



# Regional Development Australia Hunter

## Appointments Guide

RDA Hunter Deputy Chair and Members

**Applications close: 5pm Monday 22 February 2021**

RDA Hunter  
Building A, Room AG.5  
266 Maitland Rd. Tighes Hill NSW 2297  
P (02) 4940 8355  
M PO Box 159, Hamilton NSW 2303  
E [admin@rdahunter.org.au](mailto:admin@rdahunter.org.au)  
W [www.rdahunter.org.au](http://www.rdahunter.org.au)

Implement: February 2021

## Contents

Contents.....	2
Introduction .....	3
Determining the requirements for appointments to RDA Hunter .....	4
DEPUTY CHAIR: Applicant Information Pack.....	5
MEMBERS: Applicant Information Pack.....	14

**This Appointments Guide has been created to assist the Chairman of RDA Hunter to complete recruitment processes relating to key positions.**

**RDA Hunter’s Chairman must use the Application Packs relating to Deputy Chair and Members when recruiting for these positions as the packs provide consistent requirements for all RDA Network Chairs including: position descriptions; a skills matrix; selection criteria; and, key consent and declaration requirements.**

**Other materials have been developed to support the completion of recruitment processes and the Chairman of RDA Hunter may use or adapt these or, alternatively, he may choose to develop his own.**

**The Chairman is required to seek the agreement of the Commonwealth Minister with responsibility for regional development (the Minister) and funding partners for the appointment of Deputy Chair. As RDA Hunter does not receive significant State or local government support, the Chairman can appoint Members without further agreement.**

**A report detailing the recruitment process and the Selection Panel and Chair (if the Chairman was not a member of the selection panel) deliberations and recommendations for the Deputy Chair appointment must be provided to the Minister to facilitate consideration of the appointment recommendations.**

## Introduction

Regional Development Australia (RDA) is a national network of committees made up of local leaders who work with all levels of government, business and community groups to support the economic development of their regions.

The Board of RDA Hunter has an active and facilitative role in its region and a clear focus on growing a strong and confident Hunter economy that harnesses the region's competitive advantages, seizes on economic opportunities and attracts investment.

There are three key appointments to RDA Hunter's Board:

- The **Chairman** – this is a volunteer position responsible for leading the Board. The Chairman has overall responsibility for setting strategic direction and ensuring that objectives and outcomes are achieved. They will have an active role in facilitating economic development opportunities for the region. The Chairman also has overall responsibility for ensuring the RDA Hunter Board is well governed. The Assistant Minister for Regional Development, (Commonwealth) appointed Mr John Turner as Chairman, effective 1 January 2021; and
- The **Deputy Chair and Members** – these are volunteer positions which provide input into strategic direction setting, contribute to reviewing progress in achieving objectives and outcomes, and oversee the effectiveness of governance processes within the Board. Like the Chairman, they also have an active role in facilitating economic development opportunities for the region.

The Chairman, on behalf of the RDA Hunter Board, appoints:

- the Deputy Chair after agreement is provided from the Minister; and,
- and members without seeking agreement from the Minister.

The appointment process for the Chairman, Deputy Chair and Members' positions is an application style process, where interested community members' applications are assessed for their suitability against a set of selection criteria. This process is designed to provide rigour to the appointments process, and assurance that the most suitable appointments are made and that successful applicants have the skill sets needed to deliver outcomes for their region. This will provide both government and regions with a high degree of confidence that the best possible people are appointed to deliver outcomes for their regions.

The RDA Hunter Board appointment process involves a series of discrete steps required to ensure the most suitable applicant is chosen for the role. These are:



This guide outlines each step in the appointment process, and provides the communication and assessment material required to complete the process and ultimately find the right person for each role.

## Determining the requirements for appointments to RDA Hunter

### Deputy Chair and Members

The development of the position descriptions and selection criteria for Deputy Chair and Members of RDA Hunter was based on the needs of the Board, as outlined in the RDA charter, and informed by an understanding of good practice in leading and contributing to the success of boards and committees.

RDA Hunter's Board should be composed of Members who collectively have the breadth and depth of skills needed to successfully deliver the requirements of the RDA charter. In addition, the Members should have a sound understanding of good practice in leading and contributing to successful committees.

The makeup of RDA Hunter's Board should broadly reflect the industries, businesses and communities it represents. RDA Hunter is encouraged to reflect the demographics and diversity of the population of the Hunter region and consider the Government's target for 50% Women on Boards and the target of 3% Indigenous representation or increased representation if the RDA has already met these targets.

