

s47E(c), s47F

From: s47E(c), s47F
Sent: Monday, 2 February 2026 9:29 AM
To: s47F
Cc: ADSAdvisoryCouncil
Subject: RE: Invitation to Attend Australia's Disability Strategy National Forum – Travel and Accommodation Support [SEC=UNOFFICIAL]

UNOFFICIAL

That's too bad. Thanks for letting us know, Nick.

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.



**Australia's Disability
 National Forum**
24–25 February 2026
 Adelaide Convention Centre

Register now:

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

UNOFFICIAL

From: s47F
Sent: Monday, 2 February 2026 9:23 AM
To: ADSAdvisoryCouncil
Cc: ADSAdvisoryCouncil ; s47E(c), s47F
Subject: Re: Invitation to Attend Australia's Disability Strategy National Forum – Travel and Accommodation Support [SEC=UNOFFICIAL]

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Thank you this is great news.

The National Forum does sound very interesting, but as bad luck would have it I will be overseas from 24 February to 4 March.

Nick

Get [Outlook for Mac](#)

From: ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>
Date: Friday, 30 January 2026 at 2:42 pm
To: s47F
Cc: ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>, s47E(c), s47F
 s47E(c), s47F @Health.gov.au
Subject: Invitation to Attend Australia's Disability Strategy National Forum – Travel and Accommodation Support [SEC=UNOFFICIAL]

UNOFFICIAL

Dear Dr Hartland,

We are pleased to let you know that your proposed appointment to Australia's Disability Strategy Advisory Council has now been approved. We will be sending you further emails in the coming days with the official on-boarding documents for signature and additional information. Please note that your appointment does not become official until both parties (ie yourself and the Department of Health, Disability and Ageing) have signed the Engagement Deed.

In preparation for your official appointment to **Australian Disability Strategy Advisory Council**, the Department of Health, Disability and Ageing is also pleased to invite you to attend the **Australia's Disability Strategy National Forum**.

The National Forum will be an important opportunity to engage with government, stakeholders, and people with lived experience to discuss progress and priorities under Australia's Disability Strategy. Attendance at the Forum would also offer valuable insight into the work and focus of the Advisory Council.

The Forum will be held on:

Tuesday 24 and Wednesday 25 February 2026
Adelaide Convention Centre, South Australia

To support participation, the Department will cover reasonable travel and accommodation expenses for Advisory Council members who wish to attend to Forum. The Department will also cover travel and accommodation expenses for a support worker, if required.

If you are interested in attending the Forum, please let us know by noon on 4 February 2026 so we can make your travel arrangements.

Should you have any questions about the Forum, accessibility arrangements, or travel support, please do not hesitate to contact us.

Kind regards,

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

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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 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 ADSAdvisoryCouncil@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: _____

s47F

Signature: _____

Date: _____

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s47E(c), s47F

From: s47F
Sent: Wednesday, 4 February 2026 8:45 AM
To: ADSAdvisoryCouncil
Cc: ADSAdvisoryCouncil; s47E(c), s47F
Subject: CM: Re: Appointment to Australia's Disability Strategy Advisory Council [SEC=UNOFFICIAL]
Attachments: MS25-001190 - Hartland returned.pdf

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Thank you very much

Here is the signed acceptance of appointment form.

Nick

Get [Outlook for Mac](#)

From: ADSAdvisoryCouncil
Date: Tuesday, 3 February 2026 at 11:53 am
To: s47F
Cc: ADSAdvisoryCouncil, s47E(c), s47F
Subject: Appointment to Australia's Disability Strategy Advisory Council [SEC=UNOFFICIAL]

UNOFFICIAL

Dear Nick,

I am writing to advise that **Senator the Hon Jenny McAllister, Minister for the National Disability Insurance Scheme**, has confirmed your appointment to **Australia's Disability Strategy Advisory Council**.

Please find attached the following documents for your information and action:

1. **Letter from the Minister** (confirming your appointment)
2. **Instrument of Appointment** (signed by the Minister)
3. **Acceptance of Appointment** (for your electronic signature)

To confirm your appointment, please electronically **sign the Acceptance of Appointment** and return by email to ADSAdvisoryCouncil@health.gov.au as soon as possible.

Further onboarding documentation will be provided in the coming weeks. Should you have any questions regarding the attached documents or next steps, please do not hesitate to contact us.

Congratulations on your appointment, and we look forward to working with you as part of the Advisory Council.

Kind regards,

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

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s47E(c), s47F

From: CASSAR, Jodi
Sent: Wednesday, 4 February 2026 2:47 PM
To: s47E(c), s47F
Cc: Australias Disability Strategy Branch; ADSAdvisoryCouncil; s47E(c), s47F
Subject: RE: For Input by COB 5 Feb: Media Release for New Appointments to ADS Advisory Council [SEC=OFFICIAL]
Attachments: MB25002893 _McAllister _Media release _ Appointments to Australias Disability Strategy Advisory Council UPDATED JC cleared as edited.docx

OFFICIAL

Hi s47E(c), s47F

Please see attached cleared as edited. Please note we use lower case s and t when we talk about states and territories.

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: s47E(c), 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

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Australia's Disability Strategy
National Forum
24-25 February 2026
 Adelaide Convention Centre

Register now:

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From: s47E(c), s47F
Sent: Wednesday, 4 February 2026 11:47 AM
To: CASSAR, Jodi
Cc: Australias Disability Strategy Branch ; ADSAdvisoryCouncil ; s47E(c), s47F
Subject: For Input by COB 5 Feb: Media Release for New Appointments to ADS Advisory Council
 [SEC=OFFICIAL]

OFFICIAL

Hi Jodi,

Purpose

- Attached for your input by COB 5 Feb is the redrafted media release for the potential announcement of the appointment of the seven new members to ADS Advisory Council – it was drafted by Corporate Comms and our suggested changes are in track.

Timing

- At your earliest convenience.
- In terms of timing for the media release itself, I think it is fairly open to when the Minister's Office might choose to issue the release. All seven of the new Council members have now signed their Acknowledgements of Appointment (this was the form sent out with the letter from the Minister and confirms each member's acceptance) and we are in the process of getting signatures to the Engagement Deeds. For first formal Council meeting is scheduled for 17 March and the first workshop is scheduled for 19 February.

Issues/Sensitivities

- It has been customary to issue a media release with the appointment of new members to the Advisory Council.

Consultation

- Communications raised the existing media release (MB25-002893) with McAllister's media advisor on 3 February and reported that MinO had yet to consider the existing media release, but confirmed it would make sense to include all 7 members now approved – but no initial thoughts on timing of release.

Recommendation

- That you provide input to the media release. Once revised, we will put it into PDMS for approvals up to the Minister's Office.

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: s47F
Sent: Tuesday, 10 February 2026 7:20 PM
To: ADSAdvisoryCouncil
Cc: s47E(c), s47F; ADSAdvisoryCouncil
Subject: Re: Australia's Disability Strategy Advisory Council - Onboarding documents [SEC=OFFICIAL]
Attachments: Schedule 1 - Committee Member Onboarding form Dr N Hartland.docx; Schedule 2 - TFN declaration form N Hartland.PDF.pdf; Schedule 4 - confidentiality, conflict of interest, privacy and secrecy deed poll Dr N Hartland[30].docx; 8. Consent Form - Photograph (DHDA) N Hartland.docx; Personal Details Form - N Hartland.docx; Nick Hartland short CV.docx; N Hartland.jpg; Membership Pack - Committee Member Checklist NH.docx

Categories: With s47E(c), s47F for action, With s47E(c), s47F for action, s47E(c), s47F

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Hi team

I've just sent off the two signed copies of the AGS Deed of engagement.

I have attached the other documents that you need (please call out if I have missed anything).

Just two notes:

- Have also included a PDF of the TFN declaration
- I couldn't get through all of the on-line form for superannuation. I need to start a new superannuation account (I can't have contributions go into my existing PSS account as I am drawing it down). What I need is the unique super identifier for Health's default account for new employees. Happy to talk to the payroll team if that suits you.

Looking forward to the meeting on the 18th.

Nick Hartland

s47F

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From: ADSAdvisoryCouncil
Date: Friday, 6 February 2026 at 2:01 pm
To: s47F

Cc: s47E(c), s47F

, ADSAdvisoryCouncil

Subject: Australia's Disability Strategy Advisory Council - Onboarding documents [SEC=OFFICIAL]**UNOFFICIAL**

Dear Nick,

Please find attached electronic copies of onboarding documentation to participate on Australia's Disability Strategy Advisory Council.

Attached are the following documents:

1. **AGS Deed of Engagement**- two copies of this document have been posted to you via express post, please sign them both with wet ink, and return them in the reply-paid envelope.
2. **Schedule 1 – Committee Member Onboarding** – please read, sign (electronic signature ok), and email copy to ADSAdvisoryCouncil@health.gov.au
3. **Schedule 2 – Tax File Number Declaration** – please complete form online
4. **Schedule 3 – Superannuation Standard Choice Form** – please complete online
5. **Schedule 4 – Confidentiality, Conflict of Interest, Privacy and Secrecy Deed** – please read, sign (electronic signature ok), and email copy to ADSAdvisoryCouncil@health.gov.au
6. **Consent Form for Photograph** – please read, sign (electronic signature ok), and email copy to ADSAdvisoryCouncil@health.gov.au
7. **Personal Details Form** – please read, sign (electronic signature ok), and email copy to ADSAdvisoryCouncil@health.gov.au
1. **Membership Pack – Committee Member Checklist** – please use the checklist to ensure all documents are completed and emailed to ADSAdvisoryCouncil@health.gov.au, including:
 - personal biography (max 250 words)
 - headshot photo.

The Advisory Council Terms of Reference are also available [here](#) for your information.

Note: If a Nationally Coordinated Criminal History Check is required, a request will be sent out separately via email.

If you have any questions or need further clarification about any of the onboarding documents, please let us know.

Thanks,

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

E: ADSAdvisoryCouncil@Health.gov.au

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Payroll Use Only

HR No:

Committee Details (Secretariat to Complete)

Committee Name	Australia's Disability Strategy Advisory Council	Committee Number	ACOM00002096
Secretariat Contact	s47E(c), s47F	Secretariat Email	ADSAdvisoryCouncil@health.gov.au
Appointment Start Date	s47E(d)	Appointment End Date	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)	Nicholas Gerrit
Preferred Name	Nick	Date of Birth	s47F

HOME ADDRESS

Street/PO Box	s47F	Suburb	s47F
State		Postcode	
Home Phone		Mobile Phone	
Personal email			

WORK ADDRESS

Address:			
PO Box		Suburb	
State		Postcode	
Telephone		Mobile Phone	

EMERGENCY CONTACT

Contact Name					
Address					
Suburb					
	State	s47F	Postcode	s47F	
Home Phone				Mobile Phone	s47F

BANK DETAILS

BSB No.	s47F	Account No	s47F
Account Name	Nicholas Hartland	Institution	s47F

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? No

MEMBERSHIP BASIS

Basis of your membership: (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
Q2: Will you continue to receive a salary from your usual place of employment while participating in committee business?	No

DECLARATION

I confirm the above details as			
Signature of member	s47F	Date	9/2/2026

Australia's Disability Strategy Advisory Council Personal Details Form

Please return this form, along with the completed Advisory Council membership pack, to the Council Secretariat by email at ADSAdvisoryCouncil@health.gov.au.

If you have any queries, please contact the Secretariat at ADSAdvisoryCouncil@health.gov.au.

Personal details

Title	Dr
First Name	Nick
Surname	Hartland

Home/residential address

Street address	s47F		
City/suburb			
State or territory		Postcode	s47F
Country			

Personal phone number/s and email address

Telephone/ mobile numbers	s47F
Email address	

Emergency contact

Contact name	s47F	
Relationship		
Street address		
City/suburb		
State or territory		Postcode s47F

Country	s47F	
Telephone/ mobile numbers		
Email address		

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Name of the Committee to which you are appointed

Committee	Australia's Disability Strategy Advisory Council, as a core member.
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Meeting attendance

I confirm that I can commit to attend Advisory Council meetings from 1 January 2026 and conclude on 30 June 2027. The Advisory Council will hold meetings as necessary for the efficient performance of its functions as outlined in the Advisory Council Terms of Reference. The Chair may convene a meeting at any time but must convene at least three per calendar year. The Department of Health, Disability and Ageing will manage travel, accommodation and approved out-of-pocket expenses for non-government Advisory Council members, in alignment with the relevant Department of Health, Disability and Ageing travel policy.	Yes
--	-----

Committee Secretariat contact details

Name of contact	s47E(c), s47F	Phone	s47E(c), s47F
Email	ADSAdvisoryCouncil@health.gov.au		

Declaration

I confirm the above details are true and correct	Yes
--	-----

Signature of Advisory Council member	s47F
Date	9 / 2 / 2026

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Consent Form

Consent for use of photographs, recordings, quotes and testimonials.

Your personal information is being collected by the Department of Health, Disability and Ageing (the 'Department'). The Department is tasked with providing information about health issues in the community, promoting public health messages, and publicising relevant Australian Government policies and programmes. As part of this communication role, the Department collects and uses photos, digital images, video and audio recordings, quotes and testimonials in various publications, campaigns, advertising, web sites and other media.

The Department seeks your consent to collect and use photos, digital images, or audio or video recordings taken of you or quotes or testimonials from you which may contain your personal information and where relevant, sensitive information (such as information about your racial or ethnic origin or your health information) (the 'Material') for use in these communication initiatives (the 'Agreed Purpose').

We will collect your personal information directly from you or someone authorised on your behalf.

Acknowledgement and consent

I: Nick Hartland

1. am over the age of 18 years OR I am the parent/guardian/carer of a person who is under 18 years and have the legal authority to give consent on their behalf (strike out as appropriate);
2. have read the contents of this form and know that I will receive a copy of it;
3. consent to the Department or anyone acting on behalf of the Department collecting the Material and using the Material, including my name, likeness, image and voice and any personal information contained in the Material, for the Agreed Purpose
4. understand and consent to the Department's use, broadcast or publication of images or recordings of me, or quotes or testimonials from me, including possible use on the Internet for the Agreed Purpose;
5. understand that the Department does not guarantee that any Material will necessarily be used;
6. understand that I will not own the Material, and that copyright in the images or recordings, or documents containing the quotes or testimonials will vest in the Commonwealth of Australia and to the extent I own any rights in the Material, for example moral rights, I assign those rights to the Commonwealth of Australia;
7. understand that I do not have any right of inspection or approval of the Material or any proposed use of the Material and will not be given the original of the image or recording of me and may not be given the original document containing the quote or testimonial from me (if any);
8. consent to the Material being published on the internet for the Agreed Purpose and thereby may be disclosed to overseas recipients. Australian Privacy Principle 8.1 relating to overseas disclosure will not apply. I acknowledge that, once such disclosure occurs, the Department has no control over the subsequent use and disclosure of the Material by persons overseas. Regardless of how an overseas recipient handles my personal information, the Department will not be accountable under the Privacy Act 1988 (Cth) for any breach. The overseas recipient may not be subject to equivalent privacy legislation, and I may not be able to seek redress;

Australia's Disability Strategy Advisory Council Membership Pack Committee member checklist

Please print two copies of the AGS Deed of Engagement, sign with **wet ink** and return both copies to:

Ms Jodi Cassar PSM, Assistant Secretary
Australia's Disability Strategy Branch
Department of Health, Disability and Ageing
324 Charlestown Road
Charlestown NSW
2290

No.	Document and required information	Included / Not included	Comment
1.	I have printed, read and signed (wet ink) two copies of the AGS Deed of Engagement Non-Statutory Ministerial Appointments. <u>I have posted the two signed copies to the address provided above.</u> <u>Alternatively, if you are unable to print the AGS Deed of Engagement please advise us, and we can post two copies to your address.</u>	Yes Yes	

Please complete and email (where applicable) the following files and forms to ADSAdvisoryCouncil@health.gov.au.

