

## AUDIT COMMITTEE CHARTER

### 1. **Background and Purpose**

The Audit Committee plays a key role in assisting the Board to fulfil its oversight responsibilities in areas such as an entity's financial reporting, internal control systems, risk management systems and the internal and external audit functions. This Charter governs the operation of the Audit Committee ("the Committee") and sets out the Committee's role and responsibilities, composition, structure and membership requirements.

### 2. **Composition**

The Audit Committee will be structured so that it has at least three members. The Chairman of the Audit Committee must be an independent director. All members of the Audit Committee must be financially literate (that is, be able to read and understand financial statements); at least one member must have relevant qualifications and experience (that is, should be a qualified accountant or other finance professional with experience of financial and accounting matters); and all members should have an understanding of the industry in which the Company operates.

From time to time, non-Audit Committee members may be invited to attend Audit Committee meetings, if it is considered appropriate.

The Board will review the composition of the Audit Committee annually to ensure it comprises the appropriate balance of skills, knowledge and experience to be able to discharge the committee's mandate effectively.

### 3. **Role and Objectives**

The role of the Audit Committee is to assist the Board to meet its oversight responsibilities in relation to the Company's corporate reporting.

The objectives of the Audit Committee include:

- (a) assisting the Board in the governance of the Company, and the exercising of due care, skill and diligence in relation to:
  - (i) reporting of financial information to users of the Company's financial reports;
  - (ii) application of accounting policies;
  - (iii) financial management;

- (iv) the Company's internal control system;
  - (v) financial business policies and practices; and
  - (vi) compliance with all applicable laws, regulation, standards and best practice guidelines.
- (b) improving the credibility and objectivity of financial reporting;
  - (c) overseeing the effectiveness of the external audit function; and
  - (d) ensuring the independence of the external auditor.

Ultimate responsibility for the Company's financial statements rests with the Board.

#### 4. **Responsibilities**

The Audit Committee has the following responsibilities:

##### 4.1 **Corporate Reporting**

- (a) Review the half-year and annual financial statements presented by management, together with reports and opinions from the external auditor and confirm they reflect the understanding of the Audit Committee members, and otherwise provide a true and fair view of, the financial position and performance of the Company.
- (b) Review significant accounting and reporting issues and assess the appropriateness of accounting policies and methods chosen by management, particularly those relating to significant accounting estimates and judgements and the assessment of going concern.
- (c) Review recent regulatory and professional pronouncements and understand their impact on the financial statements.
- (d) Review the results of the audit with the external auditor, including significant adjustments, uncorrected misstatements and any difficulties encountered or unresolved disagreements with management.
- (e) Review the appropriateness of disclosures in the financial statements and financial reporting to stakeholders, particularly in regard to estimate and judgments.
- (f) Review all matters required to be communicated to the Audit Committee under Australian Auditing Standards with management and the external auditor, such as key audit matters for listed companies, significant internal control deficiencies, indications of fraud or corruption and non-compliance with laws or regulations.
- (g) Review management representations, including the Chief Executive Officer and Chief Financial Officer declarations regarding the financial report and financial records.

- (h) Provide a recommendation to the Board whether the financial report should be approved, based on a review of the financial statements, note disclosures and other information.
- (i) Review the other sections of the annual report before its release and consider whether the information is understandable and consistent with members' knowledge about the entity and its operations and is unbiased.
- (j) Review management's process for ensuring that information contained in analyst briefings, investor presentations and press announcements is consistent with published financial information and is balanced and transparent.
- (k) Ensure that the declaration referred to in Recommendation 4.2 of the ASX Corporate Governance Council Corporate Governance Principles and Recommendations is given before the Board approves the Company's financial statements for each half-year and full year.

#### 4.2 **Fraud and Internal Control**

- (a) Consider the impact of the Company's culture on internal control.
- (b) Assess the internal processes for determining and managing key financial risk areas, particularly:
  - (i) compliance with laws, regulations, standards and best practice guidelines, including industrial relations laws;
  - (ii) important judgments and accounting estimates;
  - (iii) litigation and claims; and
  - (iv) fraud and theft.
- (c) Make recommendations to the Board for improvements (if any) in relation to the internal financial management and financial controls of the Company.
- (d) Obtain and assess management reports on any suspected or actual fraud, theft or breaches of law, and recommend appropriate actions by the Board.
- (e) Address the effectiveness of the internal control, financial risk management and performance management systems with management and the external audit providers.
- (f) Evaluate the processes the Company has in place for assessing and continuously improving internal controls, particularly those related to areas of significant risk.
- (g) Meet periodically with key management and external auditors to understand and discuss the control environment.

#### 4.3 External Audit

- (a) Assess the quality and effectiveness of the audit conducted and evaluate performance of the auditor.
- (b) Meet with the external auditor at least twice each year, and any other time considered appropriate.
- (c) Review the Company's Procedure for the Selection, Appointment and Rotation of External Auditor set out in the Appendix to this Audit Committee Charter.
- (d) Carry out the functions ascribed to the Audit Committee in the Procedure for the Selection, Appointment and Rotation of the External Auditor.
- (e) Review with the external auditor the scope and terms of the audit and the audit fee including a review of non-audit services provided by the external auditor.
- (f) Review the audit plan for coverage of material risks and financial reporting requirements.
- (g) Monitor and review auditor independence and objectivity.
- (h) Establish ongoing communications with the auditors and ensure access to directors and the Audit Committee.
- (i) Review reports from the external auditors (including auditor's reports, closing reports and management letters).
- (j) Discuss with the external auditor matters relating to the conduct of the audit, including any difficulties encountered, any restrictions on scope of activities or access to information, significant disagreements with management and the adequacy of management response.
- (k) Review any proposal for the external auditor to provide non-audit services and whether it might compromise the independence of the external auditor.
- (l) Ensure that the external auditor is given notice of all general meetings, and attends the Company's annual general meeting.

