



Australian Government

**Department of Agriculture,
Fisheries and Forestry**

Hort Innovation Director Nomination Committee Levy Payer Representative Candidate Information Pack



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Acknowledgement of Country

We acknowledge the Traditional Custodians of Australia and their continuing connection to land and sea, waters, environment and community. We pay our respects to the Traditional Custodians of the lands we live and work on, their culture, and their Elders past and present.

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Summary

The Department of Agriculture, Fisheries and Forestry (the department) has released this information pack to communicate with horticultural industry levy payers about the opportunity to be appointed to the Director Nomination Committee (DNC) of Hort Innovation.

The department wishes to refresh our levy payer candidate list to fill the levy payer position on the DNC. An expressions of interest process will be run by the department to develop the levy payer candidate list. The Secretary of the department, or their nominee, will use the levy payer candidate list to fill the positions of “Levy Payer” on the DNC for up to five (5) years commencing in 2023.

This candidate information pack provides information about the purpose of the DNC, expectations for participating on the DNC, eligibility requirements and information about how expressions of interest will be assessed by the department in forming a candidate list.

Key Dates

- Expressions of Interest open – 1 March 2023
- Expressions of Interest close – 29 March 2023 (5pm AEDT)

About the DNC and levy payer role

What is the purpose of the DNC?

The purpose of the DNC is to nominate candidates to be considered for appointment to the role of Director on the Hort Innovation Board, in accordance with Hort Innovation's Constitution.

Each year the DNC will conduct a recruitment process to identify candidates for three (3) Hort Innovation Board Director positions. The final candidates found through this recruitment process will be put forward by the DNC as potential Directors. The Directors will be determined via a vote of eligible members at the Hort Innovation Annual General Meeting.

In accordance with articles 11.2 and 11.3(a) of the Constitution of Hort Innovation, the DNC comprises the following four (4) individuals:

- a) The Chair (or if the Chair is unavailable, a nominee of Hort Innovation (the Company), who will also preside as Chairperson at meetings of the Committee;
- b) The Secretary of the Department (or their nominee);
- c) A Levy Payer (that is not a Director of the Company); and
- d) An Independent Eminent Person.

The Secretary of the department (or their nominee) will select a levy payer who may be appointed to the DNC for a single term of one (1) year. A person fulfilling this role will not be eligible for re-appointment.

Who is eligible to be the Levy Payer Representative on the DNC?

You are eligible to be appointed as the Levy Payer on the DNC if you are:

- Not a Director of Hort Innovation
- Primarily liable to pay a levy that funds the investments of Hort Innovation (research and development or marketing)

You are not eligible to be the levy payer candidate if you collect levies for a horticultural product and remit these levies to the Australian Government.

Eligible levies are those collected by the Australian Government in the following sectors:

- | | | |
|------------------|--------------------|-------------|
| • Almonds | • Custard apple | • Citrus |
| • Apple and pear | • Cherry | • Lychee |
| • Avocado | • Dried grape | • Macadamia |
| • Banana | • Chestnut | • Mango |
| • Blueberry | • Dried tree fruit | • Melon |

- Mushroom
- Nashi
- Nursery
- Olive
- Onion
- Papaya
- Passionfruit
- Persimmon
- Pineapple
- Pistachio
- Potato (fresh)
- Potato (processing)
- Processing tomato
- Prune
- Pyrethrum
- Raspberry and blackberry
- Strawberry
- Summerfruit
- Sweet potato
- Table grape
- Turf
- Vegetables

What skills do I need to be the Levy Payer representative on the DNC?

The following skills are highly desirable:

- Demonstrated ability to work in team environments to reach agreement and to behave respectfully.
- Understanding of the issues facing the sector now and the challenges and opportunities of the future.
- Understanding of the work of Hort Innovation and
- Understanding of corporate governance principles

The department recognises and values the diversity of the Australian community. We encourage and welcome expressions of interest from people with Disability, Aboriginal and Torres Strait Islander peoples, LGBTIQ+ people, people from culturally and linguistically diverse backgrounds and mature age people.

What is the expected time commitment?

The following table outlines the expected time commitment for members of the DNC (including for the Levy Payer member)

| Activity | Timing commitment | Actions |
|---------------------------|-------------------|--|
| First meeting of the DNC | ½ day | Admin, agreement on recruitment process, agreement on Board Skills matrix for that year's DNC process, determine meeting and interview dates |
| Second meeting of the DNC | 1-2 hours | Briefing from recruiter on recruitment report (short and long list) |

| | | |
|----------------------------|-----------|---|
| DNC member individual work | ½ day | Review information on the Director candidate nominees received |
| Third meeting of the DNC | ½ day | Determine candidates to be invited to interview |
| Interviews | 2 days | Conduct interviews and agree recommended Director candidates |
| Fourth meeting of the DNC | 1-2 hours | Briefing from recruiter on completion of reference checks and policy checks, confirmation of candidate list and review of DNC process |

DNC members are expected to be available in person for the interviews. The mode of the other meetings is to be determined each year depending on circumstances. As a guide, meetings would be a combination of in person discussions and teleconferences.

Will I be paid to do the role of Levy Payer representative on the DNC?

Expenses for travel and accommodation costs to attend meetings will be covered by Hort Innovation. A daily rate for attendance at a DNC meeting may also be claimed as per *Hort Innovation Compensation guidelines*.

How is the Levy Payer representative appointed to the DNC?

In accordance with Article 11.2 (c) of Hort Innovation's Constitution, the Secretary of the department will appoint the levy payer to the DNC each year. The availability of the levy payer representative nominee to undertake the role that year will be confirmed before the appointment.

Expressions of interest process

What are the requirements for submitting an expression of interest?

Eligible levy payers wishing to express their interest in being the levy payer representative on the DNC should submit a short statement (no more than 1 page) to horticulture.policy@agriculture.gov.au setting out their qualifications against the desirable skills and attributes for the position as outlined in this document:

- Demonstrated ability to work in team environments to reach agreement and to behave respectfully.
- Understanding of the issues facing the sector now and the challenges and opportunities of the future.
- Understanding of the work of Hort Innovation and corporate governance principles.

Expressions of interest may also include a short CV if the levy payer wishes.

The levy payer should also confirm in writing that they have met the eligibility criteria for the position. That is, you are eligible to be appointed as the Levy Payer on the DNC if you are:

- Not a Director of Hort Innovation
- Primarily liable to pay a levy that funds the investments of Hort Innovation (research and development or marketing)

Expressions of interest will open on 1 March 2023 and close on 29 March 2023 (5pm AEDT).

How will the expressions of interest be assessed?

The department will assess expressions of interest against eligibility criteria and the desirable skills for the role. The department will advise each levy payer of the outcome of this assessment.

How do I get more information?

Please contact horticulture.policy@agriculture.gov.au before 29 March 2023 if you have any queries.