

Policy and Advocacy Committee Charter

1. Purpose

The Policy and Advocacy Committee (*Committee*) of the Board of Directors (*Board*) of National Roads and Motorists' Association Limited (*NRMA*) has been established in accordance with NRMA's constitution.

The Committee has been established to assist the Board in:

- a) monitoring and overseeing the strategic advocacy plan; and
- b) considering and, in certain circumstances, making decisions in relation to public policy positions,

(*Committee's Purpose*).

The Board delegates to the Committee the powers and authority set out in this Policy and Advocacy Committee Charter (*Charter*). The Board may make other delegations to the Committee from time to time.

This Charter supersedes the Policy and Advocacy Committee Charter approved by the Board on 26 October 2016.

The scope of the Committee's delegated powers and authority is set out in this Section 2.

2. Scope of Authority

2.1 Strategic Advocacy

- a) **The Committee has authority to:**
 - i. monitor and oversee the implementation of the strategic advocacy plan approved by the Board; and
 - ii. review the effectiveness of NRMA's advocacy activities.
- b) **The Committee has authority to consider and approve:**
 - i. significant or substantial advocacy matters which are consistent with NRMA's corporate strategy approved by the Board.

2.2 Public Policy Positions

- a) **The Committee has authority to consider and approve:**
 - i. any new or amended existing positions on significant or substantial matters of public policy that align to the strategic advocacy plan approved by the Board; and
 - ii. the seeking of information relevant to the development and/or revision of public policies.
- b) **The Committee has authority to consider and recommend to the Board for approval:**
 - i. any public policy position that would have significant implications for NRMA, or that would significantly change the direction of a previously-approved public policy position advocated by NRMA.

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2.3 Other Matters

In addition to the powers and authority set out in Sections 2.1 – 2.2 above:

- a) **The Committee has authority to consider and approve** any other matters relating to:
 - i. strategic advocacy of NRMA; or
 - ii. public policy positions,**provided that this Charter does not authorise the Committee to:**
 - iii. approve any matter which the Committee only has the authority to recommend to the Board as set out in Sections 2.1 – 2.2 above;
 - iv. approve any expenditure within or out of budget;
 - v. take any action that is not consistent with NRMA's corporate strategy approved by the Board; or
 - vi. take any other action that the Board has expressly reserved to itself from time to time.

- b) **The Committee has authority to consider and recommend to the Board for approval**, any other matters relevant to the Committee's Purpose as set out in Section 1 above.

2.4 Referral from Group CEO

- a) To the extent that a matter is within the delegated authority of the Committee under this Charter to approve and also within the Group CEO's delegated authority from the Board to approve, the Group CEO is not precluded from approving that matter.

- b) However, the Group CEO may refer to the Committee any matter relevant to the Committee's Purpose, whether or not that matter is:
 - i. within the Group CEO's delegated authority from the Board (for example, where the Group CEO considers the matter should be referred to, or discussed with, the Committee); or
 - ii. outside of the Group CEO's delegated authority from the Board,
(each a *Referred Matter*).

- c) In relation to any Referred Matter, **the Committee has authority to:**
 - i. **approve** that Referred Matter if the matter is within the scope of the Committee's approval powers under this Charter;
 - ii. **consider and make recommendations** to the Group CEO for approval by the Group CEO if the Referred Matter is within the Group CEO's delegated authority; or
 - iii. **otherwise, make recommendations** to the Board for approval.

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3. Sub-delegations

The Committee has authority to sub-delegate to such persons (or categories of persons) as the Committee determines from time to time, the authority to execute, implement and/or finalise any matter that has been approved by the Committee pursuant to this Charter, on terms and conditions substantially in accordance with the Committee's approval.

4. No Limitation on Board's Power

The delegation of authority under this Charter does not preclude the Board from exercising power or authority in relation to a matter that is within the Committee's delegated authority, if the Board so decides.

5. Membership and Protocols

Membership of the Committee and the protocols and processes applying to the Committee and conduct of the Committee's business will be in accordance with the **Protocol For NRMA Board Committees** document.

6. Reporting

The Committee is accountable to the Board for the exercise of the Committee's delegated authority under this Charter. The Committee will:

- a) make available copies of its minutes to the Board on request;
- b) report to the Board on the exercise by the Committee of its authority, including when that exercise has any budgetary impacts;
- c) through the Committee Chair, provide updates and make recommendations to the Board on matters that are within the scope of this Charter; and
- d) through the Committee Chair, promptly bring to the attention of the Board any matters before the Committee that may materially impact the financial condition or affairs of NRMA.

7. Committee Performance and Charter Review

The Committee will review its performance periodically, including to consider whether it is performing effectively and has met the terms of this Charter, and will report the outcome of the review to the Board.

The Committee will review this Charter at least every two years to ensure it remains current to the needs and structure of NRMA, and recommend amendments to the Board for approval. This Charter may only be amended by a resolution of the Board.

Approved by NRMA Board on 29 November 2018