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**Australian Government**  
**Department of Health,  
 Disability and Ageing**

Media Release + TPs

MB25-002893

Date sent to MO: 20 February 2026

**Attachment A**

|                              |                                                                                                                       |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Minister</b>              | Senator The Hon Jenny McAllister                                                                                      |
| <b>PDR Number</b>            | <b>MB25-02893</b>                                                                                                     |
| <b>Initiator</b>             | s47F                                                                                                                  |
| <b>Headline</b>              | <b>Insights from disability community to drive Australia's Disability Strategy forward</b>                            |
| <b>Financial Information</b> | Financial information referred to in content<br>N/A                                                                   |
| <b>Contact Officer</b>       | Jodi Cassar PSM<br>Assistant Secretary, Australia's Disability Strategy Branch<br>Ph: (02) 7232 5457<br>Mobile: s47F  |
| <b>Clearance Officer</b>     | Genevieve Quilty<br>First Assistant Secretary<br>Disability Strategy, Supports and Inclusion Division<br>Mobile: s47F |
| <b>Division/Branch</b>       | Disability Strategy, Supports and Inclusion Division   Australia's Disability Strategy Branch                         |

|                       |                                                                                                   |
|-----------------------|---------------------------------------------------------------------------------------------------|
| Adviser/DLO comments: | Returned to Dept for:<br><br>REDRAFT <input type="checkbox"/><br><br>NFA <input type="checkbox"/> |
|-----------------------|---------------------------------------------------------------------------------------------------|

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**SENATOR JENNY MCALLISTER**  
MINISTER FOR THE NATIONAL DISABILITY INSURANCE SCHEME

## **MEDIA RELEASE**

### **DRAFT MEDIA RELEASE**

#### **NEW MEMBERS TO CONTINUE TO DRIVE AUSTRALIA'S DISABILITY STRATEGY FORWARD**

The Australian Government has announced seven new appointments to *Australia's Disability Strategy 2021-2031* Advisory Council, to continue driving the Strategy's reforms.

The mix of disability and health professionals, policy experts, advocates and community members bring a wealth of lived experience and knowledge that will enable work under the Strategy to continue to be guided by people with disability.

Created in 2021, the Advisory Council plays a key role in implementing the Strategy, providing independent advice to the Disability Reform Ministerial Council on its progress.

The Council also provides advice on key reform areas, including inclusive education, health, employment, housing and community participation.

Chaired by Jane Spring AM, the Council consists of five core members, who are all people with disability, and four state and territory disability council representatives, appointed on a rolling basis.

The new core members are:

- Ebe Ganon
- Sara Shams

The new state and territory representatives are:

- Kelly Brown (ACT)
- Rachel Watson (QLD)
- Chris Symonds (TAS)
- Ellie Moir (WA).

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The appointment of new state and territory representatives to the Council is vital to the inclusion of the grass-roots voices of people working closely with, and in, state and territory disability communities across Australia.

Dr Nicholas Hartland PSM has also been appointed to the Council as a special advisor and brings with him decades of experience working in government.

The Advisory Council is scheduled to hold its first 2026 meeting on 17 March.

For more information on the Advisory Council and its members, visit the [Disability Gateway website](#).

s47C

**MONDAY, 23 MARCH 2026**

**MEDIA CONTACT:**

**Leon Fry-Kontaxis: 0417 962 370**

s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Thursday, 9 October 2025 3:29 PM  
**To:** s47E(c), s47F  
**Subject:** RE: MS25-001190 - Attachments [SEC=OFFICIAL]

Thank you.

Bio's look great.

As we discussed, can you please start drafting the following attachments (don't add to pdms until s47E(c), s47F advises he is happy with this approach):

- A:** Letter of appointment to s22 . - see D24/1663805
- B:** Letter of Acknowledgement to s22 . -see D25/901791
- C:** Letter of appointment to Dr Nicholas Hartland PSM. - D25/901792
- D:** Candidate Biographies.
- E:** Letter of appointment to s22 . - see D25/901792
- F:** Letter of appointment to s22 .
- G:** Letter of appointment to s22 .
- H:** Membership criteria - Terms of Reference Australia's Disability Strategy Advisory Council Endorsed by the Disability Reform Ministerial Council on 21 February 2025. - emailed to you 9/10.

---

**From:** s47E(c), s47F  
**Sent:** Thursday, 9 October 2025 1:17 PM  
**To:** s47E(c), s47F  
**Subject:** RE: MS25-001190 - Attachments [SEC=OFFICIAL]

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Hi s47E(c), s47F

I have made a few small edits to your draft brief attached. Mainly formatting of dot points , not in track sorry.

I have compiled the bios for the candidates into attachment A for your review

I also made edits to the brief in PDMS. I have reassigned that back you.

If using assistive software, the message ends here. Email signature below.

s47E(c), s47F

Australia's Disability Strategy Branch

Disability Reforms & Royal Commission Division | Disability and Carers Group  
 Australian Government Department of Health, Disability and Ageing  
 E: s47E(c), s47F @health.gov.au  
 This email comes to you from Turrbal and Jagera Country

*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continued connection to land, sea and community. We pay our respects to their cultures, and to all Elders both past and present.*

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**From:** s47E(c), s47F @Health.gov.au>  
**Sent:** Thursday, 9 October 2025 8:18 AM  
**To:** s47E(c), s47F @Health.gov.au>  
**Subject:** MS25-001190 - Attachments [SEC=OFFICIAL]

UNOFFICIAL

Hi

Can you please work on Att A and Att B for the brief – **MS25-001190?**

I have copied the member criteria from the TORS which will form Att B – see attached.

Not sure if we add Dr Hartland PSM info to Att A or leave dets in the brief.

Thanks

If you are using a screen reader, this email stops here and it is my signature block below.

s47E(c), s47F

**Assistant Director**  
**Australia's Disability Strategy Branch**

Disability Reforms and Royal Commission Division | Disability and Carers Group  
 Australian Government Department of Health, Disability and Ageing  
 E: s47E(c), s47F @health.gov.au

This email comes to you from Ngunnawal Country  
 Location: Aviation House, ACT

*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

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**Attachment A****Candidate Biographies****Core Member**

s22

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the Freedom Of Information Act 1982 by  
the Department of Health, Disability and Ageing

s22

### Special Advisor

#### Dr Nicholas Hartland PSM

Dr Nicholas Hartland PSM is a highly respected former Commonwealth public servant with a distinguished career spanning health, ageing, disability, and social policy. He has held senior executive roles within the Department of Health and Aged Care, including as First Assistant Secretary in the Ageing and Aged Group, where he was responsible for aged care funding reform, the Support at Home program, and health economics.

Dr Hartland played a key role in major national reforms, including the design and implementation of the National Disability Insurance Scheme (NDIS) aged care funding reform, and improvements to income support systems such as the Age Pension and Disability Support Pension.

Dr Hartland holds a PhD in Criminology from the University of Melbourne and a Bachelor's degree in Political Science. Dr Hartland was awarded the Public Service Medal for his outstanding contributions to social policy, particularly in the establishment of the NDIS and pension reform.

Since retiring from the Australian Public Service, Dr Hartland has continued to contribute thought leadership to the aged care and disability sectors through advisory roles and public speaking engagements.

Dr Hartland's extensive policy expertise, cross-sectoral insight, and deep understanding of how social and disability systems interact would provide the Advisory Council with a strong policy foundation and valuable strategic perspective.



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# Appointment Announcement Checklist

Responsible Department: Department of Health, Disability and Ageing

Official Contact name: Dr Nicholas Hartland PSM

Phone number: s47F

Email: s47F

Date of submission to MO: 09/12/2025

## Description of Appointment

Title: Australia's Disability Strategy Advisory Council

Type of appointment:

Position / board: Special Advisor

Full-time / part-time: Part-time

Appointment / reappointment / acting appointment: Appointment

Commencement date (dd/mm/yyyy): s47E(d)

End date (dd/mm/yyyy): s47E(d)

## Type of Approval Required

|                            |     |                                     |    |                                     |       |            |
|----------------------------|-----|-------------------------------------|----|-------------------------------------|-------|------------|
| Minister:                  | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            | Date: | 29/01/2026 |
| Prime Minister or Cabinet: | Yes | <input type="checkbox"/>            | No | <input checked="" type="checkbox"/> | Date: |            |
| Executive Council:         | Yes | <input type="checkbox"/>            | No | <input checked="" type="checkbox"/> | Date: |            |
| Governor-General:          | Yes | <input type="checkbox"/>            | No | <input checked="" type="checkbox"/> | Date: |            |

## Authority

Legislative reference/authority for the appointment: Non statutory Ministerial Appointment

Who appoints:

Minister / Governor-General: Minister

## Announcement

Is an early announcement ahead of Executive Council required:

Yes No

Has approval for early announcement\* been granted by the Governor-General:

Yes No

Draft Release attached:

Yes No

\*Agreement for an early announcement may be arranged via the Exco Secretariat ([exco@pmc.gov.au](mailto:exco@pmc.gov.au)).

The relevant Department must seek agreement at least 48 hours prior to any announcement being made.

## Comments

This document has been released under the Freedom Of Information Act 1982 by the Department of Health, Disability and Ageing



# Terms of Reference

## *Australia's Disability Strategy Advisory Council*

Endorsed by the Disability Reform Ministerial Council on  
21 February 2025

### **Department of Social Services**

Australia's Disability Strategy Advisory Council Secretariat  
Email: [ADSAdvisoryCouncil@dss.gov.au](mailto:ADSAdvisoryCouncil@dss.gov.au)

# Terms of Reference

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the Freedom Of Information Act 1982 by  
the Department of Health, Disability and Ageing

## 1 Definitions

In these Terms of Reference unless the contrary intention appears:

**ADS** means Australia's Disability Strategy 2021-2031.

**Council** means the ADS Advisory Council.

**Chair** means the Council member appointed as the chair of the Council.

**Department** means the Department of Social Services.

**Minister** means the Australian Government Minister for Social Services (Disability Portfolio).

**Secretariat** means the Council Secretariat.

## 2 Purpose and status of Terms of Reference

### 2.1 Purpose of Terms of Reference

These Terms of Reference set out the objectives and operational arrangements of the Council and the responsibilities of those associated with the Council.

These Terms of Reference should be read in conjunction with the following relevant ADS documents, available on public web pages:

- [The Strategy and supporting documents](#)
- [ADS Engagement Plan](#)
- [ADS Roadmap](#)
- [ADS Advisory Council](#)
- [Disability Reform Ministerial Council Communiques](#)

Further information on ADS is [available on ADS Hub](#).

### 2.2 Status of Terms of Reference

These Terms of Reference will be binding on all Council members once they are considered and endorsed by the Disability Reform Ministerial Council.

### 2.3 Review of Terms of Reference

A review of the Terms of Reference is to be undertaken annually. The Department will work together with the Chair and, if required, make any amendments to the Terms of Reference to ensure they remain consistent with the functions of the Council and ADS.

Disability Ministers can also initiate changes to the Terms of Reference, ahead of any change occurring, there will be discussions with the Chair.

The outcomes of the annual review of the Terms of Reference will be provided to Disability Ministers for endorsement. Between annual reviews, the Chair is empowered to approve administrative changes to the Terms of Reference to ensure they remain current and appropriate.

As part of its review of the Terms of Reference, the Council will assess whether its membership adequately reflects people with disability in Australia, including intersectional representation consistent with sector practice. This recognises that a person or group of people can be affected by multiple forms of discrimination and disadvantage due to their race, sex, gender identity, sexual orientation, impairment, class, religion, age, social origin and other identity markers.

The Minister will be advised potential changes in membership composition, are recommended by the department, seeking agreement to make changes to the membership of the Council in response to this advice.

The review will also seek the views of the Chair to consider the level of support provided to the Council in order for it to fulfill its purpose and role.

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### **3 Establishment, role and responsibilities of the Council**

#### **3.1 Establishment of the Council**

ADS is Australia's national disability policy framework. It sets a vision for an inclusive Australian society that ensures people with disability can fulfil their potential, as equal members of the community. It also plays an important role in protecting, promoting and realising the human rights of people with disability, consistent with Australia's commitment under the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD).

The governance model for ADS includes three main components, being sources of information and advice, decision making and coordination.

The Council provides periodic advice to Disability Ministers so that people with disability have a direct line of advice to decision makers on matters related to the implementation of ADS.

#### **3.2 Purpose and role of the Council**

The Council's key purpose is to provide high-level independent advice to the Australian, state and territory Disability Ministers and governments (including local governments) on the implementation, monitoring, and evaluation of ADS, as outlined in the Council Work Plan. This includes consideration of:

- (a) Policy priorities
- (b) Targeted Action Plans (TAPs);
- (c) Associated Plans;
- (d) The Outcomes Framework;
- (e) Periodic ADS progress/implementation reports; and
- (f) Any significant reviews or reports impacting the disability community.

The Council may discuss and raise emerging issues from the broader disability community. These will be captured in the Council's [communiqué](#). The [communiqué](#) is distributed to a number of governance groups for information.

The Council may prepare submissions on individual issues and shared with the relevant government/s for their consideration, via the Secretariat.

The Council may be requested from time to time to participate in community events or activities to support awareness raising of ADS within the broader community.

The Council may be engaged by governments as an input for reporting on Australia's obligations under the UNCRPD.

### **3.2.1 Matters to be considered in undertaking its purpose and role**

In undertaking its role, the Council may identify and engage with a range of stakeholders to inform its work. Where possible, the Council will ensure that the voices, views, and experiences of people with disability are prioritised in its work.

The Council recognises the critical importance of ensuring its work is undertaken within an intersectional human rights approach, consistent with the approach set out in ADS and international human rights obligations, so that initiatives endeavour to create a more equal society for people with disability. In this context, the Council may from time to time also seek views from the Disability Discrimination Commissioner on the Australian Human Rights Commission and on key initiatives as part of their work, where appropriate.

Prior to providing advice concerning an individual state or territory government, the Council will discuss the issue with the relevant state or territory Disability Minister and disability advisory council (if one is in place). This will ensure jurisdictional knowledge on an issue is incorporated in the Council's advice to governments.

### **3.3 Nature of Council advice**

The Council will provide independent advice on the implementation of ADS to Commonwealth and state and territory governments but will not have a formal decision-making role.

The advice of the Council will take two forms:

- a) Formal advice: that sets out in the Council's annual Work Plan as endorsed by Australian, state and territory Disability Ministers, or as requested by Disability Ministers.
- b) Informal advice/ feedback: this advice will be provided in the Council's formal meetings by Council members and reflected in the meeting communique or Council briefing/submissions.

Formal advice will generally be in writing and may be accompanied by relevant documents as attachments. All formal advice will be approved by the Chair on behalf of the Council and may contain recommendations to Commonwealth, state and territory or local governments, Australian, state and territory Disability Ministers and submissions to other disability initiatives.

Advice is drafted by the Secretariat on behalf of the Council, and members provide feedback and recommendations, and the advice, whether formal or informal, is approved by the Chair once finalised.

### **3.4 Council sub-groups**

Where required, with the Chair's approval, the Council may establish sub-groups dedicated to particular tasks to assist with the performance of the Council's role.

Up to three sub-groups may be in operation at one time. These may include, for example:

- Time-limited thematic advisory groups.
- Advisory groups to address any significant reviews or reports impacting the disability community, such as the review of ADS, Disability Royal Commission or NDIS Review.
- Advisory groups to align with the TAPs.

Sub-group members will be determined by the Chair in agreement with Council members and the Minister. The terms of reference for sub-groups will be agreed by the Chair and formally recorded in the Council meeting communiques. Sub-groups are accountable to, and will report to, the Council.

Sub-groups are to be made up of Council members, with the Chair's agreement. As members are already appointed to the Council, they do not require Ministerial agreement.

N.B. The regular meetings between jurisdictional disability advisory body chairs and/or deputy chairs is not a sub-group of the Council and exists for the purpose of information sharing only. While the Secretariat additionally provides secretariat services for Jurisdictional Disability Advisory Leads meetings, these are not a formal sub-group of the Council.

## 4 Council composition

### 4.1 Appointment of Council members

Appointment of all Council members will be undertaken by the Minister, with relevant criteria set out in section 4.1.1.

In respect of the Chair and Core members, the Minister may determine the most appropriate process for considering potential members, taking into account appropriate transparency and probity concerns, and the need for the Council to have an appropriate mix of professional backgrounds and skills (see also section 2.3).

In respect of State and Territory Representative members, state and territory governments play a nominating role.

Special Advisors will participate in Council meetings and contribute to Council's advice to Ministers and governments. The appointment of Special Advisors may be delegated to relevant officials.

#### 4.1.1 Criteria of appointment

Members of the Council must meet the below criteria:

| Member type                                 | Criteria                                                                                                                                                                                                                                                                                          |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chair (also considered to be a Core member) | <p>Must be a person with disability who may represent one or more of the following cohorts:</p> <ul style="list-style-type: none"> <li>• Women with disability</li> <li>• First Nations people with disability</li> <li>• Culturally and Linguistically Diverse people with disability</li> </ul> |

| Member type                                                         | Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Core member<br>(up to six<br>inclusive of the<br>Chair)             | <ul style="list-style-type: none"> <li>• Young people with disability</li> <li>• People with remote or thin market expertise.</li> </ul> <p>Must be a person with disability who may also represent one or more of the following cohorts:</p> <ul style="list-style-type: none"> <li>• Women with disability (with a substantial proportion of members being women)</li> <li>• First Nations People with disability</li> <li>• Culturally and Linguistically Diverse people with disability</li> <li>• Young people with disability</li> <li>• LGBTQI+ people with disability</li> <li>• People with remote or thin market expertise</li> </ul> <p>Core members are also recognised for their interest and championing of individual issues faced by the disability community including conflict resolution, trauma informed practice and cultural safety.</p> |
| State and<br>Territory<br>Representative<br>members<br>(up to four) | <p>State and territory Ministers are invited to nominate two current members of the relevant jurisdictional disability advisory council to be considered / appointed by the Minister with responsibility of disability. They must:</p> <ul style="list-style-type: none"> <li>• be people with disability; and/or</li> <li>• have personal, lived experience, of challenges faced by the disability community; and/or</li> <li>• be a member of a state or territory Disability Advisory Council or equivalent.</li> </ul>                                                                                                                                                                                                                                                                                                                                     |
| Special<br>Advisors (up to<br>two members)                          | <p>Selected due to their government experience and/or background in the disability sector, Special Advisors support the work of the Council members by advising on government relations and relevant policy, enabling the Council to better shape and target its advice to governments.</p> <p>They will have lived experience or expertise in matters relating to the disability community.</p> <p>Special Advisors are selected to support Council members by advising on how the Council can engage effectively with government, relevant sectoral bodies and/or service providers. This may include building members' understanding of government practices and processes and identifying opportunities to engage and influence.</p>                                                                                                                       |

The criteria listed above outline a number of cohorts relevant to people with lived experience of disability. It is acknowledged that a single Council member may represent one or more of these cohorts.

All Council members must reside in Australia.

#### 4.1.2 Eligibility of appointment

If a candidate is a Commonwealth, state, territory or local government public servant with policymaking or funding responsibilities, they may not be eligible to become a Core member, Chair, or eligible to be nominated by a state or territory Minister as a state or territory representative. The department will provide recommendations to the Minister on potential conflict of interest matters.

