



Stockbrokers and Investment Advisers Association

ABN 91 089 767 706

Audit Committee charter

1. Purpose

1.1 The Audit Committee (Committee) is a committee of the Board of Directors of Stockbrokers and Investment Advisers Association Ltd (SIAA) established under clause 42.1 of SIAA's constitution to assist the Board in discharging its responsibilities by monitoring and advising on:

- the integrity, truth and fairness of the view given by the financial statements of SIAA
- the integrity of SIAA's financial systems and processes
- the effectiveness and operation of SIAA's internal controls over financial reporting, and
- compliance with legal and regulatory requirements.

1.2 The Committee also exercises such powers and performs such other functions as may be delegated to it by the Board from time to time.

2 Responsibilities

2.1 In performing its role, the responsibilities of the Committee include, but are not limited to:

- a) overseeing the periodic financial reporting process implemented by management
- b) reviewing SIAA's financial statements and discussing them with management and the external auditors prior to their release to determine whether they are complete, reflect appropriate accounting principles, contain appropriate disclosures and are consistent with the information known to the Committee
- c) obtaining from the Chief Executive Officer, at least annually, written representations that:
 - SIAA's financial records have been properly maintained in accordance with the Corporations Act
 - SIAA's financial statements present a true and fair view, in all material respects, of the company's financial condition, operational results and are in accordance with relevant accounting standards
- d) reviewing the annual financial budget including providing feedback on assumptions, objectives and fulfilling the strategic objectives of the company
- e) making recommendations to the Board on appointing, reappointing or replacing the external auditor
- f) reviewing information provided by the external auditors
- g) meet with the external auditors annually, or as required, in relation to the annual financial statements, internal controls and any other relevant matters

- h) ensuring significant findings and recommendations made by the external auditors are received and discussed by the Committee on a timely basis and seeking confirmation management has responded promptly to those recommendations.

3 Membership

- 3.1 The Board appoints the members of the Committee and its Chair.
- 3.2 The Chair will be a director of the Board.
- 3.3 Members of the Committee must be members of SIAA.
- 3.4 The Committee comprises a minimum of three (3) and not more than five (5) members.
- 3.5 At least two Committee members must be directors of the Board. Only one Committee member may not be a director of the Board of SIAA.
- 3.6 Each Committee member is expected to:
 - a) be financially literate and have and maintain a good working knowledge of financial reporting issues, and
 - b) have the capacity to devote the required time and attention to prepare for and attend Committee meetings.
- 3.7 Committee members are responsible and accountable for maintaining the confidentiality of the information they receive during the conduct of their function.
- 3.8 The CEO will appoint a person to provide secretariat support to the Committee.

4 Meetings

- 4.1 In any year the Committee must meet at least four times.
- 4.2 Any Committee member may, and the Committee Secretary, at the request of a Committee member must, convene a meeting of the Committee.
- 4.3 The agenda for Committee meetings is determined by the Committee Chair but must include any item of business of the member who requested the meeting.
- 4.4 The agenda shall be provided to Committee members by the Committee Secretary at least seven (7) days in advance of each meeting.
- 4.5 Meetings and the proceedings of the Committee are governed by the provisions of the Constitution of SIAA regulating meetings and proceedings of the Board.
- 4.6 A Committee meeting may be called or held using any technology consented to by each member. The consent may be a standing one.
- 4.7 A quorum for any meeting is two (2) members of the Committee.

4.8 The Committee may invite other people including employees of SIAA, Directors of SIAA and external accounting providers/ advisers to attend all or part of its meetings, as it deems necessary or appropriate.

5 Minutes

5.1 Minutes are to be prepared for each Committee meeting.

5.2 The draft minutes of each Committee meeting are to be reviewed by the Committee Chair and circulated to all Committee members by the Committee Secretary as soon as practicable.

5.3 A copy of the minutes once they have been reviewed by the Committee Chair must be included in the papers for the next Board meeting.

5.4 The Committee shall consider and adopt the minutes of each Committee meeting at the next Board meeting.

6 Authority

6.1 The Board has authorised the Committee, within the scope of responsibilities set out in this Charter, to perform the activities required to address its responsibilities and make recommendations to SIAA management and the Board; and have unrestricted access to management, employees and information it considers relevant to its responsibilities under this Charter, provided that the powers of the Audit Committee are subordinate to the powers of the Board. This authorisation does not extend to expenditure or otherwise incurring obligations on behalf of SIAA unless expressly authorised by the Board.

6.2 The Committee may, as required from time to time, seek the services of other directors on the Board of SIAA or individuals outside the Board (at SIAA's expense as approved by the Board) with specific skills and experience to assist the Committee in undertaking specific tasks.

7 Reporting Responsibilities

7.1 In addition to providing the Board with a copy of the minutes of its meetings the Committee will through its Chair as appropriate make recommendations to the Board.

8 Review of Committee Charter

8.1 Any modifications to or replacements of this Charter must be approved by the Board.

8.2 The Board shall review the Charter every two (2) years or as required.

Approved 31 August 2022

Updated to align with new Constitution 24 November 2022

Updated 29 August 2024

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