

## Audit and Risk Committee Terms of Reference

### 1. Role, purpose and responsibilities

The Audit & Risk Committee oversees all matters concerning:

- The integrity of Lifeline's financial statements and financial reporting systems;
- The external auditor's qualifications, performance, independence and fees;
- Oversight and performance of the internal audit function;
- Lifeline's compliance with financial reporting and related regulatory requirements; and
- Risk management.

The Committee reviews, assesses and makes recommendations to the Board on:

- Any significant estimates and judgments in financial reports, and monitors the methods used to account for unusual transactions;
- The processes used to monitor and comply with laws, regulations and other requirements relating to external reporting of financial and non-financial information;
- The major financial risk exposures;
- Risk appetite, risk policy and risk management framework;
- Strategic risk management plan
- Work Health and Safety
- The effectiveness of Management's control of risks
- Oversees the development and ongoing review of key policies that support our frameworks for managing risk.

Any matters pertaining to any of the key items above, should be approved, or at a minimum, be provided for information to the Audit and Risk Committee before it is presented to the Board for action.

The Committee conducts regular discussions with:

- The CEO and CFO;
- The external auditor concerning the annual audit and any significant findings, and the adequacy of management's responses;
- The external auditor without management being present at each meeting.
- Management and the external auditor concerning the annual financial statements;
- Management and the external auditor regarding any correspondence with regulators or government agencies, and reports that raise issues of a material nature; and

- Secretariat regarding any legal matters that may have a material impact on the financial statements and/or our compliance with financial reporting and related regulatory policies.

## **2. Scope of authority, extent of power and decision making abilities**

- The Board is not bound by Committee decisions.
- The Committee should not make any determinations regarding its policy advice and recommendations to the Board without consultation with the CEO.
- The Committee's scope of authority is determined by the TOR as detailed in the National Board Charter.

## **3. Membership requirements and procedure for meeting attendance by non-committee members**

- The Board, in conjunction with the Governance Committee Chair, shall appoint a maximum of four Board Members to each Committee based on individual skills, insights and expertise
- The Committee may nominate individuals to be co-opted as additional members with suitable expertise to assist it in its work – the Board, in conjunction with the Governance Committee Chair, shall grant approval for appointment of co-opted members
- The Chair of the Audit and Risk Committee is to be an independent director, who is not the Chair of the Board.
- The Audit and Risk Committee is to consist of a majority of independent directors.

## **4. Conduct of Meetings**

- A quorum for Committee meetings shall be one half of membership
- Committee meetings are to declare any actual or perceived conflicts of interest they may have with any matter before the Committee. The Committee Chair, in consultation with other Committee members, will determine how conflicts of interest issues will be addressed.
- The Committee should consult the Board Chair if appropriate regarding conflicts of interest issues.

## **5. Frequency of meetings**

- The Audit and Risk Committee is to meet 4 times a year and as required.

## **6. Terms of access to internal and external resources and Management of information**

- The CEO is to arrange for information, reports, advice and comment as required by the Committee in undertaking its role
- Advice from the Company Secretary and Management as required
- Secretariat support

- All Committee papers are to be regarded as confidential documents. Disclosure of documents or their contents to external parties must not occur without Board approval
- Committee members are expected to be mindful of commercial in confidence, privacy and confidentiality considerations in the exercise of their work.

## **7. Requirements for reporting to the board**

- The Committee Chair shall be responsible for the preparation of reports to the Board, in the form of the Committee Minutes from the previous meeting.
- The Committee is to provide a report for each Board meeting detailing Committee activities any advice or recommendations for the Board's endorsement or approval
- The Committee must report both majority and minority (or dissenting) views relating to its advice or recommendations.
- All Committee papers, including agendas, minutes, reports, discussion documents and data reports are to be considered as working papers of the Board and should not normally be tabled at Board meetings, but should be available for any Board Member to review upon request.

## **8. Powers of the Committee Chair**

- The Board appoints the Chair of the Committee.
- The Committee Chair shall determine the frequency and method of Committee meetings
- The Committee Chair shall determine the meeting agendas and the business program for the Committee, in consultation with Committee members.
- The Committee Chair shall be responsible for the effective conduct of Committee meetings

## **9. Tenure**

- The Committee is a standing Board Committee
- The Board reviews Committee compositions annually.