#### 4.1.3 Acknowledgements in relation to appointment of Council members

The Australian Government acknowledges that:

- a) Core members are recognised to possess a wide range of skills, expertise and experience; a sound understanding of disability-related issues; and in their application as a Core member are required to demonstrate their understanding of the social and human rights models of disability.
- b) Council members will often have roles outside of the Council working with people with disability and may discuss issues relating to people with disability in the media and public forums, which is non-confidential in nature, and which is not representative of the Council.

## 4.2 Term

The Council will operate for the term of ADS, i.e. 2021-2031. A person appointed as a Council member holds the position for a term specified as below.

| Member type                                             | Term                  | Term extension                                                |
|---------------------------------------------------------|-----------------------|---------------------------------------------------------------|
| Chair (also considered as a Core member)                | 3 years               | Possible up to 12-month extension                             |
| Core member<br>(up to 6 inclusive of the Chair)         | 3 years               | Possible up to 12-month extension                             |
| State and Territory Representative members<br>(up to 4) | 18 months             | Possible up to 6 months to support transition to new members* |
| Special Advisors<br>(up to 2)                           | Not more than 2 years | Possible up to 2-year extension                               |

\*These are rotating roles that change jurisdictions every 18 months.

The membership term is set out in the letter of acceptance, signed by the member. When an opportunity for extension is available, within the maximum terms set out in the above table, the Minister is responsible for approving the extension.

### 4.3 Council size and composition

The Council consists of up to twelve members who are appointed by the Minister, including:

- (a) up to six Core members (inclusive of the Chair);
- (b) four State and Territory Representative members; and
- (c) up to two Special Advisors.

### 4.4 Role of the Chair

The Chair has a key role in ensuring the Council effectively fulfills its purpose. The Chair will be responsible for:

- (a) being the primary point of contact between the Council and the Secretariat;
- (b) providing advice to Disability Reform Ministerial Council on the implementation of ADS;
- (c) representing the Council at public events;
- (d) ensuring the Council adheres to the Terms of Reference;
- (e) preparing the agenda for meetings in consultation with the Secretariat;
- (f) convening Council meetings, including the number, time and place;
- (g) ensuring that adequate time is allowed for the discussion of agenda items and opportunity is available for the contribution of all members; and
- (h) verifying the accuracy of minutes prior to publication and distribution.

Where a member has missed three consecutive meetings without reasonable excuse, it will be at the discretion of the Chair to decide whether to recommend to the Minister that the individual's membership be terminated and to seek a replacement member as per section 15.2(d).

## 5 Council meetings

### 5.1 Convening meetings

The Council holds meetings as necessary for the efficient performance of its functions. They are to be held at times and places determined by the Secretariat, in agreement with the Chair.

The Chair must convene at least three meetings per calendar year.

Additional meetings of the Council, or a sub-group of the Council, may be held outside of the scheduled meetings. This includes out of session meetings or briefings to assist with providing formal or informal advice to the government following consultation with the Chair.

Council meetings will usually be held virtually (via video or teleconference) with no more than one face-to-face meeting per year (unless required).

Council members are expected to attend all meetings of the Council. Where members are unable to attend, they should provide reasonable notice of their absence as soon as possible to the Chair and Secretariat.

## **5.2 Presiding over meetings**

The Chair is to preside at all meetings at which they are present. If the Chair is absent from a meeting, the Chair will nominate a Council member to preside.

This nomination can be provided in advance, or on the meeting day. If the Chair is unable to nominate a Core member due to their absence, the Department can request a Core member to preside as Chair, in order for the meeting to occur.

The Chair can also nominate a member to attend on their behalf in representing the Council at public engagements, should the Chair be unable to attend.

## **5.3 Quorum**

A quorum of Council members must be present before a meeting can proceed. The Chair and at least half of the Council members must be present for a quorum.

The Chair and/or the Secretariat should be advised of a member's inability to attend as soon as is practical.

Any vacancy on the Council will not affect its power to function.

## **5.4 Papers and records**

The Secretariat will work with the Chair to set Council agendas.

The Council, assisted by the Secretariat, must keep the minutes of Council meetings and keep records of decisions made out of session.

Communiques will be developed for each formal meeting and will be published on the ADS webpages and shared with Australian, state, territory governments and representative bodies of local government for information.

## **5.5 Decision making**

The Council is to work within a model of consensus decision making. A question or resolution proposed or arising at a meeting is determined by a consensus between members and is approved by the Chair.

## **5.6 Proxies**

A Council member is not entitled to appoint a proxy or alternate.

## **5.7 Guest speakers, non-members and observers**

With the Chair's prior approval, and subject to invitation by the Chair, individuals and/or organisation representatives and/or other key stakeholders may be invited to attend a Council meeting to provide specific knowledge, expertise, and/or advice on particular issues.

Conflict of Interest Declarations and Deed of Confidentiality forms will be issued for invited guests, where appropriate. Guests invited to Council meetings, workshops, or other out-of-session activity will be informed of their responsibilities by the Secretariat and provided with appropriate information in writing. Any non-members who are present at a Council meeting may be required

to absent themselves during certain agenda items where a conflict of interest may arise.

## 6 Standards of conduct and duties

Council members must at all times:

- (a) perform their functions in accordance with all relevant laws (including work health and safety laws), these Terms of Reference and the terms of their appointment;
- (b) act in a collegiate, collaborative and respectful manner when discussing and resolving issues;
- (c) perform their functions with a reasonable degree of care and diligence;
- (d) perform their functions honestly, in good faith and for a proper purpose;
- (e) not improperly use their position or information obtained because of their role as a Council member:
  - (i) to gain, or seek to gain, a benefit or an advantage for themselves or any other person; or
  - (ii) to cause, or seek to cause, detriment to the Department, Commonwealth or any other person.
- (f) make reasonable enquiries if relying on information or advice provided by others; and
- (g) not engage in "corrupt conduct" as defined in section 8 of the *National Anti-Corruption Commission Act 2022* (Cth).

The Secretariat has developed a communications guide for members outlining their responsibilities when using social media. The Secretariat will conduct an annual review of Council photograph consent forms.

## 7 Remuneration

Sitting fees for Council members who are not employed by the Commonwealth, or a State or Territory Government will be paid by the Australian Government, using the rates set out in the most relevant Remuneration Tribunal Determination in respect of part time public offices, and as amended from time to time, as a guide.

For Council members who are employed by the Commonwealth or a State or Territory Government while they remain a Council member, there will be no remuneration for their appointment as a Council member.

Travel, accommodation and out of pocket expenses for all Council members will be met by the Australian Government using the rates outlined in the latest *Remuneration Tribunal (Official Travel) Determination*, as a guide.

Funding for support requirements and/or reasonable adjustments for Council members will be provided by the Australian Government on an as-needed basis as requested by them in writing.

The Secretariat will provide remuneration and travel guides to members and undertake an annual review of these guides.

## 8 Resources

### 8.1 Funding and allocation

The Australian Government will fund Council operations including establishment and maintenance of the Council and any sub-groups up to the level of the Council's annual allocation. Relevant officials in the Department will be responsible for authorising expenditure where appropriate.

A minimum of three meetings, including one face-to-face, are covered in the budget each financial year. The Secretariat will manage the budget and address queries from the Chair on decisions that are contingent on funding.

On occasion, with agreement of the Council Chair, the Department can fund independent experts to assist the Council, or commission relevant external research or activity, in support of the Council's purpose and role.

All decisions made in relation to the Council must consider cost implications to ensure the Council works within its annual budget and its operations are managed to stay within its allocation. All aspects of the Council's operations including meetings, sub-groups, travel, commissioning of advice and consultations must be within the Council's annual allocation, unless there is prior agreement to support specific Council activity through dedicated funding (for example, to fund Council engagement in relation to a project through the funding provided to the Department for that project).

The Department will maintain updates on expenditure against the allocation throughout the year.

### 8.2 The Council Secretariat

The Department will provide research and secretariat services for the Council. The Secretariat will assist the Council by:

- (a) liaising with the Chair to schedule meetings, establish and circulate agendas and papers, and follow up on agreed actions;
- (b) providing advice to Council members on procedures, practices and policy;
- (c) providing administrative, research and clerical support, including assisting the Council to maintain records of meetings and decisions;
- (d) preparing drafts of reports, Council papers, minutes and other documents as reasonably requested by the Chair;
- (e) consulting internally and externally in order to support the Council's role and purpose, including the engagement of any agreed external expertise, and managing Council correspondence and communication;
- (f) maintaining the Council's online presence, including the publication of key documents and the use of accessible formats;
- (g) managing the resources of the Council to enable their effective and efficient function;
- (h) maintaining a Declaration of Interests register;
- (i) ensuring all members are kept informed of issues and information relevant to the work of the Council;

- (j) arranging venues and catering for meetings (including travel and transport);
- (k) verifying and arranging payment of appropriate sitting fees, associated travel costs and reimbursement of eligible expenses;
- (l) providing any other assistance as reasonably required by the Council; and
- (m) undertaking its work in a timely and accessible manner, in support of Council members and agreed timeframes for meetings and other deliverables. The Secretariat will aim to circulate papers or relevant materials for at least seven days prior to a meeting or a deadline for feedback or comment.

---

## 9 Deliverables and intellectual property

### 9.1 Deliverables and expected outcomes

The Council will report to all Disability Ministers on the outcomes of the Council's work twice a year. This may include consideration of Council's advice, whether formal or informal.

The Council may be required to contribute to reporting processes under the ADS reporting framework including:

- Two yearly Implementation Reports
- Major Evaluation Reports
- Annual TAPs Reports

### 9.2 Intellectual property

Ownership of all Intellectual Property rights in all reports, deliverables or other material created by the Council and its members in the course of or connection with the work of the Council will vest immediately on their creation in the Commonwealth.

For the purposes of this clause, **intellectual property** includes any:

- (a) copyright;
- (b) design, patent, trademark, semiconductor, circuit layout or plant breeder rights (whether registered, unregistered or applied for);
- (c) trade business, company or domain name;
- (d) know-how, inventions, process or confidential information whether in writing or recorded in any form; and
- (e) any other proprietary or personal rights, or licence, arising from intellectual activity in the business, industrial, scientific or artistic fields.

---

## 10 Conflicts of interest

Members of the Council must comply with the Conflict of Interest Declaration and Undertaking entered into upon their appointment. Council members will be required to inform the Secretariat of any conflicts of interest that may arise from their appointment to the Council.

Under the Conflict of Interest Declaration and Undertaking, Council members have (among other things) an ongoing obligation to disclose all interests, pecuniary or otherwise, that may affect the impartial performance of their functions.

Council members should make this disclosure to the Chair and Secretariat of any actual or perceived conflicts of interest during their tenure and in relation to particular discussions at individual meetings of the Council or any sub-group that is established.

The Secretariat will maintain an up-to-date register of any conflicts of interest. The Secretariat will conduct a conflict of interest review on an annual basis to determine potential preclusions from representation on the Council.

---

## 11 Confidentiality

Council members may receive confidential material that has privacy or security implications. In general, Council members are also supplied with information regarding government considerations, to support the Council's role advising on ADS implementation.

Members must comply with the Confidentiality Deed entered into upon their appointment. Members have a responsibility to maintain confidentiality of all information that is not in the public domain, including but not limited to deliberations of the Council.

Council members may seek advice from the Secretariat where they have queries about confidential information and circumstances in which it may be shared beyond the Council.

---

## 12 Privacy

As part of the Council's function and roles outlined in clause 3, the Council may have access to personal information as defined in the *Privacy Act 1988* (Cth) (**Privacy Act**).

As set out in the Confidentiality Deed entered into on their appointment, Council members must abide by the provisions of the Privacy Act, including the Australian Privacy Principles set out in the Privacy Act. A Council member must not do an act, or engage in a practice, which would breach an Australian Privacy Principle if done or engaged in by the Department.

The Australian Privacy Principles are available on the Australian Government [Office of the Australian Information Commissioner website](#).

Council member personal information that is shared with the department for administrative purposes will be handled in accordance with the [privacy collection notice](#) and with our [Privacy Policy | Department of Social Services](#).

The Secretariat may share members personal information with:

- Disability Reform Ministers (Commonwealth and state and territory);
- Australian, state, territory and local government officials;
- Guests to Council meetings, such as other disability community stakeholders;
- Other government advisory bodies (whether Commonwealth, state or territory), where in alignment of advice and work;

- The public, through publication of biographies and other relevant material such as Annual Reports on relevant ADS webpages and other governmental websites.

The Secretariat will contact members annually to ensure currency of contact details (for internal department use), and review member biographies for publication on relevant ADS webpages.

---

## 13 Reporting

### 13.1 Annual report

The Council will provide Disability Ministers, through the relevant Commonwealth Minister, with an Annual Report on the outcomes of the Council's work by 30 March each year.

The Council will report on its Work Plan and activities in such a way as to enable outcomes of its work to be assessed by Disability Ministers. The report or a summary will be published on the Council's pages on ADS Hub after consultation and agreement by all Disability Ministers.

### 13.2 Public reporting

The Council has an online presence with dedicated web pages currently on the ADS Hub on the [Disability Gateway, which includes Council member names, photos and biographies](#).

An outline of non-confidential matters discussed at each Council meeting will be agreed by Council Chair and Secretariat. This outline will be published as a communique as soon as possible following the meeting and made available in accessible formats on the Council's web pages as soon as practical.

The advice of the Council, as well as relevant submissions or feedback, may also be published on the Council's web pages following consideration by the Chair and in consultation with the Minister.

---

## 14 Resignation and termination

### 14.1 Resignation of members

Council members may resign from the Council at any time by providing written notice to the Chair and/or Secretariat stating the intention to resign.

The letter must be presented at least two weeks prior to the date of resignation (unless there are exceptional circumstances). The Minister will consider appointments to vacancies, as appropriate, in consultation with the Chair and Council members.

### 14.2 Termination of members

The Minister may, in agreement with the relevant state or territory Minister (where a state or territory representative is involved), without cause, terminate the term of a Council member by providing written notice to the member and the Chair.

Termination will take effect on the date stated in the letter.

The Minister may terminate the appointment of a member:

- (a) if in the Chair's opinion, the member has not met the Council members' standards of conduct and duties in clause 6;
- (b) where further consideration of Council membership is required, to ensure the Council appropriately reflects the lived experience of people with disability in Australia;
- (c) if the member is unable to perform the duties of their office because of physical or mental incapacity;
- (d) if the member:
  - (i) becomes bankrupt; or
  - (ii) takes steps to take the benefit of any law for the relief of bankrupt or insolvent debtors; or
  - (iii) compounds with one or more of their creditors; or
  - (iv) makes an assignment of their remuneration for the benefit of one or more of their creditors.
- (e) if the member is absent, except on leave of absence, from three consecutive meetings of the Council; or
- (f) if the member engages in paid work that, in the Minister's opinion, conflicts or may conflict with the proper performance of their duties.

Following the termination of a member, the Minister will:

- (a) consider appointments to vacancies, as appropriate, in consultation with the Chair and Council members;
- (b) keep state and territory Ministers informed of any terminations.

## Attachment K

## Candidate Biographies

s22

This document has been released under  
the Freedom Of Information Act 1982 by  
the Department of Health, Disability and Ageing

## Special Advisor



### **Dr Nicholas Hartland PSM**

Dr Nicholas Hartland PSM is a highly respected former Commonwealth public servant with a distinguished career spanning health, ageing, disability, and social policy.

Dr Hartland has held senior executive roles within the Department of Health and Aged Care, including as First Assistant Secretary in the Ageing and Aged Group, where he was responsible for aged care funding reform, the Support at Home program, and health economics.

Dr Hartland played a key role in major national reforms, including the design and implementation of the National Disability Insurance

Scheme, aged care funding reform, and improvements to income support systems such as the Age Pension and Disability Support Pension.

Dr Hartland holds a PhD in Criminology from the University of Melbourne and a Bachelor's degree in Political Science. Dr Hartland was awarded the Public Service Medal for his outstanding contributions to social policy, particularly in the establishment of the NDIS and pension reform.

Since retiring from the Australian Public Service, Dr Hartland has continued to contribute thought leadership to the aged care and disability sectors through advisory roles and public speaking engagements.

Dr Hartland's extensive policy expertise, cross-sectoral insight, and deep understanding of how social and disability systems interact would provide the Advisory Council with a strong policy foundation and valuable strategic perspective.

This document has been released under  
the Freedom Of Information Act 1982 by  
the Department of Health, Disability and Ageing

**Attachment L****Assessment Matrix**

As per Australia's Disability Strategy Advisory Council Terms of Reference (Section 3: Membership), the Advisory Council's membership should include:

- All core Advisory Council members (excluding the state and territory disability council representative members and special advisers) will be people with a disability. As well, attention should be paid to ensure representation from:
  - Women with a disability
  - First Nations people with a disability
  - Culturally and Linguistically Diverse (CALD) people with a disability
  - Young people with a disability
  - LGBTQI+ people with a disability
  - People with disability with remote or thin market expertise
  - As well, Members should possess a wide range of skills, expertise and experience, a sound understanding of disability related issues and an understanding of the social and human rights models of disability.

As well, members should possess a wide range of skills, expertise and experience, a sound understanding of disability related issues and an understanding of the social and human rights models of disability. For the special advisers, they are to be selected for their government experience and/or background in the disability sector.

Below, highlighted in blue, is the department's assessment of the candidates against these requirements as well as known diversity metrics and experience; the assessment also includes current Advisory Council members.

MS25-001190

1

**Assessment Matrix**

s47E(d)

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the Freedom Of Information Act 1982 by  
the Department of Health, Disability and Ageing

MS25-001190

2

s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Monday, 3 November 2025 10:48 AM  
**To:** s47E(c), s47F  
**Cc:** s47E(c), s47F  
**Subject:** FW: Invitation to discuss Australia's Disability Strategy Advisory Council [SEC=OFFICIAL]  
**Attachments:** Nick Hartland CV - October 2025.docx

OFFICIAL

s47E(c), s47F here is the CV and pic for Nick Hartland.

Others FYI

Thanks,

s47E(c), s47F

OFFICIAL

**From:** s47F  
**Sent:** Monday, 3 November 2025 9:44 AM  
**To:** ADSAdvisoryCouncil ; CASSAR, Jodi ; s47F  
**Cc:** s47E(c), s47F  
**Subject:** Re: Invitation to discuss Australia's Disability Strategy Advisory Council

**REMINDER:** Think before you click! This email originated from outside our organisation. Only click links or open attachments if you recognise the sender and know the content is safe.

Hi s47E(c), s47F and team

As discussed last week, here is a CV (including a photo)

Nick Hartland

Get [Outlook for Mac](#)

**From:** ADSAdvisoryCouncil <[ADSAdvisoryCouncil@health.gov.au](mailto:ADSAdvisoryCouncil@health.gov.au)>  
**Date:** Tuesday, 28 October 2025 at 11:09 am  
**To:** s47F CASSAR, Jodi  
 <[Jodi.CASSAR@Health.gov.au](mailto:Jodi.CASSAR@Health.gov.au)>, s47F

**Cc:** s47E(c), s47F [REDACTED] [@Health.gov.au](mailto:[REDACTED]@Health.gov.au)>

**Subject:** [SEC=OFFICIAL] Invitation to discuss Australia's Disability Strategy Advisory Council

Good morning Dr Hartland,

Thank you for agreeing to a meeting to discuss Australia's Disability Strategy Advisory Council. We look forward to speaking with you.

