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# Audit and Risk Committee Charter

# GPT RE Limited and GPT Management Holdings Limited

The GPT Group (GPT or the Group) comprises GPT Management Holdings Limited (GPTMH) and General Property Trust (Scheme). GPT RE Limited (GPTRE) is the responsible entity of the Scheme and Australian Corporate Retail Trust (ACRT). GPT's stapled securities are listed on the Australian Securities Exchange (ASX). The Boards of GPTMHL and GPTRE have common directors and meet concurrently. They are collectively referred to as the "Board" in this charter.

## 1. Purpose

- 1.1 The Audit and Risk Committee (the "Committee") has been established by the Board to:
  - i. Review the quality and reliability of the financial reporting processes;
  - ii. Review and recommend to the Board for approval the financial statements to be issued by GPT:
  - iii. Review external auditor's qualifications, performance, audit plans and independence;
  - iv. Oversee GPT's internal controls and the Internal Audit function; and
  - v. Oversee the effective operation of GPT's risk management and compliance frameworks.
- 1.2 The Board has delegated authority to the Committee to fulfil the responsibilities set out in section 2 of this Charter and may make other delegations to the Committee from time to time.
- 1.3 The Committee will work with and refer relevant matters to the other Board committees to assist the Board in fulfilling its responsibilities.

## 2. Responsibilities of the Committee

### 2.1 Financial Reporting

- Oversee compliance with statutory responsibilities relating to financial disclosure including:
  - the adequacy and quality of GPT, GMH, GPTRE and ACRT financial statements, including sustainability disclosures;
  - accounting policies adopted and the impact of any changes to these policies; and
  - the nature and impact of any regulatory change during the period.
- Review annually with management and the external auditor the accounting and valuation policies and practices adopted and compliance with accounting standards, ASX Listing Rules and relevant legislation.

- Review and discuss with management and the external auditor the half year review and annual audited financial statements.
- Review and discuss with management and the external auditor, the appropriateness of significant judgments made by management in preparing the financial statements.
- Review and make recommendations to the GPT Board on the statement from management regarding the integrity of the financial statements and that an appropriate system of risk management and internal compliance and control has been maintained.
- Review the GPT Group Investment Property Valuation Policy at least every three years and recommend any amendments to the Board for approval.

## 2.2 Treasury

- Monitor the management of treasury risks and compliance with the Treasury Policy.
- Review the GPT Group Treasury Policy every three years (or as may be required) and recommend any amendments to the Board for approval.

#### 2.3 Taxation

- Monitor the management of tax risks.
- Review the GPT Group Tax Risk Management Framework every three years (or as may be required) and recommend any amendments to the Board for approval.

## 2.4 Risk Management

- Oversee the appropriateness and effectiveness of GPT's Risk Management Framework annually (Framework) and review and monitor compliance with the Framework.
- Monitor and review compliance, incidents and breaches.
- Monitor the Group's risk culture and report to the Board on any culture related matters that
  affect the Group's ability to operate within its risk appetite or that pose a material risk to the
  Group's operations.
- Review and recommend the Risk Appetite Statement to the Board for approval.
- Monitor compliance with the Group's Risk Appetite Statement, including review of any indicators outside of appetite.
- Monitor material financial and non-financial risks and controls.
- Review reports from management on new and emerging risks and the risk controls and mitigation measures in place to deal with those risks.
- Recommend any changes to the Code of Conduct to the Board for approval and review any significant breaches of the Code.
- Oversee the Group's approach to fraud and corruption, including:

- the Anti-Bribery, Fraud and Corruption Prevention Policy and recommend any amendments to the Board;
- review any material breaches of the Anti-Bribery, Fraud and Corruption Prevention Policy.
- Monitor the adequacy of GPT's insurance cover.
- Monitor crisis management plans and business continuity plans and annual testing.

## 2.5 Compliance

- Oversee the appropriateness and effectiveness of GPT's Compliance Management Framework (Framework) and review monitor compliance with the Framework.
- Monitor and review compliance, incidents and breaches.
- Monitor the effectiveness of the Group's compliance culture and report to the Board any culture related matters that affect the Group's ability to manage its compliance obligations.
- Monitor compliance with GPTRE's Australian Financial Services Licence requirements under the Corporations Act, the Constitution and the Compliance Plan for the Scheme and any other registered scheme where GPTRE is the Responsible Entity.
- Review reports from Compliance Plan auditors.
- Review and make recommendations to the Board for approval in relation to any material amendments required to Compliance Plans from time to time.

## 2.6 Information Technology

- Oversee the management of information technology and cybersecurity risks.
- Monitor business continuity plans, IT disaster recovery plans and security testing.

