

INFORMATION FOR APPLICANTS CLASSIFICATION BOARD MEMBER

Thank you for your interest in the position of Classification Board Member.

The purpose of this selection exercise is to establish a merit list of candidates suitable for appointment which may be drawn upon should the need arise within a period of 12 months. It is possible a small number of immediate appointments may be made on completion of the selection process. Other appointments will be made as the need arises to maintain or increase the size of the Board to enable it to continue to meet the demand for classification services.

This information package is designed to provide you with background information on the operation of the Classification Board (the Board) and the classification process. Further information on the National Classification Scheme and the Board, including the Board's Annual Report, is available at www.classification.gov.au. This package also includes important information relating to submitting an application. Please take the time to read this information carefully before submitting an application. Contact details are provided should you wish to seek further information.

Applicants are also encouraged to consult the *Classification (Publications, Films and Computer Games) Act 1995* (Cth), the National Classification Code, the Guidelines for the Classification of Publications, the Guidelines for the Classification of Films, and the Guidelines for the Classification of Computer Games. These are available at www.comlaw.gov.au.

Contents

Legislative Scheme	2
Role of the Classification Board	2
Role of Members	3
Summary of Classification Services	3
Information on Applications	3
The Selection Process	4
Terms and Conditions	4
Position Requirements:	5
Selection criteria:	5
Board Member Application Cover Sheet	6

Legislative Scheme

The Commonwealth *Classification (Publications, Films and Computer Games) Act 1995* (the Classification Act), establishes the Board as a full time independent statutory body. The Classification Act is the Commonwealth's contribution to a cooperative classification scheme (the National Classification Scheme) which was agreed upon by the Commonwealth and the States and Territories.

Under this scheme, it is a legal requirement that films, computer games and some publications be classified before sale, hire or exhibition.

Members of the Board are appointed by the Governor-General. The Classification Act provides that in appointing members, regard is to be had to the desirability of ensuring that membership of the Board is broadly representative of the Australian community.

Under the National Classification Scheme, the enforcement of classification decisions is the responsibility of the States and Territories. Each jurisdiction has enacted enforcement legislation to complement the Classification Act.

Role of the Classification Board

When making classification decisions, the Board applies the Classification Act, the National Classification Code and the Classification Guidelines.

The National Classification Code names and broadly describes the classification categories, including those that are advisory and those that are legally restricted. The National Classification Code also describes material that is refused classification.

Classification decisions are required to give effect as far as possible to the following principles which are set out in the National Classification Code:

- adults should be able to read, hear and see what they want;
- minors should be protected from material likely to harm or disturb them;
- everyone should be protected from exposure to unsolicited material that they find offensive; and
- the need to take account of community concerns about:
 - depictions that condone or incite violence, particularly sexual violence; and
 - the portrayal of persons in a demeaning manner.

The Classification Guidelines describe in more detail the nature of the different classification categories, and the scope and limits of material suitable for each category. The Guidelines are agreed to by Commonwealth, State and Territory Ministers with classification responsibilities, in accordance with section 12 of the Classification Act.

In addition the Board is required to take into account the matters set out in section 11 of the Classification Act:

- a) the standards of morality, decency and propriety generally accepted by reasonable adults;
- b) the literary, artistic or educational merit (if any) of the publication, film or computer game;
- c) the general character of the publication, film or computer game, including whether it is of medical, legal or scientific character; and

d) the persons or class of persons to or amongst whom it is published or is intended or likely to be published.

When making classification decisions, the Board also determines appropriate consumer advice in order to assist consumers and parents to make more informed entertainment choices for themselves or for those in their care. Consumer advice and the classification markings, which have been determined under the Classification Act, must be displayed on covers, packaging, discs and related advertising material.

Role of Members

The Classification Board is a full-time board located in Sydney. Members of the Board are responsible for the classification of films, computer games and certain publications and they classify on a daily basis. Each day members of the Board are allocated certain product to view and classify, assigning each item a classification, and, where appropriate, consumer advice. The Board operates on a majority-based decision-making process. It is important that members can communicate their views clearly, appreciate and contemplate the views of others and, in light of the statutory requirements for decision making, make decisions that are good in law.

The Director of the Classification Board is responsible for the management and oversight of the Classification Board and its decision-making processes. The Director reports to the Australian Parliament on the activities of the Classification Board. The Deputy Director assists the Director in the management of the Board and has particular responsibility for the day to day management of the classification process.

Summary of Classification Services

In 2013-2014 the Classification Board made decisions on:

- 230 publications
- 557 films for public exhibition
- 2,821 films (DVDs or Blu-rays) for sale or hire
- 458 computer games
- 30 Australian Communications and Media Authority internet referrals
- 78 enforcement referrals, including police, Department of Fair Trading and Customs Service referrals.

