



Horticulture Innovation Australia

Director Nomination Committee

Expression of Interest

18 April 2018

Executive summary

The purpose of this document is to consult and communicate with Levy payers following on from the change of constitution at the Hort Innovation AGM in November 2017. This change has seen the requirement for the appointment of a levy payer to the Director Nomination Committee of Hort Innovation. This consultation by the Voice of Horticulture is to put together a pool of potential candidates that the secretary of the department of Agriculture can choose from over the next 3-4 years to participate on the director Nomination committee of Hort Innovation. Where possible a representative of the Department of Agriculture will attend these information sessions.

The consultation will include visits to each state of Australia, as well as shortlisting the candidates and then compilation of the pool, a follow up meeting in Canberra with the Department of Agriculture and a recommendation to the secretary so that an appropriate, eligible, skilled levy payer can be appointed to the committee for the 2018 Director Nomination process.

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1. Committee overview

In November 2017, levy payers amended the Horticulture Innovation Australia Limited (Hort Innovation) Constitution to ensure a levy payer would be appointed to Hort Innovation's Director Nomination Committee (the committee).

Voice of Horticulture has been contracted to seek and receive expressions of interest from eligible levy payers to be appointed to the committee. Voice of Horticulture will supply a list of suitable appointees to the Secretary of the Australian Department of Agriculture and Water Resources. As well as making the appointment to the 2018 committee, the Secretary may use this year's expressions of interest to appoint the levy payer committee member in 2019, 2020 and 2021. Please find information below for levy payers interested in being appointed to the committee.

1.1 Eligibility

If you are primarily liable to pay a levy that funds the Research & Development (R&D) or Marketing investments of Hort Innovation and you are not a Director of Hort Innovation, you are eligible to be appointed to the committee. For clarity, levies are collected by the Australian Government and provided to Hort Innovation for investment in R&D activities for the following industries:

Almond	Nursery
Apple	Olive
Avocado	Onion
Banana	Passionfruit
Chestnut	Pear
Citrus	Pineapple
Custard apple	Papaya
Cherry	Persimmon
Dried grape	Potato (fresh and value added)
Dried prune	Rubus
Dried tree fruit	Strawberry
Lychee	Summerfruit
Macadamia	Sweet potato
Mango	Table grape
Melon	Turf
Mushroom	Vegetable

Some of these industries also pay a Marketing levy which is likewise collected by the Australian Government and provided to Hort Innovation for investment in Marketing programs. Please note that you are not an eligible levy payer if you collect levies from horticultural producer/s and remit them to the Government on behalf of the producer/s.

If you are eligible, you may now submit an expression of interest to Voice of Horticulture **by 5pm AEST on 18 May 2018** in line with the information provided below.

1.2 What will the committee do?

The 2018 committee will conduct the Director recruitment process and nominate candidates for three (3) Director positions on the Hort Innovation Board. Voting on those Director candidates put forward by the committee will then occur at the 2018 Hort Innovation Annual General Meeting, scheduled to be held in late November.

1.3 Committee members expectations

The committee will meet face-to-face and by teleconference for a total of approximately 30 hours from June to September 2018 as outlined in [Table 1](#) below. The levy payer appointee must be available to attend **all** meetings and teleconferences during this time as all members are required for each meeting.

Table 1 Committee teleconference meetings

	Mode / Duration	Approx. Timing	Business Conducted
1 st meeting	Face to face (F2F) (~ 2 - 3 hours)	June	Introduction to the process, Constitutional requirements and Board Skills Matrix 2018. Recruiter presentation to the committee and agreement as to recruitment process, advertising etc. Set future meeting and interview dates.
2 nd meeting	Short teleconference (~1 hour)	Late July	Recruiter report on process of recruitment and the results achieved (long-list, short-list) Recruiter provides all information (long and short-lists, observations, applicant CVs etc) to committee members for consideration out-of-session.
Desktop review	Individual (~half-day)	Late July – Early August	Each committee member separately reviews the long- and short- lists and applicant documents provided by the recruiter in preparation for the 3 rd meeting.
3 rd meeting	F2F (~half-day)	Early August	Determination of the applicants to invite to interview.
Interviews	F2F (~1 – 2 days)	Mid-Late August	Conduct of interviews and determination of candidates.
4 th meeting	Teleconference (~1 hour)	September	Recruiter confirmation of successful completion of reference checks, police checks etc. Confirmation of final candidate list. Debrief of process – opportunities for improvement.