If you are unable to attend the meeting for any reason and would like to reschedule to a different date or time, please feel free to contact us.

Thank you.

---

## Microsoft Teams [Need help?](#)

### [Join the meeting now](#)

Meeting ID: 416 572 341 906 6

Passcode: ik28mT6B

---

### Join on a video conferencing device

Tenant key: [health-au@m.webex.com](mailto:health-au@m.webex.com)

Video ID: 132 632 103 1

[More info](#)

For organisers: [Meeting options](#)

This meeting may be recorded. If you do not wish to take part in the MS Teams recording, please do not join the meeting. By joining the meeting, you are consenting to being included in the recording. Refer to the published Teams Privacy Notice for further information.

[Privacy and security](#)

---

"Important: This transmission is intended only for the use of the addressee and may contain confidential or legally privileged information. If you are not the intended recipient, you are notified that any use or dissemination of this communication is strictly prohibited. If you receive this transmission in error please notify the author immediately and delete all copies of this transmission."

s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Tuesday, 14 October 2025 3:56 PM  
**To:** s47E(c), s47F  
**Subject:** FW: Meeting with potential candidates for ADS Advisory Council vacancies [SEC=OFFICIAL]

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

OFFICIAL

If you could work with Jodi's office to figure out some times that would work, and then we approach the candidates I guess.

OFFICIAL

**From:** Jane Spring  
**Sent:** Tuesday, 14 October 2025 3:53 PM  
**To:** s47E(c), s47F  
**Cc:** ADSAdvisoryCouncil ; s47E(c), s47F ; CASSAR, Jodi  
**Subject:** Re: Meeting with potential candidates for ADS Advisory Council vacancies [SEC=OFFICIAL]

OFFICIAL

**REMINDER:** Think before you click! This email originated from outside our organisation. Only click links or open attachments if you recognise the sender and know the content is safe.

Hi s47E(c),  
s47F

Thanks, my availability is as follows:

Monday 20 - 10 till 5  
 Tuesday 21 - 12 till 3  
 Wed 22 - 10-12

Wed 29 - 10 till 12  
 Fri 31 - 3 till 5

Regards

Jane

Jane Spring

s47F

On 13 Oct 2025, at 6:29 pm, s47E(c), s47F <[redacted]>@health.gov.au wrote:

### OFFICIAL

Hi Jane,

Further to the discussion with Jodi at the last catch-up, the ADS Council secretariat will organize some 30-minute meetings between you and Jodi (or Kim, who is acting for her right now, or myself) and the potential candidates for the vacant Council positions.

The meetings would be a chance for you and Jodi to talk about the opportunity to the candidates, the work of the Council and to gauge their potential interest (noting, of course, that final decisions rest with the Minister). We would draft some talking points for you and Jodi.

If this is ok with you, we will set up meetings in the following order (noting that we might not get to the third candidate if the first two are receptive):

#### Suggested candidates for the two Core Member positions:

1. s22 [redacted]
2. [redacted]
3. [redacted]

#### Suggested candidates for the Special Advisor positions:

1. s22 [redacted]
2. Dr Nicholas Hartland PSM

Would you be able to let us know of your availability for meetings over the next two weeks? We would also compensate you for these meetings.

Thanks,

s47E(c), s47F [redacted]

**Director**  
**Australia's Disability Strategy Branch**

Disability and Carers Group  
Australian Government Department of Health, Disability and Ageing  
T: s47E(c), s47F <[redacted]>@health.gov.au

This email comes to you from Turrbal and Jagera Country

Location: DHDA Queensland Office

Level 7 - 80 Ann Street, Brisbane QLD 4000, Australia

*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

OFFICIAL

OFFICIAL

This document has been released under  
the Freedom Of Information Act 1982 by  
the Department of Health, Disability and Ageing

s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Tuesday, 7 October 2025 7:55 AM  
**To:** s47E(c), s47F  
**Cc:** s47E(c), s47F  
**Subject:** RE: ADS AC Membership Renewal [SEC=OFFICIAL]

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

OFFICIAL

Grateful if you can please share the PDR number for the brief (when known), and assign access.

If using assistive software, the message ends here. Email signature below.

s47E(c), s47F

Living and working on Nggunawal Country  
**Assistant Director - ADS Advisory Council Secretariat**

Australia's Disability Strategy Branch  
 Disability Reforms & Royal Commissions Division  
**Department of Health, Disability and Ageing**  
**P:** 02 5132 s47E(c), s47F @health.gov.au | [National Relay Service](#)  
**Part time - work days are Tuesday to Friday**



*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

OFFICIAL

**From:** s47E(c), s47F  
**Sent:** Friday, 3 October 2025 10:33 AM  
**To:** s47E(c), s47F  
**Cc:** s47E(c), s47F  
**Subject:** ADS AC Membership Renewal [SEC=OFFICIAL]

OFFICIAL

Hi All,

Just had a good discussion with Jane on the Council membership renewal process.

s47E(c),  
s47F

here are the key pieces for the brief you are putting together:

- We should suggest an EOI process for later 2026.
- I think we should also flag that we will come back to the Minister in 2026 regarding the chair position (Jane will be expiring at the end of 2026 and we could replace her or renew her).
- Suggestions to put forward for new core members:
  - s22
  - 
  - 
  - We will need to put together a bit of a bio for each person and have them as an attachment
- Special Advisor
  - Suggest that we renew s22 for 12 months but also bring on Dr Nicholas Hartland PSM (Recently retired First Assistant Secretary, Access and Home Support at DHDA). As we can have up to two special advisors, it would be good for them to overlap.

Happy to chat.

Thanks,

s47E(c), s47F

**Director**  
**Australia's Disability Strategy Branch**

Disability and Carers Group  
Australian Government Department of Health, Disability and Ageing  
T: s47E(c), s47F @health.gov.au

This email comes to you from Turrbal and Jagera Country  
Location: DHDA Queensland Office

Level 7 - 80 Ann Street, Brisbane QLD 4000, Australia

*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

OFFICIAL

s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Monday, 13 October 2025 5:47 PM  
**To:** CASSAR, Jodi  
**Cc:** DRRC; Australias Disability Strategy Branch; s47E(c), s47F  
**Subject:** RE: For approval COB 15 Oct: Proposed meetings with potential ADS Advisory Council core members and special adviser [SEC=OFFICIAL]

OFFICIAL

Sounds good, thanks Jodi.

s47E(c),  
s47F

If using assistive software the message ends here. Email signature below.

s47E(c), s47F

**A/g Assistant Secretary**  
**Australia's Disability Strategy Branch**

W: 02 5132 s47E(c), s47F @health.gov.au

OFFICIAL

**From:** CASSAR, Jodi  
**Sent:** Monday, 13 October 2025 5:44 PM  
**To:** s47E(c), s47F  
**Cc:** DRRC ; Australias Disability Strategy Branch ; s47E(c), s47F  
**Subject:** RE: For approval COB 15 Oct: Proposed meetings with potential ADS Advisory Council core members and special adviser [SEC=OFFICIAL]

OFFICIAL

Hi s47E(c),  
s47F

Agree however that is too many officials on our end suggest it is just Jane and myself (or you or s47E(c), s47F as proxy) depending on when the meetings are scheduled.

Jodi

If you are using a screen reader, this email stops here and it is my signature block below.

**Jodi Cassar PSM [She/Her]**  
**Acting First Assistant Secretary**  
**Disability Reforms and Royal Commission Division**

Disability and Carers Group

Australian Government Department of Health, Disability and Ageing  
T: s47E(c), s47F | E: [jodi.cassar@health.gov.au](mailto:jodi.cassar@health.gov.au)

This email comes to you from Awabakal Country

Location: Charlestown NSW

324 Charlestown Road, Charlestown, 2290, NSW, Australia

OFFICIAL

**From:** s47E(c), s47F @Health.gov.au>

**Sent:** Monday, 13 October 2025 5:38 PM

**To:** CASSAR, Jodi <[Jodi.CASSAR@Health.gov.au](mailto:Jodi.CASSAR@Health.gov.au)>

**Cc:** DRRC s47E(d) @health.gov.au>; Australias Disability Strategy Branch

s47E(d) @health.gov.au>; s47E(c), s47F @Health.gov.au>

**Subject:** For approval COB 15 Oct: Proposed meetings with potential ADS Advisory Council core members and special adviser [SEC=OFFICIAL]

OFFICIAL

Hi Jodi,

**Recommendation:** By COB Wednesday 15 Oct: You approve the team approaching Jane Spring to organise meetings with the suggested candidates for the vacant core and special adviser positions in October/early November 2025.

**Key issues:**

The team are progressing an **ADS Advisory Council Membership brief** to fill the following positions that will end in December 2025:

- two Core Member positions
- the Special Adviser position.

I understand you have discussed with Jane some potential candidates to put forward to the Minister.

It will now be important to connect with the candidates to see if they would be amenable to having their names put forward.

The virtual meetings would be with the candidates (individually), yourself, Jane Spring, myself and s47E(c), s47F and the goal would be to gauge their interest and willingness to be considered for the positions on the Advisory Council, noting that the final decision is for the Minister.

I am also happy to not be involved in these meetings so the candidates aren't overwhelmed or only attend meetings you are unable to attend.

If you agree, the team will work with your office to find suitable times to have virtual meetings with the proposed candidates. The team will also draft talking points for yourself and Jane.

**Risks:**

It is important to gauge interest/availability to be on the Council prior to seeking the Ministers' agreement to appointments. If this does not occur there is an increased risk that candidates either decline the position or accept but are not active in their Council membership.

### Background

Suggested candidates for the two Core Member positions:

- s22
- [REDACTED]
- [REDACTED]

Suggested candidates for the Special Advisor positions:

- s22 [REDACTED]
- Dr Nicholas Hartland PSM

Happy to discuss.

Thanks,

s47E(c),  
s47F

If using assistive software the message ends here. Email signature below.

s47E(c), s47F

**A/g Assistant Secretary**  
**Australia's Disability Strategy Branch**

W: 02 5132 s47E(c), s47F [@health.gov.au](mailto:[REDACTED]@health.gov.au)

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**Australian Government**  
**Department of Health,  
 Disability and Ageing**

Media Release + TPs

MB25-002893

Date sent to MO: 20 February 2026

To: Minister McAllister

Adviser: s47E(c), s47F

**Subject/Issue:** Media Brief and Talking Points – Insights from disability community to drive Australia's Disability Strategy forward

|                    |                  |                                                                                          |                                             |
|--------------------|------------------|------------------------------------------------------------------------------------------|---------------------------------------------|
| Comments:          |                  |                                                                                          |                                             |
| Contact Officer:   | Jodi Cassar PSM  | Assistant Secretary,<br>Australia's Disability<br>Strategy Branch                        | Ph: (02) 7232 5457<br>Mobile: s47E(c), s47F |
| Clearance Officer: | Genevieve Quilty | First Assistant Secretary,<br>Disability Strategy,<br>Supports and Inclusion<br>Division | Ph: (02) 5132 6883<br>Mobile: s47E(c), s47F |

**Purpose:** To support the Minister's announcement on the appointment of 7 new members to Australia's Disability Strategy (Strategy) Advisory Council.

#### Talking Points:

- Our Government is continuing to drive reform that supports the vision of Australia's Disability Strategy of an inclusive Australian society that ensures people with disability can fulfil their potential, as equal members of the community.
- Australia's Disability Strategy Advisory Council plays a fundamental role in advising Australian governments and disability ministers on the implementation of the Strategy, ensuring people with disability have a direct line of advice to decision makers.
- I am pleased to welcome 7 new members to the Advisory Council:
  - Four new representatives from state and territory disability advisory councils:
    - Kelly Brown (representing the Australian Capital Territory)

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- Rachel Watson (representing Queensland)
- Chris Symmonds (representing Tasmania)
- Ellie Moir (representing Western Australia)
- Two new core members:
  - Rebecca (Ebe) Ganon
  - Sara Shams
- And a new special advisor, Dr Nicholas Hartland PSM.
- Together, these 7 new members join the Council alongside existing members and the Chair, Jane Spring AM.
- I look forward to working with our new appointees and existing Council members.
- As well, I would also like to thank our outgoing members for their invaluable contributions to the Advisory Council over their terms of appointments:
  - State and Territory Representatives, Kelly Cox (New South Wales), Sarah Skopellos (Northern Territory), Sisaleo Philavong (South Australia) and Chris Varney (Victoria)
  - Core Member, Seriako Stephen and
  - Special Advisor, Helen McDevitt.

**Background**

- The Advisory Council, established in December 2021, guides implementation, monitoring and evaluation of the Strategy. It shapes policy advice and initiatives to deliver tangible improvements and ensure people with disability have a permanent, influential voice in government decisions. Council members bring lived experience, practical knowledge and strong community connections to their roles.
- Council membership comprises the Chair and up to 5 core members (who must all be people with disability), up to 2 Special Advisors and 4 representatives from state and territory disability advisory councils, appointed on a rolling basis every 18 months.
- The 4 new State and Territory Representatives were nominated by their state and territory ministers based on their leadership and expertise in the disability community.
- The Council is chaired by Ms Jane Spring AM, who has over 30 years of lived experience and leadership across government, education, health and sport.
- The Council reports annually to the Disability Reform Ministerial Council, with reports published online: [ADS Advisory Council 2024 Annual Report | Disability Gateway](#).
- The new Council members were appointed by the Minister through the following briefs:
  - MS25-001333 (Kelly Brown, Ellie Moir, Chris Symonds, and Rachael Watson), which was approved on 11 December 2025; and
  - MS25-001190 (for the appointment of Rebecca (Ebe) Ganon, Sara Shams and Dr Nicholas Hartland PSM), which was approved on 29 January 2025.

**Consultations:** People, Communication and Parliamentary Division (Writing Support and Ministerial Appointments and Committee Support).

**OFFICIAL****Attachments:**

- A. s22
- B. 
- C. 
- D. 
- E. 
- F. 
- G. 
- H. Appointment Announcement Checklist – Dr Nicholas Hartland PSM

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the Freedom Of Information Act 1982 by  
the Department of Health, Disability and Ageing

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## OFFICIAL

|                                                                       |                                                                                                                             |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <b>Minister</b>                                                       | <b>Minister McAllister</b>                                                                                                  |
| <b>PDR Number</b>                                                     | <b>MB25-002893</b>                                                                                                          |
| <b>Subject</b>                                                        | <b>Media Brief and Talking Points - Insights from disability community to drive Australia's Disability Strategy forward</b> |
| Contact Officer                                                       | Ms Jodi Cassar PSM<br>Ph: (02) 7232 5457<br>Mobile: s47F                                                                    |
| Clearance Officer                                                     | Ms Genevieve Quilty<br>Ph: (02) 5132 6883<br>Mobile: s47F                                                                   |
| Division/Branch                                                       | DCG   Disability Strategy, Support and Inclusion Division / Australia's Disability Strategy Branch                          |
| Has Writing & Support reviewed/cleared input?                         | Yes                                                                                                                         |
| Has Budget Branch been consulted if there are financial implications? | Not Applicable                                                                                                              |

|                       |                                                                                           |
|-----------------------|-------------------------------------------------------------------------------------------|
| Adviser/DLO comments: | Returned to Dept for:<br>REDRAFT <input type="checkbox"/><br>NFA <input type="checkbox"/> |
|-----------------------|-------------------------------------------------------------------------------------------|



**Senator the Hon Jenny McAllister**  
**Minister for the National Disability Insurance Scheme**

Ref No: MS25-001190

Dr Nicholas Hartland PSM

s47F

Dear Dr Hartland

I am delighted to confirm your appointment as a special advisor on Australia's Disability Strategy Advisory Council. This is an important position, and your contributions will help the Council to calibrate their advice, informed by an understanding of how governments operate to effect change.

Should you accept, your term will commence on s47E(d) and conclude on s47E(d). The Terms of Reference for the Advisory Council are available on the Disability Gateway website at [www.disabilitygateway.gov.au/ads/advisory-council](http://www.disabilitygateway.gov.au/ads/advisory-council) for your reference.

The Department of Health, Disability and Ageing will work with you to finalise arrangements related to your appointment and will manage any associated matters.

To acknowledge your appointment, please sign and return the attached Acknowledgement of Appointment to s47E(c), s47F Director, Australia's Disability Strategy Branch, via email at s47E(d) @health.gov.au within 14 days of the date of this letter. This acknowledgement is required to enable further arrangements to be put in place to formalise your position on the Council.

Thank you for your willingness to serve. Your expertise and commitment will make a meaningful difference as we work together to deliver on the promise of Australia's Disability Strategy.

Yours sincerely

Jenny McAllister

29 / 1 / 2026

Enclosed: (1) Instrument of Appointment  
 (2) Acceptance of Appointment



## Appointment of Special Advisor to Australia's Disability Strategy Advisory Council, 2025

I, Jenny McAllister, Minister for the National Disability Insurance Scheme:

- a) APPOINT Dr Nicholas Hartland (the Member) as a special advisor to Australia's Disability Strategy Advisory Council.
- b) DETERMINE the Member's appointment:  
s47E(d)  

- c) DETERMINE that I may terminate or suspend the Member's appointment without cause and without notice at any time;
- d) DETERMINE that matters incidental or related to the Member's appointment will be the subject of agreement between the Member and the Department of Health, Disability and Ageing (Department), and
- e) AUTHORISE the Department to administer matters incidental or related to the Member's appointment.

Dated 29 January 2024

Jenny McAllister  
Minister for the National Disability Insurance Scheme

## ACKNOWLEDGEMENT OF APPOINTMENT

I, Dr Nicholas Hartland, acknowledge the appointment to Australia's Disability Strategy Advisory Council.

I acknowledge that:

- the appointment is on an individual basis;
- matters incidental or related to the appointment are to be agreed between myself and the Department of Health, Disability and Ageing; and
- the Minister may suspend or terminate the appointment without cause and without notice at any time.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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the Department of Health, Disability and Ageing

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**Australian Government**  
**Department of Health,**  
**Disability and Ageing**

**Ministerial Submission**  
**Appointments Three – Appoint**  
**MS25-001190**  
**Version (1)**

**Date sent to MO: 9 December 2025**

**To: Minister McAllister**

**cc: Minister Butler**

**Subject: Membership Changes to Australia's Disability Strategy Advisory Council**

**Critical date:** 20 January 2026, to allow appointments to be in place for February 2026.

**Recommendations:**

- |                                                                                                                                                                      |                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| 1. Agree to the appointment of core members and a special advisor to the Council, replacing members whose terms have ended.                                          | 1. Agreed/Not Agreed/<br>Please Discuss |
| 2. Sign the letters, at <b>Attachments A–B</b> , thanking <sup>s22</sup> [redacted] and <sup>s22</sup> [redacted] for their contributions as their terms have ended. | 2. Signed/Not signed/<br>Please Discuss |
| 3. Sign the letter of offer and Instrument of Appointment and Acceptance, at <b>Attachment C</b> , to appoint Dr Nicholas Hartland PSM as a Special Advisor.         | 3. Signed/Not signed/<br>Please Discuss |
| 4. Sign the letter of offer and Instrument of Appointment and Acceptance, at <b>Attachment D</b> , to appoint <sup>s22</sup> [redacted] as a core member.            | 4. Signed/Not signed/<br>Please Discuss |
| 5. Sign the letter of offer and Instrument of Appointment and Acceptance, at <b>Attachment E</b> , to appoint <sup>s22</sup> [redacted] as a core member.            | 5. Signed/Not signed/<br>Please Discuss |
| 6. Sign the letters of offer and Instruments of Appointment and Acceptance, at <b>Attachments F–I</b> , to reappoint existing Advisory Council members.              | 6. Signed/Not signed/<br>Please Discuss |

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7. Agree to launching an expression of interest process in 2026, to replace core members with disability whose terms end in late 2026.

