



Australian Government

**Department of Broadband,
Communications and the Digital Economy**

Appointment as Chairperson of the Board of the Australian Broadcasting Corporation (ABC)

Position Description

The closing date for the receipt of applications is
Friday 21 October 2011

Position description for appointment as a part-time Chair of the ABC Board

Selection criteria

Candidates must be able to demonstrate one or more of the following capabilities:

- experience in connection with the provision of broadcasting services or in communications or management
- expertise in financial or technical matters, and/or
- cultural or other interests relevant to the oversight of a public organisation engaged in the provision of broadcasting services.

Candidates should also demonstrate skills, knowledge and/or experience relevant to one or more of the following areas:

- managing large and/or complex operations
- past record of effective participation on boards or public organisations
- high level analytical skills, and/or
- knowledge of the media environment, trends and challenges (which might include developments in technology and content rights management).

Candidates will possess:

- demonstrated high level leadership and vision, and ability to articulate a clear direction for an organisation
- commitment to public sector governance
- high-level judgement
- the highest standards of professional and personal integrity, and
- an understanding of the ABC, its Charter and its place in the Australian media environment.

Former politicians and senior political staff

Consistent with the Government's proposed changes to the national broadcasters' legislation that is presently before Parliament, current or former members of the Commonwealth Parliaments, state and territory parliaments or legislative assemblies and current or former senior political staff can only be appointed to the ABC or SBS Boards after:

1. Ceasing to be a member of a Parliament or a Legislative Assembly, or a senior political staff member for a period of twelve months, and
2. Being nominated by the Nomination Panel following their participation in a merit-based selection process, as set out in the National Broadcasting Legislation Amendment Bill 2010.¹

¹ 'Senior political staff' includes the following current and former government and non-government staff positions: Chief of Staff, Special Adviser, Principal Adviser, Senior Adviser, Media Adviser, and Adviser. It does not include: Assistant Adviser, Junior Adviser, Assistant Media Adviser, Junior Media Adviser, Clerk to Whip, Executive Assistant/Office Manager, Secretary/Administrative Assistant, Electorate Officer, or Department Liaison Officer.

The Australian Broadcasting Corporation (ABC) Board

The ABC Board is responsible for overseeing the operations of the ABC. The Board is currently composed of the Managing Director of the ABC (who is appointed by the Board) and up to seven non-executive Directors who are appointed by the Governor-General on the recommendation of the Federal Executive Council. The Government has committed to reinstate the position of staff-elected Director on the ABC Board.

The duties of the Board, as set out in the *Australian Broadcasting Corporation Act 1983* (the ABC Act), are to ensure that the functions of the corporation are performed efficiently with maximum benefit to the people of Australia, and to maintain the independence and integrity of the ABC. The Board is also responsible for ensuring that the gathering and presentation of news and information is accurate and impartial, in accordance with recognised standards of journalism, and that the Corporation complies with all legislative and legal requirements.

Section 12 of the ABC Act requires that Directors must be experienced in broadcasting, communications or management, or have expertise in financial or technical matters, or possess cultural or other interests relevant to the provision of broadcasting services by a public organisation.

The role of the Chair of the ABC Board

It is expected that all members of the ABC Board make a full contribution to the Board's work and operate as part of a team. The Chair is expected to lead this team, and to facilitate the proper consideration of all matters brought to the Board. Each Board member has a duty to exercise care and diligence and to ensure that the ABC meets its financial, legal, contractual and reporting obligations. Board members must act in good faith at all times and in the best interests of the ABC.

Board members are guided by, and must comply with, the following:

- the *Australian Broadcasting Corporation Act 1983*, and
- the *Commonwealth Authorities and Companies Act 1997*.

Individual Board members are responsible collectively for Board decisions. Board members are expected to familiarise themselves with the Corporation and with their legal and statutory obligations and should support and adhere to all Board decisions.

Duration of appointment

Initial appointments will be made for a period of up to five years. Board members are eligible for re-appointment.

Board members may resign in writing to the Governor-General at any time and the Governor-General may remove a member of the Board in accordance with Section 18 of the ABC Act.

Time commitment

Non-executive Directors of the ABC Board hold office on a part-time basis. The ABC Board meets approximately eight to 10 times per year in various capital cities and regional locations.

Applicants should also take into account the time required to prepare for Board meetings and to participate in Board committee meetings as required.

