Construction Industry Training Board

Expression of Interest Application Guide

**Part 1: Background information**

*Construction Industry Training Board (CITB)*

The Hon David Pisoni MP, Minister for Industry and Skills, invites public expressions of interest for building and construction industry representatives to the Board.

The Board is responsible for managing and expending funds raised through a consumer levy, for investment in training and skills development for South Australia’s building and construction industry.

Subject to proclamation of the *Construction Industry Training Fund (Board) Amendment Bill 2019*, the Board will comprise: a presiding member, a minimum of four, and a maximum of eight, building and construction industry representatives, and two independent members.

Expressions of interest are sought for commencement on the Board in June 2019.

For more information about the CITB, visit <https://citb.org.au>.

**Appointment Criteria**

The legislation requires that the Board must be comprised of persons who collectively have, in the opinion of the Minister, the knowledge, skills and experience necessary to enable the Board to carry out its functions effectively.

The Minister is seeking to nominate up to eight members (and relevant deputy members). Deputy members will also be nominated from applications received through the Expression of Interest Process. A deputy may act as a Board member in the absence of the member.

The Minister then recommends to His Excellency the Governor in Executive Council the appointment of members to the Board.

The criteria to assess and shortlist applications will also ensure compliance with probity and screening requirements.

The Board will, as far as practicable, be comprised of equal numbers of women and men.

**Selection criteria**

The Minister is looking for members who have primary or secondary expertise in the building and construction industry.

At least one person must be nominated to represent the interests of employers, and one person nominated to represent the interests of employees, in the building and construction industry.

Other areas of expertise that will be highly regarded include:

* Commercial or Financial Management
* Governance or Law
* Workforce Planning
* Other knowledge, experience and expertise that, in the opinion of the Minister, will enable the effective performance of the Board’s functions.

**Anticipated time commitment**

Currently, board members are expected to commit approximately one day per month for the term of their appointment. Meetings usually occur in Adelaide. Members may also be co-opted for other activities and events.

**Part 2: Appointment terms and conditions**

*Appointment subject to the passage of legislation*

Appointment is subject to proclamation of the *Construction Industry Training Fund (Board) Amendment Bill 2019*.

*Eligibility to receive fees*

Board members (and deputy members) are currently entitled to remuneration as recommended by the Department of the Premier and Cabinet and approved by the Minister.

Eligibility to receive remuneration is currently determined in accordance with the Department of the Premier and Cabinet Circular 16 - Remuneration for Government Appointed Part-Time Boards and Committees (September 2016). The Circular contains the government's policy on remuneration for part-time boards and committees.

Members are currently entitled to remuneration of $1,032 per meeting attended, up to a maximum of $12,383 per annum. Deputy members are entitled to remuneration of $516 per meeting attended in place of an absent member.

Note that government employees are not eligible to receive remuneration without the specific approval of the Chief Executive of the Department of the Premier and Cabinet, and support of the Minister.

**Term of appointment to the Board**

Board members will be appointed for a period not exceeding three years. Members may be eligible for reappointment on the expiration of the term of office.

**Insurance information**

Members of boards and committees are covered in accordance with the Department of the Premier and Cabinet Circular PC016 Remuneration for Government Appointed Part-time Boards and Committees.

**Indemnity information**

Under section 74 of the *Public Sector Act 2009 (SA)*, no civil liability attaches to a member for an act or omission in the exercise or purported exercise of their official powers or functions. Any action that would lie against a board member will instead lie against the agency (if a corporate agency member) or against the Crown (if an advisory body member).

However, section 74 does not prevent the agency or the Crown from taking action against the member for acts or omissions not made in good faith.

For more information:

Boards and Committees Unit

Cabinet Office

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**Probity and screening requirements**

Appointment to the board is subject to satisfactory completion of formal requirements which may include:

* 100 Point Identity Check and National Criminal Record Check.
* Verification of formal education qualifications and professional memberships material to candidate’s application.
* Australian Securities and Investments Commission Banned and Disqualified Register Check.
* Australian Financial Security Authority National Personal Insolvency Index Check.
* International Criminal Record Check if a candidate has lived for more than 12 months in one country, other than Australia, in the past 10 years.
* Provision of three professional referees.
* Participation in telephone or face to face screening activities as necessary.

**Part 3: Application process**

**Selection process**

Board appointments will be merit based and will be made through a fair and equitable

process.

As a first step, interested applicants are asked to complete an Expression of Interest Application Form, and include a current copy of their CV.

A shortlisting process will then occur. Short-listed applicants may be invited to attend an interview.

Applicants will be advised of progress of their application via email. The process is expected to be completed by 12 May 2019.

**How to apply**

For the Application Form, please go to [www.skills.sa.gov.au/CITB](http://www.skills.sa.gov.au/CITB).

The Application Form also provides contact details for all enquiries.

Deadline for EOI submissions: Sunday, 28 April 2019.