

2023

Public Skills Australia

BOARD RECRUITMENT POLICY

Board Recruitment Policy

Purpose

1. To outline the role of the Public Skills Australia Board in recruiting and selecting appropriate candidates to nominate for available Board Director positions.
2. While the ultimate appointment of Board Directors is the prerogative of the member owner organisations of Public Skills Australia through the election process, there is a need, given the responsibilities of the Board, for the Board to have an appropriate mix of expertise and experience. This policy is to facilitate the election of those people who best meet the needs of the Board.
3. This policy will be publicly disclosed. The names of currently appointed Board Directors will be published on Public Skills Australia's website.

Objectives

4. To collectively ensure that the Board Directors will have an appropriate mix of skills to provide the necessary breadth and depth of knowledge and experience to meet the Board's responsibilities and objectives and reflects the diversity of Australia's peoples.

Scope

5. This policy is to be read in conjunction with the Constitution of Public Safety Skills Australia Limited and all Public Skills Australia policies; no policy is a standalone document.
6. All Public Skills Australia policies are to be read in conjunction with following Australian Government Department of Employment and Workplace Relations (DEWR) documents:

Jobs and Skills Councils Code of Conduct

Jobs and Skills Councils Integrity Framework

Jobs and Skills Councils Performance Framework

Jobs and Skills Councils Program Guidelines

Performance and Monitoring Framework (under development)

Training Package Organising Framework (TPOF).

7. All Public Skills Australia policies apply to staff and Company office holders, as well as contractors, subcommittees, networks, and working groups when undertaking work on behalf of Public Skills Australia.

Eligibility to nominate as a Board Director

8. A person is eligible to serve as a Board Director if capable of demonstrating:
 - practical experience in, or a strong connection to, the industry sectors (public safety, government, and corrections) of which Public Skills Australia represents the VET needs, or
 - experience or expertise in one of the following fields: accounting, finance, technology, marketing, law, corporate governance, vocational education and training, or
 - that they otherwise have skills, experience, and qualities that the Board determines would assist the Board to retain a broad skillset – this includes individuals from a diverse range of backgrounds.³
9. A person is not eligible to serve as a Board Director if the person is also a senior decision maker of:
 - a Registered Training Organisation (RTO) that delivers VET training for profit (that is, private RTOs and TAFE Institutes), or
 - a Group Training Organisation, or
 - an Employment Service Provider, or
 - AASN Provider.
10. The Board is to comprise a majority of ‘independent Board Directors’. An ‘independent Board Director’ is free of any interest, position, or relationship that might influence, or reasonably be perceived to influence in a material respect, their capacity to bring an independent judgement to bear on issues before the Board and to act in the best interests of the Company as a whole rather than in the interests of an individual member owner organisation or other party.
11. The Board is committed to achieving diversity that reflects the diversity of the workforce. Applications are encouraged from prospective Board Directors from a diverse range of backgrounds.

Receipt of nominations

12. The Board will attempt, through its network of contacts within and outside of Public Skills Australia’s memberships, to identify appropriate individuals with needed skills, experience, and qualities required for Board Directors. When vacancies arise for elected Board positions individuals will be encouraged to nominate.

³ See Company constitution Clause 5.2 Eligibility of Directors. This policy ensures the Board has a broad skill set and provides for a diverse range of backgrounds after evaluation of the collective skills, experience, and qualities of the then-current Board Directors.

13. Nominations will be directed to the Company Secretary. The Company Secretary will draw up and maintain a list of nominees. This list will be presented at the Board meeting prior to sending out the Notice of Meeting of the AGM to member owner organisations (which notice will include the names of accepted nominees, as further outlined below).

Evaluation of nominations

14. A nomination that is received will be pending until it is accepted by the Board. The Board is able to accept nominations when:

- the nominee possesses a mix of the skills, experience, and qualities identified in this policy, and
- the Board approves that the nominee possesses a mix of the skills, experience, and qualities required for a vacant Board Director position, in comparison with and to complement the skills, experience, or qualities of the continuing Board Directors, noting existing or potential gaps.

15. Nominees will be required to provide evidence of their skills, experience, and qualities when submitting their nomination.

16. If a nominee does not bring skills, experience, or qualities that the Board deems to be required, the nomination will not be accepted.

17. Only nominees identified as being suitable to join the Board will have their nominations accepted for a vacant Board Director position.

Election

18. Where there is a vacant Board Directorship, nominees whose nomination has been accepted by the Board in accordance with this policy will be submitted for potential election by member owner organisations at an AGM.

19. In accordance with Public Skills Australia's Constitution, member owner organisations are responsible for electing Board Directors.

Reviewing this policy

20. This policy will be reviewed when applicable and within 3 years.