

SELECTION AND APPOINTMENT PROCESS

In accordance with company policy, appointees to the board of Advance Cairns Limited (ACL) must have exemplary records of personal, professional and commercial integrity. Short-listed candidates may be interviewed and assessed to ensure that they have the necessary qualifications, skills and experience for the position and that they are able to commit adequate time to the appointment.

Potential applicants should understand that the following requirements and probity checks have to be completed before appointments can be made to a board:

- a check of the Australian Security and Investment Commission disqualification register
- a check of solvency by the Insolvency Trustee Service Australia.

These checks will only be undertaken with the applicant's written consent. ACL treats all personal information provided by an individual in support of an appointment application in accordance with the *Information Privacy Act 1998* (Qld). The personal information provided is required for application processing and assessment purposes. It will not be shared with other individuals or organisations.

When making recommendations on board appointments, ACL will consider a number of matters, including:

- the skills and experience of the candidate
- a genuine commitment for the development of the Tropical North Queensland region

THE APPOINTMENT PROCESS

The successful applicant will be selected by the Board of ACL.

ADVANCE CAIRNS

**POSITION SUMMARY
FOR DIRECTORS**

POSITION SUMMARY – DIRECTOR (VOLUNTARY)

July 2008

Purpose:

Determine the strategic direction, vision and objectives of Advance Cairns Limited (ACL), approve business plans and regularly monitor performance to ensure the Corporate Objectives are achieved.

Reporting to: Members and Stakeholders

Reporting to me: Chief Executive Officer, External Auditor

Main Customers: Members and Stakeholders, Fellow Board Members, ACL Employees, Tropical North Queensland Communities

Main Tasks:

As a member of the Board:

- Determine the strategic direction, vision and corporate objectives of ACL.
- Appoint the Chief Executive Officer (CEO), clearly define the roles and responsibilities of the CEO, set the CEO's remuneration and monitor his/her performance.
- Approve Policies and Business Plans that realise ACL's Vision and Corporate Objectives.
- Ensure appropriate delegations of authority exist from the Board to the CEO.
- Ensure adequate systems exist to monitor:
 - corporate performance against plan and that the finances of ACL remain sound; and
 - corporate compliance with legislation and relevant guidelines
- Network on behalf of ACL to assist in achieving Corporate Objectives.
- Support the CEO by keeping him informed of any matter that comes to attention that may affect ACL.
- Provide frank feedback to the CEO on ACL's progress and ideas and initiatives of the CEO.
- Exercise control at times of crisis when management requires assistance.

I Am Effective If:

- ACL's strategic direction, vision and corporate objectives meet the expectations of the Members and Stakeholders and demonstrate responsible application of ACL's assets and financial resources.
- The CEO fully understands his/her role and responsibilities and is consistently delivering superior outcomes.
- ACL has sound policies and high quality, challenging Business Plans.
- ACL complies with legislation and relevant policies and guidelines.
- ACL meets its Corporate Objectives and meets or exceeds financial and non-financial targets in the approved Business Plan.

- Long-term plans exist that will ensure ACL can consistently meet its Vision and Corporate Objectives.
- I am participating in Board processes, questioning and offering insight into management plans and strategies. I am providing informed and independent judgment on matters that come to the Board for decision.
- The CEO is kept informed of matters that may affect ACL and is receiving frank feedback on ACL's progress and initiatives of the CEO.

Core Competencies:

- Knowledge of legislation relevant to ACL's operations, including but not limited to the:
 - Corporations Act 2001 (Cth)
 - Financial Administration and Audit Act
- Capability to analyse financial statements.
- Knowledge of ACL Policies and Procedures.
- Knowledge of contemporary management principles and practice including business planning, risk management and business performance monitoring.
- Knowledge of the local economy and current issues and developments impacting on the region.

General:

- Have a realistic appreciation of the demands of the role.
- Volunteer for, and willingly accept assignments as required.
- Stay informed about board matters, prepare well for board meetings and review and comment on minutes and reports.
- 12 month tenure