# Applicant Information Pack – Board Member of RDA Adelaide

|  |  |
| --- | --- |
| **Website References** | <https://www.rdaadelaide.com.au><https://www.rda.gov.au/join-your-rda> |
| **Closing date** | **Monday 15 March 2021** |
| **Further information** | Phone 0412 300 119 CEOEmail ceo@rdaadelaide.com.au |

This Applicant Information Pack provides you with the information you need to complete an application for a volunteer position on the RDA Adelaide Metro (RDAAM) Board as a Board member, and contains the following elements:

1. RDA Charter, Capital City RDA’s, RDAAM Vision/Mission/Focus
2. Position description, accountabilities and responsibilities, and selection criteria.
3. Selection process description including application lodgement instructions.
4. Application form.

**RDA Charter**

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

RDA Boards have an active and facilitative role in their communities with a clear focus on growing strong and confident regional economies that harness their competitive advantages, seize economic opportunities and attract investment.

Collaborating with other RDA Boards, all levels of government, and the private sector, RDA Boards will:

a)  Facilitate regional economic development outcomes, investment, local procurement and jobs.

b)  Promote greater regional awareness of and engagement with Australian Government policies, grant programs and research.

c)  Improve Commonwealth regional policy making by providing intelligence and evidence- based advice to the Australian Government on regional development issues.

d)  Co-ordinate the development of a strategic regional plan, or work with suitable existing regional plans that will align with the Commonwealth’s regional priorities.

**Capital City RDA’s**

The Australian Government has updated the operational mandate of the five standalone capital city RDAs (Sydney, Melbourne, Brisbane, Adelaide and Perth). Under the 2021-25 funding agreement, these RDAs will work with city-based stakeholders and the regional RDAs in their state to identify and facilitate economic development opportunities in those regions. These RDAs will become advocates, influencers and promoters of the regional areas of their state.

**RDAAM Vision / Mission / Focus**

**Vision -** A vibrant and prosperous regional South Australia with strong connections to its Capital City that enables world leading social, economic and environmental living conditions for all of our regional communities

**Mission -** To strengthen regional South Australia by fostering positive and productive relationships and engagement between the South Australian RDA’s; different levels of government; industry; academia and civil society

**Focus -** To facilitate, promote, connect and collaborate to grow jobs and investment and enable local procurement to build capability and economic growth across regional South Australia.

**Position description**

The RDA Board 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 Board 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 regions; be well connected and a strong advocate for their community; and draw their community together to build and drive economic growth for the regions.

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

**Accountabilities and responsibilities**

RDA Board members will be accountable to:

* The Chair – for supporting the activities of the Board.
* 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 Board staff – for providing a safe and healthy workplace.

Members will be responsible for supporting the RDA Board to meet the requirements of the [RDA Charter](https://www.rda.gov.au/sites/default/files/documents/rda-charter.pdf), 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 Board members are expected to demonstrate a high level of:

|  |  |
| --- | --- |
| **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 Board and have leadership experience. |
| **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. |
| **Business acumen** | 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. |
| **Stakeholder engagement** | To be successful an applicant will have had experience managing a broad range of stakeholders to achieve successful outcomes |
| **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 |
| **Commitment to regions** | To be successful, the applicant will have a clear commitment to South Australia’s regions and have strong personal and business networks. They will understand and be able to articulate the opportunities facing regions. The applicant may have spent time in the regions and be a very active member of the community |

**Selection process description**

Applying for a Board member position involves completing this form and providing a brief Curriculum Vitae (CV). These documents should be returned to the RDA at ceo@rdaadelaide.com.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 CEO 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 six weeks.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application for the position of Board member of a Regional Development Australia (RDA) Board – Application form** \* Denotes that this question is mandatory

|  |  |
| --- | --- |
| 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 |  |
| **Residential address** Street/Road/RMB/RSD |  |
| Suburb/Town |  |
| State |  |
| Postcode |  |
| **Postal address** (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 Board you are applying for: \* |  |
| Which RDA Board? \* |  |
| Are you a current Chair/Deputy Chair/member of an RDA Board? \* | Choose an item. |
| If 'Yes' name of RDA Board |  |
| Current Board membershipsName 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 Board? *(You may select more than one)* | Choose an item. |
| **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)** |
| **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 Board and have leadership experience. |  |
| **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. |  |
| **Business acumen \***A successful applicant will have a history in 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. |  |
| **Stakeholder engagement \***To be successful an applicant will have had experience managing a broad range of stakeholders to achieve successful outcomes. |  |
| **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. |  |
| **Commitment to the regions \***To be successful, the applicant will have a clear commitment to South Australia’s regions and have strong personal and business networks. They will understand and be able to articulate the opportunities facing the regions. The applicant may have spent time in the regions and be a very active member of the community. |  |

