

## Expressions of Interest

### PFAS Williamtown Working Group

The Australian Government, in cooperation with the New South Wales Government, invites expressions of interest from members of the Williamtown community to represent community perspectives in a PFAS Williamtown Working Group.

The PFAS Williamtown Working Group will include membership from all levels of government, including the Commonwealth, New South Wales and Port Stephens Council, as well as community and First Nations representatives.

The PFAS Williamtown Working Group will pilot initiatives to strengthen and improve the coordination of the per- and poly-fluoroalkyl substance (PFAS) response. Initial work will include to improve the coordination and management of the local drainage network surrounding the RAAF Base Williamtown and to enhance the availability of credible, relevant and up-to-date information on the impacts of PFAS contamination.

The PFAS National Coordinating Body will select Williamtown Working Group members to achieve a balance of expertise, experience, gender and cultural diversity. Members must maintain a high standard of probity and personal integrity.

### Terms of Reference

On 5 December 2024, the Australian Government released the Government response to the *Independent Review of land uses around key Defence bases impacted by PFAS contamination* (the Review). The Government agreed in-principle to establish a Williamtown Working Group focusing on PFAS risk management and advancing practical actions at a local level.

The Williamtown Working Group will be overseen by the PFAS National Coordinating Body. The PFAS National Coordinating Body will have the oversight from the Assistant Minister for Defence, the Hon Peter Khalil MP, together with the NSW Minister for the Environment and Heritage, the Hon Penny Sharpe, MLC.

### Commitment

The Williamtown Working Group will meet every 6 weeks, or as required, for up to 12 months from commencement. Meetings will be held virtually, or face to face as required.

Members will be expected to undertake some pre-reading of meeting papers prior to meetings and some additional work out-of-session from time to time. The Chair will delegate work to members in accordance with expertise, capacity and interest, with a view to maintaining fair and equitable workloads across the membership.

Williamtown Working Group community membership will be on a voluntary basis.

The privacy notice can be found at *Attachment A*.

## How to submit an Expression of Interest

### How to complete and submit your EOI via email

1. Save the Expression of Interest (EOI) form to your computer
2. Open the form and complete all sections
3. Save the completed form to your computer
4. Attach the completed form and any supporting documents to an email and send it to [pfas.secretariat@defence.gov.au](mailto:pfas.secretariat@defence.gov.au).

### If you want to post your application

You can print the EOI form, complete it by hand and mail with supporting documents to:

PFASIM Branch  
PO Box 7923  
Canberra ACT 2609

## Selection

The PFAS National Coordinating Body will agree the membership of the PFAS Williamtown Working Group, in consultation with the Assistant Minister for Defence, the Hon Peter Khalil MP, together with the NSW Minister for the Environment and Heritage, the Hon Penny Sharpe, MLC.

Each community member of the PFAS Williamtown Working Group is to be a person who, in the opinion of the National Coordinating Body, can demonstrate ability against the following criteria:

- a strong connection with the Williamtown community and / or the interest group they seek to represent
- the skills to represent that group in a collegiate and objective manner
- the capacity to take into consideration the views of other people / groups
- an apolitical approach to support both the Williamtown Working Group and the community
- commitment to the purpose of the Williamtown Working Group
- willingness to adhere to confidentiality, declare and manage conflicts of interest, and comply with the governance protocols of the Williamtown Working Group.

## Closing date

The closing date for Expressions of Interest to the Williamtown Working Group is 3 October 2025.

## EXPRESSION OF INTEREST FORM

### WILLIAMTOWN WORKING GROUP

#### Personal and contact information

Full name	
Gender <i>(male, female, prefer not to say)</i>	
Residential or commercial address <i>(property owner)</i>	
Do you identify as Aboriginal or Torres Strait Islander (Y/N/Prefer not to say)	
Phone / mobile	
Email	
Referee full name and contact details <i>(who can verify and support your application)</i>	1)
	2)

## Eligibility

Briefly outline your suitability to be a member in relation to the criteria  
*(no more than 500 words in total)*

## Attachment A - Privacy notice

The Department of Defence (Defence) must comply with the Australian Privacy Principles (APPs) contained in the *Privacy Act 1988*, which govern the handling of personal information (including sensitive information). The following privacy statement is provided in accordance with APP 5.

### ***Australian Privacy Principle 5 – Notification of the collection of personal information***

Information you provide may include personal information about you. The following information is to notify you of the matters outlined in Australian Privacy Principle 5.

### Purpose of collecting personal information

The purpose of collecting this information is to support the establishment of the PFAS Williamtown Working Group. As part of the submission process the following personal information may have been captured:

- Your name
- Contact details (email, address, phone number)
- Any other personal information that you included in the contents of your application

### Authority to collect personal information

Personal information in relation to this submission is collected in accordance with Defence's authority to manage PFAS moving forward.

It was voluntary for you to be involved in this process, and you could choose not to provide any information, or a submission, as part of this EOI process.

### Consequences if personal information is not collected

It was voluntary for you to be involved in this EOI process and you could choose to not provide any personal information. Similarly, it was open for you to use a pseudonym as part of this submission process.

### Disclosure of personal information to other entities

Defence may disclose your personal information in the submissions to the Defence Ministers, the NSW Minister for the Environment and Heritage and members of the PFAS National Coordinating Body. Defence will only disclose personal information where you provide consent for your personal information (name and contact details) to be included. Any other use or disclosure of this personal information will only occur in accordance with the Privacy Act.

Once the EOI selection process occurs, Defence will no longer be able to monitor any use or further disclosure of this information.

Any information you provide will be stored securely in accordance with the Defence Privacy Policy. Only Government officials with a need to know the material for the purposes of consultation or management of Defence's records will be able to access your personal information.

## Further information

Defence's privacy policy is available on the Defence website at [www.defence.gov.au/privacy](http://www.defence.gov.au/privacy). The privacy policy contains information about:

- how you may access personal information about you that is held by Defence, and seek the correction of that information
- how you may complain about any breach of the Australian Privacy Principles, and how Defence will deal with such a complaint.

Should you seek further information, or wish to lodge a complaint, about Defence's management of your personal information, please contact Defence Privacy at [defence.privacy@defence.gov.au](mailto:defence.privacy@defence.gov.au).