7. Agreed/Not Agreed/  
Please Discuss

Signature

Comments:

Date: 29 / 1 / 2025

|                    |                    |                                                                             |                                    |
|--------------------|--------------------|-----------------------------------------------------------------------------|------------------------------------|
| Contact Officer:   | Jodi Cassar PSM    | Assistant Secretary, Australia's Disability Strategy Branch                 | Ph: (02) 7232 5457<br>Mobile: s47F |
| Clearance Officer: | Luke Mansfield PSM | First Assistant Secretary, Disability Reforms and Royal Commission Division | Ph: (02) 5132 6497<br>Mobile: s47F |

**Submission summary:**

This submission seeks your agreement to:

- Appoint new core members and a new special advisor to fill vacancies on Australia's Disability Strategy (the Strategy) Advisory Council (the Council), consistent with the Council's Terms of Reference (**Attachments C-E**).
- Sign letters to thank Council members who are ending their term on the Council (**Attachments A-B**).
- Sign Instruments of Appointment (**Attachments F-I**) to existing core members, including the Council Chair, for the remainder of their terms, as part of good governance hygiene to address machinery of government changes earlier this year.
- Initiate an Expression of Interest process in 2026, to seek interest from people with disability to replace core members whose terms end in late 2026.

Subject to your agreement to the appointments and their acceptance, Deeds of Engagement, setting out the terms of the appointments, will be signed between the Department of Health, Disability and Ageing and the new and existing Council members.

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**Background:**

Consistent with its Terms of Reference endorsed by Commonwealth, state and territory Disability Ministers, the Council comprises up to 12 members: a Chair, up to five core members, four rotating state and territory representatives, and up to two special advisors.

The department has recently briefed you on rotating state and territory member vacancies ([MS25-001333](#) refers).

The Council currently has two core members vacancies and up to two special advisor vacancies. This brief proposes that you agree to fill two core member vacancies and one special advisor vacancy. Following consultation with the Council Chair, Ms Jane Spring OAM, we do not propose to fill the second special advisor vacancy as one special advisor is considered sufficient at this time.

New core member candidates were identified in consultation with the Council Chair as people with lived experience of disability, a deep understanding issues faced by people with disability, and the skills and experience to strategically contribute to the Council in line with its Terms of Reference. Consideration was also given to the personal attributes of potential new members to help ensure a balanced representation across the Council's specified diversity metrics. The special advisor candidate has extensive understanding of the disability portfolio and government. Candidate biographies are at [Attachment K](#) and a supporting assessment matrix at [Attachment L](#).

**Gender Diversity on Australian Government Boards:**

Since 1 July 2016, the Australian Government has stipulated a gender diversity target whereby women are to hold 50% of positions on Government boards and committees overall and committed to women and men each holding at least 40% of positions on individual boards and committees. With the recommended new appointments (including new state and territory representatives proposed in [MS25-001333](#)), 60% of Advisory Council members would identify as women.

**Sensitivities:**

As the Council comprises key stakeholders from Australia's disability community, both the appointment process and the new members may attract scrutiny. However, all recommended appointees are respected advocates in the disability community and there are no known sensitivities.

**Remuneration/Financial Implications:**

Members will be remunerated in line with the department's Remuneration Framework Policy. All official travel, accommodation and out of pocket expenses will be covered at rates set by the latest Remuneration Tribunal (Official Travel) Determination.

**Timing/Handling:**

The new members must be appointed by 1 February 2026 to ensure participation in the Council meetings scheduled for early 2026.

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**Consultations:**

Consultation was undertaken with the Ministerial Appointments Reporting and Committee Support (MARCS) team and the Group Finance Manager Budget Branch within the department and the Council Chair, Ms Jane Spring OAM.

**Communication Activities:**

Once appointments take effect, the new members will be listed on the disability gateways website at [www.disabilitygateway.gov.au/ads/advisory-council](http://www.disabilitygateway.gov.au/ads/advisory-council).

**Attachments:**

- A–B:** Letters of acknowledgement to outgoing members
- C–E:** Letters of appointment and Instruments of Appointment and Acceptance of Appointment for new Council members
- F–I:** Letters of appointment and Instruments of Appointment and Acceptance of Appointment for existing Council members
- J:** Australia's Disability Strategy Advisory Council Terms of Reference
- K:** Candidate Biographies
- L:** Assessment Matrix

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s47E(c), s47F

**From:** ADSAdvisoryCouncil  
**Sent:** Wednesday, 24 September 2025 2:52 PM  
**To:** s47E(c), s47F  
**Cc:** ADSAdvisoryCouncil; s47E(c), s47F  
**Subject:** For Action by 30 September: ADS Advisory Council membership brief to the Minister  
 [SEC=OFFICIAL]

OFFICIAL

Hi s47E(c),  
s47F

As discussed, here is a draft email to send to Jodi/Jane re ADS Advisory Council membership terms.

s47E(c),  
s47F researched options for possible eminent people, please see below.

I believe s22 can be extended from our search in content manager –  
 awaiting advice from s47E(c), s47F.

This email does not include sensitivities such as:

- A possible perceived lack of community input if current core member or special adviser is reappointed or extended for an additional 12 months or if an eminent person is selected.
- An approach such as an Expression of Interest process, executive search or test the market may be lengthy and this could mean a period without core members impacting the Advisory Council's ability to advise Australian governments and disability ministers on the implementation of ADS.

Happy to discuss.

s47E(c),  
s47F**Draft email:**

**To:** Jodi and Jane  
**Cc:** ADSAdvisoryCouncil [ADSAdvisoryCouncil@health.gov.au](mailto:ADSAdvisoryCouncil@health.gov.au)  
**Subject:** For Action by 30 September: ADS Advisory Council membership

Good afternoon

As you are aware, we are drafting a brief to the Minister to fill two anticipated vacancies for the ADS Advisory Council including one vacant core member position, one other core member position and the special adviser that both end in December 2025.

I wanted to take this opportunity to give you an update on our progress and seek your input to help us progress this brief as quickly as possible. The team has sought advice from the Ministerial

Appointments, Reporting and Committee Support section about the best way to go about this, please see their recommended options.

### Recommended options:

That we provide the following options to the Minister:

1. Reappoint the current appointee for a (short-term or substantive period) – s22 [REDACTED] could be offered an extension as a core member and s22 [REDACTED] as a special adviser for an additional 12 months. Note this is not possible for the vacant core member position.
2. Provide a list of eminent people to the Minister that they may appoint – possible options that the team has researched include s22 [REDACTED]  
[REDACTED] Dr Nicholas Hartland PSM (Recently retired First Assistant Secretary, Access and Home Support at DHDA), s22 [REDACTED]  
[REDACTED]
3. Proceed with a new appointment through one of the following approaches:
  - o Conduct an Expression of Interest process
  - o Undertake an executive search recruitment process
  - o Test the market via an open, merit-based and transparent process (e.g. involving the APSC Commissioner).

To assist us can you please advise if you see any issues or sensitivities with the above options, and can you please provide the names of any eminent people that we could put forward to the Minister to fill the role as a core member or special adviser?

Please let me know if you need any additional information or have any questions.

Kind regards

s47E(c),  
s47F

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s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Thursday, 25 September 2025 5:01 PM  
**To:** ADSAdvisoryCouncil; s47E(c), s47F  
**Cc:** s47E(c), s47F  
**Subject:** RE: For Review: ADS Advisory Council membership brief to the Minister [SEC=OFFICIAL]  
**Attachments:** Membership renewal email for Jane.docx

OFFICIAL

I've made some changes in the attached, and a few comments. Can you please revise and send back. I'll send to Jane next week and discuss with Jodi.

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**From:** ADSAdvisoryCouncil  
**Sent:** Thursday, 25 September 2025 1:58 PM  
**To:** s47E(c), s47F  
**Cc:** ADSAdvisoryCouncil; s47E(c), s47F  
**Subject:** For Review: ADS Advisory Council membership brief to the Minister [SEC=OFFICIAL]

OFFICIAL

Hi s47E(c),  
s47F

Draft email below for Jane.

Not sure if she needs the details or if we are just asking for names, please edit as appropriate.

Thanks  
 \*\*\*

**To:** Jane  
**Cc:** ADSAdvisoryCouncil [ADSAdvisoryCouncil@health.gov.au](mailto:ADSAdvisoryCouncil@health.gov.au)  
**Subject:** For Action due 30 September 2025: ADS Advisory Council membership

Hi Jane

As you are aware, we need to go to the Minister to fill two anticipated vacancies for the ADS Advisory Council including one vacant core member position, one other core member position and the special adviser that both end in December 2025.

The team has been advised that committees in the department usually go to the Minister with three options:

- Extend the current members
- Appoint hand-picked members into the positions
- Run an Expression of Interest process.

For ADS AC, the options we are looking to provide to the Minister are as follows:

1. Reappoint the current appointee for a (short-term or substantive period) – s22 [REDACTED] could be offered an extension as a core member and s22 [REDACTED] as a special adviser for an additional 12 months. Note this is not possible for the vacant core member position. As well, we are just confirming whether or not s22 [REDACTED] was already extended.

2. Provide a list of eminent people to the Minister that they may appoint.

Jodi has suggested Dr Nicholas Hartland PSM (Recently retired First Assistant Secretary, Access and Home Support at DHDA) or a person with an intellectual disability and mentioned that Inclusion Australia or Down Syndrome Australia may have some good suggestions.

3. Proceed with a new appointment through one of the following approaches:

- Conduct an Expression of Interest process (we might want to think about having this encompass more than just ADS Advisory Council, given there are a number of disability specific councils managed by the department).
- Undertake an executive search recruitment process.
- Test the market via an open, merit-based and transparent process (e.g. involving the APSC Commissioner).

#### **For Action by 30 September 2025:**

To assist with this process, we wanted to ask if you have any names of eminent people to put forward to the Minister (noting Jodi's comments above)?

#### **Next steps:**

We will draft the brief to the Minister presenting these options and any sensitives and seek agreement on a way forward.

Thank you

s47E(c),  
s47F

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Hi Jane,

As you are aware, we need to go to the Minister to fill some upcoming vacancies for the ADS Advisory Council: two core members (one is currently vacant and <sup>s22</sup> term ends at the end of the year) and the special adviser position (<sup>s22</sup> term ends at the end of the year as well).

The terms for the current membership are as follows:

| Member Name    | Position        | State/<br>Territory | Appointment<br>From | Appointment<br>Term Ends |
|----------------|-----------------|---------------------|---------------------|--------------------------|
| Ms Jane Spring | Chair           | NSW                 | <sup>s22</sup>      |                          |
| <sup>s22</sup> | Core Member     | QLD                 |                     |                          |
| Empty          | Core Member     |                     |                     |                          |
| <sup>s22</sup> | Core Member     | VIC                 |                     |                          |
|                | Core Member     | VIC                 |                     |                          |
|                | Core Member     | QLD                 |                     |                          |
|                | Special Advisor | ACT                 |                     |                          |

\*These members have already had their terms extended once.

The team has been advised that DHDA committees go to the Minister with three options:

<sup>s47E(d)</sup>

In relation to ADS Advisory Council, these options look as follows:

### 1. Extend Members

Unfortunately, both <sup>s22</sup> and <sup>s22</sup> have already had their terms extended, so this won't be a possibility.

### 2. Appoint New Hand-Picked Members

In terms of potential appointees we could put forward to the Minister now, we have come up with some options. We would be interested if you had any other options to consider or if you have any feelings (or preferences) for the options we have put together (of course, also happy to have this conversation orally rather than by email).

For Core members, a few suggestions are as follows:

For Special Advisors, one possibility we have come up with is Dr Nicholas Hartland PSM (Recently retired First Assistant Secretary, Access and Home Support at DHDA). For the special advisor, we also need to double check the appointment process as the Advisory Council's ToR make it clear that the special advisor appointment can be delegated to the Department (rather than the Minister).

### **3. Expression of Interest Process**

In terms of the third option, we would likely suggest not proceeding with an expression of interest process for these appointments, given the limited time until their terms expire. However, we may want to consider an Eol process late next year in anticipation of terms ending in June 2026.

To assist with this process, could you let us know if you have any other potential candidates in mind for the core member positions or the special advisory position. Also, happy to set up a call to discuss further and to potentially prioritize the candidates to put forward to the Minister.

Thanks,

s47E(c),  
s47F

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the Freedom Of Information Act 1982 by  
the Department of Health, Disability and Ageing

s47E(c), s47F

**From:** ADSAdvisoryCouncil  
**Sent:** Monday, 29 September 2025 2:59 PM  
**To:** s47E(c), s47F  
**Cc:** s47E(c), s47F; ADSAdvisoryCouncil  
**Subject:** For Review: ADS Advisory Council membership brief to the Minister [SEC=OFFICIAL]  
**Attachments:** Membership renewal email for Jane - for review.docx

OFFICIAL

Hi s47E(c), s47F

We have updated the draft email to Jane, see attached.

The [Advisory Council ToRs](#) state:

- that Core Members' terms can be up to three years, with a maximum extension of twelve months, while a Special Adviser's term is limited to two years, with an extension of up to two additional years.
- Special Advisers will participate in Council meetings and contribute to Council's advice to Ministers and governments. The appointment of Special Advisers may be delegated to relevant officials (ToRs states officials in DSS which transfers to DHDA).

Therefore, with our limited understanding we believe that s22 cannot be extended and s22 may be extended in the Special Adviser role until Oct 2026 (taking her to 4 years) as per the ToR.

Happy to discuss

Thanks  
 s47E(c), s47F

OFFICIAL

OFFICIAL

**From:** s47E(c), s47F @Health.gov.au>  
**Sent:** Thursday, 25 September 2025 11:43 AM  
**To:** s47E(c), s47F @Health.gov.au>; s47E(c), s47F @Health.gov.au>  
**Subject:** FW: For Review: ADS Advisory Council membership brief to the Minister [SEC=OFFICIAL]

OFFICIAL

Based on this, can I ask you to please draft an email that we send now on to Jane.

Thanks!

OFFICIAL

**From:** CASSAR, Jodi <[Jodi.CASSAR@Health.gov.au](mailto:Jodi.CASSAR@Health.gov.au)>

**Sent:** Wednesday, 24 September 2025 5:58 PM

**To:** s47E(c), s47F <[REDACTED]@Health.gov.au>

**Cc:** Australias Disability Strategy Branch s47E(d) <[REDACTED]@health.gov.au>; s47E(c), s47F <[REDACTED]@Health.gov.au>; s47E(c), s47F <[REDACTED]@Health.gov.au>; s47E(c), s47F <[REDACTED]@Health.gov.au>

**Subject:** RE: For Review: ADS Advisory Council membership brief to the Minister [SEC=OFFICIAL]

OFFICIAL

Hi s47E(c), s47F

From memory, we may have already extended the core member and Special Advisor once before – if this is the case though I would suggest Nick Hartland might be of value in that type of role instead as core member.

I am open to the suggestions of core members below but can I suggest a person with an intellectual disability (Inclusion Australia or Down Syndrome Australia may have some good suggestions).

Can I suggest we present the eminent as examples to Jane she might have others.

We will then need to brief the Minister Office on this.

Jodi

If you are using a screen reader, this email stops here and it is my signature block below.

**Jodi Cassar PSM** (She/Her)  
**Assistant Secretary**  
**Australia's Disability Strategy Branch**  
**Disability and Carers Reform Program Office**

Disability Reforms and Royal Commission Division | Disability and Carers Group  
 Australian Government Department of Health, Disability and Ageing  
 T: s47F | E: [jodi.cassar@health.gov.au](mailto:jodi.cassar@health.gov.au)

This email comes to you from Awabakal Country

Location: Charlestown NSW  
 324 Charlestown Road, Charlestown, 2290, NSW, Australia

*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

OFFICIAL

**From:** s47E(c), s47F [redacted]@Health.gov.au>

**Sent:** Wednesday, 24 September 2025 4:27 PM

**To:** CASSAR, Jodi <Jodi.CASSAR@Health.gov.au>

**Cc:** Australias Disability Strategy Branch s47E(d) [redacted]@health.gov.au>; s47E(c), s47F [redacted]@Health.gov.au>; s47E(c), s47F [redacted]@Health.gov.au>; s47E(c), s47F [redacted]@Health.gov.au>

**Subject:** For Review: ADS Advisory Council membership brief to the Minister [SEC=OFFICIAL]

OFFICIAL

Hi Jodi,

We are looking to put the following to both you and Jane regarding replacing the three ADS Advisory Council members.

### Proposed Action

Please review the options we have drafted below by COB 25 Sept

### Key issues:

We have one current vacancy and will have a core member and the special advisor terms ending in December 2025. As the appointment of the core members is a ministerial decision, we will need to go to the Minister with options. DHDA has advised us that committees in the department usually go to the Minister with three options:

- Extend the current members
- Appoint hand-picked members into the positions
- Run an Expression of Interest process.

For ADS AC, the options we are looking to provide to the Minister are as follows:

s47E(d)



s47E(d)

**Next Steps:**

Once I hear back from you, I will draft an email to send to both you and Jane.

**Background**

Given the ending terms, we have told Jane that we would get back to her with a plan on how to fill the vacancies.

OFFICIAL

OFFICIAL

Hi Jane,

As you are aware, we need to go to the Minister to fill some upcoming vacancies for the ADS Advisory Council: two core members (one is currently vacant and <sup>s22</sup> term ends at the end of the year) and the Special Adviser position (<sup>s22</sup> term ends at the end of the year as well).

The terms for the current membership are as follows:

| Member Name    | Position        | State/<br>Territory | Appointment<br>From | Appointment<br>Term Ends |
|----------------|-----------------|---------------------|---------------------|--------------------------|
| Ms Jane Spring | Chair           | NSW                 | <sup>s22</sup>      |                          |
| <sup>s22</sup> | Core Member     | QLD                 |                     |                          |
| Empty          | Core Member     |                     |                     |                          |
| <sup>s22</sup> | Core Member     | VIC                 |                     |                          |
|                | Core Member     | VIC                 |                     |                          |
|                | Core Member     | QLD                 |                     |                          |
|                | Special Adviser | ACT                 |                     |                          |

\*These members have already had their terms extended once.

