

Director Applicant Information Pack 2020

Hort Innovation Board composition

Current Board composition

Hort Innovation's Board is a skills-based board currently comprising nine (9) non-executive Director positions; five (5) appointed Directors and four (4) elected Directors.

Rotation of Directors in 2020

In 2020, three (3) Directors must retire from the Board – one (1) elected Director and two (2) appointed Directors.

Who is retiring from office in 2020?

The three (3) Directors who will be retiring in 2020:

- Mr. Selwyn Snell
- Dr Mary Corbett
- Ms. Jenny Margetts

Retiring Directors may choose to re-apply for Directorship, and their application will be considered by the Director Nomination Committee along with all other applicants.

What positions are available in 2020?

In 2020 the three (3) Director positions available are:

- one (1) Elected Director; and
- two (2) Appointed Directors.

The Director Nomination Committee

The Candidates put forward for election by Voting Members will form one pool of applicants, selected by a four (4) person Director Nomination Committee (DNC). The DNC in 2020 comprises:

- Ms. Joanna Stanion, Assistant Secretary of the Department of Agriculture and Water Resources (DAWR);
- Mr. Hamish Mitchell, the levy payer representative appointed by the Secretary of DAWR;
- Mr. Tony Gregson, the 'independent eminent' member of the DNC; and
- Mr. Robert Clark, Director of Hort Innovation.

Time commitment required of Hort Innovation Board Directors

An indicative annual time commitment would be approximately 25 days per annum, usually comprising of 7–8 board/strategy meetings and associated preparation. Board meetings are most often held in Sydney at Hort Innovation’s Head Office, although a number of meetings may be held each year at locations around Australia.

In addition to the general Board meetings, a Director may sit on the following Board Committees that will meet, on average, 4–5 times per year:

- Investment Committee
- Audit & Risk Committee
- Remuneration & Appointments Committee.

Additionally, Hort Innovation Directors may attend associated industry events and meetings (e.g. industry forums). These events and meetings will often be held outside the Sydney area.

Hort Innovation’s commitment to diversity

Hort Innovation is committed to providing an environment that respects and promotes diversity.

Hort Innovation recognises that a workforce who represents a diverse range of backgrounds, age, ethnicity and gender will enable Hort Innovation to provide optimal service to its stakeholders.

Eligibility to apply

The Hort Innovation Constitution provides that the following people are not eligible for nomination or appointment/election as a Director in 2020:

- A current officer or employee of an Industry Representative Body**
- A current officer or employee of an entity that derives the majority of its income from Hort Innovation (or body corporate related to that entity).

*** It is important to note that current officers or employees of an Industry Representative Body may apply to become a Director of Hort Innovation. However, a condition of candidature should their application be successful is entry into a written commitment to immediately stand down from their role as an officer or employee of an Industry Representative Body in the event they are elected to the Hort Innovation Board.*

(The definition of Industry Representative Body in the Hort Innovation Constitution includes ‘peak industry bodies’, and bodies who carry out agri-political activities on behalf of the whole or part of the Australian horticulture industry. For the full definition, please refer to the Hort Innovation Constitution available at www.horticulture.com.au.)

The Director recruitment process

Recruitment

Rimfire Resources is a specialist agribusiness search and recruitment business and has again been appointed in 2020 to assist Hort Innovation source candidates for election to the Hort Innovation Board and manage the selection process. As part of this process, national advertisements are placed in print and online media seeking applications, and a targeted search process occurs simultaneously. Applications are received via an online application and applicants will receive an automatically generated response to confirm receipt of their application.

Following the conclusion of the advertisement and search processes, the DNC will meet to agree on a shortlist of candidates for interviews, with **interviews to be held in Sydney CBD on Tuesday 18 August and Wednesday 19 August, 2020**. You should expect to hear about the progress of your application no earlier than early August.

