



Regional Development Australia Far West

Appointments Guide

RDA Far West Deputy Chair and Members

Regional Development Australia Far West

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Contents

| | |
|---|-------------------------------------|
| Contents..... | 2 |
| Introduction | 3 |
| Determining the requirements for appointments RDA Far West Committee..... | 4 |
| Applicant Information Pack – Deputy Chair..... | Error! Bookmark not defined. |
| Applicant Information Pack – Members | 5 |

This Appointments Guide has been created to assist RDA Chairs to complete recruitment processes relating to key positions.

RDA Chairs must use the Application Packs relating to Deputy Chairs and members when recruiting for these positions as the packs provide consistent requirements for all RDA 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 RDA Chairs may use or adapt these or, alternatively, they may choose to develop their own.

RDA Chairs should also note that they:

- **Are required to seek the agreement of the Commonwealth Minister with responsibility for regional development (the Minister) and funding partners for the appointment of Deputy Chairs; and**
- **Can appoint members without seeking further agreement**

A report detailing the recruitment process and the Selection Panel and Chair (if the Chair was not a member of the selection panel) deliberations and recommendations for Deputy Chair and, where required, member appointments must be provided to the Minister and funding partners to facilitate their 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.

RDA Far West have an active and facilitative role in their region and a clear focus on growing strong and confident Far West economy that harness the region's competitive advantages, seizes on economic opportunity and attracts investment.

There are three key appointments to the RDA Far West Committee:

- The **Chair** of the Committee – this is a volunteer position responsible for leading the Committee. The Chair 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 Chair also has overall responsibility for ensuring the RDA Committee is well governed. The Commonwealth Minister with responsibility for regional development (the Minister), along with state, territory and local government counterparts where appropriate, appoints Chairs;
- The **Deputy Chair** and **Committee 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 Committee. Like the Chair, they also have an active role in facilitating economic development opportunities for the region.

The Chair, on behalf of the RDA Committee:

- Appoints the Deputy Chair after agreement is provided from the Minister; and
- Can appoint members without seeking agreement from the Minister

The appointment process for the Chair, 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 was designed to provide more rigour to the appointments process, and additional 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 Committee 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 appointment to RDA Far West Committee

Deputy Chairs and members

The development of the position descriptions and selection criteria for Deputy Chairs and members of RDA Far West was based on the needs of Committees, 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 Far West Committee 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 Far West's Committee should broadly reflect the industries, businesses and communities it represents. RDA Committees are also encouraged to reflect the demographics and diversity of the population of their 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 Committee has already met these targets.

Core skills needs

Based on the position descriptions below and a consideration of the key skills required in the leadership and management of boards and committees, the following core skill needs have been identified for Chairs, Deputy Chairs 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 the RDA can broker solutions to these issues

Applicant Information Pack – Members

This Applicant Information Pack provides you with the information you need to complete an application for a position with RDA Far West 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 www.rdafarwestnsw.org.au, completed electronically offline and emailed to admin@rdafarwestnsw.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, RDA Far West* at admin@rdafarwestnsw.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 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 | |
| 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 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. |
| 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 committee and have leadership experience. | |

| | |
|--|--|
| <p>Delivery focus *</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>Business acumen *</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>Stakeholder engagement *</p> <p>To be successful an applicant will have had experience managing a broad range of stakeholders to achieve successful outcomes.</p> | |
| <p>Representational skills *</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>Commitment to the region *</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> | |

| REFEREES <i>Details for two referees are required.</i> | |
|--|-----------------|
| 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 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.

Personal information will be used for the purpose it has been collected. All information collected by RDA Far West will be subject to our Privacy Policy.

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 Far West 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 Far West or its agent seeking further information relating to my good character as outlined in the RDA Code of Conduct and Ethics , 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"/> |
| <p><u>Comment on reasons for not consenting to any items:</u></p> | | | |
| <p>If appointed to an RDA Committee:</p> <p>Please tick the box to indicate your consent to the following items.</p> | | | <p>I consent (please click)</p> |
| 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 RDA Code of Conduct and Ethics . | <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 |
| Signature (by email or scanned): | | 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

| | |
|----------------------|--|
| NAME | |
| RDA COMMITTEE | |

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 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]