

## BOARD SELECTION

### General Information for Applicants

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.

#### Organisation type

PHA is a Member-based, not-for-profit public company limited by guarantee.

#### Company Constitution

A copy of the PHA Constitution is available in the [resources section](#) of the PHA website and sets out the objects for the Company:

- coordinate a cooperative whole of industry and whole of government approach to the development and implementation of plant health policies and management programs including incursion management
- provide strategic leadership in the development and implementation of national plant health policies and management programs
- maintain and improve international and domestic confidence in Australia's plant health status; contribute to the sustainability of Australia's plant industries and native flora
- develop effective consultative, transparent and auditable systems for the management of the Company
- commission, co-ordinate, facilitate and manage national plant health projects.

#### The PHA Board

The PHA Board consists of not less than 5 and no more than 9 Non-executive Directors. Details of the incumbent Board can be found in the [Our People section](#) of the PHA website. Directors are appointed at each annual general meeting for a period until the fourth Annual General Meeting (AGM) of their appointment. Further details can be found in Clauses 21-23 of the Constitution.

#### 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.

#### Selection Committee process

Applications will be considered by a Selection Committee appointed under the PHA Constitution. The Committee will recommend candidates to the November AGM for appointment.

#### Interviews

Interviews are expected to occur late June/early July 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.

### **Time commitments**

The PHA Board holds face-to-face Board meetings at least four times per year, generally in February, May, September and November with the May and November meetings adjacent to the Member and Company meetings.

The remaining meetings are 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.

The Board also meets face-to-face for an annual Strategy Workshop each year, usually in July. Other meetings are held virtually as required.

Directors are also appointed to either the Finance and Audit Committee (F&AC) or People and Culture sub-Committee. Sub-committee meetings are held virtually four times a year, generally two weeks prior to each Board meeting. Other sub-committees of the Board are formed from time to time to address specific matters. These sub-committees may meet in person or electronically. Where appropriate, business of the Board can be dealt with out of session.

Details of meeting numbers and attendance can be viewed in the [Annual reports](#) on the PHA website. Board Members may also be called upon at other times where our activities may require their specific skills or representation.

An annual meeting schedule for the proceeding year is provided during the May Board cycle of each year.

### **Remuneration and expenses**

Board Directors are currently remunerated at a base fee. Additional remuneration is paid to the Chair, Deputy Chair and Chair of the F&AC.

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.

### **Financials and corporate reporting**

Copies of the [Annual Reports](#), [Mid-Year Performance Reports](#) and the [Annual Operational Plans](#) can be found on the PHA website.

### **Further Information**

If further information is required, please contact:

**Mick Hay, Rimfire Resources**

Telephone: 1300 380 701

### **Applications**

To apply, visit the link below and follow the application instructions.

<https://employmenthero.com/jobs/job/3be8c2ac-faaa-43f2-be3b-50d370d82933/>

Applications close 9.00 am (AEST) on **Monday, 2 June 2025**.