



Australian Government

Department of Infrastructure, Transport,  
Regional Development, Communications and the Arts

CREATIVE ECONOMY AND THE ARTS / OFFICE FOR THE ARTS

# Arts portfolio appointments

## Expression of Interest Form

August 2024

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### Appointments

The Office for the Arts maintains an active register for those interested in being considered for **appointment to boards, councils and committees within the Arts portfolio**.

If you are interested in being considered for any of the boards listed on <https://www.arts.gov.au/board-appointments>, please complete this **Expression of Interest Form** and return it to [appointments@arts.gov.au](mailto:appointments@arts.gov.au) or:

Arts Appointments Officer  
Office for the Arts  
GPO Box 594 Canberra  
ACT 2601

We will confirm receipt of your form using the contact details you provide.

If you have any questions about completing this form, including issues with accessibility, please contact [appointments@arts.gov.au](mailto:appointments@arts.gov.au) or by phone on 1800 935 919.

Any fields marked with an \* (red asterisk) must be filled out.

## Privacy notice

### Purpose

The Office for the Arts in the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department) is collecting personal information for the purposes of compiling a register of people interested in being considered for positions on boards, councils and committees within the Commonwealth's Arts portfolio (an EOI Register). Information will be collected in accordance with the *Privacy Act 1988* (Privacy Act) and the Australian Privacy Principles (as set out in Schedule 1 of the Privacy Act).

### Collection

To have your details entered on the EOI register, you will be asked to supply personal information in this EOI form including your name and contact details, information about your current and previous employment, and other activities which relate to your skills, qualifications and relevant experience for selected positions.

If you choose to provide the requested personal information, your application will be included on the EOI register. You will also have the opportunity (but are not required) to provide sensitive information about your gender, ethnicity, sexual orientation and disability status. This information is collected in order to facilitate consideration of candidates with a mix of skills and experience who represent all forms of diversity.

### Use and disclosure

The department will use the personal information you provide to develop a list of suitable candidates for consideration to fill positions that become vacant on boards, councils and committees within the Commonwealth's Arts portfolio. To be considered for a vacant position it is necessary to provide information that has been marked as mandatory to provide in the EOI form (noting that not all information requested is mandatory).

The information you provide will be stored securely on the department's approved record keeping system. The information will be accessible by officers within the department responsible for matters relating to appointments to relevant boards, councils or committees within the Commonwealth's Arts portfolio. As part of the candidate selection process, this information may also be provided to the Minister's office responsible for relevant appointments, other officers responsible for matters relevant to statutory appointments within the department's portfolio (i.e. officers in portfolio entities) and other Commonwealth officers who are responsible for matters relating to appointments to relevant boards, councils or committees.

The department may also use the personal information (including any sensitive information) you provide to:

- assess and administer your application;
- communicate with you in relation to your application;
- comply with any applicable Commonwealth legislation and policies applicable to the handling of the information you provide (including in relation to statutory appointments);

- use de-identified and aggregated data for reporting purposes; and
- monitor and review our practices and processes in relation to relevant Minister-appointed positions across the Commonwealth's Arts portfolio.

The department will only use your personal information, or disclose it to another person, organisation, or government agency relevant to the EOI Register for the purposes we have described above, or if disclosure is otherwise required or authorised by law.

From time to time, after an initial period of 12 months from registering your interest, you will be asked to update or reconfirm the information you provided in the EOI form. If you choose not to update or confirm your information, you will not be considered under the appointment processes described above. The information you provide will be retained on the department's record management systems in line with Commonwealth record keeping requirements.

At any time, you may change or update the personal information you have provided for the EOI Register by contacting [appointments@arts.gov.au](mailto:appointments@arts.gov.au) and asking for the information to be changed or updated, or by submitting a new EOI form. You can also request for your information to no longer be considered as part of the appointment consideration processes described above by emailing [appointments@arts.gov.au](mailto:appointments@arts.gov.au).

The department will not disclose personal information you provide to any overseas recipients.

The department's [Privacy Policy](#) (available on the department's website) contains information regarding complaint handling processes and how to access and / or seek correction of personal information held by the department.

By completing and submitting this EOI form, you acknowledge that you have read and understood this notice, and that you consent to the collection, use and disclosure of your personal information in accordance with this notice.

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**Please check the box to confirm that you have read and agree to the privacy notice.\***

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# Your details

## Personal and contact information

Name*	
Gender (select one)*	<input type="checkbox"/> male <input type="checkbox"/> female <input type="checkbox"/> gender x <input type="checkbox"/> prefer not to say
Email*	
Phone	
State or territory of residence (select one)*	<input type="checkbox"/> ACT <input type="checkbox"/> NSW <input type="checkbox"/> NT <input type="checkbox"/> QLD <input type="checkbox"/> SA <input type="checkbox"/> TAS <input type="checkbox"/> VIC <input type="checkbox"/> WA <input type="checkbox"/> Overseas
Age (select one)*	<input type="checkbox"/> over 45 years <input type="checkbox"/> under 45 years
Please select if you identify as any of the following (or leave blank if you prefer not to say):	<input type="checkbox"/> Aboriginal or Torres Strait Islander <input type="checkbox"/> A person with disability <input type="checkbox"/> Culturally and Linguistically Diverse <input type="checkbox"/> LGBTQIA+ <input type="checkbox"/> Remote or regionally based

## Employment history

Current job title	
Employer name	
Please provide a link to your online professional profile	
Are you a current Commonwealth employee?* <b>Please note:</b> Current Commonwealth employees can serve on the boards and councils of Commonwealth entities, but are not eligible for remuneration beyond reimbursements for reasonable travel expenses.	<input type="checkbox"/> yes <input type="checkbox"/> no

## Board experience

Please use the table below to list any recent previous experience you have serving on boards or leave blank if you have no relevant experience or prefer not to say:

Board name	Position	Dates of service

## Social media

Please provide links to your social-media profiles (or leave blank if you do not use social media or prefer not to say):

LinkedIn	
Facebook	
Instagram	
X (formerly Twitter)	
Other	

## Expression of interest

Information about the requirements for each Arts portfolio board, council and committee is provided at <https://www.arts.gov.au/board-appointments>. Please read this information and express interest only in those that fit your knowledge, skills and experience.