The team has been advised that DHDA committees go to the Minister with three options:

<sup>s47E(d)</sup>

In relation to ADS Advisory Council, these options look as follows:

<sup>s47E(d)</sup>

s47E(d)

For the Special Adviser, one possibility we have come up with is Dr Nicholas Hartland PSM (Recently retired First Assistant Secretary Access and Home Support at DHDA). For the Special Adviser, the Advisory Council's ToR states that the Special Adviser appointment can be delegated to the Department (rather than the Minister).

s47E(d)

To assist with this process, could you let us know if you have any other potential candidates in mind for the core member positions or the special advisory position. Also, happy to set up a call to discuss further and to potentially prioritize the candidates to put forward to the Minister.

Thanks,

s47E(c),  
s47F

s47E(c), s47F

**From:** ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>  
**Sent:** Friday, 17 October 2025 7:40 AM  
**To:** Australias Disability Strategy Branch  
**Subject:** RE: Meeting with potential candidates for ADS Advisory Council vacancies [SEC=OFFICIAL]

Thank you, s47E(c), s47F 😊

If using assistive software, the message ends here. Email signature below.

s47E(c), s47F

Australia's Disability Strategy Branch

Disability Reforms & Royal Commission Division | Disability and Carers Group  
 Australian Government Department of Health, Disability and Ageing

E: s47E(c), s47F @health.gov.au

This email comes to you from Turrbal and Jagera Country

*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continued connection to land, sea and community. We pay our respects to their cultures, and to all Elders both past and present.*

**From:** Australias Disability Strategy Branch  
**Sent:** Thursday, 16 October 2025 3:14 PM  
**To:** ADSAdvisoryCouncil ; Australias Disability Strategy Branch  
**Subject:** RE: Meeting with potential candidates for ADS Advisory Council vacancies [SEC=OFFICIAL]

OFFICIAL

HI team,

s22 this is the Lat email address I have for her

s22 Details I don't have, and I've searched All outlook emails – maybe flick an email to DRRC as they organised her to attend the Planning day

Thanks  
 s47E(c), s47F

Executive Assistant to  
 Jodi Cassar PSM Assistant Secretary Australia's Disability Strategy  
 Melissa Catania Assistant Secretary National Disability Data Asset Branch

Disability Reforms and Royal Commission Division | Disability and Carers Group

Australian Government Department of Health, Disability and Ageing

E: s47E(c), s47F [redacted] @Health.gov.au

P: s47F [redacted]

This email comes to you from Awabakal Land

Location: Newcastle Office

Charlestown 2290 NSW, Australia

*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

OFFICIAL

**From:** ADSAdvisoryCouncil <[ADSAdvisoryCouncil@health.gov.au](mailto:ADSAdvisoryCouncil@health.gov.au)>

**Sent:** Thursday, 16 October 2025 1:51 PM

**To:** Australias Disability Strategy Branch s47E(d) [redacted] @health.gov.au>

**Subject:** FW: Meeting with potential candidates for ADS Advisory Council vacancies [SEC=OFFICIAL]

OFFICIAL

Hi s47E(c), s47F [redacted]

Further to this request, would you have the contact details for s22 [redacted]

I know both have presented at our Branch and Division planning days in the past.

We are looking for contact details so we set up the proposed meetings to discuss the Advisory Council.

Thank you

If using assistive software, the message ends here. Email signature below.

s47E(c), s47F [redacted]

Australia's Disability Strategy Branch

Disability Reforms & Royal Commission Division | Disability and Carers Group

Australian Government Department of Health, Disability and Ageing

E: s47E(c), s47F [redacted] @health.gov.au

This email comes to you from Turrbal and Jagera Country

*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continued connection to land, sea and community. We pay our respects to their cultures, and to all Elders both past and present.*

OFFICIAL

**From:** s47E(c), s47F @Health.gov.au>  
**Sent:** Thursday, 16 October 2025 8:04 AM  
**To:** ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>  
**Subject:** FW: Meeting with potential candidates for ADS Advisory Council vacancies [SEC=OFFICIAL]

OFFICIAL

Hopefully you get this one

s47E(c), s47F

Executive Assistant to

Jodi Cassar PSM Assistant Secretary Australia's Disability Strategy

Melissa Catania Assistant Secretary National Disability Data Asset Branch

Disability Reforms and Royal Commission Division | Disability and Carers Group

Australian Government Department of Health, Disability and Ageing

E: s47E(c), s47F @Health.gov.au

P: s47F

This email comes to you from Awabakal Land

Location: Newcastle Office

Charlestown 2290 NSW, Australia

*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

OFFICIAL

**From:** Australias Disability Strategy Branch s47E(d) @health.gov.au>  
**Sent:** Wednesday, 15 October 2025 12:20 PM  
**To:** ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>; Australias Disability Strategy Branch s47E(d) @health.gov.au>  
**Subject:** RE: Meeting with potential candidates for ADS Advisory Council vacancies [SEC=OFFICIAL]

OFFICIAL

| Date and time                                  | Jodi         | s47E(c), s47F |
|------------------------------------------------|--------------|---------------|
| Monday 20 <sup>th</sup> October 10am – 5pm     | 10-11<br>3-4 | 10-12<br>3-4  |
| Tuesday 21 <sup>st</sup> October 12pm – 3pm    | 12-2         | 12-2          |
| Wednesday 22 <sup>nd</sup> October 10am – 12pm | NA           | NA            |

|                                                 |            |                                |
|-------------------------------------------------|------------|--------------------------------|
| Wednesday 29 <sup>th</sup> October 10 am – 12pm | 10-12      | s47E(c), s47F No longer acting |
| Friday 31 <sup>st</sup> October 3pm – 5pm       | 2-3<br>4-5 | s47E(c), s47F No longer acting |

Table completed

Thanks

s47E(c), s47F

Executive Assistant to

s47E(c), s47F

Ag Assistant Secretary Australia's Disability Strategy

Melissa Catania Assistant Secretary National Disability Data Asset Branch

Disability Reforms and Royal Commission Division | Disability and Carers Group

Australian Government Department of Health, Disability and Ageing

E: s47E(c), s47F @Health.gov.au

P: s47F

This email comes to you from Awabakal Land

Location: Newcastle Office

Charlestown 2290 NSW, Australia

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OFFICIAL

**From:** ADSAdvisoryCouncil

**Sent:** Tuesday, 14 October 2025 5:33 PM

**To:** Australias Disability Strategy Branch

**Cc:** ADSAdvisoryCouncil

**Subject:** FW: Meeting with potential candidates for ADS Advisory Council vacancies [SEC=OFFICIAL]

OFFICIAL

Hi s47E(c), s47F



Are you able to please advise Jodi s47E(c), s47F availability against Jane's below.  
I've attached the email trail between s47E(c), s47F and Jodi for your reference.

|                                                 |      |               |
|-------------------------------------------------|------|---------------|
| Date and time                                   | Jodi | s47E(c), s47F |
| Monday 20 <sup>th</sup> October 10am – 5pm      |      |               |
| Tuesday 21 <sup>st</sup> October 12pm – 3pm     |      |               |
| Wednesday 22 <sup>nd</sup> October 10am – 12pm  |      |               |
| Wednesday 29 <sup>th</sup> October 10 am – 12pm |      |               |
| Friday 31 <sup>st</sup> October 3pm – 5pm       |      |               |

Thank you

If using assistive software, the message ends here. Email signature below.

s47E(c), s47F

Australia's Disability Strategy Branch

Disability Reforms & Royal Commission Division | Disability and Carers Group  
Australian Government Department of Health, Disability and Ageing

E: s47E(c), s47F @health.gov.au

This email comes to you from Turrbal and Jagera Country

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OFFICIAL

**From:** Jane Spring s47F

**Sent:** Tuesday, 14 October 2025 2:53 PM

**To:** s47E(c), s47F @Health.gov.au>

**Cc:** ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>; s47E(c), s47F

s47E(c), s47F @Health.gov.au>; CASSAR, Jodi <Jodi.CASSAR@Health.gov.au>

**Subject:** Re: Meeting with potential candidates for ADS Advisory Council vacancies [SEC=OFFICIAL]

OFFICIAL

**REMINDER:** Think before you click! This email originated from outside our organisation. Only click links or open attachments if you recognise the sender and know the content is safe.

Hi s47E(c), s47F

Thanks, my availability is as follows:

Monday 20 - 10 till 5

Tuesday 21 - 12 till 3

Wed 22 - 10-12

Wed 29 - 10 till 12

Fri 31 - 3 till 5

Regards

Jane

Jane Spring

s47F

On 13 Oct 2025, at 6:29 pm, s47E(c), s47F <[redacted]>@health.gov.au> wrote:

OFFICIAL

Hi Jane,

Further to the discussion with Jodi at the last catch-up, the ADS Council secretariat will organize some 30-minute meetings between you and Jodi (or s47E(c), s47F who is acting for her right now, or myself) and the potential candidates for the vacant Council positions.

The meetings would be a chance for you and Jodi to talk about the opportunity to the candidates, the work of the Council and to gauge their potential interest (noting, of course, that final decisions rest with the Minister). We would draft some talking points for you and Jodi.

If this is ok with you, we will set up meetings in the following order (noting that we might not get to the third candidate if the first two are receptive):

Suggested candidates for the two Core Member positions:

1. s22 [redacted]
2. [redacted]
3. [redacted]

Suggested candidates for the Special Advisor positions:

1. s22 [redacted]
2. Dr Nicholas Hartland PSM

Would you be able to let us know of your availability for meetings over the next two weeks? We would also compensate you for these meetings.

Thanks,

s47E(c),  
s47F

s47E(c), s47F

**Director**  
**Australia's Disability Strategy Branch**

Disability and Carers Group  
Australian Government Department of Health, Disability and Ageing  
T: s47E(c), s47F @health.gov.au

This email comes to you from Turrbal and Jagera Country

Location: DHDA Queensland Office

Level 7 - 80 Ann Street, Brisbane QLD 4000, Australia

*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

OFFICIAL

OFFICIAL

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the Freedom Of Information Act 1982 by  
the Department of Health, Disability and Ageing

s47E(c), s47F

**From:** ADSAdvisoryCouncil  
**Sent:** Friday, 17 October 2025 7:52 AM  
**To:** DRRC  
**Cc:** ADSAdvisoryCouncil  
**Subject:** FW: For approval COB 15 Oct: Proposed meetings with potential ADS Advisory Council core members and special adviser [SEC=OFFICIAL]

Good morning s47E(c), s47F – happy Friday!

We are currently at the stage of the Advisory Council Membership update process (refer to the email trail below), where we are reaching out to potential nominees to gauge their interest in becoming members and arranging meetings to discuss further.

I understand that s22 delivered a presentation at a Division planning day prior to our MOG to DHDA, so I was hoping you might have either her email address or phone number?

Also a long shot.... But would you have any details for Dr Nicholas Hartland? He recently retired from DHDA so my fingers are crossed that he has left a personal email or phone number floating around? And while im here.... If you have any details on s22 .... We also cannot find personal contacts for him either.

Thank you 😊

If using assistive software, the message ends here. Email signature below.

s47E(c), s47F

Australia's Disability Strategy Branch

Disability Reforms & Royal Commission Division | Disability and Carers Group  
 Australian Government Department of Health, Disability and Ageing

E: s47E(c), s47F @health.gov.au

This email comes to you from Turbal and Jagera Country

*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continued connection to land, sea and community. We pay our respects to their cultures, and to all Elders both past and present.*

**From:** s47E(c), s47F  
**Sent:** Monday, 13 October 2025 4:47 PM  
**To:** CASSAR, Jodi  
**Cc:** DRRC ; Australias Disability Strategy Branch ; s47E(c), s47F  
**Subject:** RE: For approval COB 15 Oct: Proposed meetings with potential ADS Advisory Council core members and special adviser [SEC=OFFICIAL]

OFFICIAL

Sounds good, thanks Jodi.

s47E(c),  
s47F

If using assistive software the message ends here. Email signature below.

s47E(c), s47F

**A/g Assistant Secretary**  
**Australia's Disability Strategy Branch**

W: 02 5132 s47E(c), s47F @health.gov.au

OFFICIAL

**From:** CASSAR, Jodi <Jodi.CASSAR@Health.gov.au>

**Sent:** Monday, 13 October 2025 5:44 PM

**To:** s47E(c), s47F @Health.gov.au>

**Cc:** DRRC s47E(d) @health.gov.au>; Australias Disability Strategy Branch  
s47E(d) @health.gov.au>; s47E(c), s47F @Health.gov.au>

**Subject:** RE: For approval COB 15 Oct: Proposed meetings with potential ADS Advisory Council core members and special adviser [SEC=OFFICIAL]

OFFICIAL

Hi s47E(c),  
s47F

Agree however that is too many officials on our end suggest it is just Jane and myself (or you or s47E(c), s47F as proxy) depending on when the meetings are scheduled.

Jodi

If you are using a screen reader, this email stops here and it is my signature block below.

**Jodi Cassar PSM** (She/Her)  
**Acting First Assistant Secretary**  
**Disability Reforms and Royal Commission Division**

Disability and Carers Group  
Australian Government Department of Health, Disability and Ageing  
T: s47F | E: jodi.cassar@health.gov.au

This email comes to you from Awabakal Country  
Location: Charlestown NSW  
324 Charlestown Road, Charlestown, 2290, NSW, Australia

OFFICIAL

**From:** s47E(c), s47F [redacted] <[redacted]@Health.gov.au>  
**Sent:** Monday, 13 October 2025 5:38 PM  
**To:** CASSAR, Jodi <Jodi.CASSAR@Health.gov.au>  
**Cc:** DRRC s47E(d) [redacted] <[redacted]@health.gov.au>; Australias Disability Strategy Branch s47E(d) [redacted] <[redacted]@health.gov.au>; s47E(c), s47F [redacted] <[redacted]@Health.gov.au>  
**Subject:** For approval COB 15 Oct: Proposed meetings with potential ADS Advisory Council core members and special adviser [SEC=OFFICIAL]

OFFICIAL

Hi Jodi,

**Recommendation:** By COB Wednesday 15 Oct: You approve the team approaching Jane Spring to organise meetings with the suggested candidates for the vacant core and special adviser positions in October/early November 2025.

#### Key issues:

The team are progressing an **ADS Advisory Council Membership brief** to fill the following positions that will end in December 2025:

- two Core Member positions
- the Special Adviser position.

I understand you have discussed with Jane some potential candidates to put forward to the Minister.

It will now be important to connect with the candidates to see if they would be amenable to having their names put forward.

The virtual meetings would be with the candidates (individually), yourself, Jane Spring, myself and s47E(c), s47F [redacted] and the goal would be to gauge their interest and willingness to be considered for the positions on the Advisory Council, noting that the final decision is for the Minister.

I am also happy to not be involved in these meetings so the candidates aren't overwhelmed or only attend meetings you are unable to attend.

If you agree, the team will work with your office to find suitable times to have virtual meetings with the proposed candidates. The team will also draft talking points for yourself and Jane.

#### Risks:

It is important to gauge interest/availability to be on the Council prior to seeking the Ministers' agreement to appointments. If this does not occur there is an increased risk that candidates either decline the position or accept but are not active in their Council membership.

#### Background

Suggested candidates for the two Core Member positions:

- s22 [redacted]
- [redacted]
- [redacted]

Suggested candidates for the Special Advisor positions:

- s22 [REDACTED]
- Dr Nicholas Hartland PSM

Happy to discuss.

Thanks,

s47E(c),  
s47F [REDACTED]

---

If using assistive software the message ends here. Email signature below.

s47E(c), s47F [REDACTED]

**A/g Assistant Secretary**  
**Australia's Disability Strategy Branch**

W: 02 5132 [REDACTED] [@health.gov.au](mailto:[REDACTED]@health.gov.au)

OFFICIAL

OFFICIAL

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the Freedom Of Information Act 1982 by  
the Department of Health, Disability and Ageing

s47E(c), s47F

**From:** ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>  
**Sent:** Monday, 20 October 2025 8:32 AM  
**To:** s47E(c), s47F  
**Cc:** s47E(c), s47F ; ADSAdvisoryCouncil  
**Subject:** RE: Contact information for Dr Nicholas Hartland PSM [SEC=OFFICIAL]

Good morning s47E(c),  
s47F

Thank you so much for contacting Nick and passing on his details to us, it is very much appreciated ! 😊

If using assistive software, the message ends here. Email signature below.

s47E(c), s47F

Australia's Disability Strategy Branch

Disability Reforms & Royal Commission Division | Disability and Carers Group

Australian Government Department of Health, Disability and Ageing

E: s47E(c), s47F @health.gov.au

This email comes to you from Turrbal and Jagera Country

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**From:** s47E(c), s47F  
**Sent:** Monday, 20 October 2025 8:30 AM  
**To:** ADSAdvisoryCouncil  
**Cc:** s47E(c), s47F  
**Subject:** RE: Contact information for Dr Nicholas Hartland PSM [SEC=OFFICIAL]

OFFICIAL

Hi s47E(c), s47F

Sorry about the delay in responding, I was on leave on Friday!

I have confirmed with Nick that he is happy for his details to be passed along. His email address is:

s47F

Thank you

s47E(c), s47F

Ageing and Aged Care Group  
 Australian Government Department of Health, Disability and Ageing  
 T: 02 5132 s47E(c), s47F @health.gov.au  
 GPO Box 9848, Canberra ACT 2601, Australia

*The Department of Health, Disability and Ageing acknowledges the Traditional Custodians of Australia and their continued connection to land, sea and community. We pay our respects to all Elders past and present.*

OFFICIAL

**From:** ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>  
**Sent:** Thursday, 16 October 2025 12:33 PM  
**To:** s47E(c), s47F @health.gov.au>  
**Cc:** ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>; s47E(c), s47F @Health.gov.au>; s47E(c), s47F @Health.gov.au>  
**Subject:** Contact information for Dr Nicholas Hartland PSM [SEC=OFFICIAL]

OFFICIAL

Hi s47E(c),  
s47F

As discussed, we are in the Australia's Disability Strategy Branch and are the Secretariat for Australia's Disability Strategy Advisory Council (Advisory Council).

We are seeking the contact information for Dr Nicholas Hartland PSM so our Assistant Secretary can discuss the role of the Advisory Council with him. If you can assist, noting he is a former DHDA Executive we would really appreciate it.

I am on leave but if you have any questions please contact s47E(c), s47F .