## Governance Committee Terms of Reference

### 1. Role, purpose and responsibilities

The Governance Committee oversees all matters concerning:

#### **Corporate Governance**

The Committee oversees all matters concerning:

- Conduct of Board meetings;
- Secretariat support to the Board and its Committees;
- Member engagement and Member Governance issues;
- Governance and ethics issues arising from the Board, Management and Members;  
and
- Review of the Constitution and key governance instruments.

#### **Remuneration**

The Committee is responsible for review, oversight and reporting to the Board on:

- the company's remuneration, recruitment, retention and termination policies and
- superannuation arrangements; and
- director expenses.

#### **Nominations**

The Committee oversees all matters concerning:

- annual evaluation of the performance and effectiveness of the Board, its Committees and individual Directors;
- the Board's skills mix/needs;
- Board, Sub-committee and CEO succession planning;
- Annual Board election process;
- Director recruitment, including recommending appointment of Directors to the Board;
- development and implementation induction programs for new Directors and the CEO.
- ongoing education for existing Directors;
- developing eligibility criteria for the appointment of Directors;

#### **CEO Recruitment**

The Committee has the authority to do the following with the assistance of Human Resources and the Secretary:

- Engage an executive recruitment company;

- Conduct a salary package review for the CEO role and prepare a recommendation for Board approval.
- Prepare a recruitment budget for Board approval
- Review the CEO's position description for Board approval;
- Approve advertising copy;
- Approve the shortlist of candidates that will be provided by the recruitment company;
- Interview shortlisted candidates;
- The Committee may apply any additional selection process that it considers to be appropriate.
- Prepare a recommendations report for the Board; and
- Prepare an employment contract for the new CEO for Board approval; and
- Oversee the new CEO's induction process.

The Chair is to:

- Conduct negotiations with the preferred candidate; and
- Execute the contract on behalf of the Board.

### **CEO Performance Appraisal**

The Governance Committee will design and oversee the CEO performance appraisal process.

The Committee is responsible for:

- Annual and six-monthly CEO performance appraisal, including scheduled reporting to the Board; and
- Annual evaluation of the performance and effectiveness of the Board, its Committees and individual Directors. Including a review of mutual communication between the Board and CEO.

Any matters pertaining to any of the key items above, should be approved, or at a minimum, be provided for information to the Governance Committee before it is presented to the Board for action.

## **2. Scope of authority, extent of power and decision making abilities**

- The Board is not bound by Committee decisions.
- The Committee should not make any determinations regarding its policy advice and recommendations to the Board without consultation with the CEO.
- The Committee's scope of authority is determined by the TOR as detailed in the National Board Charter.

## **3. Membership requirements and procedure for meeting attendance by non-committee members**

- The Board, shall appoint a maximum of four Board Members to the Governance Committee based on individual skills, insights and expertise

- The Committee may nominate individuals to be co-opted as additional members with suitable expertise to assist it in its work – the Board, in conjunction with the Governance Committee Chair, shall grant approval for appointment of co-opted members

#### **4. Conduct of Meetings**

- A quorum for Committee meetings shall be one half of membership
- Committee meetings are to declare any actual or perceived conflicts of interest they may have with any matter before the Committee. The Committee Chair, in consultation with other Committee members, will determine how conflicts of interest issues will be addressed.
- The Committee should consult the Board Chair if appropriate regarding conflicts of interest issues.

#### **5. Frequency of meetings**

- The Governance Committee is to meet 4 times a year and as required.

#### **6. Terms of access to internal and external resources and Management of information**

- The CEO is to arrange for information, reports, advice and comment as required by the Committee in undertaking its role
- Advice from the Company Secretary and Management as required
- Secretariat support
- All Committee papers are to be regarded as confidential documents. Disclosure of documents or their contents to external parties must not occur without Board approval
- Committee members are expected to be mindful of commercial in confidence, privacy and confidentiality considerations in the exercise of their work.