No.	Document and required information	Included / Not included	Comment
2.	I have read and signed Schedule 1 – Committee Member Onboarding Form. I have emailed a copy to ADSAdvisoryCouncil@health.gov.au	Yes Yes	

No.	Document and required information	Included / Not included	Comment
3.	I have completed Schedule 2 - Tax File Number Declaration Form online .	Yes	Have also included a PDF copy
4.	I have completed Schedule 3 -Super Choice Form online .	Yes	Have not nominated a super fund yet. I need information on Health's super fund for new employees
5.	I have read and signed Schedule 4 – Privacy Consent Form. I have emailed a copy to ADSAdvisoryCouncil@health.gov.au	Yes Yes	
6.	I have read and signed the Consent Form – Photograph. I have emailed a copy to ADSAdvisoryCouncil@health.gov.au and agree to it being published	Yes Yes	
7.	I have emailed a headshot photo (in .jpeg format, maximum size of 1 MB) of myself to ADSAdvisoryCouncil@health.gov.au	Yes	
8.	I have read and signed the Personal Details Form. I have emailed a copy to ADSAdvisoryCouncil@health.gov.au	Yes Yes	
9.	I have drafted a personal biography (max 250 words) and agree to it being potentially edited (for clarity and plain language) and published externally. I have emailed a copy to ADSAdvisoryCouncil@health.gov.au	Yes	

If you have any queries, please contact the Advisory Council Secretariat at ADSAdvisoryCouncil@health.gov.au.



Nick Hartland has over 30 years experience in the public service in the Department of Health, Disability and Ageing, the Department of Social Services, and the Department of Prime Minister and Cabinet.

He has led reforms to fee and contribution arrangements in aged care, and the funding approaches to residential care and in-home care. Prior to working in the Department of Health, Disability and Ageing, Nick played a key role in the development of the National Disability Insurance Scheme (NDIS) and the finalisation of the first National Disability Strategy in the Department of Social Services (DSS). In DSS, Nick also led the Secretariat for the Pension Review undertaken by Jeff Harmer in 2007 and 2008 which resulted in the Secure and Sustainable Pension Reform package in the 2009 Budget.

Nick has a PhD in Criminology from Melbourne University and a Bachelor Degree in Political Science. In 2014, he received a Public Service Medal for his contributions to social policy, including the establishment of the NDIS and pension reform

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Australian Government

Department of Health, Disability and Ageing

CONFIDENTIALITY, CONFLICT OF INTEREST, PRIVACY AND SECRECY DEED POLL

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OFFICIAL

Background

- A. I am appointed to form a part of an Advisory Council to advise or assist the Australian Government in accordance with the terms of my Appointment.
- B. I provide the undertakings set out below in respect of my Appointment.

Operative provisions

1. Definitions

In this deed:

Appointment means the appointment described in Item 2 of the Schedule.

Confidential Information means information that is:

- (a) by its nature confidential;
- (b) identified as confidential by the Department; or
- (c) information that I know or ought to know is confidential,

but does not include information that is or becomes public knowledge other than by breach of this deed or any other confidentiality obligation.

Conflict of Interest means any circumstance in which I have an interest (whether financial or non-financial) or an affiliation that is affecting, will affect, or could be perceived to affect, my ability to perform the Appointment, fairly and independently.

Department means the Commonwealth of Australia represented by the Department of Health, Disability and Ageing ABN 83 605 426 759.

I means the person named in Item 1 of the Schedule.

Information includes Confidential Information, Personal Information and Secret Information.

Personal Information has the meaning given in the *Privacy Act 1988* (Cth).

Secret Information means information about an individual or organisation that is required to be kept secret by legislation administered by the Department (for example under the *Health Insurance Act 1973* (Cth) and the *National Health Act 1953* (Cth)).

2. Benefit of deed poll

I make this deed poll for the benefit of the Department.

3. Access to and disclosure of Information

I understand that:

- (a) in the course of performing work under the Appointment, I may receive or have access to Information, which I must protect from unauthorised use and disclosure;
- (b) I must not use the Information, or disclose the Information to any person, except:
 - (i) for the purposes of carrying out my duties under my Appointment;
 - (ii) with the express written permission of the Department; or
 - (iii) where I am required by law or court order and I have notified the Department;
- (c) if I disclose Information, I must make sure that any person with whom I share the Information has a "need to know" the Information and understands that the Information must be treated as confidential and that an offence could apply if the person further shares the Information; and

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- (d) I must advise the Department immediately if I become aware of any unauthorised use or disclosure of the Information (including unauthorised access).

4. Deletion or delivery of Information

I acknowledge that:

- (a) the Department has obligations under the *Archives Act 1983* and that I must not delete the Department's information unless in accordance with the Department's policies; and
- (b) when requested by the Department, I must deliver or permanently and irreversibly delete all Information in my possession or control using the methods and within the timeframes requested by the Department.

5. Declaring and managing Conflicts of Interest

- (a) I confirm that, to the best of my knowledge, as at the date of this deed no Conflict of Interest exists or is likely to arise in relation to my Appointment except in relation to the Conflicts of Interest declared in Item 3 of the Schedule to this deed.
- (b) I agree to take such steps as the Department may reasonably require to resolve or otherwise deal with any Conflicts of Interest declared in Item 3 of the Schedule to this deed.
- (c) If a Conflict of Interest arises during the course of my Appointment (whether directly or indirectly), or appears likely to arise, I understand that I must:
 - (i) immediately notify the Department in writing of the Conflict of Interest making a full disclosure of all relevant information relating to the Conflict of Interest; and
 - (ii) take such steps as the Department may reasonably require to resolve or otherwise deal with that Conflict of Interest.
- (d) I understand that I am required to complete and submit this deed annually to the Department for the duration of my Appointment.

6. Offence provisions

I understand that:

- (a) disclosure of the Information may be an offence under the Part 5.6 of the Schedule to the *Criminal Code Act 1995* and other laws; and
- (b) under section 137.1 of the Schedule to the *Criminal Code Act 1995*, giving false or misleading information to the Commonwealth is a serious offence.

7. Waiver

I understand that provisions of this deed may not be waived except in writing by the Department.

8. Survival

This deed survives the termination, suspension or completion of the Appointment.

9. Applicable law

This deed is governed by, and construed in accordance with, the law of the Australian Capital Territory.

OFFICIAL

OFFICIAL

Schedule – Deed Details

Item	Description	Details
------	-------------	---------

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

OFFICIAL

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1.	Details of person completing Deed Poll	Name: Dr Nick Hartland Phone: s47F Email: s47F Physical address: s47F s47F
2.	Appointment	Description: Appointment as special advisor on Australia's Disability Strategy Advisory Council, made by letter from the Minister and accepted by return letter. Date and term of appointment: s47E(d) and conclude on s47E(d).
3.	Conflict of Interest Declaration	I declare that I have the following Conflicts of Interest in relation to my Appointment: s47F

Execution

EXECUTED as a deed poll

SIGNED, SEALED and DELIVERED by

Nick Hartland

Name of witness

s47F

S s47F

s47F

Date 9/2/2026

Date 9/2/2026

OFFICIAL

s47E(c), s47F

From: ADSAdvisoryCouncil
Sent: Tuesday, 10 February 2026 1:31 PM
To: s47E(c), s47F
Cc: s47E(c), s47F; ADSAdvisoryCouncil
Subject: FW: Please disseminate | Changes to Appointment processes step 3: Appoint - Media Checklist [SEC=OFFICIAL]
Attachments: s22

APPOINTMENT ANNOUNCEMENT CHECKLIST - Dr Nick
 Hartland.pdf; s22

OFFICIAL

Hi s47E(c), s47F

Please see appointment announcement checklists attached for all new and current members of the advisory council.

For your review please.

s47E(c), s47F

OFFICIAL

OFFICIAL

From: s47E(c), s47F @Health.gov.au>
Sent: Monday, 9 February 2026 4:58 PM
To: s47E(c), s47F @Health.gov.au>
Cc: s47E(c), s47F @Health.gov.au>; s47E(c), s47F @Health.gov.au>; s47E(c), s47F @Health.gov.au>

Subject: FW: Please disseminate | Changes to Appointment processes step 3: Appoint - Media Checklist [SEC=OFFICIAL]

OFFICIAL

Hi s47E(c), s47F

Can I ask you to please lead on this. I believe we will need one for each member of the Advisory Council and it will go up with the media release and TPs I've drafted with Communications.

Thanks,

s47E(c),
s47F

OFFICIAL

From: Australias Disability Strategy Branch <AustraliasDisabilityStrategyBranch@health.gov.au>
Sent: Friday, 6 February 2026 3:50 PM
To: BR-Australias Disability Strategy-DRRCD <ORG-40016759@healthgov.onmicrosoft.com>
Subject: FW: Please disseminate | Changes to Appointment processes step 3: Appoint - Media Checklist [SEC=OFFICIAL]

OFFICIAL

Info Sharing

OFFICIAL

OFFICIAL

From: s47E(c), s47F <[s47E\(c\), s47F@health.gov.au](mailto:s47E(c), s47F@health.gov.au)> On Behalf Of MARCS
Sent: Friday, 6 February 2026 9:41 AM
To: s47E(d) <[s47E\(d\)@health.gov.au](mailto:s47E(d)@health.gov.au)>
Subject: Please disseminate | Changes to Appointment processes step 3: Appoint - Media Checklist [SEC=OFFICIAL]

OFFICIAL

Ministerial Appointments Reporting and Committee Support

Dear Colleagues,

All appointment-related submissions will require a completed media checklist as part of the Ministerial Submission – Step 3: Appoint.

The attached checklist will provide the Minister's Office (MO) with key information about upcoming appointments ahead of any media release preparation. The checklist must be included in your submission pack as an attachment. The Ministerial Submission should continue to outline the full communications approach for each appointment in the Communication Activities section.

What you need to do:

- Ensure any Step 3: Appoint Ministerial Submissions in draft include the checklist
 - The checklist is available to select as an attachment option in the PDR (any future submissions registered will automatically have the attachment as an option)
- Ensure any media releases prepared for an appointment are linked in PDMS to the corresponding Ministerial Submission – Step 3: Appoint. This allows the Minister's Office to easily locate the checklist and supporting documents and ensures the Minister is fully supported.
 - If you are unsure how to link records in PDMS, please contact MPSB on s47E(d) (Option 2).

Once the Ministerial Submission has been finalised and provided to the MO, it will be retained in the office to support any future media announcements relating to the appointment.

For noting, this checklist **does not** replace a media release, if a media release is required following the appointment, the MO will continue to request it through a Ministerial Brief.

Support

We are always here for support, if you have questions about the above, please contact one of the team s47E(d) (Option 6).

Ministerial Appointments Reporting and Committee Support Team

People, Communication and Parliamentary Division | Corporate Operations Group
 Ministerial and Parliamentary Services Branch
 Australian Government Department of Health, Disability and Ageing
 E: s47E(d) @health.gov.au E: s47E(d) @health.gov.au
 P: s47E(d) (Option 6)
 GPO Box 9848, Canberra ACT 2601, Australia

OFFICIAL

s47E(c), s47F

From: ADSAdvisoryCouncil
Sent: Wednesday, 11 February 2026 2:12 PM
To: s47E(d) @health.gov.au
Cc: Committee Support
Subject: RE: Dr Nick Hartland Hr Australia's Disability Strategy Advisory Council - Onboarding documents [SEC=UNOFFICIAL]

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: s47E(d) @health.gov.au s47E(d) @health.gov.au

Sent: Wednesday, 11 February 2026 2:01 PM

To: ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>

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

Subject: Dr Nick Hartland Hr Australia's Disability Strategy Advisory Council - Onboarding documents [SEC=UNOFFICIAL]

UNOFFICIAL

Good afternoon s47E(c), s47F

Please find attached a Superannuation Choice Form which includes the details of our default super fund for committee members: Australian Super. Please ask Nick to complete this form and return for processing.

Please contact Committee payroll if you have further questions.

Kind regards

s47E(c), s47F

s47E(c), s47F

Committee Payroll

Financial Management Division | Corporate Operations Group
 Corporate Financial Strategy and Services (CFSaS)
 Australian Government Department of Health, Disability and Ageing
 T: s47E(d) @health.gov.au
 Location: : Yaradhang Building North Level 5
 GPO Box 9848, Canberra ACT 2601, Australia

This email comes to you from Ngunnawal Country

The Department of Health and Aged Care 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.

UNOFFICIAL

From: ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>
Sent: Wednesday, 11 February 2026 2:52 PM
To: s47E(d) @health.gov.au; s47E(d) @health.gov.au
Cc: ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>; s47E(c), s47F @Health.gov.au
Subject: FW: Australia's Disability Strategy Advisory Council - Onboarding documents [SEC=UNOFFICIAL]

UNOFFICIAL

Hi team,

We have received the below enquiry from Dr Nick Hartland re Superannuation.
 Nick is an ex Health staff member and is requesting the unique super identifier for Health's default account for new employees to enable him to complete his onboarding paperwork for the ADS Advisory Council.

Are you able to please advise?

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.

UNOFFICIAL

From: s47F
Sent: Tuesday, 10 February 2026 7:20 PM
To: ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>
Cc: s47E(c), s47F <s47F@Health.gov.au>; ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>
Subject: Re: Australia's Disability Strategy Advisory Council - Onboarding documents [SEC=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 team

I've just sent off the two signed copies of the AGS Deed of engagement.

I have attached the other documents that you need (please call out if I have missed anything).

Just two notes:

- Have also included a PDF of the TFN declaration
- I couldn't get through all of the on-line form for superannuation. I need to start a new superannuation account (I can't have contributions go into my existing PSS account as I am drawing it down). What I need is the unique super identifier for Health's default account for new employees. Happy to talk to the payroll team if that suits you.