### Core skills needs

Based on the position descriptions above and a consideration of the essential skills required in the leadership and management of boards, the following core skill needs have been identified for the Chairman, Deputy Chair and Members:

1. **Leadership and governance** – experience in leading organisations including an understanding of the relevant governance and performance management principles.
2. **Delivery focus** – experience in leading high performing organisations that have had success in achieving difficult outcomes within tight timeframes and in a complex environment.
3. **Business acumen** – experience in making successful business decisions and being able to recognise and seize business opportunities.
4. **Stakeholder engagement** – experience managing a broad range of stakeholders in a complex environment to achieve successful outcomes.
5. **Representational skills** – experience representing the regional, business and/or industry, highly developed networks and networking skills and an ability to translate these into economic development opportunities.
6. **Commitment to the region** – have a clear and strong commitment to the region including an understanding of local issues and how RDA Hunter can broker solutions to these issues.

## DEPUTY CHAIR: Applicant Information Pack

This Applicant Information Pack provides you with the information you need to complete an application for a position with RDA Hunter Committee as a Deputy Chair.

This Information Pack contains the following elements:

1. Position description, accountabilities and responsibilities, and selection criteria.
2. Selection process description including application lodgement instructions.
3. Application form.

The application form can be downloaded from [rdahunter.org.au](http://rdahunter.org.au), completed electronically offline and emailed to The Chairman of RDA Hunter at [admin@rdahunter.org.au](mailto:admin@rdahunter.org.au)

### Position description

The role of the Deputy Chair is to assume the role and duties of the RDA Chair, as defined below, whenever the Chair is not available. The Deputy Chair also plays an important role in supporting the Chair in day-to-day matters and has similar skills to the Chair.

The role of the RDA Committee Chair is to lead a diverse organisation of individuals working in a complex environment to deliver high value outcomes for the community and the region. The Chair is a recognised business or regional leader who champions local job creation and sustainable regional growth.

They network widely across industry sectors, and attract and facilitate opportunities and investment in their region. They are very knowledgeable about the economic, social, cultural and environmental opportunities and challenges facing their region; well connected and a strong advocate for their region; and draw their community together to build and drive economic growth.

The RDA Chair provides strategic direction and leadership to the RDA Committee and ensures corporate governance arrangements are effectively designed and implemented. They demonstrate strong leadership to the Committee and have a sound understanding of board or committee performance management, including people and organisational management processes.

### Accountabilities and responsibilities

The RDA Deputy Chair will be accountable to:

- The Chair – for supporting the activities of the Committee;
- Their communities – for delivering outcomes that meet regional needs;
- The funding providers – for ensuring that agreed objectives are achieved and resources invested are expended as efficiently and effectively as possible; and
- RDA Committee staff – for providing a safe and healthy workplace.

The RDA Deputy Chair will be responsible for supporting the RDA Committee to meet the requirements of the charter, deliver against the outcomes, reporting requirements and performance measures specified in the RDA Funding Agreement, and for the good operational and financial governance of the overall organisation.

### Selection criteria

RDA Deputy Chairs are expected to be able to demonstrate a high level of:

1. **Leadership and governance** – A successful applicant will have a very high degree of experience and capability in leading organisations and be able to demonstrate a high degree of knowledge of the governance and performance management principles that apply. They have most likely chaired a board or committee and/or led an organisation and achieved successful and

sustainable outcomes in this role(s). They will be very familiar with the types of processes required to manage an organisation, board or committee and have experience leading a group of people in a complex setting.

2. **Delivery focus** – A successful applicant will have had significant experience in actively and substantively contributing to the leadership of high performing organisations that have had success in achieving difficult outcomes within tight deadlines and in a complex environment.
3. **Business acumen** – A successful applicant will have an extensive history of making very good business decisions under pressure and being able to quickly identify and seize business opportunities when they present themselves. They have most likely had a very successful career in business or in a commercially oriented public sector or not-for-profit organisation and will be recognised as a business leader in any of these sectors.
4. **Stakeholder engagement** – A successful applicant will have been successful in managing a broad range of stakeholders in a complex environment to facilitate the achievement of very successful outcomes. They will have a high degree of experience in managing complex relationships including how to manage conflict between stakeholders.
5. **Representational skills** – A successful applicant will have had extensive experience representing regional, business and/or industry interests in a variety of forums. They are recognised as a business, industry and/or regional leader and are regularly called upon to represent these groups as appropriate. They have a sound understanding of the complexities involved in representing a diverse set of people and views that typically exist within a region, business and/or industry groups and can articulate what is necessary to be successful in such a role.
6. **Commitment to the region** – To be successful, an applicant will be expected to have a deep commitment to the region. They will have significant personal and business networks, be able to clearly articulate the key issues facing the region and how the RDA Committee can broker solutions to these issues. The applicant may live or have lived or have business interests in the region and will be a regional, industry and/or business leader.

