



Australian Government

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

# Expression of Interest—Implementation Advisory Group for *Equity: The Arts and Disability Associated Plan*

March 2025

## Overview

This Expression of Interest (**EOI**) is for a paid role as part of a group of people with disability who will give advice on issues affecting d/Deaf and disabled artists and arts workers.

On 14 November 2024, the Australian Government released [Equity: the Arts and Disability Associated Plan \(the Plan\)](#). The Plan includes four years of activities to provide more opportunities for artists, arts workers and audiences with disability across Australia.

The Office for the Arts (**OFTA**) is delivering the Plan with Creative Australia as a partner, with input from Screen Australia. The Plan is linked to [Australia's Disability Strategy 2021–31](#), and is also an action under [Australia's National Cultural Policy, Revive](#).

In the Plan, the Government has said it will set up an Implementation Advisory Group of d/Deaf and disabled artists and arts workers to help implement the Plan's activities (**the Advisory Group**). This is because the Government knows it is important for people with disability to have input when policies affect them.

OFTA will manage the EOI process and support the Advisory Group once it is set up.

## Language of disability

This EOI uses similar language to the Plan. Mostly, we use identity-first language when talking about d/Deaf and disabled artists and arts workers. We use person-first language when talking about disability for audiences and people in the wider community. The Plan also talks more about the terms “d/Deaf” and “people with disability” and issues people with disability may face. Please see pages 8 and 9 of [the Plan](#) for more information.

## About the opportunity

The Advisory Group will have up to 13 people with disability from diverse backgrounds as paid members. The members will be d/Deaf and disabled artists and arts workers with experience in the arts, screen, digital games and / or cultural sectors.

The Advisory Group will ensure d/Deaf and disabled artists and arts workers are part of implementing, monitoring and evaluating key activities under the Plan. The Advisory Group will also include representatives from OFTA, Creative Australia and Screen Australia.

## Who we are looking for

There are two types of Advisory Group roles.

Up to 11 **Regular Members** will help design actions and activities to make the arts, screen, digital games and cultural sectors more accessible. This is an opportunity for people who want to share their own experiences and who have a passion for creating opportunities for people with disability.

Up to 2 **Observer Members** will gain experience in how an advisory group works with government, increasing their knowledge and skills. This is an opportunity for people who want to help make change but may not have as much experience in arts and disability advocacy.

You can tell us your preference in the application questions below. Your responses should show how you have:

- lived experience as a person with disability in the arts, screen, digital games and / or cultural sectors
- experience working in, or engaging with, the Australian arts, screen, digital games and / or cultural sectors (including as an artist or arts worker, at any stage of your career)
- an awareness of arts and disability policy, including an understanding of the Plan's priorities.

## What will the Advisory Group do?

Over the life of the Plan, the Advisory Group will:

- shape how we implement the Plan's actions and commitments
- contribute to how we monitor and report on the Plan's activities
- help make arts grants more accessible, including how they are assessed
- provide expertise on issues affecting people with disability.

The Advisory Group will also advise on Priority Actions under the plan. In the first year, these are to:

- design the Plan's evaluation framework.
- inform the design of a new grant program, the Arts and Screen Employment Pathways Pilot.
- consult with Creative Australia, Screen Australia and Creative Workplaces to develop new best-practice accessibility guidance with a National Arts and Disability Code of Practice or Guidelines.

## What you can expect

The Advisory Group will meet several times each year to consider and develop recommendations for Government on how to implement the Plan. There will likely be 4 to 8 online meetings per year and the number and length of meetings may vary. The Advisory Group is expected to come together for its first meeting by mid-2025.

OFTA will ensure meetings are accessible by:

- supporting individual accessibility requirements for attendance at meetings, and
- providing meeting materials in accessible formats.

### For regular members

- Regular Members are active in discussions, giving insights and advice on how activities under the Plan can consider the needs of people with disability.
- The commitment is for 1 year, which may be extended.
- The time commitment is around 30 hours per year, including meeting preparation, depending how many meetings happen and out of session tasks.
- About half of this is time spent at meetings and the other half is preparation for meetings.
- Payment will be made having regards to the Government’s most relevant Remuneration Tribunal Determination, currently the [Remuneration Tribunal \(Remuneration and Allowances for Holders of Part-time Public Office\) 2024 Determination \(the Determination\)](#). These rates are reviewed and change from time to time.
- Rates will mirror the daily rates for “Other office holders” as set out in Table 2A on page 6 of the Determination. Payment rates will include meeting and preparation time and will depend on the length of the meeting. For example, under the current payment rates, Regular Members would initially be paid \$278.40 to prepare for and attend a 2-hour meeting.