Looking forward to the meeting on the 18th.

Nick Hartland

s47F

Get [Outlook for Mac](#)

From: ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>
Date: Friday, 6 February 2026 at 2:01 pm
To: s47F
Cc: s47E(c), s47F <s47F@Health.gov.au>, ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>
Subject: Australia's Disability Strategy Advisory Council - Onboarding documents [SEC=OFFICIAL]

UNOFFICIAL

Dear Nick,

Please find attached electronic copies of onboarding documentation to participate on Australia's Disability Strategy Advisory Council.

Attached are the following documents:

1. **AGS Deed of Engagement**- two copies of this document have been posted to you via express post, please sign them both with wet ink, and return them in the reply-paid envelope.
2. **Schedule 1 – Committee Member Onboarding** – please read, sign (electronic signature ok), and email copy to ADSAdvisoryCouncil@health.gov.au
3. **Schedule 2 – Tax File Number Declaration** – please complete form online
4. **Schedule 3 – Superannuation Standard Choice Form** – please complete online
5. **Schedule 4 – Confidentiality, Conflict of Interest, Privacy and Secrecy Deed** – please read, sign (electronic signature ok), and email copy to ADSAdvisoryCouncil@health.gov.au
6. **Consent Form for Photograph** – please read, sign (electronic signature ok), and email copy to ADSAdvisoryCouncil@health.gov.au
7. **Personal Details Form** – please read, sign (electronic signature ok), and email copy to ADSAdvisoryCouncil@health.gov.au
1. **Membership Pack – Committee Member Checklist** – please use the checklist to ensure all documents are completed and emailed to ADSAdvisoryCouncil@health.gov.au, including:
 - personal biography (max 250 words)
 - headshot photo.

The Advisory Council Terms of Reference are also available [here](#) for your information.

Note: If a Nationally Coordinated Criminal History Check is required, a request will be sent out separately via email.

If you have any questions or need further clarification about any of the onboarding documents, please let us know.

Thanks,

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
E: ADSAdvisoryCouncil@Health.gov.au

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

s47E(c), s47F

From: Nicholas Hartland s47F
Sent: Friday, 13 February 2026 1:24 PM
To: ADSAdvisoryCouncil
Subject: Re: Australia's Disability Strategy Advisory Council - Onboarding documents [SEC=UNOFFICIAL]
Attachments: NH Superannuation Standard Choice Form with default Australian Super Details DoHDA updated.pdf

UNOFFICIAL

UNOFFICIAL

No problems, attached.

Nick

On 13 Feb 2026, at 10:52 am, ADSAdvisoryCouncil wrote:

UNOFFICIAL

Good morning Nick,

Once you have completed the Superannuation form, can you please provide us with a copy to pass on to our payroll team to ensure this is processed correctly for you?

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

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UNOFFICIAL

From: Nicholas Hartland s47F
Sent: Thursday, 12 February 2026 8:59 AM
To: ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>
Cc: s47E(c), s47F [@Health.gov.au](mailto:s47F@Health.gov.au)>
Subject: Re: Australia's Disability Strategy Advisory Council - Onboarding documents [SEC=UNOFFICIAL]

UNOFFICIAL

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Ta, perfect
N

UNOFFICIAL

On 11 Feb 2026, at 3:13 pm, ADSAdvisoryCouncil
<ADSAdvisoryCouncil@health.gov.au> wrote:

UNOFFICIAL

Good afternoon Nick,
Thank you very much for returning the electronic onboarding forms.
Please see attached Superannuation Choice Form which includes the details of our default super fund for committee members: Australian Super.
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

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UNOFFICIAL

From: s47E(d)
Sent: Tuesday, 10 February 2026 7:20 PM
To: ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>
Cc: s47E(c), s47F <s47F@Health.gov.au>; ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>
Subject: Re: Australia's Disability Strategy Advisory Council - Onboarding documents [SEC=OFFICIAL]

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- I couldn't get through all of the on-line form for superannuation. I need to start a new superannuation account (I can't have contributions go into my existing PSS account as I am drawing it down). What I need is the unique super identifier for Health's default account for new employees. Happy to talk to the payroll team if that suits you.

Looking forward to the meeting on the 18th.

Nick Hartland

s47F

Get [Outlook for Mac](#)

From: ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>

Date: Friday, 6 February 2026 at 2:01 pm

To: s47F

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

ADSAdvisoryCouncil <ADSAdvisoryCouncil@health.gov.au>

Subject: Australia's Disability Strategy Advisory Council - Onboarding documents [SEC=OFFICIAL]

UNOFFICIAL

Dear Nick,

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Attached are the following documents:

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3. **Schedule 2 – Tax File Number Declaration** – please complete form online
4. **Schedule 3 – Superannuation Standard Choice Form** – please complete online
5. **Schedule 4 – Confidentiality, Conflict of Interest, Privacy and Secrecy Deed** – please read, sign (electronic signature ok), and email copy to ADSAdvisoryCouncil@health.gov.au
6. **Consent Form for Photograph** – please read, sign (electronic signature ok), and email copy to ADSAdvisoryCouncil@health.gov.au
7. **Personal Details Form** – please read, sign (electronic signature ok), and email copy to ADSAdvisoryCouncil@health.gov.au
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 - personal biography (max 250 words)
 - headshot photo.

The Advisory Council Terms of Reference are also available [here](#) for your information.

Note: If a Nationally Coordinated Criminal History Check is required, a request will be sent out separately via email.

If you have any questions or need further clarification about any of the onboarding documents, please let us know.

Thanks,

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

E: ADSAdvisoryCouncil@Health.gov.au

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s47E(c), s47F

From: Nicholas Hartland s47F
Sent: Wednesday, 18 February 2026 1:02 PM
To: s47E(c), s47F
Cc: ADSAdvisoryCouncil; s47E(c), s47F
Subject: Re: Availability for Meeting [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.



Sent from my iPhone

On 18 Feb 2026, at 1:47 pm, s47E(c), s47F wrote:

OFFICIAL

Sorry for bugging you while travelling! How about Friday 6th March @ 12.30pm, via Teams?

OFFICIAL

OFFICIAL

From: s47F
Sent: Wednesday, 18 February 2026 12:17 PM
To: s47E(c), s47F
Cc: ADSAdvisoryCouncil; s47E(c), s47F
Subject: Re: Availability for Meeting [SEC=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.

Thanks s47E(c), s47F I'd love to have a chat with s47E(c), s47F, but I will still be overseas on the 3rd.

Apart from the Advisory Council on the 5th and an appointment 2.00 10t the next weeks are pretty clear. I will actually be in Woden on the 11th to get a car serviced - though that may not help depending on where the disability crew are located.

Nick

Get [Outlook for Mac](#)

From: s47E(c), s47F <[REDACTED]@Health.gov.au>
Date: Wednesday, 18 February 2026 at 11:13 am
To: Nicholas Hartland <[REDACTED]>
Cc: ADSAdvisoryCouncil <ADSAdvisoryCouncil@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: Availability for Meeting [SEC=OFFICIAL]

OFFICIAL

Hi Nick,

I hope all is well.

I'm looking to set up an introductory meeting between you and our First Assistant Secretary, Genevieve Quilty, and our Assistant Secretary, Jodi Cassar. Would you be available for a Teams meeting on 3 March @ 3.30 pm?

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>

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 on behalf of ADSAdvisoryCouncil
Sent: Thursday, 19 February 2026 9:24 AM
To: s47F
Cc: s47F; ADSAdvisoryCouncil; RH s47E(c), s47F
Subject: For response 20 Feb - Australia's Disability Strategy Advisory Council – Availability for introduction session and supporting information [SEC=OFFICIAL]
Attachments: ADS Advisory Council Member Guidelines - Jan 2026.DOCX

OFFICIAL

Good morning new members,

As we finalise your onboarding to the Australia's Disability Strategy Advisory Council, I'm writing to share some key information to support you in your role on Council.

Strategy Introduction Session

- We would like to invite you to a short introductory session covering the Strategy, the role of the Council, and how the Secretariat supports members. This will also be an opportunity for you to ask any questions before your first formal Council meeting on 17 March.
- There are several Strategy Documents and resources available online, we have included links to some of these at the bottom of this email for your ease of reference.

Please advise your availability for a session in the weeks commencing 23 February or 2 March, via email to ADSAdvisoryCouncil@health.gov.au or by calling 1800 334 505.

Member guidelines

- Attached is a copy of the *Strategy Advisory Council Member Guidelines*. These outline the Council's purpose, roles, responsibilities and operations, as well as key expectations for members, including conflict-of-interest requirements, travel, and remuneration.

We look forward to receiving your availability for an introductory session.

Kind regards, s47E(c)
s47F

Australia's Disability Strategy Documents

- [2024 update: Building a more inclusive Australia. Australia's Disability Strategy 2021-2031 | Disability Gateway](#)
- [Outcomes Framework | Disability Gateway](#)
- [Governance model | Disability Gateway](#)
- [Engagement plan | Disability Gateway](#)
- [Inclusive Homes and Communities Targeted Action Plan 2025-2027 | Disability Gateway](#)
- [Safety, Rights, and Justice Targeted Action Plan 2025-2027 | Disability Gateway](#)
- [Community Attitudes Targeted Action Plan 2025-2027 | Disability Gateway](#)

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

Secretariat – Australia’s Disability Strategy Advisory Council

Ph: 1800 334 505 E: ADSAdvisoryCouncil@health.gov.au

[Australia’s Disability Strategy Hub](#) | [Disability Gateway](#)

[National Relay Service](#)



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OFFICIAL

OFFICIAL

s47E(c), s47F

From: Nicholas Hartland s47F
Sent: Tuesday, 24 February 2026 1:55 PM
To: ADSAdvisoryCouncil
Subject: Re: For action 27/02: Council draft informal advice - Independent Evaluation of Australia's Disability Strategy [SEC=OFFICIAL]

OFFICIAL

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Looks good to me

Nick
 Sent from my iPhone

On 23 Feb 2026, at 11:59 am, ADSAdvisoryCouncil wrote:

OFFICIAL

Good morning Council members,

Please find **attached** the Council's draft informal advice following the Independent Evaluation of Australia's Disability Strategy workshop on 19 February.

Action required

1. Please send your feedback to ADSAdvisoryCouncil@health.gov.au by **COB 27 February**, or let us know if you require more time (or support) to provide feedback. If we haven't heard from you by COB 27 February, we will assume you are happy with the informal advice as drafted.
2. If further input is received, we will revise the document and circulate the finalised draft for Council endorsement as part of the papers for the 17th March Council meeting.
3. If you would like to discuss this request or require assistance please contact the Secretariat on 1800 334 505 or ADSAdvisoryCouncil@health.gov.au

Once endorsed the informal advice will be provided to the independent evaluator.

Note: For Council members who were unable to attend the workshop but would like to provide input by email, you will be paid for one hour at the non-meeting day rate of \$95.20, if we receive your input by COB 27 February.

Kind regards, §47E(c),
§47F

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

Secretariat – Australia’s Disability Strategy Advisory Council

Ph: 1800 334 505 E: ADSAdvisoryCouncil@health.gov.au

[Australia’s Disability Strategy Hub | Disability Gateway](#)

[National Relay Service](#)

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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"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."

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the Department of Health, Disability and Ageing

s47E(c), s47F

From: s47E(c), s47F
Sent: Wednesday, 4 March 2026 12:48 PM
To: Australias Disability Strategy Branch
Cc: s47E(c), s47F; ADSAdvisoryCouncil; s47E(c), s47F
Subject: Breifs for Genevieve's Friday meetings with Jane Spring and Nicholas Hartland [SEC=OFFICIAL]
Attachments: FAS Meeting Brief - Nick Hartland.docx; Attachment A - Advisory Council's Proposed 2026 Work Plan.docx; FAS Meeting Brief - Jane Spring.docx

OFFICIAL

Hi s47E(c),
s47F

Here are draft briefs for Genevieve's meetings on Friday. Attachment A goes with the brief for the meeting with Jane – it is the Council's 2026 workplan.

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

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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Dr Nicholas Hartland PSM and First Assistant Secretary Agenda

Meeting Date: Friday, 6 March 2026 – 12:30 – 1:00 PM AEDT

Attendees
Dr Nicholas Hartland , Australia's Disability Strategy Advisory Council
Jodi Cassar, Assistant Secretary, ADS Branch
s47E(c), s47F , Director, ADS Branch, Governance

The purpose of the meeting is to have an informal discussion with Dr Hartland on the role of the Special Advisor on ADS Advisory Council and to discuss his and the Council's priorities and how he might be best supported in this work.

1: Items for Discussion

- **Role of the Special Advisor on ADS Advisory Council**

BACKGROUND

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

He 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.

1. Role of the Special Advisory

As per the Advisory Council's Terms of Reference, the Special Advisor is a non-member role within the ADS Advisory Council, appointed to strengthen the Council's ability to provide high level, independent advice to Australian, state and territory governments on the implementation, monitoring and evaluation of Australia's Disability Strategy 2021–2031.

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Their main function is to bring deep government experience and/or disability sector expertise to support Council members in shaping policy advice and maximising the Council's influence.

Special Advisors are:

- Selected for their government experience and/or background in the disability sector, enabling them to guide Council members on government relations and policy processes.
- Appointed to support Council members by advising on effective engagement with government agencies, service systems, and sector bodies.
- Expected to have lived experience of disability or expertise in disability issues, ensuring that their contributions are grounded in practical understanding of community needs.

Special Advisors hold a maximum term of 2 years, with a possible extension up to a further 2 years.

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s47E(c), s47F

From: s47E(c), s47F
Sent: Thursday, 16 October 2025 11:58 AM
To: s47E(c), s47F
Subject: Contact info [SEC=UNOFFICIAL]

UNOFFICIAL

Hi s47E(c),
s47F

Here is the email for s47E(c), s47F can you please add the rest and do some further investigation?

s47E(c), s47F said she has a contact in Vic disability that may know how to contact s22.

Thanks
 s47E(c),
 s47F

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

s22

Dr Nicholas Hartland PSM – call 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 sent to s47E(c), s47F @[health.gov.au](mailto:s47E(c), s47F@health.gov.au) requesting information.

s22

s22

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Australia's Disability Strategy Advisory Council

Member Guidelines
January 2026

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1. Introduction

Australia's Disability Strategy Advisory Council (the Council) was established on 3 December 2021.

The Council Secretariat, in the Department of Health, Disability and Ageing, provides support to the Council.

2. Role of Council

The Council's role is to provide independent expert advice to Australian, state and territory Disability Ministers and governments (including local governments) on the implementation, monitoring, and evaluation of the Strategy, as outlined in the Council's yearly work plan. This includes consideration of:

- Disability policy priorities
- Strategy Targeted Action Plans (TAPs)
- Strategy Associated Plans
- The Strategy's Outcomes Framework
- Regular progress/implementation reports, and
- Any major reviews or reports impacting the disability community.