### **Selection process description**

Applying for a Deputy Chair position involves completing this form and providing a brief Curriculum Vitae (CV). Return these documents to *The Chair of RDA Hunter* at [admin@rdahunter.org.au](mailto:admin@rdahunter.org.au). Once submitted, you should receive email confirmation that your application has been received. The application process involves the following steps and indicative timeframes:

1. **Processing of applications** – once applications close they will be considered by the Chair/Selection Panel.
2. **Referee and other checks** – The Chair will conduct referee checks, and other checks (e.g. probity checks) if required, before making a final assessment of each applicant. This process may take up to two weeks.
3. **Consultation with delegate** – once the Chair has identified their preferred candidate(s), the appropriate approving authorities will be consulted so that a final appointment decision can be made. This may take up to six weeks.
4. **Advice to applicants** – once a final decision has been made, applicants will be advised of the outcome of their application by email and/or post. This may take up to one week.

# Application for the position of Deputy Chair of a Regional Development Australia (RDA) Committee – Application form

Title *	Choose an item.
Full first name *	
Last name *	
Post nominal (e.g. OAM, AM, AO)	
Date of birth	
Gender	Choose an item.
Do you identify yourself as an Indigenous Australian?	Choose an item.
Do you identify yourself as a person with a disability?	Choose an item.
Were you born in Australia?	Choose an item.
Do you speak a language other than English at home?	Choose an item.
If 'Yes', please state the language(s) other than English spoken at home.	
Current employment status?	Choose an item.
If employed please state:	Position
Employer	
If self-employed please state:	
Business/company name and ABN/ACN number	
<b>Residential address</b>	Street/Road/RMB/RSD
Suburb/Town	
State	
Postcode	
<b>Postal address</b> (if different)	Street/Road/RMB/RSD/PO Box
Suburb/Town	
State	

Postcode	
Home phone	
Business phone	
Mobile phone	
Email *	
LinkedIn profile (if available)	
In which state/territory is the RDA Committee you are applying for: *	
Which RDA Committee? *	
Are you a current Chair/Deputy Chair/member of an RDA Committee? *	Choose an item.
If 'Yes' name of RDA Committee	
Current Board memberships Name of organisation and position held	
Do you have local government experience?	Choose an item.
If 'Yes' please state whether as an elected representative or a local government employee	Choose an item.
Name of local government	
How did you find out about applying for an RDA Committee? <i>(You may select more than one)</i>	Choose an item.
<p><b>PLEASE PROVIDE A STATEMENT ADDRESSING YOUR CLAIMS AGAINST EACH OF THE SELECTION CRITERIA</b>  <b>(IN THE SECTION BELOW, IT IS IMPORTANT TO ADHERE TO THE SPECIFIED LIMIT OF 250 WORDS PER CRITERIA. EXTRA TEXT BEYOND THIS WILL NOT BE CONSIDERED)</b></p>	
<p><b>Leadership and governance *</b></p> <p>A successful applicant will have a very high degree of experience and capability in leading organisations and be able to demonstrate a high degree of knowledge of the governance and performance management principles that apply. They have most likely chaired a board or committee and/or led an organisation and achieved successful and sustainable outcomes in this role(s). They will be very familiar with the types of processes required to manage an organisation, board</p>	



<p>or committee and have experience leading a group of people in a complex setting.</p>	
<p><b>Delivery focus *</b></p> <p>A successful applicant will have had significant experience in actively and substantively contributing to the leadership of high performing organisations that have had success in achieving difficult outcomes within tight deadlines and in a complex environment.</p>	
<p><b>Business acumen *</b></p> <p>A successful applicant will have an extensive history of making very good business decisions under pressure and being able to quickly identify and seize business opportunities when they present themselves. They have most likely had a very successful career in business or in a commercially oriented public sector or not-for-profit organisation and will be recognised as a business leader in any of these sectors.</p>	
<p><b>Stakeholder engagement *</b></p> <p>A successful applicant will have been successful in managing a broad range of stakeholders in a complex environment to facilitate the achievement of very successful outcomes. They will have a high degree of experience in managing complex relationships including how to manage conflict between stakeholders.</p>	
<p><b>Representational skills *</b></p> <p>A successful applicant will have had extensive experience representing regional, business and/or industry interests in a variety of forums. They are recognised as a business, industry and/or regional leader and are regularly called upon to represent these groups as appropriate. They have a sound understanding of the complexities involved in representing a diverse set of people and views that typically exist within a region, business and/or industry groups and can articulate what is necessary to be successful in such a role.</p>	
<p><b>Commitment to the region *</b></p> <p>To be successful, an applicant will be expected to have a deep commitment to the region. They will have significant personal and business networks, be able to clearly articulate the key issues facing the region and how the RDA Committee can broker solutions to these issues. The applicant may live or have lived or have business interests in the region and will be a regional, industry and/or business leader.</p>	

