



# Nomination and Governance Committee Charter

**Atlas Arteria Limited**

# ATLAX Nomination and Governance Committee Charter

## Objective

The objective of the Nomination and Governance Committee (the **Committee**) is to assist the Board of Directors (the **Board**) of Atlas Arteria Limited (**ATLAX** or **Company**) (through the making of recommendations and provision of advice) in ensuring that Board members have an appropriate mix of skills, diversity and experience and that ATLAX's governance policies and practices are such that the Board can provide successful oversight and stewardship of ATLAX as part of Atlas Arteria (**Atlas Arteria**) (which comprises ATLAX and Atlas Arteria International Limited).

## Administration

### Membership

The Committee will consist of all Non-Executive Directors of ATLAX (**Committee Members**). A majority of Committee Members must be Independent Directors as defined by Atlas Arteria's policy on the independence of Directors.

### Chair

The Chair of the Board shall be the Chair of the Committee. If the Chair of the Committee is not present at a meeting of the Committee, the members present may elect another member to act as Chair for that meeting.

The role of the Chair of the Committee is to:

- Determine the agenda for meetings of the Committee in conjunction with the Secretary of the Committee.
- Chair meetings of the Committee and take reasonable steps for the proper functioning of the Committee, including the proper conduct of meetings and an appropriate level of discussion.
- Take reasonable steps to oversee that Committee members are provided with sufficient relevant information to consider the matters before them.
- Advise the Board on the Committee's recommendations to the Board on matters falling within the scope of the Committee's responsibilities.
- Review the minutes of meetings of the Committee for circulation to and approval of the Committee and sign the approved minutes.
- Act under a delegation of the Committee.

## Meetings

### Frequency of meetings

The Committee will hold at least one meeting each year and such additional meetings as the Chair of the Committee shall deem appropriate in order to fulfil its duties.

In addition, the Chair of the Committee is required to call a meeting of the Committee if requested to do so by:

- the Chief Executive Officer; or
- any Director.

### Attendance by non-members

Members of management and/or parties external to Atlas Arteria may be invited to attend any meeting of the Committee or part thereof.

### Meetings other than in person

Where deemed appropriate by the Chair of the Committee, meetings may occur via conference call or other electronic means and approvals and recommendations may occur via written resolution

### Secretary

The ATLAX Company Secretary (or delegate as approved by the Committee) will act as Secretary of the Committee and shall be responsible, in conjunction with the Chair of the Committee, for drawing up the agenda (supported by explanatory documentation and papers) and circulating the Committee papers to Committee Members prior to each meeting. Directors may request papers for or from any meeting and will be notified in advance of the agenda of forthcoming meetings.

The Secretary will also be responsible for keeping the minutes of meetings of the Committee and circulating them to the Chair of the Committee for review and, the other Committee Members, and also to other Committee meeting attendees where appropriate.

### Quorum

A quorum shall consist of not less than half of the Committee Members eligible to vote on a matter.

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## Voting

A motion shall be passed by a:

- Simple majority of votes cast in favour by Committee Members present and eligible to vote; or
- Resolution in writing signed by at least three quarters of Committee Members eligible to vote and will be deemed to have been passed at the time at which the last required Committee Member signs the document.

Notwithstanding ATLAX's constitution, the Chair of the Committee will not exercise a casting vote. In the event of an equal number of votes being cast for and against a motion, the motion will be referred to the Board for resolution.

## Duties and Responsibilities

### Board Composition

- Regularly reviewing the size and composition of the Board, including succession plans for the Board, its committees and Chair, with a view to maintaining an appropriate balance of skills, knowledge diversity, experience and independence on the Board.
- Ensure the board composition and succession planning reflects Atlas Arteria's policy on diversity and inclusion.
- Identify and recommend to the Board, candidates for the Board after considering the necessary and desirable competencies of new Board members, the range and depth of skills, and the diversity of the Board, after undertaking appropriate background checks.
- Review and regularly evaluate the "skills matrix" and the Atlas Arteria "director profile" outlining the desired competencies, personal attributes, fit, knowledge and experience across the director group and to help the board identify any gaps in its collective skills that may need to be addressed by providing professional development to existing directors, external advice or assistance or the appointment of new directors.
- Review and make recommendations regarding the appointment, retirement and terms of office of non executive directors.
- Review and make recommendations regarding the re-election of non-executive directors.
- Oversee the induction procedures for new directors and identify and develop plans for

ongoing training and education of directors to maintain the skills and knowledge required to perform their role effectively.

- Develop and implement a process for the annual evaluation of the performance of the board, its committees and individual directors.
- Regularly review the time required from non-executive directors to fulfil their role and whether they are meeting that requirement.

### Governance

- Annually review Atlas Arteria's corporate governance framework and recommend Atlas Arteria's corporate governance statement to the Board for approval.
- Review developments in corporate governance and recommend standards and/or policies which it considers are appropriate and in the best interests of Atlas Arteria.
- Monitor the independence of directors and review the criteria for assessing independence.
- Consider questions of possible conflicts of interest arising for Directors and, review existing behaviour and ethical guidelines for directors.
- Monitor the corporate governance of Atlas Arteria's subsidiaries.

### Periodic Review

- Review the Committee Charter once every two years and recommend any proposed changes to the Board for approval.
- Conduct a periodic, but at least annual, evaluation of the Committee's performance.

### Access

The Committee shall have free and unfettered access to all personnel and other parties (internal and external), including the external auditors, as required by the Committee to carry out its duties.

The Committee may seek advice from external consultants or specialists where it considers that necessary or appropriate.

### Reporting

The Committee, through its Chair, is to advise and make recommendations to the Board on matters falling within the scope of its responsibilities. Such advice may be in the form of minutes of its meetings, supporting papers, and written or oral reports at Board meetings.