Thanks

s47E(c),  
s47F

If you are using a screen reader, this email stops here and it is my signature block below.

s47E(c), s47F

**Assistant Director**  
**Australia's Disability Strategy Branch**

Disability Reforms and Royal Commission Division | Disability and Carers Group  
 Australian Government Department of Health, Disability and Ageing  
 E: s47E(c), s47F @health.gov.au

This email comes to you from Ngunnawal Country  
 Location: Aviation House, ACT

*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

s47E(c), s47F

**From:** ADSAdvisoryCouncil  
**Sent:** Monday, 20 October 2025 3:23 PM  
**To:** s47E(c), s47F  
**Cc:** ADSAdvisoryCouncil  
**Subject:** Contact details for proposed core members and special advisers for AC

Hi s47E(c),  
s47F

Please see the contact information below to help progress the appointments for the ADS Advisory Council. I believe in the past Jodi would have made these calls, so perhaps worth a discussion with Jodi/s47E(c), s47F

Jane, Jodi and s47E(c), s47F availability has been combined into the below table

| Date and time<br>(Jane's availability)          | Jodi         | s47E(c),<br>s47F                     |
|-------------------------------------------------|--------------|--------------------------------------|
| Monday 20 <sup>th</sup> October 10am – 5pm      | 10-11<br>3-4 | 10 12<br>3-4                         |
| Tuesday 21 <sup>st</sup> October 12pm – 3pm     | 12-2         | 12-2                                 |
| Wednesday 22 <sup>nd</sup> October 10am – 12pm  | NA           | NA                                   |
| Wednesday 29 <sup>th</sup> October 10 am – 12pm | 10-12        | s47E(c),<br>s47F No longer<br>acting |
| Friday 31 <sup>st</sup> October 3pm – 5pm       | 2-3<br>4-5   | s47E(c),<br>s47F No longer<br>ng     |

s22

**Dr Nicholas Hartland PSM – Contact to gauge interest in being considered for a Special Adviser role and see if they would like to meet.**

Recently retired First Assistant Secretary, Access and Home Support at DHDA

**Email:** s47F

s22

s22

If using assistive software, the message ends here. Email signature below.

s47E(c), s47F

Australia's Disability Strategy Branch

Disability Reforms & Royal Commission Division | Disability and Carers Group  
Australian Government Department of Health, Disability and Ageing

E: s47E(c), s47F @health.gov.au

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**From:** s47E(c), s47F

**Sent:** Monday, 13 October 2025 4:47 PM

**To:** CASSAR, Jodi

**Cc:** DRRC ; Australias Disability Strategy Branch ; s47E(c), s47F

**Subject:** RE: For approval COB 15 Oct: Proposed meetings with potential ADS Advisory Council core members and special adviser [SEC=OFFICIAL]

OFFICIAL

Sounds good, thanks Jodi.

s47E(c), s47F

If using assistive software the message ends here. Email signature below.

s47E(c), s47F

**A/g Assistant Secretary**  
**Australia's Disability Strategy Branch**

W: 02 5132 s47E(c), s47F @health.gov.au

OFFICIAL

**From:** CASSAR, Jodi <Jodi.CASSAR@Health.gov.au>

**Sent:** Monday, 13 October 2025 5:44 PM

**To:** s47E(c), s47F @Health.gov.au>

**Cc:** DRRC s47E(d) @health.gov.au>; Australias Disability Strategy Branch

s47E(d) @health.gov.au>; s47E(c), s47F @Health.gov.au>

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OFFICIAL

Hi s47E(c),  
s47F

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s47F as proxy) depending on when the meetings are scheduled.

Jodi

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**Jodi Cassar PSM** [She/Her]  
**Acting First Assistant Secretary**  
**Disability Reforms and Royal Commission Division**

Disability and Carers Group  
Australian Government Department of Health, Disability and Ageing  
T: s47F | E: [jodi.cassar@health.gov.au](mailto:jodi.cassar@health.gov.au)

This email comes to you from Awabakal Country  
Location: Charlestown NSW  
324 Charlestown Road, Charlestown, 2290, NSW, Australia

OFFICIAL

**From:** s47E(c), s47F [@Health.gov.au](mailto:@Health.gov.au)

**Sent:** Monday, 13 October 2025 5:38 PM

**To:** CASSAR, Jodi <[Jodi.CASSAR@Health.gov.au](mailto:Jodi.CASSAR@Health.gov.au)>

**Cc:** DRRC s47E(d) [@health.gov.au](mailto:@health.gov.au); Australias Disability Strategy Branch

s47E(d) [@health.gov.au](mailto:@health.gov.au); s47E(c), s47F [@Health.gov.au](mailto:@Health.gov.au)

**Subject:** For approval COB 15 Oct: Proposed meetings with potential ADS Advisory Council core members and special adviser [SEC=OFFICIAL]

OFFICIAL

Hi Jodi,

**Recommendation:** By COB Wednesday 15 Oct: You approve the team approaching Jane Spring to organise meetings with the suggested candidates for the vacant core and special adviser positions in October/early November 2025.

**Key issues:**

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- the Special Adviser position.

I understand you have discussed with Jane some potential candidates to put forward to the Minister.

It will now be important to connect with the candidates to see if they would be amenable to having their names put forward.

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I am also happy to not be involved in these meetings so the candidates aren't overwhelmed or only attend meetings you are unable to attend.

If you agree, the team will work with your office to find suitable times to have virtual meetings with the proposed candidates. The team will also draft talking points for yourself and Jane.

#### **Risks:**

It is important to gauge interest/availability to be on the Council prior to seeking the Ministers' agreement to appointments. If this does not occur there is an increased risk that candidates either decline the position or accept but are not active in their Council membership.

#### **Background**

Suggested candidates for the two Core Member positions:

- s22
- 
- 

Suggested candidates for the Special Advisor positions:

- s22
- Dr Nicholas Hartland PSM

Happy to discuss.

Thanks,

s47E(c), s47F

---

If using assistive software the message ends here. Email signature below.

s47E(c), s47F

**A/g Assistant Secretary**  
**Australia's Disability Strategy Branch**

W: 02 5132 s47E(c), s47F @health.gov.au

OFFICIAL

OFFICIAL

s47E(c), s47F

**From:** Australias Disability Strategy Branch  
**Sent:** Tuesday, 21 October 2025 11:56 AM  
**To:** ADSAdvisoryCouncil  
**Subject:** RE: For Input: ADS AC Membership Renewal Processes and Options [SEC=OFFICIAL]

OFFICIAL

Hi

29<sup>th</sup> Jodi can do from 10.30am

Thanks

s47E(c), s47F

Executive Assistant to

Jodi Cassar PSM Assistant Secretary Australia's Disability Strategy

Melissa Catania Assistant Secretary National Disability Data Asset Branch

Disability Reforms and Royal Commission Division | Disability and Carers Group  
 Australian Government Department of Health, Disability and Ageing

E: s47E(c), s47F [@Health.gov.au](mailto:s47E(c), s47F@Health.gov.au)

P: s47F

This email comes to you from Awabakal Land

Location: Newcastle Office

Charlestown 2290 NSW, Australia

*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

OFFICIAL

**From:** ADSAdvisoryCouncil  
**Sent:** Tuesday, 21 October 2025 11:34 AM  
**To:** Australias Disability Strategy Branch  
**Subject:** FW: For Input: ADS AC Membership Renewal Processes and Options [SEC=OFFICIAL]

OFFICIAL

Hi s47E(c),  
s47F 😊

Are you able to put placeholders in Jodi's calendars for possible AC membership meetings on Wednesday 29<sup>th</sup> Oct from 10am – 12pm, and Friday 31<sup>st</sup> Oct from 3 – 5pm.

As per s47E(c),  
s47F email to Jane below, we will let you know once we have confirmed times.

Thank you

If using assistive software, the message ends here. Email signature below.

s47E(c), s47F

Australia's Disability Strategy Branch

Disability Reforms & Royal Commission Division | Disability and Carers Group  
Australian Government Department of Health, Disability and Ageing

E: s47E(c), s47F @health.gov.au

This email comes to you from Turrbal and Jagera Country

*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continued connection to land, sea and community. We pay our respects to their cultures, and to all Elders both past and present.*

OFFICIAL

**From:** s47E(c), s47F @Health.gov.au>

**Sent:** Tuesday, 21 October 2025 10:29 AM

**To:** Jane Spring s47F >

**Cc:** CASSAR, Jodi <Jodi.CASSAR@Health.gov.au>; ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>;  
s47E(c), s47F @Health.gov.au>

**Subject:** RE: For Input: ADS AC Membership Renewal Processes and Options [SEC=OFFICIAL]

OFFICIAL

Hi Jane,

If you could block off Wednesday 29th October 10 am – 12pm and Friday 31st October 3pm – 5pm, we will try to set up calls now. Once we have confirmed times, we can let you know so you can get them in your calendar and release the block.

Thanks,

s47E(c),  
s47F

OFFICIAL

From: Jane Spring <sup>s47F</sup>  
 Sent: Monday, 20 October 2025 1:51 PM  
 To: <sup>s47E(c), s47F</sup> [@Health.gov.au](mailto:Health.gov.au)  
 Cc: CASSAR, Jodi <[Jodi.CASSAR@Health.gov.au](mailto:Jodi.CASSAR@Health.gov.au)>; ADSAdvisoryCouncil <[ADSAdvisoryCouncil@health.gov.au](mailto:ADSAdvisoryCouncil@health.gov.au)>; <sup>s47E(c), s47F</sup> [@Health.gov.au](mailto:Health.gov.au)  
 Subject: Re: For Input: ADS AC Membership Renewal Processes and Options [SEC=OFFICIAL]

OFFICIAL

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Hi <sup>s47E(c), s47F</sup>

Do we have times for these discussions? Keen to get them in my diary

Regards

Jane

Jane Spring AM  
<sup>s47F</sup>

On 30 Sep 2025, at 11:37 am, <sup>s47E(c), s47F</sup> [@health.gov.au](mailto:Health.gov.au) wrote:

OFFICIAL

Hi Jane,

Sorry, this is a bit of a longer email!

As you are aware, we need to go to the Minister to fill some upcoming vacancies for the ADS Advisory Council: two core members (one is currently vacant and <sup>s22</sup> term ends at the end of the year) and the Special Adviser position (<sup>s22</sup> term ends at the end of the year as well).

The terms for the current membership are as follows:

| Member Name    | Position | State/<br>Territory | Appointment<br>From | Appointment<br>Term Ends |
|----------------|----------|---------------------|---------------------|--------------------------|
| Ms Jane Spring | Chair    | NSW                 | <sup>s22</sup>      |                          |

|       |                 |     |     |
|-------|-----------------|-----|-----|
|       |                 |     | s22 |
| s22   | Core Member     | QLD |     |
| Empty | Core Member     |     |     |
| s22   | Core Member     | VIC |     |
|       | Core Member     | VIC |     |
|       | Core Member     | QLD |     |
|       | Special Adviser | ACT |     |

\*These members have already had their terms extended once.

The team has been advised that DHDA committees go to the Minister with three options (and we will need to confirm this approach with the Minister's office):

s47E(d)

In relation to ADS Advisory Council, these options look as follows:

s47E(d)

s47E(d)

For the Special Adviser, one possibility we have come up with is Dr Nicholas Hartland PSM (Recently retired First Assistant Secretary, Access and Home Support at DHDA). One thing we also have to think about with the Special Adviser position is that the ToR state that this appointment can be delegated to the Department (rather than rest with the Minister) – we'd just need to figure out how this delegation would work.

s47E(d)

To assist with this process, could you let us know if you have any other potential candidates in mind for the core member positions or the special advisory position. Also, happy to set up a specific call to discuss further and to potentially prioritize the candidates to put forward.

Thanks,

s47E(c),  
s47F

---

If using assistive software, the message ends here. Email signature below.

s47E(c), s47F

**Director**  
**Australia's Disability Strategy Branch**

Disability and Carers Group  
Australian Government Department of Health, Disability and Ageing  
T: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

This email comes to you from Turrbal and Jagera Country

Location: DHDA Queensland Office

Level 7, 80 Ann Street, Brisbane QLD 4000, Australia

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the Freedom Of Information Act 1982 by  
the Department of Health, Disability and Ageing

s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Tuesday, 21 October 2025 1:23 PM  
**To:** s47E(c), s47F  
**Subject:** FW: Invitation to discuss Australia's Disability Strategy Advisory Council [SEC=OFFICIAL]

OFFICIAL

Another to lock in please.

OFFICIAL

**From:** s47F  
**Sent:** Tuesday, 21 October 2025 2:22 PM  
**To:** s47E(c), s47F  
**Cc:** ADSAdvisoryCouncil  
**Subject:** Re: Invitation to discuss Australia's Disability Strategy Advisory Council [SEC=OFFICIAL]

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s47E(c),  
s47F

Thank you very much for the note. I would be interested in meeting Jane and Jodi to discuss this opportunity. Either time is open, so maybe we book in Wednesday 29th at 10.30?

Nick

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**From:** s47E(c), s47F <[redacted]@Health.gov.au>  
**Date:** Tuesday, 21 October 2025 at 12:17 pm  
**To:** s47F  
**Cc:** ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>  
**Subject:** Invitation to discuss Australia's Disability Strategy Advisory Council [SEC=OFFICIAL]

OFFICIAL

Dear Dr Hartland,

I am writing to arrange a meeting between yourself and Ms Jane Spring, Chair of the Advisory Council for Australia's Disability Strategy (the Strategy), and Jodi Cassar, Assistant Secretary of Australia's Disability

Strategy Branch in the Department of Health, Disability and Ageing. The meeting would be to discuss the Advisory Council and the possibility of your candidacy for a Special Advisor position.

The Advisory Council plays a key role in supporting the implementation of the Strategy, which is the national framework guiding how governments, business, and the community work together to create a more inclusive Australia for people with disability. Advisory Council members bring a broad range of lived experience, expertise, and perspectives from across the disability sector. The Advisory Council's special advisors are valued for their government experience and/or background in the disability sector, and they support the Council by advising on government relations and relevant policy. I have attached the Council's Terms of Reference for your information.

**To explore this opportunity further, we would like to invite you to a 30-minute virtual meeting. The time periods currently open would be on Wednesday 29 October between 10am – 12pm AEDT , or Friday 31 October between 2 – 3pm or 4 – 5pm AEDT.** Please let us know as soon as possible your availability for either date, and we will send an MS teams meeting invite.

Thanks,

s47E(c),  
s47F

---

If using assistive software, the message ends here. Email signature below.

s47E(c), s47F

**Director**  
**Australia's Disability Strategy Branch**

Disability and Carers Group  
Australian Government Department of Health, Disability and Ageing  
T: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

This email comes to you from Turrbal and Jagera Country

Location: DHDA Queensland Office

Level 7, 80 Ann Street, Brisbane QLD 4000, Australia

*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

OFFICIAL

OFFICIAL

s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Tuesday, 21 October 2025 11:40 AM  
**To:** ADSAdvisoryCouncil  
**Subject:** RE: Contact details for proposed core members and special advisers for AC [SEC=OFFICIAL]

OFFICIAL

Done. Let's wait to see what we hear back before proceeding to s22

OFFICIAL

**From:** ADSAdvisoryCouncil  
**Sent:** Tuesday, 21 October 2025 11:56 AM  
**To:** s47E(c), s47F  
**Cc:** ADSAdvisoryCouncil  
**Subject:** RE: Contact details for proposed core members and special advisers for AC [SEC=OFFICIAL]

OFFICIAL

Hi s47E(c),  
s47F

Draft email below for Dr Hartland (Special Advisor) and s22 (Core Member) below. We don't have an email address for s22 only a possible contact phone number.

I have emailed s47E(c), s47F to put a placeholder for possible meetings in Jodi's calendar for Wednesday 29<sup>th</sup> and October 31<sup>st</sup>.

**Subject:** Invitation to discuss potential membership on Australia's Disability Strategy Advisory Council

Dear Dr Hartland / s22

I am writing to seek your interest in becoming a member/Special Adviser of the Australia's Disability Strategy (ADS) Advisory Council. The Advisory Council plays a key role in supporting the implementation of Australia's Disability Strategy 2021–2031 - the national framework guiding how governments, business, and the community work together to create a more inclusive Australia for people with disability.

The Advisory Council provides independent advice to the Disability Reform Ministerial Council and works closely with governments to ensure the Strategy's actions are delivering meaningful outcomes. Members bring a broad range of lived experience, expertise, and perspectives from across the disability sector. I have attached the Terms of Reference of the Advisory Council for your information.

To explore this opportunity further, we would like to invite you to a meeting with Ms Jane Spring, Chair of the ADS Advisory Council, and Ms Jodi Cassar, Branch Manager, Australia's Disability Strategy Branch

on Wednesday 29 October between 10am – 12pm AEDT , or Friday 31 October between 2 – 3pm or 4 – 5pm AEDT.

Please let us know your availability for either date, and we will send an MS teams meeting invite.

We appreciate your consideration of this opportunity and would be pleased to provide any further information you may need about the Advisory Council or its work.

Kind Regards,

-----

s22

-----  
Thank you

If using assistive software, the message ends here. Email signature below.

s47E(c), s47F

Australia's Disability Strategy Branch

Disability Reforms & Royal Commission Division | Disability and Carers Group  
Australian Government Department of Health, Disability and Ageing

E: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

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OFFICIAL

**From:** s47E(c), s47F @Health.gov.au>  
**Sent:** Tuesday, 21 October 2025 10:27 AM  
**To:** ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>; s47E(c), s47F  
 s47E(c), s47F @Health.gov.au>  
**Subject:** RE: Contact details for proposed core members and special advisers for AC [SEC=OFFICIAL]

OFFICIAL

OK

Can you please draft some emails that I can send to s22 Dr. Harland, s22 and s22 for meetings next Wednesday and Thursday. I'll ask Jane to block those times for now and please get s47E(c), s47F to block them for Jodi.

Thanks.

OFFICIAL

**From:** ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>  
**Sent:** Monday, 20 October 2025 4:23 PM  
**To:** s47E(c), s47F @Health.gov.au>  
**Cc:** ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>  
**Subject:** Contact details for proposed core members and special advisers for AC [SEC=OFFICIAL]

OFFICIAL

Hi s47E(c), s47F

Please see the contact information below to help progress the appointments for the ADS Advisory Council. I believe in the past Jodi would have made these calls, so perhaps worth a discussion with Jodi s47E(c), s47F

Jane, Jodi and s47E(c), s47F availability has been combined into the below table

|                                            |       |               |
|--------------------------------------------|-------|---------------|
| Date and time<br>(Jane's availability)     | Jodi  | s47E(c), s47F |
| Monday 20 <sup>th</sup> October 10am – 5pm | 10-11 | 10-12         |

|                                                 |            |                                     |
|-------------------------------------------------|------------|-------------------------------------|
|                                                 | 3-4        | 3-4                                 |
| Tuesday 21 <sup>st</sup> October 12pm – 3pm     | 12-2       | 12-2                                |
| Wednesday 22 <sup>nd</sup> October 10am – 12pm  | NA         | NA                                  |
| Wednesday 29 <sup>th</sup> October 10 am – 12pm | 10-12      | s47E(c),<br>s47F o longer<br>acting |
| Friday 31 <sup>st</sup> October 3pm – 5pm       | 2-3<br>4-5 | s47E(c),<br>s47F o longer<br>g      |

s22

**Dr Nicholas Hartland PSM – Contact to gauge interest in being considered for a Special Adviser role and see if they would like to meet.**

Recently retired First Assistant Secretary, Access and Home Support at DHDA

Email: s47F

s22

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s47E(c), s47F

Australia's Disability Strategy Branch

Disability Reforms & Royal Commission Division | Disability and Carers Group

Australian Government Department of Health, Disability and Ageing

E: s47E(c), s47F @health.gov.au

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OFFICIAL

**From:** s47E(c), s47F <[REDACTED]@Health.gov.au>  
**Sent:** Monday, 13 October 2025 4:47 PM  
**To:** CASSAR, Jodi <Jodi.CASSAR@Health.gov.au>  
**Cc:** DRRC s47E(d) <[REDACTED]@health.gov.au>; Australias Disability Strategy Branch s47E(d) <[REDACTED]@health.gov.au>; s47E(c), s47F <[REDACTED]@Health.gov.au>  
**Subject:** RE: For approval COB 15 Oct: Proposed meetings with potential ADS Advisory Council core members and special adviser [SEC=OFFICIAL]

OFFICIAL

Sounds good, thanks Jodi.

s47E(c),  
s47F

If using assistive software the message ends here. Email signature below.

s47E(c), s47F

**A/g Assistant Secretary**  
**Australia's Disability Strategy Branch**

W: 02 5132 s47E(c), s47F <[REDACTED]@health.gov.au>

OFFICIAL

**From:** CASSAR, Jodi <Jodi.CASSAR@Health.gov.au>  
**Sent:** Monday, 13 October 2025 5:44 PM  
**To:** s47E(c), s47F <[REDACTED]@Health.gov.au>  
**Cc:** DRRC s47E(d) <[REDACTED]@health.gov.au>; Australias Disability Strategy Branch s47E(d) <[REDACTED]@health.gov.au>; s47E(c), s47F <[REDACTED]@Health.gov.au>  
**Subject:** RE: For approval COB 15 Oct: Proposed meetings with potential ADS Advisory Council core members and special adviser [SEC=OFFICIAL]

OFFICIAL

Hi s47E(c),  
s47F

Agree however that is too many officials on our end suggest it is just Jane and myself (or you or s47E(c), s47F as proxy) depending on when the meetings are scheduled.