### For observer members

- Observer Members will be invited to attend all Advisory Group meetings.
- Observer Members do not have an active role in discussions and do not need to prepare for meetings, but may wish to read the papers.
- The commitment is for 1 year. After this, an Observer Member may be considered for a Regular Member position.
- Observer Members are paid half the daily rate in Table 2A on page 6 of the Determination, as no preparation for meetings is required and the role is not required to be active in the discussions. For example, under current payment rates, Observer Members would be paid \$139.20 to attend a 2-hour meeting.

### Further information

- Every second year there may be an in-person meeting. Reasonable travel and accommodation costs for Advisory Group Members will be covered by OFTA having regards to page 19 of the Determination.
- Advisory Group Members will be expected to complete a Disclosure of Private Interests and tell us if they have any potential Conflicts of Interest.
- Advisory Group members may not be eligible to apply for opportunities under the Plan where a conflict of interest could happen. An example of this is if the member is involved in designing the Arts and Screen Employment Pathways Pilot. OFTA will give you more information about this before you agree to become a member, if your EOI progresses.
- OFTA may create a list of suitable candidates for future positions based on responses to this EOI (**the Reserve List**).

## Interested in applying?

You can submit an application in several ways:

- Download this form, complete the application questions below and send it as an attachment to [Arts.Disability@arts.gov.au](mailto:Arts.Disability@arts.gov.au). It must be under 12 MB.
- Record your responses to the application questions below as an audio or video file (up to 15 minutes). If you would like to apply in this way please email us at [Arts.Disability@arts.gov.au](mailto:Arts.Disability@arts.gov.au) for more information on how to upload the files.
- By phone on 1800 080 090—an OFTA staff member will note your responses to the application questions and confirm them with you. The phone line is open Monday to Friday during business hours (9 to 5 AEDT).
- By printing this form, completing the application questions and returning it **by mail** to:

Access, Participation and Inclusion Section  
Office for the Arts  
GPO Box 594  
Canberra ACT 2601

Please contact us by email to [Arts.Disability@arts.gov.au](mailto:Arts.Disability@arts.gov.au) or phone on 1800 080 090 if you have any accessibility needs during the application process. This includes if you have a representative (such as a support person, carer, family member and/or friend) you would like us to speak to.

You must submit your application in one of these ways by **4:00pm Australian Eastern Standard Time on Monday 5 May 2025**.

## What happens next?



## Privacy Collection Notice

The Office for the Arts (**OFTA**) is collecting your personal information and is providing this Notice as required by the *Privacy Act 1988* (Cth).

OFTA will use your personal information and sensitive information about your disability to:

- contact you about your application;
- assess your application;
- manage your engagement and for administrative purposes (if you are engaged); and
- maintain your details in a list of suitable candidates for future positions based on responses to the application questions (**the Reserve List**) for consideration of future vacancies, if you consent to this.

OFTA may disclose this information to:

- Creative Australia and Screen Australia staff and a panel of independent experts to review your application;
- organisations that deliver accessibility requirements such as translation, if required;
- If your application progresses, the Minister for the Arts and members of their Office for their awareness and to support the Minister in their role overseeing the Arts portfolio; and
- a facilitator for the Advisory Group to manage meetings.

OFTA will also publish the names and location (state) of applicants who are successfully appointed to the Advisory Group on the OFTA website.

OFTA will not otherwise use or disclose your personal information except as authorised by law. You don't have to provide this information. However, if you choose not to, we won't be able to progress your application.

### Sensitive demographic information

OFTA also requests that you provide sensitive demographic information, such as details about your disability, gender, age and whether you identify as Aboriginal or Torres Strait Islander, LGBTIQ+ or culturally or linguistically diverse.

Other than confirming whether you identify as a person with disability, you do not have to provide your sensitive demographic information if you are not comfortable doing so. If you do choose to provide this sensitive demographic information, OFTA may:

- use it to review shortlisted applications and make sure the Advisory Group includes a mix of people from different backgrounds and experiences; and
- disclose it to limited Creative Australia and Screen Australia staff for this purpose.

### Storage of personal information

OFTA will store your personal information securely. OFTA is part of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (**the Department**). The Department's [privacy policy](#) contains information about complaints and how to access or correct your personal information.

## Application questions

### Personal and contact information

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

---

#### Name in full\*

---

#### Preferred contact method \*

Please provide at least an email address or a phone number below.

- Email
- Phone call
- SMS
- 

#### Telephone\*

---

#### Email\*

---

#### State or territory of residence \*

Please select one.

- ACT
- NT
- NSW
- Qld
- SA
- Tas
- Vic
- WA
- 

#### Career stage \*

The options below are a guide and can include volunteer or unpaid work. You can also provide more information in your responses the Suitability Questions.

