General Information for Applicants
PHA Board Selection 2019

To ensure that you have sufficient information to determine your level of interest and suitability for appointment to the Board of Plant Health Australia Limited (PHA), please find below some relevant information.

Incumbent Board

PHA has a Board of nine Directors of which eight are Non-executive Directors and one is the PHA Chief Executive Officer. Profiles of PHA's current directors can be found on the PHA website planthealthaustralia.com.au. Non-executive Directors are appointed for a term of four years and the Chairperson for a term of two years.

Skills-based Board

We have a skills-based Board which is required under our Constitution (Clause 24.7) to hold expertise and experience in all of the following areas:

- plant industry production, Industry operations and marketing;
- plant health policy and government policy processes, plant health management and international trends in plant health practices;
- strategic planning, business and financial management and economics; and
- corporate leadership.

Applicants should demonstrate expertise and experience in one or more of these areas, as these will act as the key criteria when assessing candidates.

Time commitments

The PHA Board holds face to face Board meetings at least four times per year, generally in February, May, September and November. The Board also meets face to face for a Strategy meeting each year, usually in July. Other meetings are held by teleconference as required.

The May meeting is typically run in conjunction with the Company's General Meeting usually held in Melbourne whilst the November meeting is held in Canberra. The remaining meetings are usually held in locations where the Board has the opportunity to engage with members. Board meetings are normally 1 day in duration and may include an additional day or two for field trips and engaging with members.

Details of meeting numbers and attendance can be viewed in the PHA Annual report.

The PHA Board annually appoints a Finance and Audit Committee which usually meets four times per year. Other sub-committees of the Board are formed from time to time to address specific matters. These sub-committees may meet in person or via teleconference. Where appropriate, business of the Board can be dealt with out of session.

Board Members may also be called upon at other times where our activities may require their specific skills or representation.

Financial Considerations

PHA Board members are currently remunerated at approximately $25,000 (plus 9.50% superannuation) per annum. Additional remuneration is paid to the PHA Chairman, PHA Deputy Chairman and Chairman of the Finance and Audit Committee.

Reimbursement for any out of pocket expenses is made upon presentation of an expense claim with supporting documents. Travel associated with PHA activities is usually arranged through PHA with costs met directly by PHA.

Insurances

Director and Officer, Professional Indemnity and Travel policies are provided for by PHA.

Selection Committee process

Applications will be considered by a Selection Committee appointed by Members under the PHA Constitution. The Committee will recommend candidates to the November 2019 Annual General Meeting for appointment.

Interviews

Interviews are expected to occur on the 9th and 10th of October 2019 at a location yet to be determined. Successful candidates will receive at least three weeks' notice of interview during which time travel arrangements can be made. All travel costs relating to the interview will be met by PHA.

Corporate Documents

There are a large number of corporate documents, including the PHA Constitution, available for viewing on the PHA website.

Further Information

If further information is required, please contact the Company Secretary:

Mr Michael Milne, Company Secretary

Telephone: (02) 6215 7707

Email: mmilne@phau.com.au

Website: planthealthaustralia.com.au

Applications

Applications close 6 September 2019 and should be emailed to The Company Secretary at board@phau.com.au