



Remuneration and Nomination Committee Charter
CG 8.1

Approved by the Board on 14 July 2021

Michael Utsler
Executive Chairman



Otto Energy Limited Remuneration and Nomination Committee Charter

1. Functions

The Nomination and Remuneration Committee (**Committee**) is a committee of the Board with its principal functions being to:

- review and recommend to the Board the overall policies and strategies in relation to executive remuneration policies;
- review and make recommendations to the Board in respect of the compensation arrangements for all non-executive directors, the Chief Executive Officer and all other senior executives (Defined as executives who report directly to the Chief Executive Officer or Executive Chairman);
- review the effectiveness of performance incentive plans;
- review and make recommendations to the Board in respect of all equity based remuneration plans.
- review and make recommendations to the Board in respect of the Company's recruitment, retention and termination policies and superannuation arrangements;
- review the composition of the Board and ensure that the Board has an appropriate mix of skills and experience to properly fulfil its responsibilities; and
- ensure that the Board is comprised of directors who contribute to the successful management of the Company and discharge their duties having regard to the law and the highest standards of corporate governance.
- review and make recommendations to the Board in respect of the succession plans of senior executives (other than executive Directors) and ensuring the performance of senior executives is reviewed at least annually;
- consider nominations for potential candidates to act as Directors.

In consultation with the Chief Executive Officer or Executive Chairman, the Committee will review and recommend to the Board for approval, the Company's general approach to compensation and will oversee the development and implementation of the compensation regime. Ultimate responsibility for the Company's nomination and remuneration policies remains with the Board.

2. Composition

The Committee shall comprise at least three directors, the majority of whom will be non-executive directors. Directors serving on the Committee should have diverse, complementary backgrounds. The Board may appoint additional non-executive directors to the Committee or remove and replace members of the Committee by resolution, and the Board will appoint the Committee Chairman.



The Company Secretary will be the secretary of the Committee and will act as the principal liaison between executive management and the committee on remuneration matters.

3. Meetings

The Committee will meet as frequently as necessary, and at least twice annually.

The Chairperson of the Committee must call a meeting of the Committee if requested by any Committee member, the Chief Executive Officer or the Company Secretary.

The Committee shall have access to professional advice. Two members of the Committee shall comprise a quorum. Where only two members are present, the unanimous vote of the two members will constitute an act of the Committee. Where the committee comprises more than two committee members, the vote of a majority of the members present will constitute an act of the Committee.

The Chief Executive Officer or Executive Chairman and the Chief Financial Officer are entitled to attend Committee meetings on invitation. The Committee may invite other persons to attend meetings if considered appropriate by the Chairperson of the Committee, for example internal specialists or external advisers.

4. Reporting to the Board

The Chairperson of the Committee (or a person nominated by the Chairperson for the Committee for that purpose) must report to the Board at its next meeting regarding all material matters and recommendations relevant to the Committee's duties and responsibilities.

In accordance with the requirements of the ASX Listing Rules and the Corporations Act, the Company will make annual disclosure of the details of the nature and amount of fees paid to each director and each of the five highest-paid officers of the Company. The disclosure will include the payment of any non-monetary incentive components such as options. In addition the Company will disclose key details of agreements with directors and senior executives in accordance with the disclosure obligations pursuant to ASX Listing .

5. Authority

The Committee has unrestricted access to executive management, all employees and all Company records and to financial and legal advisors.

The Committee or any member of the Committee is authorised to obtain (at the cost of the Company) outside legal or other independent professional advice, and to secure the attendance of such advisors if it is considered necessary for the proper performance of the Committee's functions under this Charter. The member should first contact the Chair of the Committee and the Secretary who will, if required by the Chairperson or by the member, assist in procuring that professional advice.

The Board must approve the following (subject to recommendation by the Committee where required):

- the remuneration report to be included in the annual report and accounts;
- all cash based and/or equity-based incentive plans;
- the remuneration of the Chief Executive Officer or Executive Chairman and senior executives;

- the remuneration of the non-executive directors;
- termination payments to executive directors, the Chief Executive Officer and other members of the senior executive team.

6. Duties and Responsibilities

Without limiting its role, the specific duties and responsibilities of the Committee include the following:

(a) Remuneration policy

The Committee will:

- Determine and agree with the Board the policy for the remuneration of the Chairperson, non-executive directors, the Chief Executive Officer and senior executives (**Remuneration Policy**);
- review the on-going appropriateness and relevance of the Remuneration Policy; and
- ensure that all relevant legal requirements regarding disclosure of remuneration, in all forms, are complied with.