Remuneration and expenses

The ABC Chair is entitled to receive remuneration and expenses for his/her service on the ABC Board. The remuneration for the position of part-time Chair of the ABC Board as currently set by the Remuneration Tribunal is \$151,500 p.a. (Determination 2010/11).

Required probity checks

All individuals seeking appointment to the ABC Board must undergo the following checks:

- Australian Securities and Investment Commission (ASIC), and
- Insolvency Trustee Services Australia (ITSA).

Conflict of interest

The *Commonwealth Authorities and Companies Act 1997* requires that Directors of Commonwealth Authorities, such as the ABC, declare material personal interests in a matter that relates to the affairs of the Authority subject to certain exceptions. Directors are also required to withdraw from discussions of the Board on matters in which they have a material personal interest, except in certain circumstances.

Short-listed candidates will be required to submit a signed copy of the Private Interests Declaration. All applicants should be familiar with this form and the undertakings it contains and be able to make such a declaration if short-listed.

A copy of this form can be obtained by emailing canberra@fordkelly.com.au or from www.dbcde.gov.au/abcsbsboards.

Confidentiality

A Deed of Confidentiality will need to be signed upon appointment.

ABC Board Protocol

Appointees to the Board are expected to be familiar with, and may be asked by the Board to sign, the ABC Board Protocol. A copy of the ABC Board protocol is available from the ABC website at www.abc.net.au/corp/board/theboard.htm.

Equal employment opportunity and diversity

The principles of equal opportunity will be followed throughout the selection process to ensure that fair, equitable and non-discriminatory consideration is given to all applicants.

The selection process will not only consider formal experience and qualifications but will also take into account non-traditional career patterns such as community involvement and/or voluntary work that contribute to the ability of a candidate to act in the capacity as the Chair of the ABC Board.

Particular consideration will be given to ensuring that the membership of the Board encompasses diversity in gender and geographical representation.

Privacy

On behalf of the Department of Broadband, Communications and the Digital Economy (the Department), Ford Kelly Executive Connection will collect your information in this form for the purposes of determining your eligibility and suitability for appointment to the position of Chair of the ABC Board.

Personal information, including documents containing personal information, will be handled and protected in accordance with the *Privacy Act 1988* (Cth) which sets standards for the collection, storage, use and disclosure of personal information.

Information collected by Ford Kelly Executive Connection and the Department may be disclosed to the Nomination Panel and the Minister for the sole purpose of completing this appointment process. Except where it is necessary for the performance of our functions, and is authorised or required by law or with your consent, we will not use your personal information for any other purpose or disclose it to any other person.

Under the Privacy Act, you have the right to access and correct any personal information held about you by Ford Kelly Executive Connection or the Department. If you would like to access the personal information held by Ford Kelly Executive Connection or the Department, or discuss any of the issues raised in this privacy statement, please contact the Department on (02) 6271 1000.

Application process

The Minister is calling for Expressions of Interest for the position of Chair of the ABC Board. The Department of Broadband, Communications and the Digital Economy has engaged Ford Kelly Executive Connection to assist with the selection process.

Expressions of Interest must be submitted by close of business **Friday 21 October 2011 (AEDST)**.

Your Expression of Interest **must** include the following documents:

- an Expression of Interest cover sheet
- a statement addressing your suitability for appointment (maximum three pages in length), and
- a copy of your most recent curriculum vitae (maximum three pages in length).

Detailed application information is available at www.dbcde.gov.au/abcsbsboards or by emailing canberra@fordkelly.com.au or calling Ford Kelly Executive Connection on (02) 6260 8788.

Expressions of Interest, quoting ABC and SBS Appointments, should be sent, preferably via email to canberra@fordkelly.com.au or by post to:

ABC and SBS Appointments
Ford Kelly Executive Connection
PO Box 4182
Manuka ACT 2603

All applications will be acknowledged. If you have not received an acknowledgement within five days of submitting your application, please contact Moiya Ford or Jeff Kelly at Ford Kelly Executive Connection on (02) 6260 8788.

Closing date

Expressions of Interest must be submitted by close of business **Friday 21 October 2011 (AEDST)**.

Late applications will only be accepted at the discretion of the ABC and SBS Board Nomination Panel.

Further information

For further information about submitting an expression of interest or to discuss your suitability for the position please contact Moiya Ford or Jeff Kelly at Ford Kelly Executive Connection on (02) 6260 8788.

For further information on the ABC Board, visit www.abc.net.au/corp/