

# **JOB DESCRIPTION**

## **CHIEF EXECUTIVE OFFICER (DELEGATED AUTHORITY)**

RESPONSIBILITY: COMPANY SECRETARY

### **1 GENERALLY**

The CEO is authorised and responsible for the management of the Group and its operations. The Board delegates authority to the CEO for:

- developing business plans, budgets and strategies for consideration by the Board and, to the extent approved by the Board, implementing these plans, budgets and strategies;
- ensuring the Group's operations and business are within the parameters set by the Board from time to time and that the Board is kept informed of material developments in the Group's operations and business;
- where proposed transactions, commitments or arrangements exceed the parameters set by the Board, referring the matter to the Board for its consideration and approval;
- identifying and managing operational and corporate risks and, where those risks could have a material impact on the Group's businesses, formulating strategies for managing these risks;
- managing the Group's financial and other reporting mechanisms and control and monitoring systems to ensure that these mechanisms and systems capture all relevant material information on a timely basis and are functioning effectively;
- ensuring that the Board is provided with sufficient relevant information on a timely basis in regard to the Group, its operations and the business, and in particular with respect to the Group's corporate performance, financial condition, operations and prospects, to position the Board to fulfil its governance responsibilities;
- ensuring that the organisational culture within the Group is consistent with the purpose, principles and values endorsed by the Board; and

implementing the policies, processes and codes of conduct approved by the Board, and monitoring, reviewing and reporting to the Board against those policies, processes and codes of conduct.

## 2 ACCOUNTABILITY TO THE BOARD

Consistent with the above the CEO:

- reports to the Board on the status of policies, strategies, directions and plans (business and otherwise) set or approved by the Board;
- informs the Board of all events within, or which reasonably should be within, his/her knowledge or awareness, which may or do have material impact on the Group's activities or well-being;
- observes limitations as set by the Board;
- regularly meets and consults with the Chair (as the lead representative of the Board) on all such matters; and
- engages with other Board members as may be appropriate in fulfilling these responsibilities.

## 3 LEADERSHIP

a. Generally

- provide a strong, clear leadership to the Group;
- ensure the Group's Code of Conduct/Values is a living document, regularly updated, monitored and communicated with ongoing training provided.

b. Internal Leadership

- provide direction, goals and energy to all parts of the Group;
- create and sustain an organisational culture, underpinned by and expressing the values and philosophy of the Company.

c. External Leadership

- monitor and interpret the external environment in order to continually position the Group to best advantage;
- maintain awareness of political, governmental, business, industry and social components of the external environment, at a local, national and international level (as appropriate and relevant);
- participate in appropriate business and professional associations, networks and activities relevant to the Group's interests;
- ensure strong relationship building with stakeholders.

## 4 MANAGEMENT

Provide overall management oversight and responsibility of the whole Group with particular responsibility in:

- the appointment and management of key executive and management personnel;
- setting up, maintaining and reviewing structure, systems, policies, processes and procedures, in order to guide, support, inform, service and monitor the prime functions of the Group;
- ensuring legal, ethical and professional practices and boundaries consistent with the Group's Code of Conduct/Values are adhered to;
- ensuring financial activities are managed within agreed budgets and informing the Board in a timely manner should the CEO become aware of any material movements to the budget;
- ensuring effective and efficient functioning of the Group and all its parts.

## 5 INTEGRITY

Overall and at all times, whether on Group business or personal time, personally behaving and conducting him/herself:

- consistent with the Group's Code of Conduct/Values;
- in such a manner so as not to bring the Group or any part or entity within the Group into disrepute or disrespect.