#### 2.7 Internal Audit

- Provide input into the appointment, replacement and remuneration (through the Human Resources and Remuneration Committee) of the Chief Audit Executive, with the Chairman of the Committee to approve the appointment.
- Approve the appointment of any outsourced internal audit provider on the recommendation of the Chief Audit Executive.
- Approve the GPT Internal Audit Charter.
- Review and recommend the annual Internal Audit Plan and any changes during the year to the Board for approval, after considering budget and resource allocation, which forms the performance objectives for Internal Audit.
- Review reports regarding internal audit activity undertaken in accordance with the GPT Internal Audit Plan and the GPT Risk Management Framework, and through these reports monitor the progress of management action plans.
- Review the independence, objectivity and performance of the internal audit function, including any scope and timing for external quality assurance and approval and monitoring of any actions plans and timeline in response to any recommendations.

 Where appropriate, and at least once a year, meet privately with the Chief Audit Executive to discuss any matters that the Committee or the Chief Audit Executive believe should be discussed privately.

Note: At all times, the internal audit function has a direct reporting line to the Chairman of the Committee.

### 2.8 External Audit

- Make recommendations to the GPT Board for approval on the appointment, reappointment, replacement, and remuneration of external auditors.
- Review all reports from the external auditors and management response to any issues raised.
- Discuss with the external auditors the overall scope and adequacy of the external audit, their audit plan and whether there are any specific identified risks that will be of focus.
- Review the performance of the external auditor annually.
- Review reports twice-yearly on any non-audit services provided by the external auditor as required under the Guidelines for the Engagement of and Dealing with Auditors.
- Consider, at least annually, the independence of the external auditor, having regard to legal, regulatory and professional requirements.
- Review a report from the external auditor describing:
  - The audit firm's internal quality control procedures;
  - Any material issues raised by any inquiry or investigation by authorities or from a peer review relating to independent audits carried out by the firm (in Australia over the last five years), and any steps to deal with any such issues; and
  - All relationships between the external auditor and GPT.
- Periodically consult with the external auditor without the presence of management about the audit and any issues raised with management.
- Review and make recommendations to the Board on the rotation of the audit partner and the review partner for GPT at least every five years, but not simultaneously (except in the case of a change in audit firm).

## 2.9 Whistleblower Policy

- Review and recommend any changes to the Whistleblower Policy to the Board for approval.
- Review annually a report on the effectiveness of the Whistleblower Policy.
- Review Whistleblower matters at each meeting, with the Chairman to review between meetings (if required), and where appropriate report to the Board on such matters.

## 3. Access to information and independent advice

In carrying out its responsibilities the Committee has full authority to investigate all matters that fall within the terms of reference of this Charter. Accordingly, the Committee may:

- · Obtain independent professional advice in the satisfaction of its duties at the cost of GPT.
- Have such direct access to the resources of GPT, as it may reasonably require, including CEO, General Counsel, management and the external and internal auditors.

# 4. Membership

- The Committee shall comprise members of, and be appointed by, the GPT Board. The Committee is to consist of:
  - At least three members appointed by the GPT Board, all of whom will be independent.
  - Members each with a working familiarity with basic finance and accounting practices, including at least one member with financial expertise (eg a qualified accountant or other financial professional with financial and accounting experience).
- The Chairman of the Committee will be an independent Non-Executive Director appointed by the Board (other than the Chairman of the Board).
- A guorum shall consist of two members of the Committee.
- Representatives of external auditors and management will be requested to attend and report at meetings of the Committee as appropriate.

## 5. Meetings

- The Committee will meet as necessary but a minimum, four times per year.
- The Secretary of the Committee will be the GPT Company Secretary, or such other person as nominated by the Board.
- The GPT Board will appoint a Chairman of the Committee.
- Directors who are not Committee members may attend meetings.
- The Secretary will maintain a record of submissions and papers, together with minutes of meetings. Agendas for, and minutes of, meetings will made available to all members.

## 6. Reporting

The Chairman of the Committee will report the proceedings, deliberations and recommendations of the Committee to the next meeting of the GPT Board.

#### 7. Committee Performance

On a periodic basis the Board shall perform an evaluation of the Committee's performance.

# 8. Confidentiality

All proceedings of the Committee, including papers submitted and presentations made to the Committee, shall be kept confidential and will not be disclosed or released to any person other than

Board members, GPT employees and GPT's auditors, except as required by law or as agreed by the Committee.

# 9. Review of Charter

This Charter is to be reviewed every 3 years, with amendments approved by the Board.

For further information regarding the Committee's role or if you require additional information about this Charter please contact the GPT Company Secretary.

## 10. Related policies procedures and guidelines

Board Charter

## **Document Control**

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