



## **Review into the governance, policies, procedures and practices of Freemasons Victoria**

### **Terms of Reference**

There is awareness amongst the senior leaders and the Board of Freemasons Victoria that the practices and behaviours within Freemasons Victoria are not, and have not been, in accord with the established governance principles, policies & procedures, values of the organisation, and obligations of Freemasonry. Further, there is a perception amongst the broader membership that all is not well and that the organisation has not been led, or governed, to the standards expected.

In order to understand the impediments that hold us back from achieving our desired future the Grand Master has requested the President of the Board of General Purposes commission a review of the policies and procedures in place in Freemasons Victoria.

#### **The objectives for this review are to:**

- Review the current suite of governance principles, policies and procedures in Freemasons Victoria.
- Audit the governance principles, policies and procedures for relevance and compliance, benchmarked against best practice, legislative obligations and the ethical ideals of Freemasonry as apply generally or specifically to Freemasonry Victoria.
- Provide an assessment as to the overall effectiveness of internal controls within Freemasons Victoria.
- Review recent business decisions taken by, and on behalf of the Board of General Purposes, senior Freemasons, and officers of Freemasons Victoria.
- Audit these decisions against the governance principles, policies and procedures of Freemasons Victoria for compliance and against legislative and regulatory obligations.

- Identify any breaches of governance principles, policies and procedures that may have, or have had, a material adverse effect on Freemasons Victoria, or that are inconsistent with its legislative and regulatory obligations.
- Develop recommendations for improvement in the governance principles, policies and procedures of Freemasons Victoria.
- Submit a written report to the Grand Master with findings and recommendations relating to the issues listed above.

### **Scope:**

- The reviewer will have access to all Freemasons Victoria documents relating to governance principles, policies and procedures in order to conduct this review.
- These documents will be provided under cover of 'commercial in confidence' and will be provided only for the purposes of this review.
- Documents will be provided electronically, and where necessary, in hard copy.
- The reviewer, by the authority of the Grand Master, will be authorised to approach any member, or employee, of Freemasons Victoria to seek information pertaining to the review. The Grand Master authorises any member or employee of Freemasons Victoria to respond to all enquiries with full and complete candour – and for this purpose alone, frees them from any obligation of confidentiality that would otherwise act as an impediment to their participation.
- Members and employees are invited to assist the process as requested by the reviewer. No member, or employee shall be required to provide assistance, or information, to the reviewer should they not wish to do so.
- Any matter that has previously been investigated and resolved under the jurisdiction of an external third party, such as Fair Work Australia, or the Courts, and any such resolution as governed by a deed of settlement, or confidentiality, is excluded from the scope of this review.
- In the event that the review identifies any breaches of governance principles, policies and procedures that may have, or have had, a material effect on Freemasons Victoria, and its legislative and regulatory obligations, these matters will be addressed external to the review process, by Freemasons Victoria, according to the principles of natural justice.

**Timing:**

- The review will commence in August 2020.
- The final report will be made available to members no later than the December 2020 Quarterly Communication.

**Reporting:**

- The reviewer will provide progress reports, either written or verbal, to the Grand Master, and/or his delegate/s, on a fortnightly basis.
- The final report, with findings and recommendations, will be provided to the Grand Master, and/or his delegate/s, in both printed and electronic formats.
- The final report, with findings and recommendations, will be made available to members.



MWBro. Richard Elkington  
Grand Master



RWBro. Myles King  
President of the Board of General Purposes