit and the external Auditors;
- 3.1.4 Review the annual financial report and half-year financial report, and consider whether they are complete, consistent with information known to Committee members, reflect appropriate accounting principles and provide a true and fair view of the financial position and performance of the company;
- 3.1.5 Review the appropriateness of the accounting judgements or choices exercised by management in preparing the Group's financial statements;
- 3.1.6 Review other sections of the annual report and related regulatory filings before release and consider the accuracy and completeness of the information;
- 3.1.7 Review interim financial reports with management and the external Auditors before filing with regulators, and consider whether they are complete and consistent with the information known to Committee members;
- 3.1.8 Review any new or significant changes to existing ClearView accounting policies and advise the Board of any significant new policies or significant changes in policy;
- 3.1.9 Ensure that appropriate policies are promulgated and complied with in relation to the regular review of models that calculate financial valuations of assets and liabilities;
- 3.1.10 Review the controls and processes that are used to reach the opinions provided in certifications of the Managing Director and Chief Financial Officer of ClearView;
- 3.1.11 Review the declaration made by the Managing Director and Chief Financial Officer, in relation to ClearView Wealth Limited's financial statements, pursuant to s295A of the Corporations Act, to the effect that the declaration is founded on a sound system of risk management and internal control and that the system is operating effectively in all material respects in relation to financial reporting risks; and
- 3.1.12 Oversee APRA statutory reporting requirements and provide an independent review of the Group's reporting against APRA's requirements. This includes being available to meet with APRA upon request.

### 3.2 Risk management

- 3.2.1 Provide oversight of the effectiveness of the systems of risk management and control over financial reporting;
- 3.2.2 Review and approve, on behalf of the Board, ClearView policies, procedures, charters and other governance instrument. The Committee has the power to delegate this authority, on certain matters, in full or in part, to the chair of the Committee as it sees fit from time to time;
- 3.2.3 Review and monitor related party transactions and investments involving the ClearView Companies and their directors; and
- 3.2.4 Ensure that:
  - a) Management establishes and maintains a formal whistle-blowing policy and procedure that enables employees to submit information to, and communicate with, the Committee on a confidential basis;

- b) Such arrangements are kept under review by the Committee through a regular review of the policy;
- c) Arrangements are in place for appropriate investigation and follow-up action on such matters; and
- d) Whistle-blowing policy and procedure are adequately communicated to all employees.

### **3.3 Internal controls**

- 3.3.1 Consider and provide assurance to the Board and boards of the ClearView Companies that the Group has an effective internal control framework, including information technology security and control; and
- 3.3.2 Oversee and monitor resolution of significant internal control deficiencies reported by the Auditor.

### **3.4 External audit**

- 3.4.1 Recommend to the Board, or the board of the relevant ClearView Company, the appointment and, where necessary, the removal of the Auditor. This includes an annual review and approval of the external Auditor's fee and terms of engagement. The Committee is required to provide prior endorsement for the appointment or removal of the Auditor [Note: If the Auditor is removed from their position, the reasons for removal must be discussed with APRA as soon as practicable, and no more than 10 business days, after the Committee's endorsement is agreed upon];
- 3.4.2 Review and assess Auditor independence in accordance with *Prudential Standard CPS 510 Governance (CPS510)* and the tests in *APES 110 Code of Ethics for Professional Accountants*;
- 3.4.3 Review and approve, on behalf of the Board, the Auditor's proposed audit scope and approach, including coordination of audit effort with internal audit activity;
- 3.4.4 Ensure the adequacy and effectiveness of the external Auditor, including the rotation of the external audit partner;
- 3.4.5 Ensure that the Auditor meets the criteria for fitness and propriety of an Auditor as set out in the *Prudential Standard CPS 520 Fit and Proper (CPS520)* and the Company's Fit and Proper Policy;
- 3.4.6 Ensure the Auditor complies with *Prudential Standard LPS 310 Audit and Related Matters (LPS310)*, and CPS510 in its role as Auditor;
- 3.4.7 Review and advise, for the purposes of the directors' report to be included in the annual report, the provision of all non-audit services by or on behalf of the external Auditor during the year to the Group, including whether those services comply with the statutory auditor independence requirements and the reasons;
- 3.4.8 Ensure the Auditor is informed of all applicable Prudential Requirements applicable to the NOHC;
- 3.4.9 Meet regularly with the Auditor, in the absence of management, to discuss any matters that the Committee or the Auditor believes should be discussed privately.