The Council can raise new and emerging issues from the disability community. These will be included in the Council's communique that is published on the Council's website and shared with key governance groups.

The Council can also write submissions on specific issues. These are provided to the relevant government agencies for their consideration, via the Council's Secretariat.

From time to time, the Council may be asked to participate in community events or activities to help raise awareness of the Strategy.

Governments may also ask the Council to contribute information for reports on Australia's obligations under the United Nations Convention on the Rights of Persons with Disabilities.

3. Terms of Reference

The Council's Terms of Reference are attached at [Appendix 1](#).

4. The Council

The Council can have up to 12 members. This includes a Chair, up to five core members, up to two Special Advisors, and up to four members who represent state and territory disability advisory councils. These representative positions rotate between two groups of states and territories (Rotation 1: NSW, NT, SA, and VIC, Rotation 2: QLD, TAS, ACT, and WA).

All Council members must be people from the disability community and meet the criteria below.

The Chair:

- Must be a person with disability and may represent one or more of the following groups: women with disability; First Nations people with disability; culturally and linguistically diverse people with disability; young people with disability; LGBTQI+ people with disability; people with remote or thin market expertise.
- **Core members:**
 - Must be a person with disability and may represent one or more of the following cohorts: women with disability; First Nations people with disability; culturally and linguistically diverse people with disability; young people with disability; LGBTQI+ people with disability; people with remote or thin market expertise.
 - 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.
- **State and territory representatives:**
 - Are nominated by state or territory ministers responsible for disability issues. They should be members of their state or territory Disability Advisory Council (or similar body, if one exists) when they are appointed.
 - They must be people with disability and/or have personal, lived experience, of the challenges faced by the disability community.
- **Special advisors:**
 - Are appointed for their government experience and/or background in the disability sector. They help the Council by giving advice on government processes and relevant policy issues so the Council can provide better advice to governments.
 - They will have lived experience or specialist knowledge related to the disability community.
 - Special Advisors also help Council members understand how government processes work and identify opportunities for the Council to engage and influence.

The current members of the Council are:

Name of member	Position	Term Ending
Ms Jane Spring AM s22	Chair	s22
	Core Member	
	Core Member	
	Core Member	
Mr Nick Hartland s22	Special Advisor	s47E(d)
	Core Member	s22
	Core Member	
	State/Territory Representative (ACT)	
	State/Territory	

s22	Representative (QLD)	
	State/Territory Representative (TAS)	s22
	State/Territory Representative (WA)	

5. Terms of Appointment

Each Council member is appointed because of their individual skills, knowledge and experience. All appointments are made by the Minister.

The usual appointment terms are:

- **Chair and core members:** three years, with the option to extend up to 12 months.
- **State and territory representatives:** 18 months, with the option to extend up to 6 months.
- **Special advisors:** two years, with the option to extend up to two years.

Members can resign at any time by writing a resignation letter to the government (through the Assistant Secretary of Australia's Disability Strategy Branch in the Department of Health, Disability and Ageing), with a copy to the Chair and Secretariat. This letter must provide at least five business days before the resignation takes effect.

The Minister will decide how to fill any vacancies and may end a member's appointment at any time, for any reason.

6. Proxies

If a Council member cannot attend a meeting, they cannot send someone else (proxies) to attend in their place.

7. Confidentiality

Council members may sometimes receive confidential information. They must not share this information with anyone outside of the Council and must handle it carefully, respectfully and in-line with their confidentiality agreement.

8. Conflict of Interest

A conflict of interest happens when a Council member, their partner or a close family friend has a direct financial or other interest in a matter the Council is considering or may consider. If this situation arises or there is a chance it could arise, the member must tell the government (through the Assistant Secretary of Australia's Disability Strategy Branch in the Department of Health, Disability and Ageing) and also tell the Chair and Secretariat. The member must also ask whether they can continue in the role that is creating the conflict.

If the government agrees the member can stay in their role, the member must not take part in any discussions or decisions related to the conflict.

A Council member cannot take part in Council business until they have completed the form: Confidentiality, Conflict of Interest, Privacy and Secrecy Deed Poll ([Appendix 5](#)). This form **must be** completed again every year and members may update the form at any time if their circumstances change.

9. What conflicts should be declared?

Actual conflicts of interest occur when a person has a financial or personal interest, or a connection, that affects, or will affect, their ability to do their Council work fairly and independently. Examples include situations where the person:

- would directly benefit if the government accepts their advice;
- receives funding from the Department under another agreement;
- is helping to develop policy or give advice about an industry or business in which they have a financial interest or serve on a board.

Potential conflicts of interest happen when a person has a financial or personal interest or connection that **may affect** their ability to do their Council work fairly and independently. Examples include when a person:

- is a Council member but also represents an industry related to the Councils' work;
- is part of a selection process where a friend or family member has applied;
- has previously worked for, or received funding or gifts from, a company being recommended for a contract.

Perceived conflicts of interest occur when a person has a financial or personal interest, or a connection, that **could appear to affect** their ability to do their Council work fairly and independently. Examples include when a person:

- takes part in activities that could be seen as conflicting with the Department's goals or priorities;
- has a close friendship with a member of the Australian Parliament and they are often seen together in public.

10. Official Business

A Council member is considered to be undertaking official Council business when:

- travelling to and from and while attending Council meetings,
- carrying out a task requested by the Chair, including representing the Council on other Councils, sub-Councils or forums approved by the Chair.

Note: Any formal speeches and papers a member delivers on behalf of the Council must be approved by the Chair and the Secretariat before they are presented.

11. Insurance

The Department's insurance covers Council members for legal liabilities when they are acting in an official capacity on behalf of the Department.

However, the Department's insurance **does not** cover any private travel arrangements, such as the use of a member's own car or private passengers.

12. Support for Council

The Secretariat, located in Australia's Disability Strategy Branch in the Department of Health, Disability and Ageing, provides support to the Council.

Secretariat staff understand Australia's Disability Strategy and have good knowledge of the Department's programs and how the organisation works.

A list of staff members to contact within the Secretariat is available at [Appendix 2](#).

The Secretariat is responsible for:

- supporting the Council,
- giving policy advice to the Council,
- working with the Chair to develop agendas for Council meetings and other business,
- distributing of agenda and associated material,
- keeping all members updated on issues and information relevant to the work of the Council,
- organising venues and catering for meetings,
- arranging appropriate travel and accommodation,
- checking and verifying claims for eligible expenses, and
- carrying out annual conflict of interest checks.

The Department will not provide a computer or other equipment to Council members to undertake business of the Council.

13. Operation of the Council

The Chair is responsible to the Minister for how the Council operates and will lead all meetings they attend.

The Council usually meets at least three times a year, and members may also work on ongoing projects in smaller groups.

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.

Council members must inform the Chair and/or the Secretariat of their inability to attend meeting as soon as is practical.

Any vacancies on the Council do not affect its ability to operate.

Before each meeting, the Chair and the Secretariat will review and approve a draft agenda. In preparing the agenda, they will consider the Council's Terms of Reference and Annual Work Plan, as endorsed by the Disability Reform Ministerial Council.

The Secretariat aims to send the agenda and related papers to Council members two weeks before each meeting.

The Secretariat will also prepare the meeting minutes. The minutes will give a clear and concise record of decisions and actions. They will be shared with members once the Chair has approved them.

A meeting Communique of key actions and discussions from each meeting will be made publicly available on [Australia's Disability Strategy Advisory Council Meeting Communiques and Easy Read | Disability Gateway](#)

14. Business between Meetings

The Chair may write and sign letters and handle Council business between meetings on behalf of the Council. The Secretariat must receive copies of all correspondence.

Members must let the Chair and the Secretariat know when they have completed any actions assigned to them from previous meetings.

Any information that is urgent or important will be sent to members by email.

15. Remuneration

Non-statutory Committee – Remuneration Tribunal

Council members are paid according to the principles and rates set by the Remuneration Tribunal.

The following section outlines the current payment rates for Council members.

Official Meeting Day Rates (for attending the formal Council meetings or workshops)

Total time	Chair rate	Council member rate
Less than two hours	40 per cent = \$252.40	40 per cent = \$190.40
Two to less than	60 per cent = \$378.60	60 per cent = \$285.60

three hours		
Three hours or more	100 per cent (full daily rate) = \$631	100 per cent (full daily rate) = \$476

The daily meeting fee already includes payment for normal preparation time. However, if the Chair believes the preparation required is unusually high, they may approve extra paid time. This extra time is added in one-hour blocks and paid at the non-meeting day rate.

Non-Meeting Day Rates (for time spent on authorised Council business, additional preparation time or authorised travel time, outside of formal meetings)

Total time	Chair rate	Council members rate
	20% for each hour, up to a maximum of 5 hours a day	20% for each hour, up to a maximum of 5 hours a day
For each period of at least one hour	1 hour = \$126.20 2 hours = \$252.40 3 hours = \$378.60 4 hours = \$504.80	1 hour = \$95.20 2 hours = \$190.40 3 hours = \$285.60 4 hours = \$380.80
Five hours	Full Daily rate = \$631	Full Daily rate = \$476

Commonwealth and State/Territory Employees

If a person works full-time for the government (or a business owned by the government) or in the administration of a Territory and is appointed to a part-time public office, they cannot be paid for that part-time public office, even though the Remuneration Tribunal may have set fees for that public office (section 7(11) of the [Remuneration Tribunal Act 1973](#)).

Whether a state public servant can receive payment for holding a part-time public office (for example on a Federal Government board) is a matter for the relevant State government.

16. Taxation Arrangements

Council members who are paid annual or daily fees must submit their Tax File Number Declaration. The member must complete Tax File Declaration form ([Appendix 7](#)).

Tax instalments will be deducted according to Australian Taxation Office requirements. If a member does not provide a Tax File Number Declaration, tax will be withheld at a rate of 47% of their remuneration.

The Department no longer issues payment summaries. Members can access their end-of-year income statements through their MyGov account.

If the member does not have a MyGov account, they should visit the following to create one: <https://www.servicesaustralia.gov.au/individuals/online-help/mygov>

17. Salary Packaging

Salary packaging is not allowed for Council members who are paid a daily fee.

18. Superannuation

The Department will make superannuation contributions for Council members.

Council members can choose which superannuation fund or retirement savings account their contributions are paid into (the rate is 12% from 1 July 2025). If a member does not choose a fund, the Department will pay the contributions into its preferred fund.

For further information on superannuation, see [Appendix 8](#).

19. Personal Information

The Department collects the personal information provided by Council members so it can contact them and carry out necessary financial and administrative tasks.

The general information the Department may keep includes:

- a member's name
- phone number
- address
- place of employment
- CV
- cultural background
- correspondence sent to members
- details of submissions made by the Department

The Department may also keep some sensitive information, such as:

- tax file numbers
- financial information
- culturally sensitive information
- conflict-of-interest details (for example, previous employment with a particular organisation)

Only staff who need this information to do their work can access it. Access is limited to management and Secretariat staff who support the Council.

Generally, the records are retained as per the [Administrative Functions Disposal Authority](#).

You can get help with accessing your personal information by calling the Freedom of Information Unit. Call (02) 6289 1666 or use the free call number 1800 020 103 and then ask for extension 1666.

20. Travel Arrangements

Travel Allowance Rates

Council members and their support person (if they have one) are considered to be on official government business when they travel for Council work. This means they can receive travel allowance and have extra expenses reimbursed.

- If the Council member or their support person gets travel allowance or expense reimbursement from another organisation for the same trip, the Department won't pay them again.
- Unless a reasonable adjustment is needed, the Department usually won't pay a travel allowance if the trip doesn't involve an overnight stay.
- Unless a reasonable adjustment is needed, if meals are provided at an event, the Department normally won't pay the meal part of the travel allowance.

Council members and their support person (if they have one) will be paid a travel allowance based on the most recent rules set by the Remuneration Tribunal. These rules are updated from time to time, and the payments will follow the latest version.

The most recent determination is [Remuneration Tribunal \(Official Travel\) Determination 2024](#) (date of effect 25 Aug 2024).

The level of travel allowance for the Chair is the Tier 2 rate. The level of travel allowance for other Council members is the Tier 3 rate.

The most current rates of travel allowance as determined by the Remuneration Tribunal are at [Appendix 3](#).

Accommodation

Accommodation can be arranged in two ways:

- **The Department can book and pay for it** either through The Hotel Network or through another accommodation provider.
- **Or the Council member can book and pay for their own accommodation**, if they prefer to make their own arrangements.

Air Travel

All flights for Council business will be organised by the Secretariat through the Department's travel agency, Qantas Business Travel.

Council members must not book their own flights or ask the Department to reimburse them.

The Department must follow the Government's "Best Fare of the Day" policy, meaning they will book the cheapest fare that meets the official travel needs.

Council members and their support person (if they have one) must travel in economy class.

Where possible, members and support persons should travel on the same day as the meeting or event. Travel confirmations will be sent to members.

Air tickets will be issued as electronic tickets (E-tickets). Members can collect their boarding pass at the airport by showing identification.

If a member needs to change their flight, they must contact the Secretariat, who will update them on the new arrangements.

The Department:

- **Does not earn or use frequent flyer points**, and members will not earn points for Council-related travel.
- **Will not pay for any extra costs** related to personal or private travel.
- **Will not pay for airline lounge memberships.**

Use of Private Vehicle

Air travel is preferred, but other types of travel can be approved if they are considered better for the Department. If Council members choose to drive their own car to or from a meeting, they can claim a motor vehicle allowance. This allowance is paid according to the latest Remuneration Tribunal Determination, which is updated from time to time. The most recent determination is the [Remuneration Tribunal \(Official Travel\) Determination 2024](#) (date of effect 25 Aug 2024) gives a flat rate of 88 cents per kilometer.

Before a member travels and claims expenses, the Secretariat must check the member's driver's licence, car insurance, and vehicle registration to make sure everything is valid.

If the member drives their own car, they will be paid either:

- the motor vehicle allowance they're entitled to, or
- the cost the Department would have paid for flights,

whichever amount is lower. If no airline operates on that route, the motor vehicle allowance will be paid.

Any traffic fines or parking tickets the member gets are their own responsibility.

21. Payment Arrangements

General Information

Payments for members' remuneration, travel allowance and any extra approved expenses will be made as follows:

- They will be paid within one week after the month in which the expenses are finalised.
- Payments will be made by electronic funds transfer (EFT) into the bank account the member chooses.

No Council payments will be made until a completed Council Member Onboarding form ([Appendix 6](#)) has been provided by the member to the Secretariat.

The Department will not pay an organisation for the services of an individual on the Council.

Aggregation of hours *(sometimes referred to as Preparation Time)*

A Council member may be paid a daily fee for combined periods of Council business, but only if these conditions are met:

- The work must take place on days when there is no formal Council meeting.
- Each separate work period must last at least one hour.
- The combined total of these periods must be at least five hours.
- The member cannot receive more than the full daily fee for any one day.
- The Chair must confirm that the member is eligible for the payment.