<b>REFEREES</b> <i>Details for two referees are required.</i>	
<b>Referee 1:</b> Name *	
Relationship to applicant *	
Phone *	
Email	
Has a written report been included? *	Choose an item.

<b>Referee 2:</b> Name *	
Relationship to applicant *	
Phone *	
Email	
Has a written report been included? *	Choose an item.

\* Denotes that this question is mandatory.

#### **Privacy notice**

RDA Committees collect information on the RDA Committee Deputy Chair application form for the purposes of processing applications to join an RDA Committee.

The Department of Infrastructure, Regional Development and Cities (the Department) and individual RDA Committees are likely to disclose personal information to relevant Ministers, state and/or territory departments and, in some cases, relevant local government associations for the purpose of considering applications to an RDA Committee. The Department and RDA Committees do not routinely disclose personal information to overseas recipients. If you do not provide the information requested, your application may not be able to proceed.

The Department's on-line privacy policy contains information regarding complaint handling processes and how to access and/or seek correction of personal information held by the Department. The [Privacy Officer](#) can be contacted on (02) 6274 6495.

Please note that all personal information will be handled by RDA Hunter in accordance with our Privacy Policy. Details available on our website at [rdahunter.org.au](http://rdahunter.org.au)

**CONSENT and DECLARATION** \* responses to all items on this page are mandatory

<i>Please click in the box to indicate your consent or otherwise, to the following items. Where you do not consent, please provide reasons in the comment box below</i>		<b>I consent</b>	<b>I do not consent</b>
A	I consent to RDA Hunter providing my name or content of this form to the relevant ministers, state or territory departments, and the relevant Local Government Associations or their representative for the purpose of considering my application.	<input type="checkbox"/>	<input type="checkbox"/>
B	I consent to RDA Hunter or its agent seeking further information relating to my good character as outlined in the <a href="#">RDA Code of Conduct and Ethics</a> , including, but not limited to, collecting information relating to (i) to (vi) below:	<input type="checkbox"/>	<input type="checkbox"/>
(i)	my financial circumstances including whether I currently am, or ever have been, bankrupt;	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	criminal proceedings that I may be or have been the subject of;	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	any current or past convictions for a criminal or civil offence against me except in relation to a conviction that is spent under Part VIIC of the <i>Crimes Act 1914</i> ;	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	any inquiries in relation to me by a professional association, corporate regulatory agency or consumer organisation;	<input type="checkbox"/>	<input type="checkbox"/>
(v)	any investigations in relation to me by a Department or Agency of the Commonwealth or a state or territory of Australia;	<input type="checkbox"/>	<input type="checkbox"/>
(vi)	my eligibility to hold a Director's position with an entity regulated by the Australian Prudential Regulation Authority or pursuant to the provisions of the <i>Corporations Act 2001</i> including information in relation to whether I have previously been disqualified from holding such a directorship.	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Comment on reasons for not consenting to any items:</u></b>			
<b>If appointed to an RDA Committee:</b> <i>Please tick the box to indicate your consent to the following items.</i>			<b>I consent</b> <i>(please click)</i>
C	I consent to the Department and the RDA Committee publishing my name as provided above on their website in the context of my role on the RDA Committee.	<input type="checkbox"/>	
D	I understand that by publishing my name on the Department's and RDA Committee's website, the Department or Committee has no control over its subsequent use and disclosure.	<input type="checkbox"/>	
E	I consent to the Department and RDA Committee publishing my name as provided above in promotional documents including brochures produced by the Department or state and territory government agencies responsible for regional development in the context of my role on the RDA Committee.	<input type="checkbox"/>	
F	I consent to the Department and the RDA Committee sharing my name and contact details as provided above with other Australian Government, state and territory government agencies, relevant Local Government Associations and other relevant Regional Development Australia Committee members in the context of my role on the RDA Committee.	<input type="checkbox"/>	
G	I agree to abide by the <a href="#">RDA Code of Conduct and Ethics</a> .	<input type="checkbox"/>	I agree
H	I certify that all of the above information provided by me in this form is true and correct.	<input type="checkbox"/>	I certify
<b>Signature (by email or scanned):</b>		Date: / /	

**Note:** Submitting this form from your email address will be taken as your 'electronic' signature OR you may also include a scanned signature.

