



Applicant Information Pack – Members

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

What Does RDA Do?

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 and broker economic development opportunities for their regions.

RDA Committees have a clear focus on growing strong and confident regional economies that harness their competitive advantages, seize on economic opportunity and attract investment.

RDA Committees operate under a Charter from the Australian Government that can be accessed at <https://www.rda.gov.au/sites/default/files/documents/rda-charter.pdf>

RDA Peel is currently:

- Providing advice to the Australian Government on the local impacts of policy development;
- Advocating for Government investment into major projects across the Peel;
- Delivering the Peel Bright Minds initiative across the Peel.

Check out our website at www.rdapeel.org.au to see more.

What do our Members Do?

RDA Members meet regularly in formal and informal settings to discuss what is happening across the region, what issues and opportunities exist for the region and how the Committee can best leverage these to achieve the best outcomes for the region and its communities.

Our Members are active contributors, working to deliver high value outcomes for the region. Members are an active supporter of creating jobs and regional growth.

The RDA Committee also has a governance role to perform in relation to organisation's roles and functions.

What Range of Members Do We Need?

To best consider the issues and opportunities that exist in the Peel region we need women, people from Indigenous and diverse cultural backgrounds, people with disability and people from all age groups to be encouraged to apply.

What Skills/Experience/Attributes Do You Need to Apply?

Leadership and Governance

A successful applicant will have, or have a desire to learn of, the types of governance processes required to manage an organisation, board or committee and gain leadership experience

Delivery Focus

A successful applicant has most likely had some involvement in activities that have had success in achieving positive outcomes in a complex environment

Business Acumen

A successful applicant will be able to recognise economic development opportunities and has, or may be considering, 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, or is considering becoming, a successful leader in some capacity.

Stakeholder Engagement

To be successful an applicant will have a desire to develop and manage a broad range of stakeholders to achieve successful outcomes.

Representational Skills

A successful applicant has had experience representing either their state/region, business and/or industry, or has a desire to do so. They appreciate there are complexities in representing a diverse group such as a state/region, business and/or industry.

Commitment to the Region

To be successful, the applicant has spent substantial time in the region and is an active member of the community.

How to Apply

Complete the following Application Form and send it to drd@rdapeel.org.au along with a current resume or CV.

Once we receive your application it will be considered by the Selection Panel. The Panel will conduct referee checks, and other checks (e.g. probity checks) if required, before making a final assessment of each applicant.

The Selection Panel will then provide its recommendation to the Chair who will make the appointments.

APPLICATION CLOSE ON 30th NOVEMBER 2021.

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 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	
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)	
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, or have a desire to learn of, the types of governance processes required to manage an organisation, board or committee and gain leadership experience.

Delivery focus *

A successful applicant has most likely had some involvement in activities that have had success in achieving positive outcomes in a complex environment.

Business acumen *

A successful applicant will be able to recognise economic development opportunities and has, or may be considering, 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, or is considering becoming, a successful leader in some capacity.

Stakeholder engagement *

To be successful an applicant will have a desire to develop and manage a broad range of stakeholders to achieve successful outcomes.

Representational skills *

A successful applicant has had experience representing either their state/region, business and/or industry, or has a desire to do so. They appreciate there are complexities in representing a diverse group such as a state/region, business and/or industry.

Commitment to the region *

To be successful, the applicant has spent substantial time in the region and is an active member of the community.

REFEREES *Details for two referees are required. Please note that we may not contact both referees.*

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, Transport, Regional Development and Communications (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.

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>		I consent	I do not consent
A	I consent to RDE Peel 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 Peel 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"/>
<u>Comment on reasons for not consenting to any items:</u>			
If appointed to an RDA Committee: <i>Please tick the box to indicate your consent to the following items.</i>			I consent <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 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? (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]

Applicants requiring further information can contact:

John Erren RDA Peel Chair 0400 530 956

John Lambrecht RDA Peel Director of Regional Development 0428 947 837