Business between meetings

Council members may be asked to take part in seminars, working groups, or other activities between formal meetings. These activities are at the member's own expense unless the Chair approves the member to attend as part of official Council business. If a member is attending in an official capacity, the Secretariat must be told so they can organise any travel and process payments.

A Council member may also be asked by the Chair or the Secretariat to provide advice between meetings. This work will be paid at the non-meeting day rate, based on the estimated preparation time, in one-hour increments, up to a maximum of five hours (which would attract the full non-meeting day rate).

The Chair can also write letters and conduct Council business between meetings on behalf of the Council. The Secretariat must be given copies of all correspondence.

Additional costs incurred by the member

Council members receive an incidental allowance as part of their domestic or overseas travel allowance. This covers small personal costs such as private phone calls, extra snacks or drinks, mini-bar items, dry cleaning, and newspapers.

The Department may also reimburse reasonable Council-related expenses that aren't covered by the incidental allowance.

Members can claim additional expenses like:

- taxi fares
- parking fees
- Council-related phone calls

For any expense \$82.50 (including GST) or above, a tax invoice is required.

For expenses below \$82.50, members should provide an original invoice or receipt.

If a receipt for an expense under \$82.50 has been lost, the Department's Expenditure Approver may choose whether to allow the claim. However, for expenses \$82.50 or more, the Department must have a tax invoice to meet taxation law requirements and to claim the input tax credit.

22. Media Contact

Any contact with the media must first be discussed with both the Chair and the Secretariat. Before any information is shared publicly, it must also be approved by the Department's Communications Branch.

23. Forms to be Completed

When members join the Council and again later if their circumstances change, they must complete certain forms and return them to the Secretariat.

- Instrument of Appointment and Acceptance of Appointment Form ([Appendix 4](#)),
- Confidentiality, Conflict of Interest, Privacy and Secrecy Deed Poll (External Council Members) ([Appendix 5](#)),
- Council Member Onboarding Form ([Appendix 6](#)),
- Tax File Number Declaration Form ([Appendix 7](#)), and
- Superannuation Choice Form ([Appendix 8](#)).

Appendix 1: Terms of Reference

[Australia's Disability Strategy Advisory Council Terms of Reference](#)

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

Appendix 2: List of Secretariat Staff Members

Name	Contact
s47E(c), s47F [REDACTED], Director, ADS Branch, DHDA	s47E(c), s47F [REDACTED] @Health.gov.au
s47E(c), s47F [REDACTED]	ADSAdvisoryCouncil@health.gov.au
ADS Advisory Council Support Line	1800 334 505

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Appendix 3: Travel Allowance Rates

[Remuneration Tribunal \(Official Travel\) Determination 2024](#) (date of effect 25 Aug 2024)

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the Department of Health, Disability and Ageing

Appendix 4: Instrument of Appointment and Acceptance of Appointment Form



Appointment of the Australian Capital Territory's Disability Advisory Council Representative to Australia's Disability Strategy Advisory Council, 2025

I, XXXXXXXXXXXX, Minister for the National Disability Insurance Scheme:

- a) appoint XXXXXXXX as XXXXXXXXXXXXXXXX to Australia's Disability Strategy Advisory Council.
- b) determine the Member's appointment:
 - i. commences on XXXXXXXXXXXX; and
 - ii. ends on XXXXXXXXXXXX;
- 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

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Minister for the National Disability Insurance Scheme

ACKNOWLEDGEMENT OF APPOINTMENT

I, XXXXXXXXXXXX, acknowledge the appointment as XXXXXXXXXXXXXXXX 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.

I agree to assign copyright to the Commonwealth for work undertaken in my capacity as Reviewer.

Name: _____

Signature: _____

Date: _____

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Appendix 5: Confidentiality, Conflict of Interest, Privacy and Secrecy Deed Poll (External Council Members)



Confidentiality,
Conflict of Interest,

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the Department of Health, Disability and Ageing

Appendix 5a: Conflict of Interest Guidance Document

(includes scenarios)

What is a conflict of interest?

A conflict of interest can be defined as '... a conflict between the public duties and personal interests of an employee that improperly influences the employee in the performance of his or her duties.'

"Personal interests" are matters connected to an individual's personal circumstances. They may cover financial (e.g. shareholdings, small business ownership, company directorships or partnerships) and non-financial private interests (e.g. personal or family relationships or associations), as well as the private, professional or business interests of individuals or groups with whom the person has a close association (e.g. spouse or partner, relatives or close friends).

Conflicts of interest may be real or apparent. A real conflict of interest occurs when there is an actual conflict between the public duty and personal interests of an employee that improperly influences the employee in the performance of his or her duties. An apparent conflict of interest occurs where it appears that an employee's personal interests could improperly influence the performance of his or her duties, but this is not in fact the case.

A real or apparent conflict of interest for contractors and consultants is any matter, circumstance, interest or activity affecting them (including their personnel) which impairs their ability to provide services to the department fairly and independently or could be perceived or appear to do so.

The personal interests of an employee's partner or spouse, family members or close personal friends can also present a real or apparent conflict of interest for an employee, when those interests may be furthered or advantage gained through departmental policies, activities or decisions which the employee has knowledge of, or has direct and substantive influence over.

Examples of situations in which the personal interests of a partner or spouse, family member or close personal friend can represent a real or apparent conflict of interest for an employee could include:

- the employee is assessing tenders from a company or organisation in which their partner or spouse, family member or close personal friend has an interest (e.g. is the business owner/partner or a company director)
- the employee is responsible for undertaking or determining regulatory activities which apply to a business or organisation in which their partner or spouse, family member or close personal friend has an interest
- two employees are in a close personal relationship or friendship, where one is able to advantage the other by influencing decisions or exercising delegations to favour them in workplace opportunities, or access to conditions, benefits or other entitlements.

The appearance of a conflict of interest is as important as any real conflict of interest. Both these situations have the potential to undermine the credibility of a project, process or decision. In situations of close personal relationships at work, real or perceived patronage or favouritism may impact on morale and productivity, as well as the credibility and professionalism of the individuals.

What needs to be disclosed?

Both section 13(7) of the [PS Act](#) and section 29 of the [PGPA Act](#) require employees to disclose 'material' personal interests relating to their employment with the department. To be 'material', the employee's personal interest must be such that a reasonable person would draw a connection between the interest and the employee's duties (i.e. there needs to be a real or reasonable possibility of conflict with the employee's duties and not simply a remote or theoretical possibility of a conflict occurring).

There is no standard list of items which must be disclosed. Employees need to consider their personal circumstances and disclose those personal interests or relationships which would reasonably be considered as 'material'. Relevant factors in determining what needs to be disclosed include:

- the department's functions and responsibilities and its particular probity concerns and
- the employee's specific role and responsibilities.

Personal interests which could be 'material', and which may need to be disclosed are not limited to financial interests and could include:

- small business ownership
- company directorships or partnerships
- shareholdings
- trusts or nominee companies
- previous employment for employees undertaking specific roles (e.g. regulatory, investigative or compliance)
- real estate investments
- gifts and benefits
- participation on boards or Councils
- memberships or affiliations with associations, community groups and other organisations (either past or present)
- paid, unpaid or voluntary outside employment
- personal and family relationships or associations (either past or present)
- hostile relationships with other persons or organisations.

When can a conflict of interest occur?

A conflict of interest resulting from the interaction of an individual's personal interests, relationships or associations (either past or present) with their duties can occur in a wide range of circumstances during the course of their APS career. Without limiting the situations and circumstances where a conflict of interest may arise, the following are some of the more common situations in which employees will need to be aware of real or apparent conflicts of interest.

Participation on Councils

The department has a large number of Councils. Some comprise a chair and/or members appointed by the Minister. The way in which conflict of interest should be managed for Councils will vary depending on:

- the nature of the Council
- the method by which the members have been selected or appointed and
- the extent to which the Council influences decision making, rather than receiving information or providing general advice.

The following model should be applied when the Council is formal and has significant influence on decision making. This model can be modified as necessary to suit the circumstances of each particular Council, and any specific legislative requirements on the handling of conflict of interest issues (e.g. requirements contained in the [National Health and Medical Research Council Act 1982](#)).

If the appointment is made by the Government, within a month of being appointed, the chair of the Council must give to the Minister, and members of a Council must give to the chair, a written declaration of interests the member has that may relate to any activity of the Council. Chairs of other Councils where members are appointed by the department should provide similar information to the Secretary.

In any situation that gives rise to a real or apparent conflict of interest, the member should immediately declare that conflict of interest to the chair of the relevant Council and seek the chair's agreement to retain their position.

In assessing the appropriate response if a conflict of interest has arisen, the chair of the Council should consider both the real or apparent conflict. The department should also be notified of the real or apparent conflict of interest.

If the appearance of conflict may undermine or lead to questions about the credibility of the Council of particular project, the chair should take appropriate action to avoid or minimise that impact. Ideally the person involved should step down from any involvement with that Council or particular project. This, for example, could entail not attending meetings when the Council considers the matter or not taking part in any discussion of the Council in relation to the matter.

If this is not possible because that person is the most suitable, or the only person with the required expertise, the chair should consider ways in which any actual or

perceived bias can be overcome (e.g. seeking references, declaring the potential interest in documentation relating to the project). Where relevant, the public consultation process may also minimise the impact of any actual or perceived bias.

Other Councils and negotiations

From time to time the department will create time-limited Councils or negotiate with external parties in order to reach agreements. For participants in such Councils or negotiations, there remain personal obligations for all involved individuals to recognise and manage any conflict of interest or the appearance of such conflict.

Notwithstanding the personal obligation of each participant, departmental employees must:

- raise and document the real or apparent conflict of interest
- determine how the department should respond to any such conflicts and
- report to the Minister or Secretary as appropriate.

Managers in all forums are expected to remain alert to the possibility of a conflict of interest arising, and to raise it with the Council or other relevant body if deemed necessary. However, the actual method of dealing with a conflict of interest needs to fit the situation.

The above principles apply equally to internal Councils in the department where there are no or few external members. However, due to the nature of the Council and the issues discussed, conflicts of interest may arise less frequently

Regardless of the situation, it is essential that:

- any conflict of interest disclosed during a Council meeting is recorded in the minutes
- a conflict of interest disclosed to the chair outside meeting times is recorded in the minutes of the next Council meeting and
- copies of any declarations of interest are kept on file.

If minutes are not generally kept of a Council's proceedings, then the chair of the Council is responsible for documenting in a file note the declaration and subsequent decision on resolving the conflict

Insider trading

Insider trading is the trading of securities or a wider set of financial products (as defined in s.1042A of the [Corporations Act 2001](#)) while in possession of information which is not generally available; and if it were, would be likely to have a material effect on the price or value of the security. Insider trading is prohibited under the [Corporations Act 2001](#) and has significant criminal penalties. Insider trading by a member would also be a breach of the APS Code of Conduct requirements to:

- Behave honestly and with integrity in connection with their APS employment

- Comply with all applicable Australian laws when acting in connection with their APS employment
- Not improperly use inside information to gain, or seek to gain, a benefit or an advantage for the employee or any other person and
- Behave at all times in a way that upholds the [APS Values](#) and [APS Employment Principles](#); and the integrity and good reputation of the department and the APS.

Members should be aware that any information they access as a result of their employment with the department may potentially be considered as 'inside' or commercially sensitive information and, as such, they must not trade in shares or other financial products or induce others to do so on the basis of that information. Members must assess whether any information they have access to in the course of the duties would be considered to be inside information for this purpose, with key considerations being that"

- the information is not 'generally available' (as defined in s.1042C of the [Corporations Act 2001](#)) and
- if it was generally available, a reasonable person would expect it to have a 'material effect' (as defined in s.1042D of the [Corporations Act 2001](#)) on the price or value of financial products.

Scenario examples

Situations in which 'conflict of interest' (actual, potential or perceived) may arise in relation to external Council members

We further note the template at Appendix 4 also gives general examples of the circumstances where a member should provide a conflict of interest declaration. We consider those examples more broadly reflect the circumstances in which a conflict of interest may arise than the examples below.

Example 1

Person A is appointed to an advisory group tasked with reviewing the efficacy of various medicines that receive government subsidies. The advisory group's recommendations will be provided in a Report to the Minister and could potentially inform whether the medicines being reviewed will continue to be subsidised. Person A holds shareholding in a pharmaceutical company that manufactures a medicine being reviewed by the advisory group. Their spouse is the CEO of a pharmaceutical company which manufactures medicines being reviewed by the advisory group. Person A must show their shareholding because they have a financial interest in a medicine being reviewed by the advisory group. There is also a risk of a conflict (potential or perceived) in relation to their spouse's work. Therefore, Person A should also show information about the nature of their spouse's work.

Example 2

Person B is a member of an independent panel that reviews applications for the supply of a particular type of test kit. The panel provides its recommendations (including in relation to performance of the kit) to the relevant drug authority, who decides whether the test kit can be approved for supply based on the statutory requirements. The panel's recommendation can also be used to inform government decision on which supplier's test kit should be bought for the national stockpile. While Person B predominately works as a medical researcher, through a consultancy arrangement, Person B occasionally collaborates with a testing company to develop and potentially commercialise test kits, that may be reviewed by the panel. Person B should show information about their consultancy arrangement with the testing company as there is a conflict with Person B's role on the panel. This conflict arises even though there is no testing kit currently commercialised and being considered by the panel.

Example 3

Person C is a member of a panel that assesses proposals for research funding and makes recommendations to an Agency's board as to which proposals should be awarded funding. One of the proposals is from an organisation that Person C has recently provided consultation services in relation to an unrelated project. Person C does not know the individuals who gave the proposal from the organisation in question and members of the panel are not aware of Person C's earlier work with that organisation. There is a risk that assessment of the proposal by Person C could give rise to a reasonable apprehension of bias on the basis that Person C is directly or indirectly affiliated with the organisation seeking the grant. As a matter of caution, after becoming aware of the conflict, Person C should at once show their affiliation with the organisation and not assess the relevant proposal unless the potential conflict can be otherwise appropriately managed.

Appendix 6: Council Member Onboarding Form



Committee Member
Onboarding Form.d

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Appendix 7: Tax File Number Declaration Form



TFN Declaration
Form.pdf

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Appendix 8: Superannuation Choice Form



Superannuation
standard choice form

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Health.gov.au

All information in this publication is correct as at January 2026

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s47E(c), s47F

From: s47E(c), s47F
Sent: Friday, 3 October 2025 9:29 AM
To: CASSAR, Jodi
Subject: Catch Up with Jane

Hi Jodi,

Here are the key points in the discussion with Jane. Ideally, I'd like to focus on the two highlighted topics: membership renewal piece and explore the possibility of having the Council's 2 day face to face to coincide with the National ADS Forum in Adelaide.

