



Kellie Hunt

Consultant

Qualifications

Graduate, Australian Institute Company Directors Program, Australian Institute Company Directors, 2017

Graduate Certificate in Public Sector Management, Flinders University, South Australia, 2012

Mediation Skills Training Certificate, Queensland University of Technology, 2004

Graduate Diploma in Legal Practice, Queensland University of Technology, 2003

Bachelor of Laws/Bachelor of Business (Accounting), Queensland University of Technology, 2000

Admitted to practice as a solicitor to the Supreme Court of Queensland, 2003

Current Legal Practising Certificate (Queensland)

Short Profile

After more than ten years practising as a solicitor in Queensland, both in private practice and in public sector in-house roles, Kellie advanced into C-suite executive management which included being appointed as Acting Commissioner of the Queensland Building and Construction Commission (QBCC), the statutory authority which regulates Queensland's building and construction industry.

Kellie has experience in providing confidential and high quality administrative, legal and corporate governance services and support in dynamic government and legal organisations. She has proven success at supporting boards and ministers to ensure organisations and business units operate efficiently and in accordance with statutory and corporate governance obligations.

Current Positions

Consultant at Board Matters Pty Ltd, a governance advisory and development consultancy assisting boards and governing bodies of companies, organisations and enterprises across Australia.

Consulting Focus

Assisting in the delivery of specialist governance services for organisations including assisting with:

- the preparation and presentation of board performance evaluations and assessments;
- the preparation and presentation of strategic planning workshops; and
- the conduct of governance reviews including analysing and evaluating governance documentation such as constitutions, by-laws, and policies for a full assessment of adequacy, to assist in the preparation of advice to clients on these documents.

Relevant Experience

Prior to her role at Board Matters, Kellie was appointed as Acting Commissioner of the Queensland Building and Construction Commission (QBCC). She also worked as QBCC's General Counsel. Kellie has an in-depth and practical understanding of corporate governance.

Key Skills

Corporate Governance - working knowledge of the roles and responsibilities of directors and regulatory requirements set out in the *Corporations Act 2001* (Cth), ASXCGC Corporate Governance Principles and Recommendations, and the Australian Prudential Regulation Authority (APRA) requirements. Experience includes establishing: ♦ Frameworks for creating sub-committees for a governing board ♦ Risk management frameworks ♦ Risk appetite statements ♦ Risk radars ♦ Conflict of interest registers ♦ Codes of conduct and terms of reference ♦ Crisis management plans ♦ Corporate succession plan for an organisation, its governing board and the board's subcommittees.

Legal Knowledge - comprehensive knowledge and experience in legal procedures, documents, terminology and research techniques, with strong skills in identifying, interpreting and applying relevant legislation.

Highly Developed Written Skills - talented at producing high level legal and corporate documentation/ correspondence, such as reports, briefs, claims, board papers, policy papers etc.

Exemplary Communicator - a well-presented and articulate individual, with a positive and friendly demeanour. Conveys complex information (verbal and written) in a clear and easily understood manner.

Stakeholder Engagement - with a background in service-oriented environments, adept at building strong rapport and working relationships with stakeholders at all levels and exceeding their expectations.

Respectful of Confidentiality - processes, stores and manages sensitive and confidential information in a professional and appropriate manner and in accordance with privacy policies.

Organised with Excellent Time Management - sets priorities, multi-tasks and manages time and resources effectively in fast paced and dynamic environments to ensure strict deadlines are met.

Negotiation & Problem Solving - utilises clear logic, sound judgement and active communication methods to understand and resolve conflict or challenging situations and/or personalities.

Detail Focused - excellent analytical skills and a keen eye for detail, ensuring tasks are delivered with a high degree of accuracy.

Executive Career Summary

Queensland Building & Construction Commission (QBCC)

- Executive Director - Customer Service: 2016 – 2017
- Acting Commissioner: 2015 - 2016
- Executive Director - Executive Office/General Counsel: 2015 - 2016
- Director - Executive Office/General Counsel: 2014 – 2015
- Manager Executive Services - Office of the Commissioner: 2013 - 2014
- Acting Compliance Manager - Compliance Branch: 2012 – 2013

Current Membership

- Member, Australian Institute of Company Directors
- Member, Queensland Law Society