Construction Industry Training Board

Expression of Interest Application Guidelines

Government of South Australia

Department of State Development

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1. Introduction

Expressions of interest are sought for membership to the CITB Governing Board ("the Board").

The Minister for Education, Training and Skills (Minister) invites public expressions of interest for South Australians seeking appointment to the Board.

The Board is primarily responsible for managing and expending funds raised through the Construction Industry Training Fund levy for investment in training and skills development for South Australia's building and construction industry —namely the housing, commercial and civil sectors. Funds are applied in accordance with a triennial Training Plan approved by the Minister under the Act.

For more information about the CITB, visit citb.org.au.

Appointments made to the Board are in accordance with the *Construction Industry Training Fund Act 1993 (the Act)*.

The Act 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 functions of the Board are set out in the Act and include:

(a) to act as a principal adviser to the Minister and the Minister for Employment, Education and Training of the Commonwealth on any matter relating to training in the building and construction industry and in particular to provide advice in relation to—

  (i) skill requirements for the building and construction industry and the training arrangements to meet those requirements; and

  (ii) pre-employment and training programmes; and

  (iii) any other matter referred to the Board for advice by either of those Ministers;

(b) to administer the Construction Industry Training Fund;

  ba) to oversee revenue collection for the Fund (including by ensuring compliance with the levy scheme);

(c) to prepare the training plan in accordance with this Act;

(d) generally to co-ordinate training and personnel development within the building and construction industry;

(e) to promote increased productivity, career opportunities, personal satisfaction and occupational health and safety within the building and construction industry through training;

(f) to review and evaluate employment related training programmes to ensure that they meet the training and skill requirements of the building and construction industry, and to support appropriate training programmes in the building and construction industry;

(g) to ensure a more equitable distribution of effort amongst employers in relation to employment related training in the building and construction industry;

(h) to initiate, carry out, support or promote research into the training and personnel needs of the building and construction industry and to develop and implement policies, plans and programmes to meet those needs;

(i) to liaise with educational, professional and training bodies (in either the public or private sectors) in relation to training and personnel development within the building and construction industry;

(j) to promote, undertake or support programmes designed to facilitate the international exchange of information relevant to training or personnel development within the building and construction industry;

(k) to perform any functions that are necessary or convenient for or incidental to the performance of functions referred to above.

2. Anticipated time commitment

Members are expected to commit approximately one day per month for the term of their appointment. Meetings usually occur in Adelaide.

3. Remuneration

Members (and deputy members) are currently eligible for 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 PC 016 - Remuneration for Government Appointed Part-Time Boards and Committees (July 2025)*. The Circular contains the government's policy regarding remuneration for part-time boards and committees.

Members are currently eligible to receive remuneration of $12,383 per annum.

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.

4. Term of appointment to the Board

Members will be appointed for a period not exceeding three (3) years. Members may be eligible for reappointment upon the expiration of the term of office.

5. Appointment criteria and process

Under the Act, the CITB consists of up to 12 Governing Board Members, appointed by the Governor on the nomination of the Minister, who collectively have skills, knowledge and experience that the Minister considers appropriate to enable the members to carry out the functions of the Board, of whom—

(a) 4 persons are appointed to represent the interests of employers in the building and construction industry; and

(b) 4 persons are appointed to represent the interests of employees in the building and construction industry.

(c) 4 persons are appointed that are independent of the building and construction industry including one Presiding Member.

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

6. Knowledge, skills and experience

Applicants should demonstrate knowledge, experience, and expertise that, in the opinion of the Minister, will enable the effective performance of the Board's functions.

Applicants must have completed the Australian Institute of Company Directors (AICD) Company Directors Course or be willing to complete it within 12 months of appointment to the Board. CITB will reimburse course costs upon evidence of successful completion.

In addition to the above, applicants should also demonstrate professional achievement withinone or more of the following fields:

- Governance.
- Economics / Financial Management.
- Legal.
- Audit and risk management.
- Vocational Education and Training.
- Secondary Education.
- Policy development.
- Planning and research.
- Information Technology.
- Human resource management.

7. Application assessment and appointment process

Applications which are incomplete or do not answer the criteria may be excluded from the process.

Applications that meet the eligibility criteria will be assessed based on the applicant's EOI, Curriculum Vitae and demonstrated knowledge, experience, and expertise to enable the effective performance of the Board's functions.

Following assessment, suitable candidates may be recommended for nomination by the Minister. Formal appointment to the Board is made by the Governor, on the nomination of the Minister, in accordance with the Act. Successful applicants will be notified in writing of their appointment and term dates.

8. 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.

9. How to apply

Applications can be submitted through the CITB website: statedevelopment.sa.gov.au/CITB

Applicants are required to submit the online Expression of Interest (EOI) form which includes:

- Curriculum Vitae
- A summary of knowledge, skills or experience relevant to the Act's Functions
- Two current referees. Referees must be able to comment on the applicant's professional experience, skills, integrity and suitability for appointment. Referees should not be immediate family members, relatives, domestic partners or close personal friends of the applicant.

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