- ADS AC membership renewal
 - State/Territory reps update – letters to go out next week
 - Core members – process and suggestions
 - s22
 -
 -
 - Special Advisor
 - Dr Nicholas Hartland PSM (Recently retired First Assistant Secretary, Access and Home Support at DHDA)
- ADS National Forum
 - Potential to coincide with Advisory Council two day in-person meeting (February 23 and 26?)
- Need Jane's input on:
 - Advisory Council Input into DDA Review

Next Meetings:

s22

-
-
-
-
-

Next Input:

- 2025 Annual Report
- 2026 Workplanning papers
- ToR review

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

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s47E(c), s47F

From: Personnel Security
Sent: Monday, 19 January 2026 8:48 AM
To: ADSAdvisoryCouncil
Cc: s47E(c), s47F
Subject: RE: Nationally Coordinated Criminal History Check's query [SEC=OFFICIAL]
Attachments: Embedded Personnel Test .docx

OFFICIAL

s47E(c),
 His47F

Thank you for reaching out.

Before it can be confirmed whether a Nationally Coordinated Criminal History Check is required, the first step is to complete the Embedded Personnel Test. This determines whether the new advisory council members are considered *entity personnel* for PSPF purposes.

If assessed as *embedded personnel*: If any of the questions in the Embedded Personnel Test are answered “yes”, they are considered embedded personnel. In this case, PSPF personnel security requirements apply, which includes mandatory pre-employment screening such as a Nationally Coordinated Criminal History Check.

If assessed as *not embedded personnel*: If all responses in the test are “no”, they are considered not embedded personnel. In this scenario, a Nationally Coordinated Criminal History Check is *not required* under the PSPF personnel security framework. Their engagement instead falls under PSPF Section 6 – Third-Party Security Risk Management, where protections are managed through contractual terms rather than personnel screening.

Hope this information helps.

Kind Regards

s47E(c), s47F

Personnel Security Advisor

Security Branch | Integrity and Assurance Division
 Australian Government, Department of Health, Disability and Ageing
 T: (02) 5132 s47E(c), s47F @health.gov.au
 Location: Yaradhang Building
 PO Box 9848, Canberra ACT 2601, Australia

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OFFICIAL

From: ADSAdvisoryCouncil
Sent: Wednesday, 14 January 2026 2:01 PM
To: Personnel Security
Cc: s47E(c), s47F ; ADSAdvisoryCouncil
Subject: Nationally Coordinated Criminal History Check's query [SEC=OFFICIAL]

OFFICIAL

Hi s47E(c),
s47F

As discussed, we have 7 new members that will join Australia's Disability Strategy Advisory Council once approval is received from the Minister.

We have completed due diligence checks including:

- Desktop internet research (i.e. searching for public comment and media that could reflect poorly on the position/board to which the person is to be appointed etc.)
- Desktop social media checks
- Bankruptcy / insolvency checks
- Australian Securities & Investments Commission Banned and Disqualified register
- Australian Government Register of Lobbyists

These members will not require building or IT access but may be provided sensitive documents to read and comment on in their roles. Can you please advise if a Nationally Coordinated Criminal History Check is recommended (noting that I believe these have been conducted in the past when we were DSS)?

Let me know if you need further information.

Thank you

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

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s47E(c), s47F

From: ADSAdvisoryCouncil
Sent: Wednesday, 25 February 2026 12:58 PM
To: s47F
Cc: ADSAdvisoryCouncil
Subject: Follow-up Information from Monday's Discussion [SEC=OFFICIAL]

OFFICIAL

Hi Nick,

Following up on the conversation with s47E(c), s47F on Monday morning, I'm sharing the links to the Advisory Council's materials that may be useful.

Advisory Council website:

[Australia's Disability Strategy Advisory Council | Disability Gateway](#)

Annual Reports:

<https://www.disabilitygateway.gov.au/document/11766>

Previous Council Submissions:

<https://www.disabilitygateway.gov.au/ads/advisory-council#council-submissions>

Please feel free to reach out to the secretariat if you have any questions.

Kind regards, s47E(c), s47F

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

Secretariat – Australia's Disability Strategy Advisory Council

Disability Reforms and Royal Commission Division | Disability and Carers Group
 Australian Government Department of Health, Disability and Ageing
 Ph: 1800 334 505 | E: ADSAdvisoryCouncil@health.gov.au
[National Relay Service](#)

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s47E(c), s47F

From: s47F
Sent: Wednesday, 11 February 2026 1:03 PM
To: ADSAdvisoryCouncil
Subject: Re: For Confirmation: Participation in ADS Advisory Council Workshop – 19 February [SEC=OFFICIAL]

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I'm all good for this one, if you didn't get a response it was probably because of iCloud to Health systems issues.

N

Get [Outlook for Mac](#)

From: ADSAdvisoryCouncil
Date: Wednesday, 11 February 2026 at 10:41 am
To: s47F
Cc: ADSAdvisoryCouncil, s47E(c), s47F
Subject: For Confirmation: Participation in ADS Advisory Council Workshop – 19 February [SEC=OFFICIAL]

OFFICIAL

Dear New Members to Australia's Disability Strategy Advisory Council,
 Although we are still in the midst of finalising your onboarding documents, we anticipate this will be done in time for the Advisory Council's first workshop, which is scheduled for 19 February 2026 from 3 – 4 PM AEDT. A MS Teams invite was sent out yesterday.
 Separate from the normal Council meetings, Council workshops are a dedicated time for the Council to explore complex issues in depth and hear directly from government policy leads. These workshops allow the Council to shape clear, well considered positions that can then be formalised and approved at Council meetings. In total, there are seven workshops scheduled for the Council this year. This first workshop will focus on the Independent Evaluation of Australia's Disability Strategy. Documents to support your participation will be coming soon.

If you can please confirm whether you will be able to attend (and, if you can, please accept the Teams invite) as soon as possible, that would be great.

Let us know if you have any questions.

Thanks, s47E(c), s47F

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

Secretariat – Australia's Disability Strategy Advisory Council

Disability Reforms and Royal Commission Division | Disability and Carers Group
Australian Government Department of Health, Disability and Ageing
Ph: 1800 334 505 | E: ADSAdvisoryCouncil@health.gov.au

[National Relay Service](#)

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17 February 2026

Dr Nick Hartland

S47F

Dear Dr Nick,

Please find enclosed for your records a copy of your executed Engagement Deed, comprising the terms governing your appointment as a member of Australia's Disability Strategy Advisory Council.

Thank you for joining the Council. Your experience and insight will play an important role in supporting the vision of Australia's Disability Strategy for an inclusive Australian society that ensures people with disability can fulfil their potential, as equal members of the community. We greatly appreciate the perspective you bring and look forward to the valuable input you will provide.

If you have any questions regarding your appointment or the enclosed documentation, please contact the Secretariat via email: ADSAdvisoryCouncil

ADSAdvisoryCouncil@health.gov.au or call **1800 334 505**

Yours sincerely,

Secretariat
ADS Advisory Council

s47E(c), s47F

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
Attachments: Nick Hartland CV - October 2025.docx

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
Date: Tuesday, 28 October 2025 at 11:09 am
To: s47F, CASSAR, Jodi, s47F
Cc: s47E(c), s47F
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

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](#)

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Superannuation standard choice form

If you don't complete this form, your employer can pay your super into your existing fund identified by the ATO. If you don't have one, your employer can pay into a new account in their default super fund. You can find more information on **page 5**

Save time: use the online form



- 1 Sign into *myGov* and select ATO in your services
- 2 In the menu select *Employment*, and then *New employment*. You'll need your employer's information on **page 3** to complete this form.
- 3 Select your preferred fund and give a copy to your employer.

For employees

For employers

Use the form to offer employees their choice of super fund. You must fill in the details of your nominated super fund, also known as your default fund, on **page 3** before giving the form to an employee.

For more information on super, offering an employee a choice of fund or paying super contributions, visit ato.gov.au/employersuper

Full name

Nicholas Hartland

Employee number (if known)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----

s47F

i You don't have to provide your TFN but if you don't, there may be consequences such as your contributions being taxed at a higher rate. See **page 5** for more information.

I choose for my super to be paid into

Select one of the options below and complete relevant section.

7

My existing super fund



Section B

I want my employer to pay into a super account I have already opened.

☒

My employer's default super fund



Section C

I want my employer to open a new account for me in their default fund.

7

My private self-managed super fund (SMSF)



Section D

I am a member and a trustee responsible for managing the fund.
I may have up to 6 members in the fund.

Section B My existing super fund

Super fund details

- i** You can find your super fund details by:
- logging into your super fund member portal or online account
 - contacting your super fund directly
 - through ATO online services via myGov or the ATO app.

Super fund name

Super fund Australian business number (ABN)

Unique superannuation identifier (USI)

- i** The USI is used to identify different super funds and specific super fund products. It is different to your member account number. You can find your USI on your super fund's website or by contacting your super fund directly.

Your member account number

- i** You can find your member account number on your member account statement, by logging into your super fund account, contacting your super fund directly or through ATO online services via myGov or the ATO app.

Your name as it appears on your account

- i** This must match the name shown on your super account. This may be your current name, or a previous name.

Required documentation

You need to **attach a letter of compliance of your chosen super fund** to confirm it is a complying fund and can accept contributions from your employer.

For most super funds you can find their letter of compliance on their website. For other funds, you will need to contact them for this information.

☐ I have attached a letter of compliance from my super fund

Declaration

I hereby declare that the information I have provided in relation to the nominated super fund is true and correct and I am authorised to provide the information requested.

Signature

Date

Day / Month / Year
 / /

- i** If you have completed this section, this is the end of the form. Return this form to your employer as soon as possible.

Section C My employer's default super fund

Employer to complete

i Employers must complete this section before providing the form to an employee.

Business name

DEPARTMENT OF HEALTH, DISABILITY AND AGEING

Australian business number (ABN)

8 3 6 0 5 4 2 6 7 5 9

Super fund name

AUSTRALIAN SUPERANNUATION

Super fund Australian business number (ABN)

6 5 7 1 4 3 9 4 8 9 8

Unique superannuation identifier (USI)

S T A 0 1 0 0 A U

Employee to complete

i Make sure the employer default super fund details above have been completed by your employer before you use this form. Ask your employer if it hasn't been done.

☒ I choose for my employer to open a new account for me with their default super fund

Signature

s47F

Date

Day Month Year
1 3 / 0 2 / 2 0 2 6

i If you have completed this section, this is the end of the form. Return this form to your employer as soon as possible.

Information for Employers

If an employee doesn't return this form

If your employee starts work on or after 1 November 2021, most employers must request the employee's stapled super fund details before making a super contribution.

If an employee doesn't provide you with the correct details, or the fund can't accept your contributions, you will need to request their stapled super fund details from the ATO.

If the ATO advises the employee does not have a stapled super fund, you can make the payment to your nominated default super fund. For more information, visit ato.gov.au/stapledsuperfund

Setting up and paying super for your business

For more information on your super choice obligations, including when you need to offer choice and setting up a default super fund, visit ato.gov.au/employersuper

Help for employers

Phone **13 10 20** between 8am and 6pm, Monday to Friday, to speak to a tax officer about employer super obligations.

Section D My private self-managed super fund (SMSF)

SMSF details

SMSF name

SMSF Australian business number (ABN)

SMSF electronic service address (ESA)

- i** An ESA is used so the fund can receive electronic messages and payments from your employer using SuperStream. You can find your ESA by contacting your SMSF messaging provider or through your SMSF administrator, tax agent, accountant or bank.

Your full name as it appears on your account

- i** This must match the name shown on your super account. This may be your current name, or a previous name.

SMSF bank account details

Bank account name

BSB code (please include all six numbers)

Account number

Required documentation

You need to **attach a document** confirming the SMSF is an ATO regulated super fund. You can find a copy of the compliance status for your SMSF at superfundlookup.gov.au

☐ I have provided evidence from the ATO this is a regulated SMSF

I hereby declare that the information I have provided in relation to the nominated super fund is true and correct and I am authorised to provide the information requested

Signature

Date

Day / Month / Year
 / /

- i** If you have completed this section, this is the end of the form. Return this form to your employer as soon as possible.

Additional information for **Employees**

You can choose any eligible super fund as your chosen fund for your employer to pay your super into. It's an important decision that can affect your retirement savings.

If you choose not to complete this form

If you are a new employee and choose not to complete this form, your employer will check with the ATO if you have an existing super fund. If you do, your super can be paid into this fund, called your 'stapled super fund'.

- If you have multiple funds the ATO will choose one of them as your stapled fund – it may not be the fund you would prefer.
- If the ATO is unable to identify a stapled fund, your employer will be advised to pay your super into their default super fund listed in **Section C**.
- If you started your current employment before 1 November 2021, your employer will pay your super into their default super fund listed in **Section C**.

For more information about stapled super funds, visit ato.gov.au/individuals/super

Tools and resources

- Compare MySuper products
ato.gov.au/yoursuper
- Keeping track of your super
ato.gov.au/keepingtrack
- What to consider when choosing a super fund
moneysmart.gov.au/how-super-works/choosing-a-super-fund
- How to combine more than one super fund
moneysmart.gov.au/how-super-works/consolidating-super-funds

Providing your TFN

You don't have to provide your TFN, but if your super fund does not have it, your super contributions may be taxed at a higher rate and you won't be able to make personal contributions to your fund.

Your TFN also makes it easier to keep track of any super accounts in your name so that you receive all your super when you retire.

Finding lost super

It is important to keep track of your super. If you've ever changed your name, address or job, you may have lost track of some of your super.

Having multiple super accounts could mean you are paying fees you are unaware of, which could reduce your retirement savings. Your super is your money, you should check it regularly.

If you have more than one super fund

Having more than one super account could mean you're paying multiple fees and charges, which may reduce your retirement savings. You can consolidate multiple accounts using our ATO online services through myGov.

Before you consolidate accounts, you may want to seek advice on fees this may incur or if you will lose any valuable insurance.

For more information, visit moneysmart.gov.au/how-life-insurance-works/insurance-through-super

For additional support

Phone **13 10 20** between 8am and 6pm, Monday to Friday, to speak to a tax officer.

If you do not speak English well and want to talk to a tax officer, phone the Translating and Interpreting Service on **13 14 50** for help with your call.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**. If you do not have access to TTY or modem equipment, phone the Speech to Speech relay Service on **1300 555 727**.

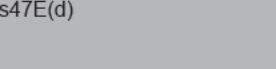
Your privacy

This form is provided as a means for employees to provide necessary superannuation information to their employer. The ATO does not collect this information. An employer is authorised to collect their employee's TFN under the *Superannuation Industry (Supervision) Act 1993*. It is not an offence for an employee not to quote their TFN. If an employee does not provide their superannuation fund details to their employer, the employer may request the information from the ATO.