Interview Format

Interviews will be approximately 45 minutes to one (1) hour in duration and will be a panel interview with the full DNC. During the interview, candidates will be expected to present their credentials for inclusion on the Board (how they meet the criteria and how they can contribute to the Board, their ideas on Hort Innovations' contribution to the horticulture industry, their thoughts on industry issues, etc) and the Committee will ask a series of questions. There will also be an opportunity for the candidate to ask questions.

Board Skills Matrix 2020

The skills and experience sought year to year in director candidates are determined by the skills requirements of the Board. The Board of Hort Innovation has formulated its current skills requirements for the Board as a whole in the form of a Board Skills Matrix (Matrix) **enclosed**.

The Matrix is divided into two parts:

- Part 1 contains a set of four (4) essential Director skills; and
- Part 2 contains a further nine (9) Hort Innovation specific skills.

Each applicant should possess all of the essential Director skills and at least four (4) of the Hort Innovation specific skills**.

Format of applications

Applications should include:

- A **short cover letter** outlining the skills and experience the candidate brings to the Board;
- A **full resume** detailing work history, relevant experience and qualifications. Please remember to include your full contact details; and
- The **Board Skills Matrix self-assessment**, using the self-assessment template and guide enclosed.

Note: All candidates will be assessed against the Board Skills Matrix by Rimfire Resources and the DNC. To assist in this process, please note that the Matrix self-assessment forms an essential part of the application.

Applications should be completed online via Rimfire Resources' website at www.rimfireresources.com.au and should be received **no later than Monday 6 July, 2020**. For further information, please contact Mick Hay or Sharon Moloney at Rimfire Resources on 1300 380 701.

On receipt of your application you will receive an automated email acknowledgement.

Confidentiality / Privacy

Applications will be received and reviewed by Rimfire Resources, who will then provide the applications to the Hort Innovation Director Nomination Committee and Hort Innovation Company Secretary. Information contained in applications and assessments conducted by the DNC may also be presented to the Hort Innovation Board. Applicant information will not be otherwise shared and all assessments conducted of applications received are treated as confidential information in accordance with usual recruitment practices.

All applicants will be responded to via email around early August, once the DNC has developed a shortlist of candidates for interview.

Interviews

As noted above, interviews with shortlisted candidates will be conducted by the DNC in **Sydney on Tuesday 18 August and Wednesday 19 August, 2020**. All applicants should diarise these dates so as to be available if included on the short list.

We encourage all applicants to reassess their candidacy each year against the preferred skills and experience sought, as the Board Skills Matrix will be updated as the needs of the industry and the organisation change.

Horticulture Innovation Australia Limited

Board Skills Matrix 2020, Director Independence and Demographics Self-assessment guide and template

How to complete this self-assessment

Please refer to the *Board Skills Matrix 2020* included in the *Director Applicant Information Pack 2020* for detail as to the skills encompassed by each heading, and for each listed skill in the self-assessment template:

1. Self-rate your level in each skill from 1 to 3 using the following scale, and record this number in the “Rating (1 to 3)” column:

Score	Skill Level	Experience
1	(High)	Highly skilled/formal qualifications/significant experience/‘expert’ – could teach others
2	(Middle)	Moderate skills/experience, knowledgeable but not an ‘expert’.
3	(Low)	No formal qualifications, some knowledge but little experience.

2. Provide details of your experience and/or qualifications that has built that skill, and any current practice of that skill (if applicable) in the “Details” column.
3. Ensure your name and the date of your completion of the template is recorded on page 2.
4. Complete the director independence information as requested providing a “Y” if the answer is yes, to the best of your knowledge, and any relevant details.
5. Optional: Complete the demographic information providing a “Y” if the answer is yes (NOTE: Completion of this information is NOT COMPULSORY).

(Also refer to the Confidentiality/Privacy statement as set out in the Director Applicant Information Pack 2020).

Self-assessment 2020 guide and template

Please note:

The Essential Directorship Skills must be possessed by ALL Directors (Orange Coloured Skill set).

Each Director must possess at least four (4) of the Hort Innovation Specific Skills (Green Coloured Skill set).

