2027-2030 Ministerial Advisory Council on Ageing Expression of Interest

Form Preview

ACT Ministerial Advisory Council on Ageing

IMPORTANT: Please read this information before you start your application.

Applications are open from 25 November 2026 and will close at 11:59 PM on 23 December 2026.

Welcome to the Ministerial Advisory Council on Ageing (MACA) Expression of Interest application form.

If this is your first time using SmartyGrants, click **Start a Submission** and then select **Register here** to create an account.

If you already have an account, **Log In** using your email address and SmartyGrants password. Follow the prompts to reset your password if required.

Need help?

For questions about applying for the ACT Ministerial Advisory Council on Ageing:

- Phone: 02 6205 2598 during business hours
- Email: osv@act.gov.au

Please quote your submission number when you contact us.

If you need help using SmartyGrants:

- Download the Help Guide for Applicants
- Check out the Applicant FAQ's.

Navigating the form

On every page of the form you will see a Form Navigation panel. Click a page name to jump directly to the page you want.

You can also click **Next Page** or **Previous Page** on the top or bottom of each page to move forward or backward through the form.

Please ensure you save your form as you go.

Saving a draft

Your application will save when you click:

- **Next Page**
- **Previous Page**
- Any page name on the Form Navigation panel.

If you are not ready to finish, , click 'Save and Close' and log out.

you can reopen your draft application any time before the close date. To find your saved application, log into SmartyGrants and click on **My Submissions** at the top of the screen. Click the submission number or the arrow icon to expand the list of associated forms and click on the form name to continue filling it out.

Download a copy

You can download a PDF copy of your draft or completed application. Go to **My Submissions**, click on the submission number, then click the red PDF icon beside the form you want to download.

Submitting your application

It is your responsibility to ensure all required documents are submitted by the closing date and that they accurately reflect your qualifications, skills, experience and suitability for the position.

Before you submit:

- Go to the **Review and Submit** page
- Check all your answers and fix any errors
- Answer all questions marked by an asterisk (*)
- fix any validation errors
- ensure all attachments are correct and uploaded.

Important: incomplete applications may not be accepted.

When you are ready to submit your application, click on the **Submit** button.

Important: *After you submit your application, you cannot make any changes or add more documents.*

After you submit, you will see a confirmation message on screen. You will also receive a confirmation email with a copy of your application. **If you do not see a confirmation message or receive a confirmation email, your application may not have been submitted.**

Tip: Check your junk or spam folder if you cannot find the email.

You can check the status of your application at any time in **My Submissions**.

After you have submitted your application, you will see a confirmation page. You will also receive a confirmation email with a copy of your application form. This will be sent to the email address you use to login.

Important: If you don't see a confirmation page or receive a confirmation email, assume your application has NOT been submitted.

Hint: check your spam or junk email folder.

You can return to the **My Submissions** page of your account to check the status of your application.

Attachments

You will need to upload/submit attachments to support your application. This is very simple but requires you to have the documents saved on your computer, or on a storage device.

You need to allow enough time for each file to upload before trying to attach another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB – the larger the file, the longer the upload time.

Session time-out warning

For security reasons, your login session will expire after 20 minutes of inactivity. Saving your form or navigating to another page resets the timer.

You'll be prompted 90 seconds before your session expires, with the option to extend your session or log out. If you don't respond to the prompt in time, your form will be automatically saved before your session ends.

How to apply

To apply for appointment, complete and submit the following:

1. **Expression of Interest coversheet, including** whether you identify with any of the **diversity groups** listed. *This information is collected as part of this application form.*

2. Upload your **curriculum vitae** with details of your:

a. work history, including any relevant voluntary or paid experience;

b. experience on boards, councils or committees related to the welfare of older Canberrans;

c. membership of professional or community organisations including membership of non-government boards and committees;

d. other relevant experience.

3. Upload your **selection criteria statement** (maximum 2-pages) outlining how you meet each of the **selection criteria** listed below. Your responses should include examples of how you have demonstrated meeting the criteria:

a. Demonstrated commitment to improving outcomes for older Canberrans.

b. Demonstrated knowledge of the issues, concerns and priorities affecting older Canberrans.

c. Ability to engage, consult and represent the diverse views of older Canberrans. This may include connections with relevant organisations, community groups and stakeholders.

d. Commitment to participate actively in Council activities, including meetings, consultations and working groups. Please identify any significant commitments that may affect your availability.