For more information regarding employee privacy rights contact your superannuation fund.

ENGAGEMENT DEED

DEED DETAILS

Item	Clause reference	
Parties		1. The Commonwealth of Australia represented by the Department of Health, Disability and Ageing (the Commonwealth) and
		2. Dr Nick Hartland (the Other Party)
Appointee		Dr Nick Hartland
Engagement	2	Nature of appointment Participate on Australia's Disability Strategy Advisory Council as Special Advisor, in accordance with the Advisory Council's terms of reference, as updated from time to time. Incidental matters If incidental materials, services or functions are required in order for the Engagement to be performed, they will be taken to be included in the scope of the Engagement and will be accommodated as part of the Engagement at no additional cost to the Commonwealth notwithstanding that they are not specifically set out in this Deed.
Expiry Date	3.1	s47E(d) 
GST	4.2/4.3	Is the Other Party a natural person (ie an individual) who is not registered for GST? Yes X If yes, clause 4.2 applies, no GST is payable and the Fees do not include GST The Appointee will not need to provide an ABN if they are not receiving any remuneration under this Deed.

		Is the Other Party a company or an individual operating an enterprise who is registered for GST? No X If yes, clause 4.3 applies, GST is payable and the Fees include GST.
Fees	4.1	The Other Party will be paid at a rate of \$476, excluding GST, per day, until the expiry of this Engagement Deed. The above rate is inclusive of all taxes, duties and government charges imposed or levied in Australia or overseas and remuneration to the Other Party in respect of procuring and maintaining any insurance required under this Deed but does not include superannuation payments. Where the amount of daily rate payable for the Other Party (who is an individual) is calculated in accordance with the relevant provisions of the Remuneration Tribunal Determination, the following will apply: • if the Appointee performs the Appointment for three hours or more during a single day – the full daily rate is payable; • if the Appointee performs the Appointment for more than two hours but less than three hours in a single day – an amount equal to 60% of the daily rate is payable; and • if the Appointee performs the Appointment for less than two hours in a single day - an amount equal to 40% of the daily rate is payable. The Other Party may only charge for their time preparing for a formal meeting of the Committee on the following basis: • the preparation must be undertaken on non-meeting days before the formal meeting; • each period must be for a minimum of one hour – 20% for each hour up to a maximum of 5 hours a day; • the maximum amount payable in respect of any one day is the applicable daily rate; • the Chair of the committee must confirm the preparation time claimed for a formal meeting was reasonable; and • the proposed amount for preparation must be approved by the Commonwealth before it may be invoiced. If the Appointee participates in seminars, working parties or other representations between formal meetings, they may be paid for their time where the Chair gives approval for them to attend in the capacity of the business of the committee. Payments will be based on the formula set out above. The Secretariat must be advised of the participation of the Appointee in such events to enable travel arrangements to be made and payments processed. The amount will be paid in arrears in accordance with, and into the account listed by the Other Party in, the Onboarding Form at Schedule 1 (Method of Payment) The Other Party may claim from the Commonwealth expenses incurred by the Appointee, which will be considered

		in accordance with the FBR R2.4 Official travel-domestic for travel and accommodation (as amended from time to time), if it is necessary for the Appointee to travel outside their usual place of operation or business for the performance of the Appointment. The Appointee must obtain the Commonwealth's written approval prior to incurring any of these expenses. The Other Party may also claim from the Commonwealth for other expenses (as set out in the relevant remuneration tribunal determination or otherwise) it incurs that are necessary for the performance of the Appointment. The Other Party must obtain the Commonwealth's written approval prior to incurring any of these expenses. The Appointee must provide a receipt or other document to the Commonwealth in support of a claim for reimbursement of any incurred expense by the Appointee.
Superannuation	4.6	If yes, clause 4.6 will be applicable.
Travel Reimbursement Arrangements	5	Travel Entitlements Reimbursement will be on the basis of the Department of Health, Disability and Ageing travel policy rates as amended from time to time. Approval requirements Approvals will be handled through the Department's usual travel management system, currently 'Concur'. The Secretariat will advise the Other Party regarding the arrangements for making a travel booking from time to time.
Invoice procedures	6	If the Other Party is required to pay GST, they will provide Tax Invoices in accordance with the following. - Tax Invoices will be provided by the Other Party <i>monthly in accordance with clause 4.</i> - Tax Invoices are to be addressed to ADSAdvisoryCouncil@health.gov.au.
Insurance	7	N/A
Intellectual Property	10	N/A
Commonwealth Confidential Information	11	The definition of Commonwealth Confidential Information will apply. No additional information specified.

Commonwealth's Privacy Representative	12	The Commonwealth's nominated representative for handling privacy matters, contactable at privacy@health.gov.au .
Security	14	N/A
Accessibility Arrangements		N/A
Commonwealth Representative	28	The Commonwealth Representative is s47E(c), s47F [REDACTED] Director Australia's Disability Strategy Brancy Department of Health, Disability and Ageing
Commonwealth's address for notices	29	Postal address: Department of Health, Disability and Ageing Australia's Disability Strategy Branch Advisory Council GPO Box 9848 CANBERRA ACT 2601 Australia Physical address: Department of Health, Disability and Ageing Australia's Disability Strategy Branch Advisory Council 23 Furzer Street Phillip ACT 2606 Australia Email address: ADSAdvisoryCouncil@health.gov.au
Other Party's address for notices	29	Postal address: s47F [REDACTED] Physical address: s47F [REDACTED] Email address: s47F [REDACTED]

PARTIES

This Deed is made between and binds the Parties shown in the Deed Details.

CONTEXT

This Deed is made in the following context:

- A. The Australian Government has requested that the Appointee undertake the Engagement.
- B. This Deed sets out the terms and conditions on which the Engagement will be undertaken.

1. INTERPRETATION

1.2 In this Deed, unless the contrary intention appears, the term:

Applicable WHS Law means any applicable occupational health and safety law, including the WHS Act and any corresponding WHS law (as defined in section 4 of the WHS Act).

Appointee means the person identified as such in the Deed Details table.

Business Day means all days except Saturdays, Sundays and public holidays in the Australian Capital Territory.

Commonwealth Confidential Information means information of the Commonwealth that:

- (a) is by its nature confidential;
- (b) is identified as such in the Deed Details or is otherwise designated by the Commonwealth as confidential; or
- (c) the Other Party knows or ought to know is confidential,

but does not include information which:

- (d) is or becomes public knowledge other than by breach of this Deed or any other confidentiality obligations; or
- (e) has been independently developed or acquired by the Other Party, as established by written evidence.

Commonwealth Material means any Material provided by or on behalf of the Commonwealth to the Other Party in connection with this Deed.

Commonwealth Record means a "Commonwealth record" as defined in the *Archives Act 1983* (Cth).

Commonwealth Representative means the person identified as such in the Deed Details or such other person as the Commonwealth may appoint from time to time and advise to the Other Party by notice in writing.

Deed Date means the date on which the last person executes this Deed.

Deed Material means all Material supplied, created or collected, or required to be supplied, created or collected, as part of, or for the purpose of, the Engagement under this Deed. Deed Material does not include Commonwealth Material.

Eligible Data Breach has the same meaning as in the Privacy Act.

Engagement means the engagement as described in the Deed Details.

Expiry Date has the meaning given to that term in the Deed Details.

Fees means the fees as set out in the Deed Details.

GST has the meaning given by the GST Law.

GST Law has the meaning given in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth).

Instrument of Appointment means the document titled “Appointment of Special Advisor to Australia's Disability Strategy Council, 2025” issued to the Other Party by the Minister.

Insolvency Event means the occurrence of an event or circumstance that the Commonwealth considers has or may have an adverse effect on the Appointee or Other Party's commercial or financial viability, ability to perform the Engagement or obligations under this Deed, or the ability of the Commonwealth to enforce its rights under or in connection with this Deed.

Intellectual Property or IP means all present and future rights conferred by statute, common law, equity, in or relating to copyright, trademarks, designs, patents, circuit layouts, plant varieties, business and domain names, inventions and other results of intellectual activity in the industrial, commercial, scientific, literary or artistic fields and includes the rights to the registration of those rights. Intellectual Property does not include Moral Rights or rights to keep information confidential.

Material includes documents, equipment, software, goods, information and data stored by any means, but does not include rights in relation to Intellectual Property.

Method of Payment has the meaning given to that term in the Deed Details.

Moral Rights means rights of integrity of authorship, rights of attribution of authorship, rights not to have authorship falsely attributed, and rights of a similar nature conferred by statute that exist, or may come to exist, anywhere in the world.

Personal Information has the same meaning as the term 'personal information' in the *Privacy Act 1988* (Cth) and includes 'sensitive information'.

Privacy Act means the *Privacy Act 1988* (Cth).

Tax Invoice means an invoice. Where there is a Taxable Supply (as defined in the GST Law), a Tax Invoice must be in the form of a tax invoice complying with the requirements of the GST Law.

WHS Act means the *Work Health and Safety Act 2011* (Cth).

1.3 In this Deed, unless the contrary intention appears:

- (a) words importing a gender include any other gender;
- (b) words in the singular include the plural and words in the plural include the singular;
- (c) clause headings are for convenience reference only and have no effect in limiting or extending the language of provisions to which they refer;
- (d) words importing a person include a partnership and a body whether corporate or otherwise;
- (e) a reference to dollars is a reference to Australian dollars;
- (f) a reference to any legislation or legislative provision includes any statutory modification, substitution or re-enactment of that legislation or legislative provision;
- (g) if any word or phrase is given a defined meaning, any other part of speech or other grammatical form of that word or phrase has a corresponding meaning;
- (h) a reference to writing is a reference to any representation of words, figures or symbols, whether or not in a visible form;
- (i) a covenant on the part of two or more persons binds them jointly and severally and a covenant for the benefit of two or more persons is for the benefit of them jointly and severally;
- (j) a reference to any deed, agreement, licence, document or other instrument (including this Deed) includes a reference to that deed, agreement, licence, document or other instrument as renewed, extended, novated, varied or substituted from time to time;

- (k) where the day on or by which any act, matter or thing is to be done under or pursuant to this agreement is not a Business Day, the act, matter or thing must be done on the next Business Day; and
- (l) references to clauses are references to clauses of this Deed.

1.4 A provision of this Deed will not be construed to the disadvantage of a party solely on the basis that it proposed that provision.

2. PERFORMANCE OF THE ENGAGEMENT, STANDARDS AND TIMEFRAMES

2.1 The Appointee will perform the Engagement.

2.2 The Engagement must not be subcontracted or performed by any person other than the Appointee, unless otherwise agreed by the Commonwealth.

3. TERM

3.1 This Deed will commence on the later of:

- (a) the date it has been executed by both parties; or
 - (b) the date upon which the Other Party provides to the Commonwealth satisfactory evidence of the Appointee having obtained a security clearance, if one is required under the Deed Details; and,
- subject to earlier termination in accordance with this Deed, will expire on the Expiry Date (the **Term**).

4. FEES

4.1 Subject to this Deed and the provision of a correctly rendered Tax Invoice (if required), if the Appointee undertakes the Engagement to the satisfaction of the Commonwealth, the Commonwealth will pay the Fees in accordance with the Method of Payment.

Individual not registered for GST

4.2 If the Deed Details say that this clause applies:

- (a) the Other Party represents to the Commonwealth that they are not registered for GST; and
- (b) no GST has been included in the Fees.

Other Party is a company or an individual operating an enterprise who is registered for GST

4.3 If the Deed Details say that this clause applies, the Fees are inclusive of GST.

PAYG taxation

4.4 The Commonwealth may withhold from amounts payable to the Other Party the amounts the Commonwealth considers necessary for the Commonwealth to comply with its taxation obligations under Australian taxation legislation. The amounts payable under this Deed are subject to reduction for any such withholding.

4.5 The amount deducted is determined by Australian tax laws and will depend upon a number of factors including:

- (a) whether or not the Other Party provides a tax file number; and
- (b) whether or not the Other Party claims the tax free threshold.

Superannuation

4.6 This clause applies if the Deed Details indicate that Superannuation is payable.

- (a) The Commonwealth will make superannuation contributions for the benefit of the Appointee in accordance with the *Superannuation Guarantee (Administration) Act 1992* (Cth).

- (b) The Other Party must, promptly at the commencement of the Term, provide the Commonwealth with details of a complying superannuation fund into which the Commonwealth may make superannuation payments on behalf of the Appointee in accordance with this clause 4.6.

Amounts otherwise inclusive

- 4.7 Subject to clause 5, the Fees are inclusive of all other costs of undertaking the Engagement.
- 4.8 The Other Party and the Appointee are responsible for all payments and contributions including but not limited to taxes, duties or other Government charges.
- 4.9 The Other Party and the Appointee must comply with all applicable taxation laws in relation to payments received from the Commonwealth under this Deed.
- 4.10 No amounts are payable in relation to leave in connection with the Engagement.

Full-time appointments and interaction with other Commonwealth appointments

- 4.11 The Other Party confirms that, if the Engagement is for a full-time position, they will receive no other payments in connection with a Commonwealth appointment for the duration of the Engagement.

5. TRAVEL AND OTHER ALLOWANCES

- 5.1 This clause 5 applies if the Deed Details say that it applies.
- 5.2 Arrangements for booking, payment or reimbursement of travel, accommodation and travel allowances will be in accordance with the Deed Details.

6. INVOICE PROCEDURES

- 6.1 The Commonwealth's preferred method of payment is by electronic funds transfer to the bank account notified by you.
- 6.2 The Other Party must provide Tax Invoices (if applicable) during the Term as specified in the Deed Details.
- 6.3 Subject to this Deed, correctly rendered Tax Invoices will be paid within 20 days or, in the case of e-invoicing, within 5 days. If this period ends on a day that is not a Business Day, payment is due on the next Business Day.
- 6.4 Tax Invoices must be addressed to the Commonwealth Representative specified in the Deed Details and must include the following information:
- (a) a description of the Engagement;
 - (b) date and name of the Deed (including the Contract number applied to the Deed by the Commonwealth (if any));
 - (c) the amount invoiced (separately identifying the amount charged as GST and other taxes, interest or other charges);
 - (d) details of all work carried out as part of the Engagement in respect of the amount invoiced; and
 - (e) the relevant financial management system reference number as notified by the Commonwealth.
- 6.5 Where any money is due to the Commonwealth under this Deed or any damages, costs, expenses or other amounts are recoverable by the Commonwealth from the Other Party in consequence of its breach of this Deed then the Commonwealth may:
- (a) offset them against any other amounts owing by the Commonwealth to the Other Party under the Deed; or
 - (b) invoice the Other Party for the amount due.

7. INSURANCE

- 7.1 The Other Party is responsible for ensuring that it has and maintains appropriate insurances including those specified in the Deed Details.
- 7.2 The Other Party must, on request by the Commonwealth, provide current relevant confirmation of insurance documentation from its insurance brokers certifying that it has insurance as required by clause 7.1.