|  |
| --- |
| **REFEREES** *Details for two referees are required.*  |
| **Referee 1**: Name \* |  |
| Relationship to applicant \* |  |
| Phone \* |  |
| Email |  |
| Has a written report been included? \* | Choose an item.  |

|  |  |
| --- | --- |
| **Referee 2**: Name \* |  |
| Relationship to applicant \* |  |
| Phone \* |  |
| Email |  |
| Has a written report been included? \* | Choose an item.  |

\* Denotes that this question is mandatory. |  |

**Privacy notice**

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

The Department of Infrastructure, Transport, Regional Development and Communications (the Department) and individual RDA Boards 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 Board. The Department and RDA Boards 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.

|  |
| --- |
| **CONSENT and DECLARATION** \*responses to all items on this page are mandatory |
| *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 consent** | **I do not consent** |
| A | I consent to RDA Adelaide Metro 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. |[ ] [ ]
| B | I consent to RDA Adelaide Metro or its agent seeking further information relating to my good character as outlined in the [RDA Code of Conduct and Ethics](https://www.rda.gov.au/members/code-of-conduct), including, but not limited to, collecting information relating to (i) to (vi) below: |[ ] [ ]
| (i) | my financial circumstances including whether I currently am, or ever have been, bankrupt; |[ ] [ ]
| (ii) | criminal proceedings that I may be or have been the subject of; |[ ] [ ]
| (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 *Crimes Act 1914*; |[ ] [ ]
| (iv) | any inquiries in relation to me by a professional association, corporate regulatory agency or consumer organisation; |[ ] [ ]
| (v) | any investigations in relation to me by a Department or Agency of the Commonwealth or a state or territory of Australia; |[ ] [ ]
| (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 *Corporations Act 2001* including information in relation to whether I have previously been disqualified from holding such a directorship. |[ ] [ ]
| ***Comment on reasons for not consenting to any items:***      |
|  |  |
|  |  |
| **If appointed to an RDA Board:***Please tick the box to indicate your consent to the following items.* | **I****consent** |
| C | I consent to the Department and the RDA Board publishing my name as provided above on their website in the context of my role on the RDA Board. |[ ]
| D | I understand that by publishing my name on the Department’s and RDA Board’s website, the Department or Board has no control over its subsequent use and disclosure. |[ ]
| E | I consent to the Department and RDA Board 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 Board. |[ ]
| F | I consent to the Department and the RDA Board 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 Board members in the context of my role on the RDA Board. |[ ]
| G | I agree to abide by the [RDA Code of Conduct and Ethics](https://www.rda.gov.au/members/code-of-conduct). | [ ]  I agree |
| H | I certify that all of the above information provided by me in this form is true and correct. | [ ]  I certify |
| **Signature (by email, scanned or electronic):** |       | Date: Click or tap to enter a date. |

|  |
| --- |
| **PRIVATE INTERESTS DECLARATION** responses to all items on this page are mandatory |
| **Name:** |       |
| **RDA Board:** | Adelaide Metro |

**If you answer ‘yes’ to any question, please provide details separately and attach to 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 *Crimes Act 1914)?*
 | Yes [ ] No [ ]  |
| 1. 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 [ ] No [ ]  |
| 1. (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 [ ] No [ ]  |
| Yes [ ] No [ ]  |
| 1. 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 [ ] No [ ]  |
| 1. 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 [ ] No [ ]  |
| 1. 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 [ ] No [ ]  |
| 1. Have you ever been the subject of a complaint to a professional body which has been substantiated, or is currently under investigation?
 | Yes [ ] No [ ]  |
| 1. Have you ever been dismissed from employment because of a discipline or misconduct issue?
 | Yes [ ] No [ ]  |
| 1. 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 [ ] No [ ]  |
| 1. Are you a lobbyist registered on the Australian Government’s Lobbyists Register or the register of a state or territory?
 | Yes [ ] No [ ]  |
| 1. Is there any other information which could be relevant to your suitability for the proposed appointment?
 | Yes [ ] No [ ]  |

**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 Board 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 or electronic signature.* |
|       | Click or tap to enter a date. |
| *[Full name]* | *[Date]* |