(b) Non-executive Directors

The remuneration of the non-executive directors will be determined by the Board, excluding in each case, any director or directors with an immediate conflict of interest. When determining non-executive director remuneration the Board will take into account ASX Corporate Governance Council's, Corporate Governance Principles and Recommendations (fourth edition) recommendations that:

- Non-executive directors should normally be remunerated by way of fees, in the form of cash, non-cash benefits, superannuation contributions or salary sacrifice into equity. They should not normally participate in schemes designed for the remuneration of executives;
- Non-executive directors should not receive bonus payments; and
- Non-executive directors should not be provided with retirement benefits other than superannuation.

The Board will also consider the current circumstances of the Company and whether equity participation by way of the grant of options to members of the Board is appropriate having regard to the services provided by the non-executive director.

The maximum remuneration of non-executive directors is to be determined by the Shareholders in general meeting in accordance with the Company's Constitution, the ASX Listing rules and the Corporations Act 2001 (Cth). The apportionment of non-executive director remuneration within the allowed maximum will be made by the Board having regard to each individual director's contribution to the Board.



Shareholders must also approve the framework for any equity based compensation schemes and if a recommendation is made for a director to participate in an equity scheme, that participation must be approved by the shareholders.

(c) Senior Executives

The Company's remuneration policy for senior executives is designed to promote superior performance and long term commitment to the Company. Remuneration packages are set at levels that are intended to attract and retain executives capable of managing the Company's operations. Senior executives' remuneration packages comprise a fixed base remuneration which is market based and an incentive component reflecting short and long term performance objectives appropriate to the Company's goals and performance.

The remuneration of the Chief Executive Officer or Executive Chairman will be determined by the Board. The remuneration packages for senior executives will be determined by the Chief Executive Officer or Executive Chairman and approved by the Board in accordance with the Remuneration Policy.

The Committee will review succession plans of senior executives on a regular basis to maintain an appropriate balance of skills, experience and expertise in the management of the Company and providing advice to the Board accordingly.

(d) Employee benefits and other policies

The Committee will:

- Make recommendations to the Board with respect to the implementation and operation of equity-based incentive plans and other employee benefit programs.
- Ensure that incentive schemes are designed around appropriate performance benchmarks that measure relative performance and provide rewards for materially improved company performance.

(e) Termination

The Committee will:

- Determine and regularly review the Company's termination policies, including the Company's policy in relation to the compensation agreed to be paid to any executive Director or other senior executive in connection with termination of employment and, where appropriate, office as Director.
- Ensure that termination payments for the Chief Executive Officer or Executive Chairman and any executive Directors are agreed in advance, including detailed provisions in case of early termination, except for removal for misconduct.
- Ensure that consideration is given to the consequences of an appointment not working out, and to the costs and other impacts of early termination.

(f) Nominations

The Committee shall periodically review and consider the structure and balance of the Board and make recommendations regarding appointments, retirements and terms of office of directors. In particular, the Committee is to:

- identify and recommend to the Board candidates for the Board after considering the necessary and desirable competencies of new Board members to ensure the appropriate mix of skills and experience and after assessment of how the candidates can contribute to the strategic direction of the Company;
- approve and review induction procedures for new appointees of the Board to ensure that they can effectively discharge their responsibilities;
- assess and consider the time required to be committed by a non-executive director to properly fulfil their duty to the Company and advise the Board.
- consider and recommend to the Board candidates for election or re-election to the Board at each annual shareholders' meeting;
- review directorships in other public companies held by or offered to directors and senior executives of the Company;
- review succession plans for the Board with a view to maintaining an appropriate balance of skills and experience on the Board;
- make recommendations to the Board on the appropriate size and composition of the Board; and
- make recommendations to the Board on the terms and conditions of appointment to, and removal and retirement from, the Board.

(g) Performance Review

The Committee will conduct an annual performance review of the Chief Executive Officer or Executive Chairman, all non-executive directors and all executive directors. The Committee Chairman will provide all individuals reviewed feedback from the review based on each individual's performance targets.

(h) Diversity

The Committee in formulating its remuneration and nomination policies will take into account the ASX Corporate Governance Guidelines on the subject of diversity and equal opportunity of employment.

7. Other

The Committee may seek input from individuals on remuneration policies, but no individual should be directly involved in deciding his or her remuneration. Further, no member of the Committee may participate in any decision with respect to his or her position or remuneration.



Policy History

Established:	May 2021
Last review:	May 2021
Review frequency:	Twice annually or as required