**PRIVATE INTERESTS DECLARATION** \* responses to all items on this page are mandatory

<b>NAME</b>	
<b>RDA COMMITTEE</b>	

Please answer the following questions by ticking the reply that applies to your personal circumstances.

**If you answer 'yes' to any question, please provide details on the blank page after this form. Please note that answering 'yes' to any question does not necessarily preclude you from being appointed.**

Your response will be treated as confidential and will only be used for purposes connected with this proposed appointment. **Note:** Processing of your application will be delayed if details are not provided with this form.

1. Do you have any disclosable criminal convictions, i.e. convictions as an adult that form part of your criminal history other than those protected by the Spent Convictions Scheme (see VIIC of the <i>Crimes Act 1914</i> )?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Are you, or have you been, the respondent or defendant in any civil or criminal court action (including as a company director or other office holder)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. (a) Have you ever been declared bankrupt, entered into a debt agreement under Part IX of the Bankruptcy Act 1996 (the Bankruptcy Act) or entered into a personal insolvency agreement under Part X of the Bankruptcy Act?	Yes <input type="checkbox"/> No <input type="checkbox"/>
(b) If you are in a partnership, have any of your partners ever been declared bankrupt, entered into a debt agreement under Part IX of the Bankruptcy Act or entered into a personal insolvency agreement under Part X of the Bankruptcy Act?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
4. Has any business or commercial enterprise for which you, or if applicable your partner(s), have had responsibility ever gone into receivership or a similar scheme or arrangement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. During the last 10 years have you, or if applicable your partner(s), been the subject of a court order in connection with monies owing to another party?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Have you ever been summonsed or charged concerning non-payment of tax or outstanding tax debts, investigated for tax evasion or defaults, or negotiated with the Australian Taxation Office over outstanding debts?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Have you ever been the subject of a complaint to a professional body which has been substantiated, or is currently under investigation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Have you ever been dismissed from employment because of a discipline or misconduct issue?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Do you or your immediate family have any financial interest in any company or business, or are you or your immediate family employed or engaged by any company or business, which might have dealings with, or an interest in the decisions of, the office to which you may be appointed? If yes, include advice on the next page on how this conflict of interest would be managed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Are you a lobbyist registered on the Australian Government's Lobbyists Register or the register of a state or territory?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Is there any other information which could be relevant to your suitability for the proposed appointment?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## ASSURANCE

I advise that to the best of my knowledge my private, business and financial interests, including taxation affairs, would not conflict with my public duties or otherwise cause embarrassment to myself or to the Government during my term of appointment. I also undertake to advise the responsible minister and the Chair of the RDA Committee should a situation arise in the future which might cause conflict of interest with my responsibilities under this appointment.

**I declare that the information provided in this Private Interest Declaration statement is true and correct. I am authorised to make this declaration.**

*Note: Submitting this form from your email address will be taken as your 'electronic' signature OR you may also include a scanned signature.*

*[Insert first name] [Insert surname name]*

*[Insert day] [Insert month] [Insert year]*

## MEMBERS: Applicant Information Pack

This Applicant Information Pack provides you with the information you need to complete an application for a position with RDA Hunter Committee as a member.

This Information Pack contains the following elements:

1. Position description, accountabilities and responsibilities, and selection criteria.
2. Selection process description including application lodgement instructions.
3. Application form.

The application form can be downloaded from [rdahunter.org.au](http://rdahunter.org.au), completed electronically offline and emailed to The Chair of RDA Hunter at [admin@rdahunter.org.au](mailto:admin@rdahunter.org.au).

### Position description

The RDA Committee member is an active contributor to the outcomes of a diverse organisation of individuals working in a complex environment to deliver high value outcomes for the community and the region. Members are active in their community and contribute to supporting local jobs and regional growth.

They are expected to leverage existing networks and develop new networks across industry sectors. RDA Committee members are required to support the Chair to attract opportunities and investment to their region. They must be knowledgeable about the economic, social, cultural and environmental opportunities and challenges facing their region; be well connected and a strong advocate for their community; and draw their community together to build and drive economic growth.