#### **7. Requirements for reporting to the board**

- The Committee Chair shall be responsible for the preparation of reports to the Board, in the form of the Committee Minutes from the previous meeting.
- The Committee is to provide a report for each Board meeting detailing Committee activities any advice or recommendations for the Board's endorsement or approval
- The Committee must report both majority and minority (or dissenting) views relating to its advice or recommendations.
- All Committee papers, including agendas, minutes, reports, discussion documents and data reports are to be considered as working papers of the Board and should not normally be tabled at Board meetings, but should be available for any Board Member to review upon request.

#### **8. Powers of the Committee Chair**

- The Board appoints the Chair of the Committee.
- The Committee Chair shall determine the frequency and method of Committee meetings

- The Committee Chair shall determine the meeting agendas and the business program for the Committee, in consultation with Committee members.
- The Committee Chair shall be responsible for the effective conduct of Committee meetings

## **9. Tenure**

- The Committee is a standing Board Committee
- The Board reviews Committee compositions annually.

## Service Committee Terms of Reference

### 1. Role, purpose and responsibilities

#### Policy Oversight

The Committee is responsible for review, oversight and reporting to the Board on:

- National policies on service workforce (including volunteer) matters;
- National policies on consumer input/engagement policies;
- National policies on new service development and approval policies.

#### Service Oversight

The Committee will monitor projects and service targets to be achieved as part of the service oversight to be undertaken by the Committee.

The Committee is responsible for review, oversight and reporting to the Board on:

- Strategic workforce matters, including national policy of volunteer matters;
- Strategic refocusing of 13 11 14 on suicide prevention and crisis intervention;
- Proposal/business cases for new services (with input from other Committees as required);
- Proposal/business cases for strategic (not operational) changes in existing services;
- Service and quality impact;
- Consumer input; and
- Member and Centre engagement on service matters.

### 2. Scope of authority, extent of power and decision making abilities

- The Board is not bound by Committee decisions
- The Committee should not make any determinations regarding its policy advice and recommendations to the Board without consultation with the CEO
- The Committee's scope of authority is determined by the TOR as detailed in the National Board Charter

### 3. Membership requirements and procedure for meeting attendance by non-committee members

- The Board shall appoint a maximum of four Board Members to the Service Committee based on individual skills, insights and expertise
- The Committee may nominate individuals to be co-opted as additional members with suitable expertise to assist it in its work – the Board, in conjunction with the Governance Committee Chair, shall grant approval for appointment of co-opted members



#### **4. Conduct of Meetings**

- A quorum for Committee meetings shall be one half of membership
- Committee meetings are to declare any actual or perceived conflicts of interest they may have with any matter before the Committee. The Committee Chair, in consultation with other Committee members, will determine how conflicts of interest issues will be addressed.
- The Committee should consult the Board Chair if appropriate regarding conflicts of interest issues.

#### **5. Frequency of meetings**

- The Service Committee is to meet 4 times a year and as required.

#### **6. Terms of access to internal and external resources and Management of information**

- The CEO is to arrange for information, reports, advice and comment as required by the Committee in undertaking its role
- Advice from the Company Secretary and Management as required
- Advice from the Lifeline Foundation Advisory Group as required
- Secretariat support
- All Committee papers are to be regarded as confidential documents. Disclosure of documents or their contents to external parties must not occur without Board approval
- Committee members are expected to be mindful of commercial in confidence, privacy and confidentiality considerations in the exercise of their work.

#### **7. Requirements for reporting to the board**

- The Committee Chair shall be responsible for the preparation of reports to the Board in the form of previous Minutes.
- The Committee is to provide a report for each Board meeting detailing Committee activities any advice or recommendations for the Board's endorsement or approval
- The Committee must report both majority and minority (or dissenting) views relating to its advice or recommendations.
- All Committee papers, including agendas, minutes, reports, discussion documents and data reports are to be considered as working papers of the Board and should not normally be tabled at Board meetings, but should be available for any Board Member to review upon request.

#### **8. Special Powers of the Committee Chair**

- The Board appoints the Chair of the Committee.
- The Committee Chair shall determine the frequency and method of Committee meetings
- The Committee Chair shall determine the meeting agendas and the business program for the Committee, in consultation with Committee members.
- The Committee Chair shall be responsible for the effective conduct of Committee meetings

## 9. **Tenure**

- The Committee is a standing Board Committee
- The Board reviews Committee compositions annually.