

## Appendix A: Applicant Information Pack – Deputy Chair

This Applicant Information Pack provides you with the information you need to complete an application for a position with RDA Townsville and North West Queensland 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 <https://www.rdanwq.org.au/>, completed electronically offline and emailed to [info@rdanwq.org.au](mailto:info@rdanwq.org.au).

Deputy Chairs focus on the economic development of their region, with the exception of capital city RDA Committee Deputy Chairs in Sydney, Melbourne, Brisbane, Perth and Adelaide, who work to identify and facilitate economic development opportunities between regional RDAs and capital city stakeholders. Please note that the position descriptions and selection criteria below refer to both regional and capital city RDA roles and should be tailored accordingly when advertising.

**Women, people from First Nations Australian and diverse cultural backgrounds, and people with disability are encouraged to apply.**

### 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 RDA Committee Chair leads a diverse group of individuals working in a complex environment to deliver high value outcomes for the state/region. The Chair is a recognised business, industry and/or state/regional leader who drives economic growth, innovation and entrepreneurship in regions through facilitating investment in people, places, services, and industries and local economies.

The Chair puts in place work programs which bridge regional development gaps by working with stakeholders across sectors and diverse communities (especially with First Nations people) and supporting the delivery of identified Australian Government strategic priorities.

They are very knowledgeable about the economic, social, cultural and environmental opportunities and challenges facing their state/region; well-connected and a strong advocate for their state/region; and for regional RDA Chairs, draw their regional communities together to build and drive economic growth. RDA Chairs act with integrity, transparency, respect and accountability, and champion gender equality opportunities.

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 regional RDAs/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
- 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 to volunteer committees. 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 lead/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 outcomes within tight deadlines and in a difficult and complex environment.
3. **Stakeholder engagement** – The applicant will have demonstrated experience in successfully managing a broad range of internal and external 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.
4. **Representational skills** – A successful applicant will have had extensive experience representing regional, business and/or industry interests in a variety of forums. They can demonstrate 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. They will be able to demonstrate a strong track record of being collaborating with integrity, transparency, respect and accountability.
5. **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, regional and/or business networks, can clearly articulate the key issues facing the region and how the RDA Committee can broker solutions to these issues. The applicant should live and may have, or have had, business interests in the region and will be a regional, industry and/or business leader. For standalone capital city RDAs, the applicant should reside in the capital city, and/or have very strong relationships with regional and capital city stakeholders.
6. **Commitment to diversity** – A successful applicant will be committed to attracting, retaining and supporting a diverse range of members and staff including First Nations people, women, people from the LGBTIQ+ community, people with disability and people from culturally and linguistically diverse backgrounds. They will have demonstrated experience in fostering successful and respectful relationships with diverse communities, especially First Nations people, and supporting gender equality opportunities.

## Selection process description

Applying for a Deputy Chair position involves completing this form and providing a brief Curriculum Vitae (CV) and two written referee reports. These documents should be returned to *Alana Toll* at [info@rdanwq.org.au](mailto:info@rdanwq.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 Selection Panel
2. **Referee and other checks** – the Selection Panel will conduct further 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. The Selection Panel will then provide its recommendation to the Chair for consideration.
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 a First Nations 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
<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)	
Which RDA Committee? *	
Are you a current Chair/Deputy Chair/member of an RDA Committee? *	Choose an item.
If 'Yes' name of RDA Committee	
Would you like to be considered for a position of member of the RDA Committee if your application for Deputy Chair is unsuccessful?	Choose an item.
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 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 to volunteer committees. 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 lead/manage an organisation, board 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 outcomes within tight deadlines and in a difficult and complex environment.</p>	
<p><b>Stakeholder engagement *</b></p> <p>The applicant will have demonstrated experience in successfully managing a broad range of internal and external 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 can demonstrate 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. They will be able to demonstrate a strong track record of collaborating with integrity, transparency, respect and accountability.</p>	
<p><b>Commitment to the state/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, regional and/or business networks, can clearly articulate the key issues facing the region and how the RDA Committee can broker solutions to these issues. The applicant should live and may have, or have had, business interests in the region and will be a regional, industry and/or business leader. For standalone capital city RDAs, the applicant should reside in the capital city, and/or have very strong relationships with regional and capital city stakeholders.</p>	
<p><b>Commitment to diversity *</b></p> <p>A successful applicant will be committed to attracting, retaining and supporting a diverse range of members and staff including First Nations people, women, people from the LGBTIQ+ community, people with disability and people from culturally and linguistically diverse backgrounds. They will have demonstrated experience in fostering successful and respectful relationships with diverse communities, especially First Nations people, and supporting gender equality opportunities.</p>	

<b>REFEREES</b> <i>Details for two referees are required. Please note that we may not contact both referees.</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**

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the Department) and RDA Committees collect personal information through the RDA Committee Deputy Chair application form for the purposes of processing applications to join an RDA Committee, in accordance with the Privacy Act 1988.

The Department may/will disclose information to relevant Ministers, state and/or territory departments and, in some cases, relevant local government associations for the purposes of considering applications by an RDA Committee. All information will be stored securely and if you do not provide the information requested your application possibly may not proceed.

The Department’s [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 or by email: [privacy@infrastructure.gov.au](mailto:privacy@infrastructure.gov.au).

<b>CONSENT and DECLARATION</b> * 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 the Department and RDA Townsville and North West Queensland securely storing my name and contact details provided above for the purpose of considering my application.		<input type="checkbox"/>	<input type="checkbox"/>
B	I consent to RDA Townsville and North West Queensland 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"/>
C	I consent to RDA Townsville and North West Queensland 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 (vii) 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)	any terminations of employment or complaints investigations against me which were the result of a disciplinary or misconduct issue		<input type="checkbox"/>	<input type="checkbox"/>
(vii)	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>
D	I consent to the Department and the RDA Committee publishing my name and other relevant background information as provided above on their website in the context of my role on the RDA Committee.			<input type="checkbox"/>
E	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"/>
F	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"/>
G	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"/>
H	I agree to abide by the <a href="#">RDA Code of Conduct and Ethics</a> .		<input type="checkbox"/>	I agree
I	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 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 <i>Bankruptcy Act 1996</i> (the <i>Bankruptcy Act</i> ) or entered into a personal insolvency agreement under Part X of the <i>Bankruptcy Act</i> ?	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 <i>Bankruptcy Act</i> or entered into a personal insolvency agreement under Part X of the <i>Bankruptcy Act</i> ?	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"/>

**PRIVATE INTERESTS – DETAILS**

**If you answered ‘yes’ to any question in the Private Interests Declaration, please provide relevant details here:**

**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]*