4. Upload a **signed copy of the Code of Conduct and Declaration of Private Interests Form**.

5. Contact details of **2 referees** *This information is collected as part of this application form.*

Applications close: 11:59 PM on 23 December 2026.

It is an applicant's responsibility to ensure all required documents are submitted by the due date and that they accurately reflect their qualifications, skills, experience and suitability for the position.

Introduction

ACT Ministerial Advisory Council on Ageing

Thank you for your interest in joining the Ministerial Advisory Council on Ageing (MACA).

2027-2030 Ministerial Advisory Council on Ageing Expression of Interest

Form Preview

MACA supports the Minister responsible for Seniors by providing advice to the ACT Government on policies and initiatives which promote positive outcomes for older Canberrans.

We are looking for passionate people who have a strong understanding of issues affecting older Canberrans and a demonstrated commitment to advocating for them.

We encourage people from diverse backgrounds, experience and abilities to apply to ensure broad representation and strengthen the voice of older people in our community.

Applications are open from 25 November 2026 and will close at 11:59 PM on 23 December 2026.

For more information please visit: jobs.act.gov.au/opportunities/all

Position description

The ACT Government is seeking applications from people with an interest in issues affecting older Canberrans to join the MACA through an Expression of Interest (EOI) process. Successful applicants will be appointed to the MACA by the Minister following a merit-based selection process.

The MACA Council term will run from 1 June 2027 to 31 May 2030. The MACA will consist of 8 to 12 members, including a Chair and up to 2 Deputy Chairs.

Aboriginal and Torres Strait Islander people, people from multicultural backgrounds, younger and older people, people with disability, and people with diverse genders, sexes and sexualities are encouraged to apply. This is aligned with the ACT Government commitment to create an accessible and inclusive community where people with diverse thoughts, lived experience and perspectives can participate and thrive.

The MACA will meet 4 to 8 times a year for approximately 2 hours per meeting. Additional working group meetings may be held as necessary.

Members (except those who are ACT public servants) will receive remuneration for meetings. Members are expected to actively and constructively participate in meeting discussions, community consultations and work projects, and maintain links with the community.

Expression of Interest Cover Sheet

* indicates a required field

Applicant's Name *

Title | First Name | Last Name

Pronouns *

○ She/her ○ He/him ○ They/them ○ Other:

Home Address *

Address

Suburb State Postcode

Contact Number *

Email Address *

Do you reside, work or play within the ACT? *
○ Yes ○ No

How long have you lived in the ACT? *

Do you have any requirements that need to be considered as part of this application process? *
○ Yes ○ No
For example, cultural support, interpreter, disability access.

Please specify your requirements *

What is your age range? *
○ Under 25
○ 25-34
○ 35-44
○ 45-54
○ 55-64
○ 65+

Do you identify with any of the diversity groups listed here? *
☐ Aboriginal and/or Torres Strait Islander Person
☐ Person with disability
☐ Culturally and linguistically diverse
☐ Veteran (current or former Australian Defence Force personnel)
☐ LGBTIQA+ person
☐ Non-binary
☐ Gender unspecified
☐ Woman
☐ Man
Select all that apply

How did you hear about this recruitment? *
○ ACT Government Jobs website
○ Office for Seniors and Veterans Newsletter
○ Council on the Aging (COTA) Newsletter
○ Word of mouth

○ Social media (Facebook)
○ Other:

Are you associated with a particular group or organisation? *
○ Yes ○ No
For example, as a volunteer participant or board member

Do you currently work for an organisation? *
○ Yes ○ No

Please provide the name of the group or organisation you are associated with. *

Please provide the name of the organisation you're employed with and your position within the organisation *

Have you previously been a member of an ACT Ministerial Advisory Council? *
○ Yes ○ No

Please provide the name of the Council and dates of appointment *

Please indicate which position or positions you are applying for *
☐ Chair of MACA ☐ Deputy Chair of MACA ☐ Member of MACA
Select all that apply

Do you hold any current board/committee memberships or appointments? *
○ Yes ○ No
For example, ACT Government boards or advisory committees, professional associations or other industry organisations.

Do you have any relevant links to ACT Community? *
○ Yes ○ No
For example, organisations or community groups you are part of in the ACT that are relevant to serving on the MACA.