Jodi

If you are using a screen reader, this email stops here and it is my signature block below.

**Jodi Cassar PSM** [She/Her]  
**Acting First Assistant Secretary**

## Disability Reforms and Royal Commission Division

Disability and Carers Group

Australian Government Department of Health, Disability and Ageing

T: s47F | E: [jodi.cassar@health.gov.au](mailto:jodi.cassar@health.gov.au)

This email comes to you from Awabakal Country

Location: Charlestown NSW

324 Charlestown Road, Charlestown, 2290, NSW, Australia

OFFICIAL

**From:** s47E(c), s47F [@Health.gov.au](mailto:s47E(c), s47F@Health.gov.au)

**Sent:** Monday, 13 October 2025 5:38 PM

**To:** CASSAR, Jodi <[Jodi.CASSAR@Health.gov.au](mailto:Jodi.CASSAR@Health.gov.au)>

**Cc:** DRRC s47E(d) [@health.gov.au](mailto:s47E(d)@health.gov.au); Australias Disability Strategy Branch

s47E(d) [@health.gov.au](mailto:s47E(d)@health.gov.au); s47E(c), s47F [@Health.gov.au](mailto:s47E(c), s47F@Health.gov.au)

**Subject:** For approval COB 15 Oct: Proposed meetings with potential ADS Advisory Council core members and special adviser [SEC=OFFICIAL]

OFFICIAL

Hi Jodi,

**Recommendation:** By COB Wednesday 15 Oct: You approve the team approaching Jane Spring to organise meetings with the suggested candidates for the vacant core and special adviser positions in October/early November 2025.

### Key issues:

The team are progressing an **ADS Advisory Council Membership brief** to fill the following positions that will end in December 2025:

- two Core Member positions
- the Special Adviser position.

I understand you have discussed with Jane some potential candidates to put forward to the Minister.

It will now be important to connect with the candidates to see if they would be amenable to having their names put forward.

The virtual meetings would be with the candidates (individually), yourself, Jane Spring, myself and s47E(c), s47F and the goal would be to gauge their interest and willingness to be considered for the positions on the Advisory Council, noting that the final decision is for the Minister.

I am also happy to not be involved in these meetings so the candidates aren't overwhelmed or only attend meetings you are unable to attend.

If you agree, the team will work with your office to find suitable times to have virtual meetings with the proposed candidates. The team will also draft talking points for yourself and Jane.

### Risks:

It is important to gauge interest/availability to be on the Council prior to seeking the Ministers' agreement to appointments. If this does not occur there is an increased risk that candidates either decline the position or accept but are not active in their Council membership.

### Background

#### Suggested candidates for the two Core Member positions:

- s22 [REDACTED]
- [REDACTED]
- [REDACTED]

#### Suggested candidates for the Special Advisor positions:

- s22 [REDACTED]
- Dr Nicholas Hartland PSM

Happy to discuss.

Thanks,

s47E(c),  
s47F [REDACTED]

---

If using assistive software the message ends here. Email signature below.

s47E(c), s47F [REDACTED]

**A/g Assistant Secretary**  
**Australia's Disability Strategy Branch**

W: 02 5132 [REDACTED] [@health.gov.au](mailto:[REDACTED]@health.gov.au)

OFFICIAL

OFFICIAL

s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Monday, 27 October 2025 12:52 PM  
**To:** Jane Spring; CASSAR, Jodi  
**Cc:** Australias Disability Strategy Branch; ADSAdvisoryCouncil; s47E(c), s47F  
**Subject:** For Input: Draft Talking Points: Meetings with Dr. Nick Hartland and s22 [SEC=OFFICIAL]  
**Attachments:** D25-4734794 DRAFT Talking points - AC Special Advisor meeting with Jodi and Jane.DOCX; DRAFT Talking points - AC Core Member meeting with Jodi and Jane.docx

OFFICIAL

Hi Jane and Jodi,

In preparation for your meetings on Thursday and Friday with Dr. Nick Hartland (special advisor position) and s22 (core member position), we have drafted some talking points for you.

**Let me know if you'd like any changes by COB 28 Oct (tomorrow) please.**

Once finalized, we will send them to you as separate packages, along with any bio information we have on the potential candidates.

Thanks,

s47E(c), s47F

s47E(c), s47F

**Director**  
**Australia's Disability Strategy Branch**

Disability and Carers Group  
 Australian Government Department of Health, Disability and Ageing  
 T: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

This email comes to you from Turrbal and Jagera Country

Location: DHDA Queensland Office

Level 7 - 80 Ann Street, Brisbane QLD 4000, Australia

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s47E(c), s47F

**From:** ADSAdvisoryCouncil  
**Sent:** Tuesday, 28 October 2025 10:10 AM  
**To:** s47F  
**Subject:** RE: Invitation to discuss Australia's Disability Strategy Advisory Council [SEC=OFFICIAL]

Thank you very much for your prompt response.

Confirming I have reissued the invite for Friday afternoon.

Thank you , hope you have a great day

If using assistive software, the message ends here. Email signature below.

s47E(c), s47F

Australia's Disability Strategy Branch

Disability Reforms & Royal Commission Division | Disability and Carers Group

Australian Government Department of Health, Disability and Ageing

E: s47E(c), s47F @health.gov.au

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**From:** s47F  
**Sent:** Tuesday, 28 October 2025 10:06 AM  
**To:** ADSAdvisoryCouncil  
**Cc:** ADSAdvisoryCouncil  
**Subject:** Re: Invitation to discuss Australia's Disability Strategy Advisory Council [SEC=OFFICIAL]

That time is fine by me

Nick

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**From:** ADSAdvisoryCouncil <[ADSAdvisoryCouncil@health.gov.au](mailto:ADSAdvisoryCouncil@health.gov.au)>  
**Date:** Tuesday, 28 October 2025 at 11:03 am  
**To:** s47F  
**Cc:** ADSAdvisoryCouncil <[ADSAdvisoryCouncil@health.gov.au](mailto:ADSAdvisoryCouncil@health.gov.au)>  
**Subject:** RE: Invitation to discuss Australia's Disability Strategy Advisory Council [SEC=OFFICIAL]

OFFICIAL

Good morning Dr. Hartland,

Unfortunately, Jane Spring is now unavailable on Thursday morning. Would you be available to meet at 4 p.m. AEDT on Friday, 31st October?

If that does not suit, could you kindly provide your availability for next week, week commencing 3 November, and I will coordinate with Jane to find a mutually suitable time.

Thank you, and I apologise for any inconvenience.

If using assistive software, the message ends here. Email signature below.

s47E(c), s47F

Australia's Disability Strategy Branch

Disability Reforms & Royal Commission Division | Disability and Carers Group  
Australian Government Department of Health, Disability and Ageing

E: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

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---

**OFFICIAL**

**From:** s47E(c), s47F [@Health.gov.au](mailto:s47E(c), s47F@Health.gov.au)  
**Sent:** Tuesday, 21 October 2025 1:24 PM  
**To:** s47F  
**Cc:** ADSAdvisoryCouncil <[ADSAdvisoryCouncil@health.gov.au](mailto:ADSAdvisoryCouncil@health.gov.au)>  
**Subject:** RE: Invitation to discuss Australia's Disability Strategy Advisory Council [SEC=OFFICIAL]

**OFFICIAL**

Great. Thanks for getting back to me so quickly. We will set something up.

s47E(c),  
s47F

**OFFICIAL**

**From:** s47F  
**Sent:** Tuesday, 21 October 2025 2:22 PM  
**To:** s47E(c), s47F [@Health.gov.au](mailto:s47E(c), s47F@Health.gov.au)  
**Cc:** ADSAdvisoryCouncil <[ADSAdvisoryCouncil@health.gov.au](mailto:ADSAdvisoryCouncil@health.gov.au)>  
**Subject:** Re: Invitation to discuss Australia's Disability Strategy Advisory Council [SEC=OFFICIAL]

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s47E(c),  
s47F

Thank you very much for the note. I would be interested in meeting Jane and Jodi to discuss this opportunity. Either time is open, so maybe we book in Wednesday 29th at 10.30?

Nick

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---

**From:** s47E(c), s47F @Health.gov.au>  
**Date:** Tuesday, 21 October 2025 at 12:17 pm  
**To:** s47F  
**Cc:** ADSAdvisoryCouncil <[ADSAdvisoryCouncil@health.gov.au](mailto:ADSAdvisoryCouncil@health.gov.au)>  
**Subject:** Invitation to discuss Australia's Disability Strategy Advisory Council [SEC=OFFICIAL]

OFFICIAL

Dear Dr Hartland,

I am writing to arrange a meeting between yourself and Ms Jane Spring, Chair of the Advisory Council for Australia's Disability Strategy (the Strategy), and Jodi Cassar, Assistant Secretary of Australia's Disability Strategy Branch in the Department of Health, Disability and Ageing. The meeting would be to discuss the Advisory Council and the possibility of your candidacy for a Special Advisor position.

The Advisory Council plays a key role in supporting the implementation of the Strategy, which is the national framework guiding how governments, business, and the community work together to create a more inclusive Australia for people with disability. Advisory Council members bring a broad range of lived experience, expertise, and perspectives from across the disability sector. The Advisory Council's special advisors are valued for their government experience and/or background in the disability sector, and they support the Council by advising on government relations and relevant policy. I have attached the Council's Terms of Reference for your information.

**To explore this opportunity further, we would like to invite you to a 30-minute virtual meeting. The time periods currently open would be on Wednesday 29 October between 10am – 12pm AEDT , or Friday 31 October between 2 – 3pm or 4 – 5pm AEDT.** Please let us know as soon as possible your availability for either date, and we will send an MS teams meeting invite.

Thanks,

s47E(c),  
s47F

---

If using assistive software, the message ends here. Email signature below.

s47E(c), s47F

**Director**  
**Australia's Disability Strategy Branch**

Disability and Carers Group  
Australian Government Department of Health, Disability and Ageing  
T s47E(c), s47F [REDACTED]@health.gov.au

This email comes to you from Turrbal and Jagera Country

Location: DHDA Queensland Office

Level 7, 80 Ann Street, Brisbane QLD 4000, Australia

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## Candidate Biography

### Special Advisor

#### Dr Nicholas Hartland PSM

Dr Nicholas Hartland PSM is a highly respected former Commonwealth public servant with a distinguished career spanning health, ageing, disability, and social policy. He has held senior executive roles within the Department of Health and Aged Care, including as First Assistant Secretary in the Ageing and Aged Group, where he was responsible for aged care funding reform, the Support at Home program, and health economics.

Dr Hartland played a key role in major national reforms, including the design and implementation of the National Disability Insurance Scheme (NDIS), aged care funding reform, and improvements to income support systems such as the Age Pension and Disability Support Pension.

Dr Hartland holds a PhD in Criminology from the University of Melbourne and a Bachelor's degree in Political Science. Dr Hartland was awarded the Public Service Medal for his outstanding contributions to social policy, particularly in the establishment of the NDIS and pension reform.

Since retiring from the Australian Public Service, Dr Hartland has continued to contribute thought leadership to the aged care and disability sectors through advisory roles and public speaking engagements.

Dr Hartland's extensive policy expertise, cross-sectoral insight, and deep understanding of how social and disability systems interact would provide the Advisory Council with a strong policy foundation and valuable strategic perspective.

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the Department of Health, Disability and Ageing

s47E(c), s47F

**From:** Jane Spring s47F  
**Sent:** Tuesday, 28 October 2025 9:26 AM  
**To:** s47E(c), s47F  
**Cc:** ADSAdvisoryCouncil  
**Subject:** Re: Time to meet [SEC=OFFICIAL]

OFFICIAL

**REMINDER:** Think before you click! This email originated from outside our organisation. Only click links or open attachments if you recognise the sender and know the content is safe.

Hi s47E(c),  
s47F

Yes, and we have s22

Regards  
Jane  
Jane Spring  
s47F

On 28 Oct 2025, at 10:22 am, s47E(c) s47F wrote:

OFFICIAL

Hi Jane,  
Here is a list of your confirmed meetings until the end of the year:

| Meeting name                                                                        | Meeting date                                                                                                            |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Invitation to discuss Australia's Disability Strategy Advisory Council- Dr Hartland | Thursday 30 October 10:30am – 11am<br>*As per below, it looks like you can't make this one. We will need to reschedule. |
| s22                                                                                 |                                                                                                                         |
| Catch Up with Jodi Cassar                                                           | Friday 7 November 10:00 – 10:30am<br>*We just sent this reschedule through.                                             |
| ADS Advisory Council – Housing Workshop                                             | 7 November 2025 2:00 – 3:00pm                                                                                           |
| ADS Advisory Council meeting 4                                                      | 28 November 2025 1:00 – 3:00pm                                                                                          |

|                                                           |                                 |
|-----------------------------------------------------------|---------------------------------|
| ADS Jurisdictional Disability Advisory<br>Leads meeting 3 | Monday 8 December 3:00 – 4:00pm |
|-----------------------------------------------------------|---------------------------------|

If there are any other holds in your calendar, those can be deleted.

**From your other message, I understand that you can't make the meeting with Dr Hartland scheduled for 30 Oct. When we had gotten some free times from you, you had also mentioned that 31 Oct 2-3 and 4-5 were open, is that still the case?**

Thanks,

s47E(c),  
s47F

OFFICIAL

OFFICIAL

**From:** Jane Spring

**Sent:** Monday, 27 October 2025 6:43 PM

**To:** s47E(c), s47F

**Subject:** Re: Time to meet [SEC=OFFICIAL]

OFFICIAL

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Hi s47E(c),  
s47F

Do you mind sending me the list of meetings to make sure that I have landed them all in my diary as I don't seem to have s22

On the 7th I have NSW DC from 9 to 930. I could so 10-10.30?

Regards

Jane

Jane Spring

s47F

On 27 Oct 2025, at 3:46 pm, s47E(c), s47F

s47E(c) s47F

@health.gov.au> wrote:

OFFICIAL

Hi Jane,

As the slot we usually have for you and Jodi to catch up on 7 Nov is now being used to talk to s22, just checking if you have any time available for an additional 30-minute meeting on 7 Nov. Maybe 9-9:30?

Thanks,

s47E(c),  
s47F

**Director**

**Australia's Disability Strategy Branch**

Disability and Carers Group

Australian Government Department of Health, Disability and Ageing

T: s47E(c), s47F [REDACTED] [@health.gov.au](mailto:[REDACTED]@health.gov.au)

This email comes to you from Turrbal and Jagera Country

Location: DHDA Queensland Office

Level 7 - 80 Ann Street, Brisbane QLD 4000, Australia

*The Department of Health, Disability and Ageing acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.*

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s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Tuesday, 21 October 2025 11:17 AM  
**To:** s47F  
**Cc:** ADSAdvisoryCouncil  
**Subject:** CM: Invitation to discuss Australia's Disability Strategy Advisory Council [SEC=OFFICIAL]  
**Attachments:** ads-advisory-council-tor.pdf  
**Importance:** High

OFFICIAL

Dear Dr Hartland,

I am writing to arrange a meeting between yourself and Ms Jane Spring, Chair of the Advisory Council for Australia's Disability Strategy (the Strategy), and Jodi Cassar, Assistant Secretary of Australia's Disability Strategy Branch in the Department of Health, Disability and Ageing. The meeting would be to discuss the Advisory Council and the possibility of your candidacy for a Special Advisor position.

The Advisory Council plays a key role in supporting the implementation of the Strategy, which is the national framework guiding how governments, business, and the community work together to create a more inclusive Australia for people with disability. Advisory Council members bring a broad range of lived experience, expertise, and perspectives from across the disability sector. The Advisory Council's special advisors are valued for their government experience and/or background in the disability sector, and they support the Council by advising on government relations and relevant policy. I have attached the Council's Terms of Reference for your information.

**To explore this opportunity further, we would like to invite you to a 30-minute virtual meeting. The time periods currently open would be on Wednesday 29 October between 10am – 12pm AEDT , or Friday 31 October between 2 – 3pm or 4 – 5pm AEDT.** Please let us know as soon as possible your availability for either date, and we will send an MS teams meeting invite.

Thanks,

s47E(c),  
s47F

---

If using assistive software, the message ends here. Email signature below.

s47E(c), s47F

**Director**  
**Australia's Disability Strategy Branch**

Disability and Carers Group  
 Australian Government Department of Health, Disability and Ageing  
 T: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

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Location: DHDA Queensland Office

Level 7, 80 Ann Street, Brisbane QLD 4000, Australia

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s47E(c), s47F

**From:** ADSAdvisoryCouncil  
**Sent:** Tuesday, 28 October 2025 8:37 AM  
**To:** s47E(c), s47F  
**Cc:** ADSAdvisoryCouncil  
**Subject:** RE: For EL2 review: Draft Talking points - AC Members meeting with Jodi and Jane [SEC=OFFICIAL]  
**Attachments:** Candidate Biography - Dr Nicholas Hartland.docx; s22

Hi Shane,

Please see candidate bios attached for s22, and Dr Hartland.

Thank you

If using assistive software, the message ends here. Email signature below.

s47E(c), s47F

Australia's Disability Strategy Branch

Disability Reforms & Royal Commission Division | Disability and Carers Group

Australian Government Department of Health, Disability and Ageing

E: s47E(c), s47F @health.gov.au

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**From:** s47E(c), s47F  
**Sent:** Monday, 27 October 2025 12:53 PM  
**To:** s47E(c), s47F  
**Cc:** ADSAdvisoryCouncil  
**Subject:** RE: For EL2 review: Draft Talking points - AC Members meeting with Jodi and Jane [SEC=OFFICIAL]

OFFICIAL

Thanks. A few last changes. Let's see if we get anything from Jane or Jodi.