The RDA Committee member works as an effective member of the RDA Committee toward a common goal or strategy, and drives projects that target specific areas of economic development for the region. They actively support committee governance and management processes.

### Accountabilities and responsibilities

RDA Committee members will be accountable to:

- The Chair – for supporting the activities of the Committee;
- Their communities – for delivering outcomes that meet regional needs;
- The funding providers – for ensuring that agreed objectives are achieved and resources invested are expended as efficiently and effectively as possible; and
- RDA Committee staff – for providing a safe and healthy workplace.

Members will be responsible for supporting the RDA Committee to meet the requirements of the charter, deliver against the outcomes, reporting requirements and performance measures specified in the RDA Funding Agreement, and for the good operational and financial governance of the overall organisation.

### Selection criteria

1. **Leadership and governance** – A successful applicant will have experience and capability in leading organisations, and can demonstrate an understanding of the governance and performance management principles that apply. They will be familiar with the types of governance processes required to manage an organisation, board or committee and have leadership experience.
2. **Delivery focus** – A successful applicant has most likely had experience in actively leading high performing organisations that have had success in achieving difficult outcomes in a complex environment.

3. **Business acumen** – A successful applicant will have a history of making successful organisational decisions and being able to recognise and seize business opportunities. The applicant has most likely had a career working in successful ventures that may be focussed on one industry or in a public sector or not-for-profit organisation. The applicant has functioned as a leader in some capacity in the roles they have had and been successful in these roles.
4. **Stakeholder engagement** – To be successful an applicant will have had experience managing a broad range of stakeholders to achieve successful outcomes.
5. **Representational skills** – A successful applicant has most likely had experience representing either their region, business and/or industry. They understand the complexities in representing a diverse group such as a region, business and/or industry.
6. **Commitment to the region** – To be successful, the applicant will have a clear commitment to the region and have strong personal and business networks. They will understand and be able to articulate the opportunities facing the region. The applicant may have spent substantial time in the region and be a very active member of the community.

### **Selection process description**

Applying for a Committee member position involves completing this form and providing a brief Curriculum Vitae (CV). These documents should be returned to *The Chair of RDA Hunter* at [admin@rdahunter.org.au](mailto:admin@rdahunter.org.au). Once submitted, you should receive email confirmation that your application has been received. The application process involves the following steps and indicative timeframes:

1. **Processing of applications** – once applications close they will be considered by the Chair/Selection Panel.
2. **Referee and other checks** – The Chair will conduct referee checks, and other checks (e.g. probity checks) if required, before making a final assessment of each applicant. This process may take up to two weeks.
3. **Consultation with delegate** – once the Chair has identified their preferred candidate(s), the appropriate approving authorities will be consulted so that a final appointment decision can be made. This may take up to six weeks.
4. **Advice to applicants** – once a final decision has been made, applicants will be advised of the outcome of their application by email and/or post. This may take up to one week.

## Application for the position of Member of Regional Development Australia (RDA) Hunter – Application form

Title *	Choose an item.
Full first name *	
Last name *	
Post nominal (e.g. OAM, AM, AO)	
Date of birth	
Gender	Choose an item.
Do you identify yourself as an Indigenous Australian?	Choose an item.
Do you identify yourself as a person with a disability?	Choose an item.
Were you born in Australia?	Choose an item.
Do you speak a language other than English at home?	Choose an item.
If 'Yes', please state the language(s) other than English spoken at home.	
Current employment status?	Choose an item.
If employed please state:	Position
Employer	
If self-employed please state:	
Business/company name and ABN/ACN number	
<b>Residential address</b>	Street/Road/RMB/RSD
Suburb/Town	
State	
Postcode	
<b>Postal address (if different)</b>	Street/Road/RMB/RSD/PO Box
Suburb/Town	
State	