#### 4.4 Compliance

- (a) Consider the impact of the Company's culture on compliance processes.
- (b) Monitor the impact of changes in key laws, regulations, internal policies and Accounting Standards affecting the entity's operations.
- (c) Review the effectiveness of the entity's systems, policies and practices that relate to compliance with laws, regulations, internal policies and Accounting Standards, and the results of management's investigation and follow-up (including disciplinary action) of any instances of non-compliance.

- (d) Obtain regular updates from management and the head of compliance about compliance and ethical matters that may have a material impact on the entity's financial statements, strategy, operations or reputation, including material breaches of laws, regulations, standards and company policies.
- (e) Review and monitor related party transactions.
- (f) Discuss with management whether all regulatory compliance matters of the Company have been considered in the preparation of the financial statements, such as compliance with Accounting Standards and the requirement for the financial statements to reflect a 'true and fair' view.

**4.5 Other**

Perform such other functions related to this Charter as requested by the Board.

**5. Meetings and Attendance**

The Committee will meet at least twice per year with further meetings to be convened as required or as requested by any member of the Committee or the Board.

An agenda for each Committee meeting will be prepared in consultation between the Committee Chair (with input from Committee members), the Chief Financial Officer or his or her equivalent and if required to attend at the meeting, the external auditor.

Minutes of all meetings of the Committee are to be kept and the minutes and a report of actions taken, or recommended, are to be given at each subsequent meeting of the full Board.

Committee meetings will be convened and conducted by the same rules as set out in the Company Constitution as they apply to the meetings of the Board.

At the discretion of the Chair, having regard to the nature of the agenda, relevant members of Company's management and/or the external auditor maybe required to attend meetings.

The Committee shall meet with the external auditor without management present, as it deems necessary but at least once per year.

**6. Authority and Resources**

The Company is to provide the Committee with sufficient resources to undertake its duties and responsibilities, including the provision of educational information on accounting policies and other financial topics relevant to the Company, and such other relevant materials requested by the Committee.

The Committee has the power to conduct or authorise investigations into any matters within the Committee's scope of responsibilities. The Committee will have

the authority, as it deems necessary or appropriate, to retain independent external accounting, legal or other advisors.

7. **Reporting**

The Chairman of the Audit Committee will report to the Board, at the following Board meeting, on the proceedings of each meeting of the Audit Committee, bringing forward all recommendations of the Audit Committee which require Board approval, and reporting on any actions taken by the Audit Committee.

The Chairman of the Audit Committee is to be present at the Company’s annual general meeting to answer questions, through the Chairman of the Board.

8. **Reviews**

The Committee will review its performance on an annual basis. The review will be conducted as a self-assessment and will be overseen by the Chair. The assessment may seek input from parties’ external to the Committee.

The Committee should also review this Charter annually to ensure that it remains consistent with the Board’s objectives and responsibilities and to take into account any changes in legal or regulatory requirements.



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James McKay  
Chairman  
**Comet Ridge Limited**

**Date adopted: 18 September 2019**

## Appendix to Audit Committee Charter

### Procedure for the Selection, Appointment and Rotation of External Auditor

1. The Board is responsible for the initial appointment of the external auditor and the appointment of a new external auditor when any vacancy arises, as per the recommendations of the Audit Committee. Any appointment made by the Board is subject to confirmation by shareholders at the next annual general meeting of the Company. In recommending the appointment of an auditor to members, the Board may consider the matters outlined in Australian Securities and Investments Commission Information Sheet 196 Audit quality: The role of directors and audit committees under the headings “Recommending the appointment of an auditor” and “Assessing potential and continuing auditors”.
2. Candidates for the position of external auditor of the Company must be able to demonstrate complete independence from the Company, and an ability to maintain independence through the engagement period. Further, the successful candidate must have arrangements in place for the rotation of the audit engagement partner in accordance with professional standards as current from time to time, including part 2M.4 Division 5 of the Corporations Act 2001 (Cth).
3. Other than the mandatory criteria set out in paragraph 2 above, the Board may select an external auditor based on criteria relevant to the business of the Company such as experience in the industry in which the Company operates, references, cost, internal governance processes and any other matters deemed relevant by the Board. The Board may consider the matters outlined in the Australian Securities and Investments Commission Information Sheet 196 Audit quality: The role of directors and audit committees under the heading “Assessing potential and continuing auditors”.
4. The Audit Committee will review the performance of the external auditor on an annual basis and make any recommendations to the Board. The Audit Committee may refer to the matters outlined in the Australian Securities and Investments Commission Information Sheet 196 Audit quality: The role of directors and audit committees under the heading “Assessing potential and continuing auditors” when reviewing the performance of the external auditor.