- Emerging (1 to 5 years)
- Early stage (5 to 10 years)
- Mid-Career (10 to 20 years)
- Established (20+ years)
- 

#### Attachments \*

When you submit your application, please confirm that you have provided:

- a current resume (up to 3 pages)
- written reference(s) (up to 2).
- 

#### Preferred engagement type \*

You can select one option or both options.

- Regular Member
- Observer Member
- 

#### Reserve list \*

Do you consent to OFTA retaining your details for a Reserve List?

- Yes
- No
-

---

**Artform expertise \***

[Equity: the Arts and Disability Associated Plan \(the Plan\)](#) covers a broad scope of artforms/sectors, please indicate which are most reflective of your work experience (3 max):

- Visual arts and craft
  - Literature
  - Performing arts, including:
    - Theatre (e.g. text-based theatre; theatre with, by and for young people; puppetry; circus and physical theatre)
    - Contemporary dance
    - Emerging, experimental and interdisciplinary arts (e.g. one-on-one performance, live art, sound art, site-specific and immersive performance)
  - Music (contemporary and classical)
  - Festivals
  - Galleries
  - Libraries
  - Archives and museum institutions
  - Screen and digital games
  - First Nations arts and languages
  - Community and cultural development
-

## Suitability questions

Whether you respond by text or in another format, **please do not exceed the word limit**. Additional material beyond the word limit may not be considered by reviewers.

---

### **Question 1—prioritising the voice of people with disability \***

**Tell us about your experiences as a d/Deaf and/or disabled artist or arts worker in the arts, screen and cultural sectors.**

The Australian Government acknowledges the lived experience and human rights of all people with disability. Every individual has a different experience of disability and participation in the arts and cultural sector. You may wish to describe positive or negative situations. Please note—we do not require you to give us specific details about your disability or condition/s. (up to 450 words)

---

### **Question 2—Australia’s arts and cultural sectors \***

**Why does your experience as an artist or arts worker in Australia’s arts, screen and cultural sectors make you a good fit for the Advisory Group?**

With the Plan, the Government is committed to making Australia’s diverse arts, screen, digital games and cultural sectors more accessible, inclusive and equitable, by listening to people with disability. We welcome a response that builds on the Career Stage and Artform Expertise questions above, where you can describe your experience as an artist and arts worker at any stage of your career, including if you are just starting out or if you have experienced barriers to career progression. (up to 450 words)

---

### **Question 3—disability policy \***

**What drives you to want to be part of the Advisory Group?**

We know the success of the Plan will require the expertise of people with disability to ensure it is co-designed, implemented and evaluated in partnership with people with disability. What parts of the Plan are you interested in? Have you been part of co-design or community / advocacy groups before? (up to 450 words)

---



## Demographic information

In order to centre the voices of people with disability in the implementation of the Plan, members of the Advisory Group will be people with disability.

---

**Do you identify as a person with disability or who is d/Deaf? \***  Yes

No

Please select one.

---

We are committed to ensuring the overall composition of the Advisory Group is representative of the diverse voices of people with disability. This section is voluntary—please only answer questions you feel comfortable answering.

### Disability

Please give more information about your disability if you feel comfortable to do so.

---

**Do you identify as Aboriginal or Torres Strait Islander?**  Yes

No

Please select your answer from the check boxes if you feel comfortable to do so.

Prefer not to answer

---

### Gender

Please use the text box to describe your gender if you feel comfortable to do so.

### Age

Please tell us your age, noting we are only able to accept applications from people aged 18 and over.

### Do you identify as LGBTIQ+?

Please use the text box for your answer with as much detail as you feel comfortable sharing.

### Do you identify as culturally and linguistically diverse?

Please use the text box for your answer if you feel comfortable sharing.

### Are you from a regional or remote community?

Please use the text box for your answer if you feel comfortable sharing.

---

## Declarations

Please review and complete the declarations below before you submit your application.

### In submitting this application \*

---

I declare I have read and understood the information contained in this document. \*



---

I consent to being contacted by a representative of OFTA if my application progresses. \*



---

I declare I have read and agree to the Privacy Collection Notice above. \*



---

I understand that I may need to provide additional information to OFTA and complete a Private Interests Declaration form (and submit it to OFTA) if I am successful in my application. \*



---

I consent to being included in a Reserve List if found suitable, and contacted by a representative of OFTA about future vacancies.

Note: If you consent to this, your answer to the ‘**Reserve List**’ question above must be ‘Yes’.

---

I declare that I am the person named in this application or have the authority to submit on their behalf. \*



---

I declare that the information I have provided in my application is true and correct. \*



---

I will notify OFTA immediately if I am aware, or reasonably suspect, that any information that I provided in my application is not, or is no longer, true or correct. \*



---

I acknowledge that giving false or misleading information to OFTA is a serious offence under section 137.1 of the Schedule to the *Criminal Code Act 1995* (Cth). \*



---

**Name in full\***

---

**Date of declaration\***

---