### **3.5 Internal audit**

- 3.5.1 Make recommendations to the Board and to the boards of relevant ClearView Companies on the appointment and removal or replacement of the Head of Internal Audit. In assessing the appointment of a Head of Internal Audit, the Committee must amongst other criteria, consider the obligations of an Accountable Person under the Financial Accountability Regime (FAR). The Committee is required to provide prior endorsement for the appointment or removal of the Head of Internal Audit. If the Head of Internal Audit is removed from their position, the reasons for removal must be discussed with APRA as soon as practicable, and no more than 10 business days, after the Committee's endorsement is agreed upon;

- 3.5.2 Review with management and the Head of Internal Audit the-mandate, activities, staffing and organisational structure of the internal audit function;
- 3.5.3 Ensure the internal audit function evaluates the adequacy and effectiveness of the governance, financial and risk management framework and internal control processes of the ClearView Companies;
- 3.5.4 Review and approve, on behalf of the Board, the annual internal audit plan and all major changes to the plan;
- 3.5.5 Ensure the internal audit function is independent and adequately resourced;
- 3.5.6 Review the effectiveness of the internal audit function and undertake a formal performance review;
- 3.5.7 Review the effectiveness of the Head of Internal Audit including their engagement with the internal audit function;
- 3.5.8 Regularly meet with the Head of Internal Audit separately, to discuss any matters that the Committee or Head of Internal Audit believes should be discussed privately;
- 3.5.9 Ensure that the Head of Internal Audit has a reporting line and unfettered access to the Committee;
- 3.5.10 Ensure the Head of Internal Audit has unfettered access to all the business lines and support functions;
- 3.5.11 Ensure the internal audit function periodically reviews the Group's Business Continuity Plan (**BCP**) and provides assurance to the Board that the BCP sets out a credible plan for how the Group would maintain its critical operations within tolerance levels through severe disruptions and that testing procedures are adequate and have been conducted satisfactorily; and
- 3.5.12 Ensure the internal audit function reviews any proposed material arrangement involving the outsourcing of a critical operation, and regularly reports to the Board or the Committee on compliance of such arrangements with the Service Provider Management Policy.

### **3.6 Investment management**

- 3.6.1 Make recommendations to the Board on the Investment Strategy for ClearView and oversight of management responsible for the investment function. Management is responsible for investments, operations and implementation of the investment strategy and decisions approved by the Board and monitoring and reporting on implementation and progress.  
BAC will provide oversight of:
  - a) Investment Risk Appetite;
  - b) Asset allocation targets; and
  - c) Expected target returns, and benchmarks.
- 3.6.2 Monitor and regularly review the performance of the investment portfolio, including adherence to agreed asset allocation targets and performance against agreed benchmarks;
- 3.6.3 Approve any changes to any investment strategies and key investment management policies; and
- 3.6.4 Escalate material matters to the Board.

### **3.7 Taxation**

- 3.7.1 Review significant taxation issues, including complex or unusual transactions and areas which require a high degree of judgement by management;
- 3.7.2 Review the annual financial report, and consider whether it reflects appropriate taxation treatment and principles; and

- 3.7.3 Review any new or significant changes to existing ClearView taxation treatment policies and advise the Board of any significant new taxation treatment policies or significant changes in taxation treatment policy.

### **3.8 Information security**

- 3.8.1 Provide oversight of internal audit activities on information security, including considering the sufficiency of internal audit's coverage, skills, capacity and capabilities of the provision of independent assurance of information security; and
- 3.8.2 Form a view on the effectiveness of the information security controls-based testing program, test results and on audit conclusions thereon, and consider whether further assurances are required.

### **3.9 Reporting**

- 3.9.1 Satisfying itself that an appropriate framework exists for relevant information to be reported by management to the Committee of any material incidents or breaches of core policies; and
- 3.9.2 Receive reports from management on new and emerging sources of risk and the risk controls pertinent to the business of the Committee.

### **3.10 Other responsibilities**

The Committee:

- 3.10.1 May perform other activities related to this Charter as requested by the Board or a board of a ClearView Company;
- 3.10.2 May need to request or, if approved by the Board or by the board of a ClearView Company, to direct a special project or investigation into a breach or material incident that falls within the ambit of the overall responsibilities of the Committee; and
- 3.10.3 Must must examine any other matters referred to it any time by the Board or by the board of a ClearView Company.

### **3.11 Recommendation**

The Committee may at any time make recommendations to the Board or to the board of a relevant ClearView Company as it sees fit.

### **3.12 Review of charter**

The Committee must, each year, review and assess the adequacy of this Charter and recommend to the Board any changes that the Committee considers are desirable.

### **3.13 Annual performance appraisal**

An evaluation of the performance of the Committee and the extent to which the Committee has met the requirements of this Charter will be conducted through the Board's annual performance appraisal process.

