

Director Applicant Information Pack 2021

Hort Innovation Board composition

Current Board composition

Hort Innovation's Board is a skills-based board currently comprising nine (9) non-executive Director positions; two (2) appointed Directors and seven (7) elected Directors.

Rotation of Directors in 2021

In 2021, three (3) Directors must retire from the Board.

Who is retiring from office in 2021?

The three (3) Directors who will be retiring in 2021 are:

- Ms. Julie Bird (Chair)
- Mr Stephen Lynch
- Ms. Susan Finger

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

What positions are available in 2021?

In 2021, the three (3) Director positions available are all elected Director positions.

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 2021 comprises:

- Ms Christine Mulhearn, Assistant Secretary of the Agriculture Policy Division, Department of Agriculture, Water and the Environment (DAWE);
- Mr Stephen Spear, the levy payer representative appointed by the Secretary of DAWE;
- Dr. Tony Gregson, the 'independent eminent' member of the DNC; and
- Mr. Paul Harker, 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
- People and Performance 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 as a Director in 2021:

- A current officer or employee of an Industry Representative Body**
- A current officer or employee of an entity that is not eligible under Articles 6.3(b) or (c) of the Constitution to be a Member of the Company; or a Related Body Corporate such an entity.

An example of a person or entity that would be ineligible under those provisions is a person or 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 that before their nomination to stand as a Director is made known to members, they are required to provide a written commitment to immediately stand down from their role as an officer or employee of an Industry Representative Body.*

(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 2021 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 17 August and Wednesday 18 August, 2021**. 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 2021

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 three (3) essential Director skills; and
- Part 2 contains a further ten (10) Hort Innovation specific skills.

Each applicant should possess all of the essential Director skills and at least five (5) 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 5 July, 2021**. 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 17 August and Wednesday 18 August, 2021**. 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.