List any boards, committees or appointments that you currently hold. *

Share any other links that you hold to the ACT community *

Expression of Interest Coversheet

* indicates a required field

A maximum **2-page statement** outlining how you meet each of the **selection criteria** listed below. Your responses should include examples of how you have demonstrated meeting the criteria:

1. Demonstrated commitment to improving outcomes for older Canberrans.
2. Demonstrated knowledge of the issues, concerns and priorities affecting older Canberrans.
3. Ability to engage, consult and represent the diverse views of older Canberrans. This may include connections with relevant organisations, community groups and stakeholders.
4. Commitment to participate actively in Council activities, including meetings, consultations and working groups. Please identify any significant commitments that may affect your availability.

(1)

Selection Criteria *
Attach a file:

A maximum 2-page statement outlining how you meet each of the selection criteria listed above. Your responses should include examples of how you have demonstrated meeting the criteria:

(2)

Selection Criteria *
Attach a file:

A maximum 2-page statement outlining how you meet each of the selection criteria listed above. Your responses should include examples of how you have demonstrated meeting the criteria:

(3)

Selection Criteria *
Attach a file:

A maximum 2-page statement outlining how you meet each of the selection criteria listed above. Your responses should include examples of how you have demonstrated meeting the criteria:

Chair and Deputy Chair of the Ministerial Advisory Council on Ageing

* indicates a required field

Are you interested in being considered for the role of Chair of the ACT Ministerial Advisory Council on Ageing? *

- ○ Yes
- ○ No

Are you interested in being considered for the role of Deputy Chair of the ACT Ministerial Advisory Council on Ageing? *

- ○ Yes
- ○ No

Please list your leadership skills and experience. *

As Chair or Deputy Chair what would you see as key priorities of the role? *

Curriculum Vitae

Upload your **curriculum vitae** with details of your:

a. work history, including any relevant voluntary or paid experience;

b. experience on boards, councils or committees related to the welfare of older Canberrans;

c. membership of professional or community organisations including membership of non-government boards and committees;

d. other relevant experience.

Upload your curriculum vitae (maximum four (4) pages)
Attach a file:

(Scan your document and save to your compueter, next select your document and insert / attach)

If you are unable to upload your curriculum vitae, please contact the Office for Seniors and Veterans

on osv@act.gov.au or call 02 6205 2598.

Referees

* indicates a required field

Please provide 2 referees.

Your referees must be able to objectively comment on your ability to meet the Selection Criteria, including specific examples wherever possible to substantiate their comments.

If you represent an organisation, at least one referee report should be from that organisation.

For assistance please contact the Office for Seniors and Veterans on **(02) 6205 2598** or email osv@act.gov.au

Referee 1 *
First Name Last Name

Referee 1 Position *

Position in organisation or relationship to the applicant

Referee 1 Primary Phone Number *

Must be an Australian phone number.

Referee 1 Primary Email *

Must be an email address.

Referee 2 *
First Name Last Name

Referee 2 Position *

Position in organisation or relationship to the applicant

Referee 2 Primary Phone Number *

Must be an Australian phone number.

Referee 2 Primary Email *

Must be an email address.

Nominee Declaration

* indicates a required field

I certify that the information contained in this form and any additional information provided is true and correct. I understand that the lodgement of this nomination form does not guarantee my appointment to the ACT Ministerial Advisory Council on Ageing.

I agree *

- ○ Yes
- ○ No

Name *

Title | First Name | Last Name

Date *

Must be a date.

Privacy Notice

All information provided in this form will be treated as confidential.

In compliance with the *Information Privacy Act 2014* (the Act) personal information on this form may be stored in the Health Community Services Directorate (HCSD) records and may also be used for statistical research, information provision and evaluation of services. Your personal information may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in these circumstances, personal information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

For a copy of the Act, please visit: https://www.legislation.act.gov.au/a/2014-24/

Assistance

For any assistance required, please contact the Office for Seniors and Veterans (OSV) on osv@act.gov.au or call 02 6205 2598.

Information

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personal information may be disclosed to other agencies and third parties for purposes related to this application and/or monitoring compliance with the Act. Except in these circumstances, personal information will only be disclosed to third parties with your consent unless otherwise required or authorised by law.

For a copy of the Act, please visit: https://www.legislation.act.gov.au/a/2014-24/

Accessibility

The ACT Government is committed to making its information, services, events and venues accessible to as many people as possible.

If English is not your first language and you require the Translating and Interpreting Service please telephone 131 450.

If you require any accessibility adjustments to participate, please contact the Seniors and Veterans team at osv@act.gov.au or on (02) 6205 2598.

If you are a Text Telephone (TTY) user, please telephone 133 677.

Assistance

For any assistance required, please contact the Seniors and Veterans team on **osv@act.gov.au** or call **(02) 6205 2598.**