### **3.14 Publication of charter**

This Charter will be made available on ClearView's intranet and website.

## **4. Composition**

### **4.1 Membership**

- 4.1.1 Each member of the Committee is appointed by the Board.
- 4.1.2 The Committee must comprise at least 3 members, all of whom must be Non-executive Directors.
- 4.1.3 A majority of the members of the Committee must be Independent Directors of ClearView.
- 4.1.4 The chair of the Board of ClearView or of any of the ClearView companies may be a member of the Committee but may not be chair of the Committee.
- 4.1.5 Each member of the Committee must be financially literate.
- 4.1.6 At least one member of the Committee must have financial reporting expertise.
- 4.1.7 All members of the Committee are required to keep up to date on financial issues and, where appropriate, shall receive induction and ongoing professional development to ensure this.

### **4.2 Cessation**

The Board may at any time remove any individual from the Committee and need not give a reason for doing so. If a member of the Committee ceases for any reason to be a Director, that individual automatically ceases to be a member of the Committee.

### **4.3 Fees**

The services of a member of the Committee are beyond the ordinary duties of a Director. Accordingly, under cl. 6.3(f) of the Constitution of ClearView, Committee members are entitled to receive remuneration as determined from time to time by the Board (on the recommendation of the Nomination and Remuneration Committee of ClearView).

## **5. Chair**

### **5.1 Appointment**

- 5.1.1 The chair of the Committee is appointed by the Board.
- 5.1.2 The chair of the Committee must be an Independent Director of ClearView but may not be chair of the Board.

### **5.2 Acting chair**

If the chair of the Committee is absent from a meeting of the Committee and no acting chair has been appointed, the members of the Committee present at the meeting must choose one of the members of the Committee present, whether independent or not, to chair that particular meeting.



## 6. Secretary

### 6.1 Appointment

The Committee must appoint a secretary of the Committee.

### 6.2 Minutes

The secretary of the Committee must ensure that minutes are taken of meetings of the Committee. If the secretary is asked to withdraw for all or any part of any meeting the chair must ensure that minutes are taken in respect of that part of the meeting.

## 7. Managing Director

### 7.1 Meetings

When meeting, the Committee must have regard to each ClearView Company whose financial situation and risk management framework is under consideration and the interests' particular to that ClearView Company.

### 7.2 Meetings other than in person

The Committee may meet for the dispatch of business, adjourn and otherwise regulate their meetings as they see fit.

The Committee may conduct meetings by telephone or other form of communication without a member being in the physical presence of another member or other members.

### 7.3 Frequency

The Committee must meet often enough to undertake its role effectively. The Committee must meet at least three [3] times per calendar year.

### 7.4 Quorum

A quorum for a meeting of the Committee is two [2] members provided a majority of members present are Independent Directors of ClearView.

### 7.5 Voting

7.5.1 Voting at a Committee meeting is by simple majority and shall require a minimum of two [2] votes in favour of the proposal.

7.5.2 The chair has a casting vote (if required).

## **7.6 Other attendees**

- 7.6.1 Other members of management of ClearView or of any of the ClearView Companies, or parties external to ClearView, may be invited to attend any meeting of the Committee; and
- 7.6.2 The Auditor of ClearView and the Appointed Actuary of ClearView Life Assurance Limited must be invited to attend any meeting of the Committee.

## **7.7 Delegation by the Board and on delegation to sub-committees**

The Committee's responsibilities including having authority to review and approve, on behalf of the Board, ClearView policies, charters and codes of conduct, and the Committee has the power to delegate this authority, on certain matters, in full or in part, to the chair of the Committee as it sees fit from time to time.

The Committee may at any time form and delegate authority to sub-committees, comprised of one or more members of the Committee as it considers necessary or appropriate. Each sub-committee has the full power and authority of the Committee, subject to the terms of its delegated authority.

# **8. Reporting by the Committee**

## **8.1 Circulation of minutes**

Minutes of each meeting of the Committee must be approved and signed by either the chair of the Committee or the chair of that meeting and then provided to the Board and to the board of each of the ClearView Companies at the next meeting of the Board or the board of the relevant ClearView Company.