Postcode	
Home phone	
Business phone	
Mobile phone	
Email *	
LinkedIn profile (if available)	
In which state/territory is the RDA Committee you are applying for: *	
Which RDA Committee? *	
Are you a current Chair/Deputy Chair/member of an RDA Committee? *	Choose an item.
If 'Yes' name of RDA Committee	
Current Board memberships Name of organisation and position held	
Do you have local government experience?	Choose an item.
If 'Yes' please state whether as an elected representative or a local government employee	Choose an item.
Name of local government	
How did you find out about applying for an RDA Committee? <i>(You may select more than one)</i>	Choose an item.
<p><b>PLEASE PROVIDE A STATEMENT ADDRESSING YOUR CLAIMS AGAINST EACH OF THE SELECTION CRITERIA (IN THE SECTION BELOW, IT IS IMPORTANT TO ADHERE TO THE SPECIFIED LIMIT OF 250 WORDS PER CRITERIA. EXTRA TEXT BEYOND THIS WILL NOT BE CONSIDERED)</b></p>	
<p><b>Leadership and governance *</b></p> <p>A successful applicant will have experience and capability in leading organisations, and can demonstrate an understanding of the governance and performance management principles that apply. They will be familiar with the types of governance processes required to manage an organisation, board or committee and have leadership experience.</p>	

<p><b>Delivery focus *</b></p> <p>A successful applicant has most likely had experience in actively leading high performing organisations that have had success in achieving difficult outcomes in a complex environment.</p>	
<p><b>Business acumen *</b></p> <p>A successful applicant will have a history a making successful organisational decisions and being able to recognise and seize business opportunities. The applicant has most likely had a career working in successful ventures that may be focussed on one industry or in a public sector or not-for-profit organisation. The applicant has functioned as a leader in some capacity in the roles they have had and been successful in these roles.</p>	
<p><b>Stakeholder engagement *</b></p> <p>To be successful an applicant will have had experience managing a broad range of stakeholders to achieve successful outcomes.</p>	
<p><b>Representational skills *</b></p> <p>A successful applicant has most likely had experience representing either their region, business and/or industry. They understand the complexities in representing a diverse group such as a region, business and/or industry.</p>	
<p><b>Commitment to the region *</b></p> <p>To be successful, the applicant will have a clear commitment to the region and have strong personal and business networks. They will understand and be able to articulate the opportunities facing the region. The applicant may have spent substantial time in the region and be a very active member of the community.</p>	

<b>REFEREES</b> <i>Details for two referees are required.</i>	
<b>Referee 1:</b> Name *	
Relationship to applicant *	
Phone *	
Email	
Has a written report been included? *	Choose an item.

<b>Referee 2:</b> Name *	
Relationship to applicant *	
Phone *	
Email	
Has a written report been included? *	Choose an item.

\* Denotes that this question is mandatory.

#### **Privacy notice**

RDA Committees collect information on the RDA Committee member application form for the purposes of processing applications to join an RDA Committee.

The Department of Infrastructure, Regional Development and Cities (the Department) and individual RDA Committees are likely to disclose personal information to relevant Ministers, state and/or territory departments and, in some cases, relevant local government associations for the purpose of considering applications to an RDA Committee. The Department and RDA Committees do not routinely disclose personal information to overseas recipients. If you do not provide the information requested, your application may not be able to proceed.

The Department's on-line privacy policy contains information regarding complaint handling processes and how to access and/or seek correction of personal information held by the Department. The [Privacy Officer](#) can be contacted on (02) 6274 6495.

Please note that all personal information will be handled by RDA Hunter in accordance with our Privacy Policy. Details available on our website at [rdahunter.org.au](http://rdahunter.org.au)

