

Regional Development Australia Barossa Gawler Light Adelaide Plains

Appointments Guide & Application Form for EOI

RDA Barossa Gawler Light Adelaide Plains Deputy Chair and Members
Applications close: 5pm Thursday 31 May 2018

RDA Barossa Gawler Light Adelaide Plains
The Institute
28 Murray Street, Tanunda SA 5352
M PO Box 767, Tanunda SA 5352
E admin@barossa.org.au
Web barossa.org.au

Introduction

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.

The Board of RDA Barossa Gawler Light Adelaide Plains (BGLAP) has an active and facilitative role in its region and a clear focus on growing a strong and confident Barossa Gawler Light Adelaide Plains economy that harnesses the region's competitive advantages, seizes on economic opportunities and attracts investment.

Calls are now made for the expression of interest in the following:

- **Deputy Chair** –a voluntary position to support the Chair and Board in strategic direction, compliance and organizational oversight; and
- **Ordinary Board Members** –voluntary positions providing input into direction setting, achieving outcomes and contributing to the overall economic development in the regions. It is anticipated Board members will have knowledge or skills in one of the identified priority areas for the Board.

Determining the requirements for appointments to the Board of RDA Barossa Gawler Light Adelaide Plains

Members

The development of the position descriptions and selection criteria for Deputy Chair and Members of RDA BGLAP was based on the needs of the Board, as outlined in the RDA charter, and informed by regional analysis and priorities setting.

RDA BGLAP'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 Boards.

The makeup of RDA BGLAP's Board should broadly reflect the industries, businesses and communities it represents. RDA BGLAP reflects the demographics and diversity of the population of the Barossa Gawler Light Adelaide Plains.

Position descriptions

RDA BGLAP Member

Each RDA BGLAP Board Member will be an active contributor to high value outcomes for the community and the region. They will be active in their community and contribute to opportunities identification

They will be expected to leverage existing networks and develop new networks across industry sectors. RDA BGLAP's Members will be required to support the Chairman 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.

Each RDA BGLAP Board Member will work as an effective member of the Board toward a common goal or strategy, and will drive projects that target specific areas of economic development for the region. They will actively support board governance and management processes.

Member selection criteria

The selection criteria have been derived directly from the skills needs.

RDA BGLAP Members

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 Board 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 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.
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.
7. **Industry Knowledge** – The selection criteria include knowledge and experience of priority sector;
 - Wine
 - Agriculture – horticulture, grains, livestock, other food, wool
 - Tourism
 - Education
 - Health, allied health, aging, disability services
 - Arts, Music, Design
 - Engineering and Professional Services
 - Equine Industries

Selection criteria

Applying for a Board member position involves completing the Application form and providing a brief Curriculum Vitae (CV). These documents should be returned to *The Chair of RDA Barossa Gawler Light Adelaide Plains* at admin@barossa.org.au together with a brief covering letter outlining your reasons for wishing to join RDA and particular areas of focus for regional development. 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 EOIs** – once EOIs 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 about four 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.

Application for the position of Board Member of Regional Development Australia (RDA) Barossa Gawler Light Adelaide Plains

Title *	
Full first name *	
Last name *	
Post nominal (e.g. OAM, AM, AO)	
Date of birth	
Gender	
Do you identify yourself as an Indigenous Australian?	
Do you identify yourself as a person with a disability?	
Were you born in Australia?	
Do you speak a language other than English at home?	
If 'Yes', please state the language(s) other than English spoken at home.	
Current employment status?	
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) St./Rd./RMB/RSD/PO Box	
Suburb/Town	
State & Postcode	

Home phone	
Business phone	
Mobile phone	
Email *	
LinkedIn profile (if available)	
Which RDA you are applying for: *	
Which Local Government area do you live in? *	
Are you a current Chair/Deputy Chair/member of an RDA Board? *	
If 'Yes' name of RDA Board	
Current Board memberships Name of organisation and position held	
Do you have local government experience?	
If 'Yes' please state whether as an elected representative or a local government employee	
Name of local government	
<p>PLEASE PROVIDE BRIEF DETAILS FOR 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)</p>	
<p>Leadership and governance *</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 Board and have leadership experience.</p>	

Innovation/Value Adding*	
Economics *	
International Trade *	
Delivery focus * <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>	
Business acumen * <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>	
Stakeholder engagement * <p>To be successful an applicant will have had experience managing a broad range of stakeholders to achieve successful outcomes.</p>	
Representational skills * <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>	
Commitment to the region * <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>	
Industry Knowledge * <ul style="list-style-type: none"> • Wine 	

<ul style="list-style-type: none"> • Agriculture – horticulture, grains, livestock, other food, wool 	
<ul style="list-style-type: none"> • Tourism 	
<ul style="list-style-type: none"> • Education 	
<ul style="list-style-type: none"> • Health, allied health, aging, disability services 	
<ul style="list-style-type: none"> • Arts, Music, Design 	
<ul style="list-style-type: none"> • Engineering and Professional Services 	
<ul style="list-style-type: none"> • Equine Industries 	

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

Referee 2: Name *	
Relationship to applicant *	
Phone *	
Email	
Has a written report been included? *	

* 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, Regional Development and Cities (the Department) and individual RDA's Board 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. The Department and RDA 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 Barossa Gawler Light Adelaide Plains in accordance with our Privacy Policy. Details available on our website at barossa.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>		I consent	I do not consent
A	I consent to RDA Barossa Gawler Light Adelaide Plains 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 Barossa Gawler Light Adelaide Plains 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 Board: <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 Board publishing my name as provided above on their website in the context of my role on the RDA Board.	<input type="checkbox"/>	
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.	<input type="checkbox"/>	
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.	<input type="checkbox"/>	
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.	<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 BOARD	

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 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]