**I am interested in being considered for vacancies on (please select any that apply):\***

Advisory Committee for Indigenous Repatriation <i>Please note, only Aboriginal and Torres Strait Islander individuals will be considered for this committee.</i>	<input type="checkbox"/>
Australian Children's Television Foundation Board	<input type="checkbox"/>
Australian Film, Television and Radio School Council	<input type="checkbox"/>
Australian National Maritime Museum Council	<input type="checkbox"/>
Australian National Academy of Music Board	<input type="checkbox"/>
Bundanon Trust Board	<input type="checkbox"/>
Australia Council Board (Creative Australia)	<input type="checkbox"/>
Creative Workplaces Council	<input type="checkbox"/>
Digital Games Tax Offset Advisory Board	<input type="checkbox"/>
Film Certification Advisory Board	<input type="checkbox"/>
First Nations-led Board (yet to be established in Creative Australia) <i>Please note, only Aboriginal and Torres Strait Islander individuals will be considered for this body.</i>	<input type="checkbox"/>
Music Australia Council	<input type="checkbox"/>
National Archives of Australia Advisory Council	<input type="checkbox"/>
National Cultural Heritage Committee	<input type="checkbox"/>
National Film and Sound Archive Board	<input type="checkbox"/>
National Gallery of Australia Council	<input type="checkbox"/>
National Library of Australia Council	<input type="checkbox"/>
National Museum of Australia Council	<input type="checkbox"/>
National Portrait Gallery Board	<input type="checkbox"/>
Old Parliament House Board (Museum of Australian Democracy)	<input type="checkbox"/>
Public Lending Right Committee	<input type="checkbox"/>
Screen Australia Board	<input type="checkbox"/>
Writing Australia Council	<input type="checkbox"/>

**I have skills, experience and/or qualifications in the following areas (please select any that apply):\***

Academic / education sector	<input type="checkbox"/>
Accounting / financial management	<input type="checkbox"/>
Arts or cultural sector	<input type="checkbox"/>
Building / Capital works	<input type="checkbox"/>
Business	<input type="checkbox"/>
Creative practice (for instance as a musician, visual artist, author, illustrator, filmmaker or performer)	<input type="checkbox"/>
Disability access	<input type="checkbox"/>
Diversity and inclusion	<input type="checkbox"/>
First Nations arts or culture sector	<input type="checkbox"/>
Governance / audit / risk	<input type="checkbox"/>
Government	<input type="checkbox"/>
Heritage / Environment / Conservation	<input type="checkbox"/>
Industry	<input type="checkbox"/>
Information technology / digital	<input type="checkbox"/>
Leadership / management	<input type="checkbox"/>
Legal	<input type="checkbox"/>
Literature sector and book industry (this may include publishers, editors, librarians, booksellers, literary arts professionals)	<input type="checkbox"/>
Marketing / public relations / media	<input type="checkbox"/>
Philanthropy / fundraising	<input type="checkbox"/>
Repatriation	<input type="checkbox"/>
Teaching /training	<input type="checkbox"/>
Tourism / hospitality	<input type="checkbox"/>
Other:	<input type="checkbox"/>
If you ticked 'other' above, please specify any extra have skills, experience and/or qualifications.	

## Suitability for selected position

Briefly outline your suitability for the selected position/s (no more than 500 words)\*



## Declaration\*

**Please note:** This form allows you to express your interest in being considered for positions on Arts portfolio boards, councils and committees. Your information will be kept on a register, which will be consulted by the department and relevant Minister when vacancies arise. Should your skills and interests align with a vacancy, you may be contacted to confirm your interest in the position and provide additional information.

Potential candidates will be asked to submit additional information, including a Curriculum Vitae. Any individual proposed for appointment must also sign a Private Interests Declaration (PID). More information is available at: <https://www.pmc.gov.au/government/administration/cabinet-handbook-15th-edition>.

### In submitting this Expression of Interest form\*

I declare I have read and understood the information above.*	<input type="checkbox"/>
I consent to being contacted by a representative of the department or the Minister in the event that a vacancy matches my skills and experience.*	<input type="checkbox"/>
I understand that potential candidates are required to provide additional information including a Private Interests Declaration.*	<input type="checkbox"/>
I consent to the information and material I have provided being used for the register described above and for the purpose of identifying candidates for positions on Arts portfolio boards, councils and committees.*	<input type="checkbox"/>
I confirm that I am the person named in this Expression of Interest or have the authority to submit on their behalf.*	<input type="checkbox"/>
I confirm that the information I have provided is true and correct.*	<input type="checkbox"/>
I understand that under section 137.1 of the <i>Criminal Code Act 1995</i> (Cwth) giving false or misleading information is a serious offence.*	<input type="checkbox"/>
I will inform the department immediately if I suspect or know that any of the assurances (however described) contained in this Expression of Interest are not, or are no longer, correct.*	<input type="checkbox"/>
<b>Name (please DO NOT add an e-signature)*</b>	
<b>Date of declaration*</b>	