Essential Directorship Skills

Name:

Date:

	Essential Directorship Skills	Rating (1 to 3)	Details
1	Governance & Compliance		
2	Finance & Risk		<i>(Please note in your answer to this item if you possess formal Finance qualifications)</i>
3	Strategy & Business Management		
4	Agricultural Experience		

Hort Innovation Specific Skills

	Hort Innovation Specific Skills	Rating (1 to 3)	Details
5	Research & Development		
6	Commercialisation / Applied Innovation		
7	Marketing		
8	Investment Evaluation		
9	Horticultural Production / Supply Chain		
10	Market Access and Asian / International Markets		
11	Leadership & Culture		
12	Stakeholder Management & Communications		
13	Public Policy		

Director Independence

Independence Criteria – ASX Corporate Governance Principles	Indicate Y if yes	Details
<3 years on Hort Innovation Board		
3-6 years on Hort Innovation/HAL Board		
>6 years on Hort Innovation/HAL Board		
Current officer / employee of an Industry Representative Body		
Past employment as an Executive of Hort Innovation/ HAL		
Past service provider of Hort Innovation/HAL		
Member of Hort Innovation		
Officer/Employee of a substantial Member of Hort Innovation		
Professional advisor to a substantial Member of Hort Innovation		
Past Officer/employee/professional advisory to a substantial Member of Hort Innovation		

Demographics – Board Diversity

NOTE: Completion of the demographic information below is NOT COMPULSORY.

	Indicate Y if yes		Indicate Y if yes
Male		Background: Caucasian	
Female		Background: Indigenous Australian	
<35 years of age		Background: Other	
35 to 50 years of age		Language(s) other than English	
51 to 65 years of age		<2 years' experience as a NED	
>65 years of age		2 to 10 years' experience as a NED	
LGBTQI		>10 years' experience as a NED	
Disability		Chair experience	

NON-EXECUTIVE DIRECTORS

**Horticulture
Innovation
Australia**

- **Shaping Australian horticulture's future**
- **Three (3) positions**

Horticulture Innovation Australia Limited (Hort Innovation) is an industry-owned, not-for-profit, Research & Development Corporation (RDC) for Australia's \$9 billion horticulture industry. Hort Innovation invests more than \$100 million in Research & Development (R&D) and Marketing programs annually and is funded by levies, Australian Government co-investment funds for R&D, and other external co-investment funds.

The Constitution of Hort Innovation requires in 2020 three (3) of its nine (9) Directors retire from the Board and three (3) Director candidates be appointed to the Board. One (1) Director candidate will be elected to the Board by Voting Members at the Annual General Meeting and two (2) Director candidates will be appointed by the remaining Board members immediately following the Annual General Meeting, in November 2020.

Applications are now being sought for the three (3) Director vacancies. Skills required by the Hort Innovation Board as a whole are set out in the Board Skills Matrix 2020.

In 2020, all Director applicants must have experience in the following four (4) essential areas:

- The application of corporate governance principles in the context of a commercial enterprise, not-for-profit enterprise or other regulated entity
- Strong finance and risk skills, including fundamental financial statements, essential quantitative information and critical analysis of investment performance
- Business strategy, management and administration in a senior executive or management role, including in setting and reviewing, or materially participating in setting and reviewing, the strategic direction of an entity or large department
- Australian agricultural industry experience as an owner, employee or consultant, or in the context of respected research or education pertaining to the agricultural sector.

In addition, all director applicants must possess skills in at least four (4) of the following specific areas of focus for 2020:

- Research & Development
- Commercialisation/Applied Innovation
- Marketing
- Investment Evaluation
- Horticultural Production/Supply Chain
- Market Access and Asian/International Markets
- Leadership & Culture
- Stakeholder Management & Communications
- Public Policy

To enquire, please phone Mick Hay or Sharon Moloney on 1300 380 701. For the information pack, including more information on the skills sought and the Board Skills Matrix to complete, refer to www.horticulture.com.au and submit applications to www.rimfireresources.com.au by close of business AEST Monday 6th July 2020.