It should be noted that the classification of cinema release feature films typically represents only approximately ten per cent of decisions made by the Board. A proportion of the product classified by the Board is aimed at the 'Adult' market. Additional information on the range of classification services is contained in the Board's Annual Report.

Information on Applications

This package includes the selection criteria against which applicants will be assessed for the position. The most important feature of your application is the way in which you highlight how you are able to meet these criteria.

Your application should include a statement addressing each of the criteria, explaining how your experience, skills, abilities and personal qualities relate to the position.

You should use specific examples of work you have done, describing how you have contributed to a process or an outcome, and how this relates to the criterion you are addressing. It is important that your statement be comprehensive but succinct, and not exceed one page for each criterion.

Your application must include:

- a statement of claims against the selection criteria;
- a resume; and
- · contact details of two referees.

Statements of claim against selection criteria are to be no more than five pages long.

An application cover sheet is enclosed with this pack (see page 6). This cover sheet must be included with your application. You will need to submit your application via email.

As your application is likely to be one of many, it needs to be clear, concise and address the specific requirements of the position.

You may include scanned copies of any documentation you wish to bring to the selection panel's attention. If all required documentation is not submitted, your application may not be considered.

Applications should be emailed to:

board.recruitment@classification.gov.au

The closing date for applications is COB Friday 28 November 2014.

Should you wish to seek any further information or to discuss the position once you have read the Information Pack, you may contact the Classification Branch of the Commonwealth Attorney-General's Department on **(02) 9289 7100.**

The Selection Process

The selection process for Classification Board members is merit based. The process comprises the consideration and relative assessment of all applications against the selection criteria and the assessment of short-listed applicants at interview. Preferred candidates will also be asked to participate in an experiential session where they will be observed working with others in classification related discussion across a range of material including the more confronting or offensive material handled by the Board. The experiential session will also allow applicants to assess their own interest in carrying out the work of the Board.

The selection process will comprise multi-stage assessment of applicants by a panel comprising senior representatives of Australian and State and Territory government agencies. It is anticipated that the selection process will extend over many months. Receipt of all applications will be acknowledged and applicants will be advised as soon as the status of their application formally changes. **No additional information will be available other than at these stages.**

Terms and Conditions

The fixed term of appointment for the position of Member will be for an initial period of up to five years, most commonly for a three year term. Members may be eligible for reappointment at the end of their appointment to a statutory maximum of seven years.

Remuneration and allowances for all Board Members including the Director are determined by the Australian Government Remuneration Tribunal. A total remuneration package of \$128,000 pa, including base salary of \$110,080 pa, is payable. Assistance with reasonable relocation costs to Sydney is available to successful interstate or regional applicants.

Candidates relocating to Sydney to take up the position may be eligible for rental assistance.

Position Requirements:

Applicants must demonstrate an ability to identify, assess and represent community standards, exercise good judgment, make objective decisions independent of personal views and have an understanding of the classification process undertaken on behalf of the community.

Members are exposed to a wide range of material, including material that is sometimes confronting and offensive. Board members must possess maturity and balance and the ability to cope with viewing such material.

Applicants are required to have good written and oral communication skills, general computer literacy and must be able to work effectively in a small team.

Applicants may be the subject of criminal history and personal insolvency checks.

Selection criteria:

Your application should include a statement addressing each of the criteria, explaining how your experience, skills, abilities and personal qualities relate to the position.

The selection criteria for Board Members:

- i. demonstrated involvement in the community and the ability to reflect broad community standards
- ii. understanding of the classifications and their value in the community and the capacity to understand the classification process
- iii. good judgement and the ability to make objective decisions independent of personal views
- iv. maturity and balance and the ability to apply reason, common sense and sensitivity when assessing a wide variety of material
- v. demonstrated oral and written communication skills and the ability to debate difficult issues within the decision making process
- vi. the ability to work intensively and under pressure as part of a small team, and
- vii. demonstrated general computer skills including competence with Microsoft Office applications and email, or the ability to rapidly develop such skills.

Note: No formal qualifications are required. Experience with children, whether as a parent or through former work experience, will be highly regarded.



Board Member Application Cover Sheet

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	Family name						Postnomina	ıls	
Address									
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Other information	Gender	· · · · · · · · · · · · · · · · · · ·		Citizenship	,				
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Current position/s									
Qualifications									
How did you hear about this position?	Newspaper	r 🗌	seek.com	.au □	apsjo	bs.gov.	.au: □	Othe	er 🗌