## **8.2 Reports to the board**

The Committee must:

- 8.2.1 Through its chair, report regularly to the Board and to the board of each of the ClearView Companies at the earliest possible board meeting after each meeting of the Committee about Committee activities, issues and related recommendations. Such report should include any matters that, in the opinion of the Committee, should be brought to the attention of the relevant board, and any recommendations requiring the approval of the relevant board;
- 8.2.2 Provide open communication between the Head of Internal Audit, the external Auditor and the Board and the board of each of the ClearView Companies;
- 8.2.3 Ensure that a report to shareholders of ClearView is prepared annually describing the Committee's composition, responsibilities and how they were discharged, and any other information required by regulation; including the number of times the committee met throughout the year and the individual attendances of the members at those meetings. The Committee will also report approval of non-audit services; and
- 8.2.4 Review any other reports that any of the ClearView Companies issue that relate to the Committee's responsibilities.

The Committee has free and unfettered direct access, and vice versa, to:

- (a) the Auditor;
- (b) the Head of Internal Audit;
- (c) any employee of a ClearView Company;
- (d) the Group Executive, General Counsel and Corporate, and Company Secretaries of ClearView or any ClearView Company;
- (e) the Chief Financial Officer of ClearView or any ClearView Company;
- (f) Company
- (g) the Chief Risk Officer (CRO) of ClearView or any of the ClearView Companies;
- (h) the Appointed Actuary of ClearView Life Assurance Limited;
- (i) the chair of the Board, and the chair of the board of any ClearView Company if he or she is not a member of the Committee.

## 9. Definitions and Interpretation

9.1 In this Charter, unless the contrary intention appears:

**“Accounting Standards”** means the Accounting Standards issued by the Australian Accounting Standards Board;

**“APRA”** means the Australian Prudential Regulation Authority;

**“ASIC”** means the Australian Securities and Investments Commission;

**“ASX”** means the Australian Securities Exchange;

**“at any time”** means at any time and from time to time;

**“Auditor”** means an external firm registered as an auditor, who is appointed as auditor of ClearView or of a ClearView Company under the *Corporations Act* and, in particular, the Audit, Risk and Compliance engagement partner within that firm;

**“Board”** means the board of directors of ClearView;

**“Chief Risk Officer”** (or **CRO**) means the role and the person appointed to that role in accordance with the requirements of CPS220, and otherwise means the head of risk function within ClearView’s management team.

**“ClearView”** means ClearView Wealth Limited (ACN 106 248 248);

**“ClearView Companies”** means ClearView and the following subsidiary companies of ClearView:

- ClearView Group Holdings Pty Limited;
- ClearView Life Assurance Limited; and
- ClearView Administration Services Pty Limited;

and **“a ClearView Company”** accordingly bears an appropriate meaning;

**“Committee”** means the Audit Committee established by resolution of the Board, and whose Charter this is;

**“Corporations Act”** means the *Corporations Act 2001* (Cth.);

**“Corporations Regulations”** means the *Corporations Regulations 1994* (Cth.);

**“Director”** means a member of the Board or of the board of directors of one of the ClearView Companies;

**“FAR Act”** Financial Accountability Regime Act 2023 (Cth);

**“Group”** means the ClearView Companies collectively, as defined above;

**“Independent Director”** has the same meaning as in the CPS 510 ‘Governance’;

**“Non-executive Director”** has the same meaning as in the Prudential Standards CPS 510 ‘Governance’;

**“Prudential Standard”** means a Prudential Standard issued by APRA;

**“Relevant Law”** means:

- the *Life Insurance Act 1995* (Cth.);
- the *Insurance Contracts Act 1984* (Cth.);
- the *Corporations Act 2001* (Cth.);
- the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (Cth.);
- the *Privacy Act 1998* (Cth.);
- the *Financial Sector (Collection of Data) Act 2001* (Cth.);
- any other present or future law of Australia or a State or Territory of Australia with which ClearView or a ClearView Company must comply;
- any direction, instruction, ruling or guideline given by a person duly authorised by a competent Parliament for this purpose which ClearView determines is legally required to be followed;
- any direction, instruction, ruling, guideline, licence or registration condition issued by the applicable person who exercises a statutory function in relation to that matter; and
- any present or future law of Australia or a State or Territory of Australia which ClearView determines to be a Relevant Law for the purpose of this Charter.

9.2 In this Charter:

9.2.1 References to any statute or other law includes all laws changing, consolidating or replacing them, and includes all laws, regulations, modification orders and other instruments issued under the statute or law;

9.2.2 References to regulatory standards or guidelines of APRA or ASIC are construed as references to those for the time being in place;

9.2.3 All matters which are stated as being included in (or examples within) the scope of an expression do not limit the scope and generality of that expression; and

9.2.4 References to ASX Listing Rules (“LR”), clauses of the Constitution of ClearView (“cl.”), or 4th edition Corporate Governance Principles and Recommendations of the ASX Corporate Governance Council (“CGPR”) are construed as references to those for the time being in force.