1.3.1 Will I be paid if I am appointed to the committee?

The levy payer committee member will be entitled to reimbursement of expenses (including travel and accommodation costs to attend meetings) and compensation according to the Hort Innovation Committee Compensation Guidelines 2018, in accordance with the prescribed daily rates for the chair and members of Committees of Research & Development Corporations established under the Primary Industries and Research & Development Act 1989 as determined by the Government Remuneration Tribunal and set out in the Remuneration and Allowances for Holders of Part-Time Public Office (Determination 2016/18).

1.4 Appointments of levy payer members to the committee

The Secretary of the Australian Government Department of Agriculture and Water Resources (DAWR) will appoint the levy payer member of the committee in June 2018 in accordance with article 11.2(c) of the Hort Innovation Constitution.

1.4.1 How will the decision to appoint be made?

Voice of Horticulture will assess all applications received by email to the Voice of Horticulture address: admin@voiceofhorticulture.org.au by **5pm AEST on 18 May 2018**, and supply a list of suitable appointees to the Secretary of DAWR for his consideration in making the 2018 appointment.

1.4.2 What is Hort Innovations role in the appointment process?

The Director Nomination Committee will be convened by the Chair of the Hort Innovation Board, however, Hort Innovation will not be an active participant in the expressions of interest process, nor will Hort Innovation be consulted when Voice of Horticulture provides its list of suitable appointees to the Secretary of DAWR. The Secretary will not consult Hort Innovation before making his appointment of a levy payer to the committee.

1.4.3 How long will the appointment last?

The levy payer member of the committee will be appointed for a maximum of one (1) year and may not be re-appointed. A new levy payer member will be appointed by June each year.

1.4.4 Will the Secretary call for expressions of interest in future years?

The Secretary may decide to use expressions of interest from the 2018 call to appoint the levy payer committee member on an annual basis in 2019, 2020 and 2021. The time commitment expected of committee members in later years is not expected to be different from that in 2018. The committee is also expected to meet from June to September in future years.

1.4.5 Should I express interest in 2018 if I think I may not be available in later years?

If you are an eligible levy payer, you should express interest in 2018 if you are available in 2018, even if you think you may not be available in later years.

The Department of Agriculture and Water Resources will hold the list of suitable appointees (supplied by the Voice of Horticulture in May 2018) until June 2021. Should the Secretary decide not to call for new expressions of interest in 2019, 2020 or 2021 and instead appoint from the list, the department will write to all people on the list early in the relevant year seeking confirmation of their ongoing eligibility and availability to serve as the levy payer committee member in that year.

For this reason, if you are unable to commit to this year's round but are interested in being considered in future years, you should still apply in this round, making it clear in your expression of interest that you wish to be considered **for 2019 onwards only**.

1.4.6 If I am selected as a suitable appointee, can I withdraw from the list?

If you are selected as a suitable appointee, you can withdraw from the list at any time by writing to the Secretary.

1.5 Expression of interest requirements

The expression of interest must include a statement (maximum 500 words) setting out:

- Details confirming your eligibility to be a levy payer member of the committee.
- Your suitability to perform the tasks expected of the levy payer member of the committee including:
 - experience in operating or working in an agricultural enterprise.

- familiarity with good corporate governance principles, for example as outlined in the ASX ‘*Corporate Governance Principle and Guidelines*’ document.¹
- an ability to achieve resolutions in a team environment.
- an understanding of the work of Research and Development Corporations and the development of industry priorities.
- an understanding of the challenges and opportunities for the hort sector.
- Confirmation that you are available to perform committee duties between June and September 2018.
- Confirmation that you will sign a Confidentiality Agreement as a member of the committee, and understand the need to adhere to this Agreement and requirements of Privacy legislation when acting as a member of the committee.
- Agreement for the Department of Agriculture and Water Resources to hold your details and application in a list (if you are found to be a suitable appointee) until June 2021. You may choose to only be considered in 2018 and your details will not be held on the list. You may also nominate the future years you do not wish to remain on the list.