As well, can you please gather into separate docs for each any background or bio information we have on the two candidates.

OFFICIAL

**From:** s47E(c), s47F @Health.gov.au>  
**Sent:** Monday, 27 October 2025 1:22 PM  
**To:** s47E(c), s47F @Health.gov.au>  
**Cc:** ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>  
**Subject:** RE: For EL2 review: Draft Talking points - AC Members meeting with Jodi and Jane [SEC=OFFICIAL]

OFFICIAL

Thanks s47E(c),  
s47F

Please see two separate documents attached - one for the Core Members, and one for the Special Advisor.

I have added a new paragraph to the Special Advisor draft explaining the distinction between the two roles, in case this question arises. Additionally, I have separated the talking points for Jodi and Jane as per your suggestion. This separation can be made more visible once the document is finalised.

I don't believe we require any further information from the candidates on why they should be nominated. I have reviewed the previous membership brief that went up to the Minister, and the details included for each candidate are fairly concise. We have already generated a small pitch for each which we provided to Jodi and Jane initially.

Any potential conflicts of interest are addressed during the onboarding process, so they have not typically been requested at this stage. However, I have included the relevant question in both documents, just in case.

For your review please.

Thank you

If using assistive software, the message ends here. Email signature below.

s47E(c), s47F

Australia's Disability Strategy Branch

Disability Reforms & Royal Commission Division | Disability and Carers Group

Australian Government Department of Health, Disability and Ageing

E: s47E(c), s47F @health.gov.au

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**From:** s47E(c), s47F @Health.gov.au>  
**Sent:** Monday, 27 October 2025 11:23 AM  
**To:** s47E(c), s47F @Health.gov.au>  
**Cc:** ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>  
**Subject:** RE: For EL2 review: Draft Talking points - AC Members meeting with Jodi and Jane [SEC=OFFICIAL]

OFFICIAL

Thanks, s47E(c), s47F A few changes.

Can you please do a separate one for the core members and the special advisor.

Also, it would be good to divide it up a bit so that what Jodi and Jane speak to is clear. Maybe Jodi sticks to the departmental pieces and describing the ADS while Jane does more of the council work.

OFFICIAL

**From:** s47E(c), s47F @Health.gov.au>  
**Sent:** Monday, 27 October 2025 11:04 AM  
**To:** s47E(c), s47F @Health.gov.au>  
**Cc:** ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>  
**Subject:** For EL2 review: Draft Talking points - AC Members meeting with Jodi and Jane [SEC=OFFICIAL]

OFFICIAL

Good Morning s47E(c), s47F

Please find attached the draft talking points to assist Jane and Jodi with their upcoming discussions with potential Advisory Council candidates.

There are a few highlighted sections within the document that could be tailored for each candidate, or I can adjust them to be more generic to suit all conversations. Additionally, there is one comment regarding the timeframe that I am uncertain about.

Both s47E(c), s47F have reviewed the document, and I have incorporated their feedback.

For your review please. The first meeting is scheduled for Thursday of this week.

Thank you

If using assistive software, the message ends here. Email signature below.

s47E(c), s47F

Australia's Disability Strategy Branch

Disability Reforms & Royal Commission Division | Disability and Carers Group

Australian Government Department of Health, Disability and Ageing

E: s47E(c), s47F [REDACTED]@health.gov.au

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s47E(c), s47F

**From:** s47F  
**Sent:** Tuesday, 27 January 2026 9:34 AM  
**To:** ADSAdvisoryCouncil  
**Cc:** ADSAdvisoryCouncil; s47E(c), s47F  
**Subject:** Re: Request for Information – Australia's Disability Strategy Advisory Council [SEC=UNOFFICIAL]

**REMINDER:** Think before you click! This email originated from outside our organisation. Only click links or open attachments if you recognise the sender and know the content is safe.

Hi ADS Advisory Council people

I completely understand about the status of the proposal.

s47F

Contact details

Dr Nick Hartland

s47F

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---

**From:** ADSAdvisoryCouncil  
**Date:** Friday, 23 January 2026 at 11:53 am  
**To:** s47F  
**Cc:** ADSAdvisoryCouncil, s47E(c), s47F  
**Subject:** Request for Information – Australia's Disability Strategy Advisory Council [SEC=UNOFFICIAL]

**UNOFFICIAL**

Dear Mr Hartland,

As part of our preparations for your potential appointment to **Australian's Disability Strategy Advisory Council**, the **Department of Health, Disability and Ageing** is gathering information to support timely next steps.

Please note that, as of yet, **your appointment has not been confirmed by the Minister**, and this information is being collected solely to ensure we are prepared to proceed.

To assist with this preparatory work, could you please provide the following details:

1. **Support needs:** Would you require any assistance to participate in Council meetings (virtual or in-person)?
2. **Signing authority:** Would you be signing as an individual, or as an individual signing through an enterprise or company?
3. **Contact details:** Please confirm your postal address, physical address, and phone number.

Should you have any questions about this request or the process, please do not hesitate to contact us.

Thank you

If using assistive software, the message ends here. Email signature below.

**ADS Advisory Council Secretariat**

Australia's Disability Strategy Branch

Disability Reforms & Royal Commission Division | Disability and Carers Group

Australian Government Department of Health, Disability and Ageing

**Ph:** 1800 334 505 **E:** [ADSAdvisoryCouncil@Health.gov.au](mailto:ADSAdvisoryCouncil@Health.gov.au)

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s47E(c), s47F

**From:** CASSAR, Jodi  
**Sent:** Wednesday, 28 January 2026 4:03 PM  
**To:** s47E(c), s47F  
**Cc:** Australias Disability Strategy Branch; s47E(c), s47F; ADSAdvisoryCouncil  
**Subject:** AS Review Actioned: For Approval by 30 Jan: Advisory Council onboarding documentation for new members | Dr Nick Hartland [SEC=OFFICIAL]  
**Attachments:** Schedule 2 - TFN declaration form N Hartland.PDF; Schedule 3 - Superannuation standard choice form \_ Australian Taxation Office.PDF; 8. Consent Form - Photograph (DHDA) N Hartland.DOCX; Personal Details Form - N Hartland.DOCX; Schedule 1 - Committee Member Onboarding form Dr N Hartland.docx; Schedule 4 - confidentiality conflict of interest privacy and secrecy deed poll Dr N Hartland.docx; AGS Deed of Engagement Non-statutory Ministerial Appointments - Dr N Hartland JC.docx  
**Follow Up Flag:** Follow up  
**Flag Status:** Completed

OFFICIAL

Hi s47E(c),  
s47F

I have reviewed the attached document inserted my signature into the Cover letter part of the Deed.

I note that these will be sent once the MS is approved and sighted back with the department.

Kind regards

Jodi

If you are using a screen reader, this email stops here and it is my signature block below.

**Jodi Cassar PSM** [She/Her]  
**Assistant Secretary**  
**Australia's Disability Strategy Branch**  
**Disability and Carers Reform Program Office**

Disability Reforms and Royal Commission Division | Disability and Carers Group  
 Australian Government Department of Health, Disability and Ageing  
 T: s47F | E: [jodi.cassar@health.gov.au](mailto:jodi.cassar@health.gov.au)

This email comes to you from Awabakal Country  
 Location: Charlestown NSW  
 324 Charlestown Road, Charlestown, 2290, NSW, Australia

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## Australia's Disability Strategy National Forum

24–25 February 2026  
Adelaide Convention Centre

### Register now:

Visit the [Forum website](#) for more details and to [register now](#).

OFFICIAL

From: s47E(c), s47F

Sent: Wednesday, 28 January 2026 4:14 PM

To: CASSAR, Jodi

Cc: Australias Disability Strategy Branch ; s47E(c), s47F ; ADSAdvisoryCouncil

Subject: For Approval by 30 Jan: Advisory Council onboarding documentation for new members | Dr Nick Hartland [SEC=OFFICIAL]

OFFICIAL

Hi Jodi,

This is the last of three similar emails.

In anticipation of having the Minister approve MS25-001190 (appointing the new core members and special advisor or the new contracts with existing members), **we are seeking your review, by COB 30 January**, of the onboarding documentation prepared for Dr Nick Hartland on ADS Advisory Council.

**Please note** – these new documents won't be sent to Nick until the Minister has endorsed the brief.

Attached you will find the following documents in the onboarding pack for **Special Advisor Dr Nick Hartland**:

1. **AGS Deed of Engagement**
2. **Schedule 1 – Committee Member Onboarding**
3. **Schedule 2 – Tax File Number Declaration**
4. **Schedule 3 – Superannuation Standard Choice Form**
5. **Schedule 4 – Confidentiality, Conflict of Interest, Privacy and Secrecy Deed**
6. **Consent Form for Photograph**
7. **Personal Details Form**

Once you have completed your review and the Minister has endorsed the brief, we will arrange for the paperwork to be sent to Nick for signature and will be returned to you for wet-ink signature.

Let me know if you have any questions or would like us to walk you through the documents.

Thanks,

s47E(c),  
s47F

s47E(c), s47F

**Director**  
**Australia's Disability Strategy Branch**

Disability and Carers Group  
Australian Government Department of Health, Disability and Ageing  
T: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

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Location: DHDA Queensland Office  
Level 7 - 80 Ann Street, Brisbane QLD 4000, Australia

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OFFICIAL

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**Payroll Use Only**

HR No:

***Committee Details (Secretariat to Complete)***

|                               |                                                                   |                             |                                                                                        |
|-------------------------------|-------------------------------------------------------------------|-----------------------------|----------------------------------------------------------------------------------------|
| <b>Committee Name</b>         | Australia's Disability Strategy Advisory Council                  | <b>Committee Number</b>     | ACOM00002096                                                                           |
| <b>Secretariat Contact</b>    | s47E(c), s47F                                                     | <b>Secretariat Email</b>    | <a href="mailto:ADSAdvisoryCouncil@health.gov.au">ADSAdvisoryCouncil@health.gov.au</a> |
| <b>Appointment Start Date</b> | Latest date by which both parties have signed the Engagement Deed | <b>Appointment End Date</b> | s47E(d)                                                                                |

**SECRETARIAT CHECKLIST***This form should be accompanied by:*

- ☐ *Copy of Instrument of Appointment*  
☒ *Remunerated*  
☐ *Non-remunerated (travel only-provide bank details)*  
☐ *Salaried - Position No: (contact Master Data) \_\_\_\_\_ Cost Centre: \_\_\_\_\_*  
☐ *SAP Profile HR# required*  
☐ *Complete Tax File Declaration Form*  
☐ *Complete Super Choice Form*  
☐ *Super Fund Compliance Letter*  
☐ *Bank Account Details form (only required when there is a change request)*

***Personal Details (Committee Member to Complete)*****NAME** (Enter your Legal Name, as per your Drivers License or Passport)

|                          |          |               |               |
|--------------------------|----------|---------------|---------------|
| Family Name              | Hartland |               |               |
| Title (Mr, Mrs, Dr, etc) | Dr       | Given Name(s) | Nick          |
| Preferred Name           |          |               | Date of Birth |

**HOME ADDRESS**

|                       |      |                     |      |
|-----------------------|------|---------------------|------|
| <b>Street/PO Box</b>  | s47F | <b>Suburb</b>       | s47F |
| <b>State</b>          |      | <b>Postcode</b>     |      |
| <b>Home Phone</b>     |      | <b>Mobile Phone</b> |      |
| <b>Personal email</b> |      |                     |      |

**WORK ADDRESS**

|                  |                     |
|------------------|---------------------|
| <b>Address:</b>  |                     |
| <b>PO Box</b>    | <b>Suburb</b>       |
| <b>State</b>     | <b>Postcode</b>     |
| <b>Telephone</b> | <b>Mobile Phone</b> |

**EMERGENCY CONTACT**

|                   |  |       |              |          |  |
|-------------------|--|-------|--------------|----------|--|
| EMERGENCY CONTACT |  |       |              |          |  |
| Contact Name      |  |       |              |          |  |
| Address           |  |       |              |          |  |
| Suburb            |  | State |              | Postcode |  |
| Home Phone        |  |       | Mobile Phone |          |  |

**BANK DETAILS**

|              |  |  |  |  |  |  |             |  |  |  |  |  |  |  |  |
|--------------|--|--|--|--|--|--|-------------|--|--|--|--|--|--|--|--|
| BSB No.      |  |  |  |  |  |  | Account No  |  |  |  |  |  |  |  |  |
| Account Name |  |  |  |  |  |  | Institution |  |  |  |  |  |  |  |  |

**SUPERANNUATION FUND DETAILS**

**\*\*Complete Super Choice Form and Superannuation Compliance Letter and return with this form**

**TAX DETAILS**

**\*\*Complete Tax File Declaration Form and return with this form**

**OTHER COMMITTEES**

Are you currently appointed to another Health Portfolio committee? Yes / No

**MEMBERSHIP BASIS**

|                                                |                       |   |
|------------------------------------------------|-----------------------|---|
| Basis of your membership:<br>(please tick one) | Individual (personal) |   |
|                                                | Representative        | X |
|                                                | Consumer advocate     |   |
|                                                | Consumer/Organisation |   |

|                  |  |
|------------------|--|
| Name of Employer |  |
|------------------|--|

|                                                                                                                          |                   |
|--------------------------------------------------------------------------------------------------------------------------|-------------------|
| Q1: Are you employed by the Commonwealth, State/Territory or Local Government? Please circle the appropriate response    | No                |
|                                                                                                                          | Commonwealth      |
|                                                                                                                          | State / Territory |
|                                                                                                                          | Local             |
| Q2: Will you continue to receive a salary from your usual place of employment while participating in committee business? | Yes / No          |

**DECLARATION**

|                                         |  |      |  |
|-----------------------------------------|--|------|--|
| I confirm the above details are correct |  |      |  |
| Signature of member                     |  | Date |  |

# Tax file number declaration

Information you provide in this declaration will allow your payer to work out how much tax to withhold from payments made to you.

- This is not a TFN application form.  
To apply for a TFN, go to [ato.gov.au/tfn](https://ato.gov.au/tfn)

## ! Terms we use

When we say:

- **payer**, we mean the business or individual making payments under the pay as you go (PAYG) withholding system
- **payee**, we mean the individual being paid.

## Who should complete this form?

You should complete this form before you start to receive payments from a new payer – for example:

- payments for work and services as an employee, company director or office holder
- payments under return-to-work schemes, labour hire arrangements or other specified payments
- benefit and compensation payments
- superannuation benefits

- ! You need to provide all information requested on this form. Providing the wrong information may lead to incorrect amounts of tax being withheld from payments made to you.

- ! You don't need to complete this form if you:
  - are a beneficiary wanting to provide your tax file number (TFN) to the trustee of a closely held trust. For more information, visit [ato.gov.au/trustsandtfnwithholding](https://ato.gov.au/trustsandtfnwithholding)
  - are receiving superannuation benefits from a super fund and have been taken to have quoted your TFN to the trustee of the super fund
  - want to claim the seniors and pensioners tax offset by reducing the amount withheld from payments made to you. You should complete a withholding declaration form (NAT 3093)
  - want to claim a zone, overseas forces or invalid and invalid carer tax offset by reducing the amount withheld from payments made to you. You should complete a withholding declaration form (NAT 3093).

- > For more information about your entitlement, visit [ato.gov.au/taxoffsets](https://ato.gov.au/taxoffsets)



## Section A: To be completed by the payee

### Question 1

#### What is your tax file number (TFN)?

You should give your TFN to your employer only after you start work for them. Never give your TFN in a job application or over the internet.

- We and your payer are authorised by the *Taxation Administration Act 1953* to request your TFN. It's not an offence not to quote your TFN. However, quoting your TFN reduces the risk of administrative errors and having extra tax withheld. Your payer is required to withhold the top rate of tax from all payments made to you if you do not provide your TFN or claim an exemption from quoting your TFN.

#### How do you find your TFN?

You can find your TFN on any of the following:

- your income tax notice of assessment
- correspondence we send you
- a payment summary your payer issues to you.

If you have a tax agent, they may also be able to tell you.

If you still can't find your TFN, you can:

- phone us on **13 28 61** between 8.00am and 6.00pm, Monday to Friday.

If you phone or visit us, we need to know we are talking to the correct person before discussing your tax affairs. We will ask you for details only you, or your authorised representative, would know.

#### You don't have a TFN

If you don't have a TFN and want to provide a TFN to your payer, you will need to apply for one.

For more information about applying for a TFN, visit [ato.gov.au/tfn](http://ato.gov.au/tfn)

#### You may be able to claim an exemption from quoting your TFN.

Print X in the appropriate box if you:

- have lodged a TFN application form or made an enquiry to obtain your TFN. You now have 28 days to provide your TFN to your payer, who must withhold at the standard rate during this time. After 28 days, if you haven't given your TFN to your payer, they will withhold the top rate of tax from future payments
- are claiming an exemption from quoting a TFN because you are under 18 years of age and do not earn enough to pay tax, or you are an applicant or recipient of certain pensions, benefits or allowances from the:
  - Department of Human Services – however, you will need to quote your TFN if you receive a Newstart, Youth or sickness allowance, or an Austudy or parenting payment
  - Department of Veterans' Affairs – a service pension under the *Veterans' Entitlement Act 1986*
  - Military Rehabilitation and Compensation Commission.

#### Providing your TFN to your super fund

Your payer must give your TFN to the super fund they pay your contributions to. If your super fund doesn't have your TFN, you can provide it to them separately. This ensures:

- your super fund can accept all types of contributions to your accounts
- additional tax will not be imposed on contributions as a result of failing to provide your TFN
- you can trace different super accounts in your name.

- For more information about providing your TFN to your super fund, visit [ato.gov.au/superelegibility](http://ato.gov.au/superelegibility)

### Question 2–6

Complete with your personal information.

#### Question 7

##### On what basis are you paid?

Check with your payer if you're not sure.

#### Question 8

##### Are you an Australian resident for tax purposes or a working holiday maker?

Generally, we consider you to be an Australian resident for tax purposes if you:

- have a ways lived in Australia or you have come to Australia and now live here permanently
- are an overseas student doing a course that takes more than six months to complete
- migrate to Australia and intend to reside here permanently.

If you go overseas temporarily and don't set up a permanent home in another country, you may continue to be treated as an Australian resident for tax purposes.

If you are in Australia on a working holiday visa (subclass 417) or a work and holiday visa (subclass 462) you must place an X in the working holiday maker box. Special rates of tax apply for working holiday makers.

- For more information about working holiday makers, visit [ato.gov.au/whm](http://ato.gov.au/whm)

If you're not an Australian resident for tax purposes or a working holiday maker, place an X in the foreign resident box, unless you are in receipt of an Australian Government pension or allowance.

Temporary residents can claim super when leaving Australia, if all requirements are met. For more information, visit [ato.gov.au/departaustralia](http://ato.gov.au/departaustralia)

#### Foreign resident tax rates are different

A higher rate of tax applies to a foreign resident's taxable income and foreign residents are not entitled to a tax-free threshold nor can they claim tax offsets to reduce withholding, unless you are in receipt of an Australian Government pension or allowance.

- To check your Australian residency status for tax purposes or for more information, visit [ato.gov.au/residency](http://ato.gov.au/residency)