**CONSENT and DECLARATION** \* responses to all items on this page are mandatory

<i>Please click in the box to indicate your consent or otherwise, to the following items. Where you do not consent, please provide reasons in the comment box below</i>		<b>I consent</b>	<b>I do not consent</b>
A	I consent to RDA Hunter providing my name or content of this form to the relevant ministers, state or territory departments, and the relevant Local Government Associations or their representative for the purpose of considering my application.	<input type="checkbox"/>	<input type="checkbox"/>
B	I consent to RDA Hunter or its agent seeking further information relating to my good character as outlined in the <a href="#">RDA Code of Conduct and Ethics</a> , including, but not limited to, collecting information relating to (i) to (vi) below:	<input type="checkbox"/>	<input type="checkbox"/>
(i)	my financial circumstances including whether I currently am, or ever have been, bankrupt;	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	criminal proceedings that I may be or have been the subject of;	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	any current or past convictions for a criminal or civil offence against me except in relation to a conviction that is spent under Part VIIC of the <i>Crimes Act 1914</i> ;	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	any inquiries in relation to me by a professional association, corporate regulatory agency or consumer organisation;	<input type="checkbox"/>	<input type="checkbox"/>
(v)	any investigations in relation to me by a Department or Agency of the Commonwealth or a state or territory of Australia;	<input type="checkbox"/>	<input type="checkbox"/>
(vi)	my eligibility to hold a Director's position with an entity regulated by the Australian Prudential Regulation Authority or pursuant to the provisions of the <i>Corporations Act 2001</i> including information in relation to whether I have previously been disqualified from holding such a directorship.	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Comment on reasons for not consenting to any items:</u></b>			
<b>If appointed to an RDA Committee:</b> <i>Please tick the box to indicate your consent to the following items.</i>			<b>I consent</b> <i>(please click)</i>
C	I consent to the Department and the RDA Committee publishing my name as provided above on their website in the context of my role on the RDA Committee.	<input type="checkbox"/>	
D	I understand that by publishing my name on the Department's and RDA Committee's website, the Department or Committee has no control over its subsequent use and disclosure.	<input type="checkbox"/>	
E	I consent to the Department and RDA Committee publishing my name as provided above in promotional documents including brochures produced by the Department or state and territory government agencies responsible for regional development in the context of my role on the RDA Committee.	<input type="checkbox"/>	
F	I consent to the Department and the RDA Committee sharing my name and contact details as provided above with other Australian Government, state and territory government agencies, relevant Local Government Associations and other relevant Regional Development Australia Committee members in the context of my role on the RDA Committee.	<input type="checkbox"/>	
G	I agree to abide by the <a href="#">RDA Code of Conduct and Ethics</a> .	<input type="checkbox"/>	I agree
H	I certify that all of the above information provided by me in this form is true and correct.	<input type="checkbox"/>	I certify
<b>Signature (by email or scanned):</b>		Date: / /	

**Note:** Submitting this form from your email address will be taken as your 'electronic' signature OR you may also include a scanned signature.

**PRIVATE INTERESTS DECLARATION** \* responses to all items on this page are mandatory

<b>NAME</b>	
<b>RDA COMMITTEE</b>	

Please answer the following questions by ticking the reply that applies to your personal circumstances.

**If you answer 'yes' to any question, please provide details on the blank page after this form. Please note that answering 'yes' to any question does not necessarily preclude you from being appointed.**

Your response will be treated as confidential and will only be used for purposes connected with this proposed appointment. **Note:** Processing of your application will be delayed if details are not provided with this form.

1. Do you have any disclosable criminal convictions, i.e. convictions as an adult that form part of your criminal history other than those protected by the Spent Convictions Scheme (see VIIC of the <i>Crimes Act 1914</i> )?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Are you, or have you been, the respondent or defendant in any civil or criminal court action (including as a company director or other office holder)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. (a) Have you ever been declared bankrupt, entered into a debt agreement under Part IX of the Bankruptcy Act 1996 (the Bankruptcy Act) or entered into a personal insolvency agreement under Part X of the Bankruptcy Act? (b) If you are in a partnership, have any of your partners ever been declared bankrupt, entered into a debt agreement under Part IX of the Bankruptcy Act or entered into a personal insolvency agreement under Part X of the Bankruptcy Act?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	N/A <input type="checkbox"/>
4. Has any business or commercial enterprise for which you, or if applicable your partner(s), have had responsibility ever gone into receivership or a similar scheme or arrangement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. During the last 10 years have you, or if applicable your partner(s), been the subject of a court order in connection with monies owing to another party?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Have you ever been summonsed or charged concerning non-payment of tax or outstanding tax debts, investigated for tax evasion or defaults, or negotiated with the Australian Taxation Office over outstanding debts?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Have you ever been the subject of a complaint to a professional body which has been substantiated, or is currently under investigation?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Have you ever been dismissed from employment because of a discipline or misconduct issue?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Do you or your immediate family have any financial interest in any company or business, or are you or your immediate family employed or engaged by any company or business, which might have dealings with, or an interest in the decisions of, the office to which you may be appointed? If yes, include advice on the next page on how this conflict of interest would be managed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Are you a lobbyist registered on the Australian Government's Lobbyists Register or the register of a state or territory?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Is there any other information which could be relevant to your suitability for the proposed appointment?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## ASSURANCE

I advise that to the best of my knowledge my private, business and financial interests, including taxation affairs, would not conflict with my public duties or otherwise cause embarrassment to myself or to the Government during my term of appointment. I also undertake to advise the responsible minister and the RDA Committee Chair should a situation arise in the future which might cause conflict of interest with my responsibilities under this appointment.

**I declare that the information provided in this Private Interest Declaration statement is true and correct. I am authorised to make this declaration.**

*Note: Submitting this form from your email address will be taken as your 'electronic' signature OR you may also include a scanned signature.*

*[Insert first name] [Insert surname name]*

*[Insert day] [Insert month] [Insert year]*