You may also include a brief resume (no more than 1 page) with your expression of interest should you wish.

1.5.1 Confidentiality of information

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

Voice of Horticulture will collect your personal information (as defined by the Privacy Act 1988) for the purpose of determining your eligibility as a levy payer member of the Director Nomination committee. Your personal information will be used and stored in accordance with the Australian Privacy Principles. Neither Voice of Horticulture or the Department of Agriculture and Water Resources will disclose your personal information to a third party, except in accordance with the point below, if you are the successful candidate.

Once the levy payer member has been appointed to the committee, their contact details will be provided to Hort Innovation.

1.6 Further information

Voice of Horticulture and the Department of Agriculture and Water Resources will be conducting information sessions around Australia in the week beginning Monday 30 April 2018 as outlined below. You may also email questions until **5pm AEST on 18 May 2018** to Voice of Horticulture at admin@voiceofhorticulture.org.au.

Voice of Horticulture may also post frequently asked questions, with answers, on its website. General questions may also be directed to the department at horticulture.workforce@agriculture.gov.au

If you wish to attend one of the information sessions being conducted, please register your interest with the Voice of Horticulture at admin@voiceofhorticulture.org.au

¹ <https://www.asx.com.au/documents/asx-compliance/cgc-principles-and-recommendations-3rd-edn.pdf>

The final meeting with the Department will be on **Monday 28th May**. Recommendation will be made to Secretary following that meeting.

1.6.1 *What will happen after the closing date for expressions of interest?*

Voice of Horticulture and the department will not answer questions after **5pm AEST on 18 May 2018**. After the Secretary has made his appointment decision, the department will contact the preferred applicant (in early June 2018) to confirm their availability to sit on the committee. Soon after the applicant confirms their availability (or the next ranked applicant if the first ranked is no longer available and so on), Hort Innovation will announce the composition of the committee for 2018 and will contact the appointed levy payer directly to make arrangements for committee participation.

1.6.2 *Will I be notified if I am included in the list of suitable appointees but am not appointed in 2018?*

Yes. All applicants who are included on the list of suitable appointments will be advised they are on this list after the Secretary of the Department of Agriculture and Water Resources has appointed the 2018 candidate.

1.6.3 *When do I need to express my interest in being appointed to the committee?*

Eligible levy payers must lodge a formal expression of interest by email to: admin@voiceofhorticulture.org.au by **5pm AEST on 18 May 2018**. You will receive an automated response indicating that your email has been received.

2. Information session itinerary

Table 2 Information session itinerary

Date	Time	Location	Venue
Wednesday 2 nd May	3:30pm - 5:30pm	Shepparton	Lake View Motel
Thursday 3 rd May	10:00am - 11:00am	Werribee	Fresh Select
Thursday 3 rd May	4:00pm - 6:00pm	Melbourne	Qantas Meeting Room
Friday 4 th May	10:00am - 12:00pm	Renmark	Renmark Hotel
Friday 4 th May	4:30pm – 6:30pm	Mildura	Citrus Australia
Monday 7 th May	11:00am – 1:00pm	Adelaide	Qantas Meeting Room
Monday 7 th May	5:00pm – 7:00pm	Perth	Qantas Meeting Room
Tuesday 8 th May	3:00pm -5:00pm	Darwin	Qantas Meeting Room
Wednesday 9 th May	8;30am – 10:30am	Mareeba	TBA
Wednesday 9 th May	5:30pm - 7:30pm	Bundaberg	Bundaberg Hotel
Thursday 10 th May	10:00pm - 12:00pm	Gatton	TBA
Thursday 10 th May	5:30pm - 7:30pm	Sydney	Qantas Meeting Room
Friday 11 th May	11:00am – 1:00pm	Launceston	TBA

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