8. CARRYING OUT THE ENGAGEMENT

- 8.1 The Appointee must carry out, the Engagement:
- (a) exercising high professional standards of skill, care and diligence;
 - (b) to ensure that the Engagement achieves its intended purpose, is complete and is performed in a manner that achieves all standards of performance included in or referred to in this Deed;
 - (c) to ensure that the Commonwealth is fully and accurately informed on all matters which are relevant to the Engagement;
 - (d) to comply with any applicable or relevant Australian standards or, where there are no applicable Australian standards, any other industry standards;
 - (e) to comply with all applicable legal (including statutory and regulatory) and Australian Government policy requirements;
 - (f) to ensure that all obligations (including deadlines) specified in this Deed are fully satisfied;
 - (g) to ensure that all information provided to the Commonwealth, including in reports, documents and other Deed Material is correct, complete and not misleading in any respect; and
 - (h) to ensure that all Deed Material is neatly and legibly compiled and that it contains adequate information to demonstrate the Engagement undertaken and to support all conclusions, findings and opinions.

9. NO EMPLOYMENT OR AGENCY

- 9.1 Neither the Other Party nor the Appointee is, by virtue of this Deed, an employee, partner or agent of the Commonwealth.
- 9.2 The Other Party must not represent itself, and must ensure that the Appointee does not represent themselves, as being an employee, partner or agent of the Commonwealth.
- 9.3 Neither the Other Party nor the Appointee has any authority to incur, and must not incur, any obligation on behalf of the Commonwealth.

10. DEED MATERIAL AND COMMONWEALTH MATERIAL

- 10.1 The Other Party and the Appointee acknowledge that all of the Deed Material is made under the direction and control of the Commonwealth.
- 10.2 Title to and risk in relation to the physical property in Deed Material passes to the Commonwealth upon delivery of the Deed Material to the Commonwealth.
- 10.3 Subject to clause 10.4, title to and ownership of all Intellectual Property in all Deed Material vests immediately upon its creation in the Commonwealth.
- 10.4 Nothing in this clause 10 affects the ownership of Intellectual Property created before this Deed was executed or created by a third party for a purpose unrelated to this Deed.
- 10.5 Where the Other Party or the Appointee owns material used in relation to the Engagement, the Other Party grants to the Commonwealth a worldwide, permanent, irrevocable, royalty-free, transferable, non-exclusive licence (including the right of sublicense) to use, reproduce, communicate, publish, modify, adapt and exploit any Intellectual Property in the Deed Material not owned by the Commonwealth. Title to the Commonwealth

Material does not pass to the Other Party or the Appointee by virtue of any delivery to it or any other action taken under this Deed.

- 10.6 At the Commonwealth's request, the Other Party or the Appointee must bring into existence, sign, execute or otherwise deal with any document, which may be necessary to give effect to this clause 10.
- 10.7 Subject to clause 10.12 (if applicable), the Other Party and the Appointee must ensure that all Commonwealth Material, and any Deed Material to be provided to the Commonwealth, is used, copied, reproduced or supplied by the Other Party, the Appointee and any persons to whom the Other Party supplies Deed Material (other than the Commonwealth) only for the purposes of this Deed.
- 10.8 The Other Party and the Appointee must keep full and accurate records of the location and development of all Commonwealth Material and Deed Material and make the records available to the Commonwealth on request.
- 10.9 The Other Party acknowledges that the Commonwealth may, at any time and without notice, demand either orally or in writing, the destruction or delivery to the Commonwealth of all:
- (a) Commonwealth Material;
 - (b) Deed Material; or
 - (c) other documents that contain Commonwealth Confidential Information,
- that may be in the Other Party's possession or control.
- 10.10 The Other Party and the Appointee must not breach the Intellectual Property rights of any third party in undertaking the Engagement.
- 10.11 To the extent permitted by law the Other Party consents, and must ensure that the Appointee consents, to any act or omission by the Commonwealth that would otherwise infringe any Moral Rights in the Deed Material.
- 10.12 This clause applies if the Deed Details say it applies:
- (a) the Commonwealth grants to the Other Party a non-exclusive, royalty-free, non-transferable perpetual license to use Intellectual Property in Deed Material for non-commercial research purposes; and
 - (b) the Other Party will obtain the Commonwealth's prior written permission before publishing Deed Material.

11. DISCLOSURE OF INFORMATION

- 11.1 Except as specified in clause 11.2, or with the prior consent of the Commonwealth, the Other Party and the Appointee must not make public or disclose to any person other than the Commonwealth any Commonwealth Confidential Information.
- 11.2 Clause 11.1 does not apply to disclosures made by the Other Party or the Appointee:
- (a) to the extent required by law, or as required by any government or governmental body, authority or agency;
 - (b) to disclosures to legal advisors to the extent necessary to obtain advice in relation to rights under this Deed,
- but in each case of disclosure by the Other Party, it must give the Commonwealth sufficient notice of any proposed disclosure to enable the Commonwealth to seek a protective order or other remedy to prevent the disclosure.
- 11.3 The Other Party and the Appointee must ensure that Commonwealth Confidential Information is protected against loss, unauthorised access, use, modification, disclosure, or other misuse.
- 11.4 The Other Party and the Appointee must not transfer Commonwealth Confidential Information outside Australia, or allow persons outside Australia to have access to it, without the prior written approval of the Commonwealth.

12. PRIVACY

- 12.1 Except as set out in clause 12.2, or with the written permission of the Commonwealth Representative, with respect to all Personal Information that it has access to or collects in or in relation to the performance of this Deed, the Other Party and the Appointee must:
- (a) not do any act or engage in any practice that would breach the Privacy Act if done or engaged in by the Commonwealth;
 - (b) not access, use, disclose, publish, communicate or retain, or otherwise deal with the Personal Information in any way, except for the purpose of:
 - (i) performing the Deed; or
 - (ii) complying with the Privacy Act;
 - (c) implement all reasonable measures to meet the requirements of this clause 12;
 - (d) cooperate with any reasonable demands or enquiries made by the Privacy Commissioner or the Commonwealth, including in the investigation of any complaints;
 - (e) immediately notify the Commonwealth Privacy Representative if it becomes aware that a disclosure of such Personal Information may be required by law, or when it becomes aware that there are reasonable grounds to suspect that there may have been an Eligible Data Breach and provide a written report in relation to such breach or suspected breach within 3 Business Days;
 - (f) in the event of a breach of privacy obligations under this clause 12, take steps to limit any further unauthorised access to the relevant Personal Information or the possible compromise of other Personal Information;
 - (g) ensure that any person who obtains access from the Other Party or the Appointee to any Personal Information in respect of which it has obligations under the Privacy Act or this clause 12 signs a confidentiality declaration in a form acceptable to the Commonwealth, if required by the Commonwealth, prior to the access;
 - (h) take all reasonable measures to ensure that such Personal Information is protected against loss, unauthorised access, use, modification, disclosure or other misuse and to mitigate the risk of an Eligible Data Breach causing serious harm to any of the individuals to whom it relates. For the avoidance of doubt, Personal Information must not be used for, or in any way relating to, any direct marketing purpose;
 - (i) not transfer such Personal Information outside Australia, or allow parties outside Australia to have access to it, without the prior approval of the Commonwealth;
 - (j) notify the Commonwealth's Privacy Representative of, and cooperate with the Commonwealth in the resolution of, any complaint alleging an interference with privacy; and
 - (k) upon written notice from the Commonwealth destroy or permanently de-identify any Personal Information as soon as practicable after it is no longer required for the purpose for which it was originally collected.
- 12.2 The Other Party and the Appointee must:
- (a) refer any requests for access by third parties to Personal Information to the Commonwealth's Privacy Representative; and
 - (b) assist the Commonwealth, if requested to do so, to enable any person, on request, to ascertain in respect of Personal Information:
 - (i) whether the Other Party or the Appointee has possession or control of any records that contain such information;
 - (ii) the nature of the information;

- (iii) the main purposes for which the Other Party or the Appointee uses the information; and
- (iv) the steps the person should take if the person wishes to obtain access to the information.

12.3 The Other Party's obligations in this Deed (including this clause 12) are in addition to its obligations under the Privacy Act.

13. CONFLICT OF INTEREST

- 13.1 For the purposes of this clause 13, a **Conflict of Interest** would include any circumstances where, due to a direct or indirect relationship or interest, the Appointee is or may reasonably be perceived to be, unable to discharge its obligations or duties in relation to the Engagement in an objective and independent manner to the best of its ability. There need not be an actual conflict for a perception of one to be formed by a reasonable person.
- 13.2 The Other Party warrants that, having made all reasonable enquiries, at the date of entering into this Deed, no Conflict of Interest exists or is likely to arise in the Appointee's performance of the Engagement, which has not already been advised to the Commonwealth in writing and consented to by the Commonwealth.
- 13.3 The Other Party agrees to:
- (a) use its best endeavours to ensure that a situation does not arise that may result in a Conflict of Interest arising during the Engagement;
 - (b) notify the Commonwealth if it becomes aware of any Conflict of Interest or potential Conflict of Interest, while the Appointee undertakes the Engagement; and
 - (c) comply with all directions given by the Commonwealth for dealing with any Conflict of Interest.
- 13.4 If the Other Party is unable or unwilling to resolve or deal with the Conflict of Interest as required, the Commonwealth may terminate this Deed in accordance with clause 20.

14. SECURITY

- 14.1 The Other Party and the Appointee must comply with all relevant security requirements specified in any policy which forms part of the Commonwealth's Protective Security Policy Framework as amended from time to time.
- 14.2 The Other Party must perform its obligations under this Deed and the Appointee must perform the Engagement in accordance with security requirements notified by the Commonwealth from time to time in its absolute discretion which may include a requirement for the Appointee to obtain security clearances or comply with additional security obligations if specified in the Deed Details.
- 14.3 If any breach of any security requirement occurs then, without limiting the Commonwealth's rights under this Deed, the Other Party must comply with any reasonable directions of the Commonwealth in order to rectify the issue and prevent further issues. If the Other Party is unable or unwilling to resolve or deal with a breach of a security requirement, including the maintenance of a security clearance if required, the Commonwealth may terminate this Deed in accordance with clause 20.
- 14.4 The Other Party must:
- (a) take reasonable steps to inform itself of the security requirements; and
 - (b) advise the Commonwealth promptly in writing of any relevant circumstances that, in its reasonable opinion, might affect any authorisation or security clearance provided.

15. ACCESS TO PREMISES AND RECORDS

- 15.1 The Other Party and the Appointee must grant, at all reasonable times, access to premises, records, accounts and other financial material or Material relevant to this Deed, including the Commonwealth Material and Deed

Material, however and wherever stored or located, in the custody, possession or control of the Appointee or Other Party to:

- (a) the Commonwealth or any persons authorised in writing by the Commonwealth; and
- (b) the Commonwealth Auditor-General, the Commonwealth Ombudsman, the Privacy Commissioner, or their delegates,

for the purposes of performing their respective statutory functions and/or for inspection and/or copying.

- 15.2 The Other Party must make available on request, and at no expense to the Commonwealth, such facilities as necessary to enable a legible reproduction of the Material referred to in clause 15.1 to be created.

16. AUDIT REQUIREMENTS

- 16.1 An audit of all or any part of this Deed and its performance may be undertaken at any time by the Commonwealth or its nominee.
- 16.2 The Other Party and the Appointee must participate cooperatively in audits of this Deed at the frequency and in relation to the matters specified by the Commonwealth, including on an ad hoc basis if requested by the Commonwealth, for the purpose of ensuring that this Deed is being properly performed and administered. The Commonwealth may appoint an independent person to assist in the audits.
- 16.3 Each party must bear its own costs of any audits.

17. ARCHIVES ACT 1983

- 17.1 The Other Party must not destroy or arrange for, nor effect, a transfer of custody or ownership of any Commonwealth Record without the prior written approval of the Commonwealth and the National Archives of Australia.
- 17.2 Where the Commonwealth and the National Archives of Australia authorise the destruction or transfer of custody of a Commonwealth Record by or to the Other Party, the Other Party must comply in every respect with the requirements of the Archives Act 1983 (Cth) or guidelines issued by National Archives of Australia.
- 17.3 The Other Party must comply with any direction given by the Commonwealth for the purpose of transferring Commonwealth records to the National Archives of Australia or providing the National Archives of Australia with full and free access to Commonwealth Records.

18. NOTIFICATION OF SIGNIFICANT EVENTS

- 18.1 In this clause 18, **Significant Event** means:
- (a) any adverse comments or findings made by a court, commission, tribunal or other statutory or professional body regarding the conduct or performance of the Other Party or its officers, employees, agents or subcontractors that impacts or could be reasonably perceived to impact on their professional capacity, capability, fitness or reputation; or
 - (b) any other significant matters, including the commencement of legal, regulatory or disciplinary action involving the Other Party or its officers, employees, agents or subcontractors, that may adversely impact on compliance with Commonwealth policy and legislation or the Commonwealth's reputation.
- 18.2 The Other Party must immediately issue the Commonwealth a notice on becoming aware of a Significant Event.
- 18.3 The notice issued under clause 18.2 must provide a summary of the Significant Event, including the date that it occurred and whether any other personnel engaged in connection with the Engagement were involved.

- 18.4 The Commonwealth may notify the Other Party in writing that an event is to be considered a Significant Event for the purposes of this clause, and where this occurs the Other Party must issue a notice under clause 18.2 in relation to the event within 3 Business Days of being notified by the Commonwealth.
- 18.5 Where reasonably requested by the Commonwealth, the Other Party must provide the Commonwealth with any additional information regarding the Significant Event within 3 Business Days of the request.
- 18.6 If requested by the Commonwealth, the Other Party must prepare a draft remediation plan and submit that draft plan to the Commonwealth for approval within 10 Business Days of the request.
- 18.7 A draft remediation plan prepared by the Other Party under clause 18.6 must include the following information:
- (a) how the Other Party will address the Significant Event in the context of the Engagement, including confirmation that the implementation of the remediation plan will not in any way impact on the delivery of the Engagement or compliance by the Other Party with its other obligations under this Deed
 - (b) how the Other Party will ensure events similar to the Significant Event do not occur again; and
 - (c) any other matter reasonably requested by the Commonwealth.
- 18.8 The Commonwealth will review the draft remediation plan and either approve the draft remediation plan or provide the Other Party with the details of any changes that are required. The Other Party must make any changes to the draft remediation plan reasonably requested by the Commonwealth and resubmit the draft remediation plan to the Commonwealth for approval within 3 Business Days of the request unless a different timeframe is agreed in writing by the Commonwealth. This clause 18.8 will apply to any resubmitted draft remediation plan.
- 18.9 Without limiting its other obligations under this Deed, the Other Party must comply with the remediation plan as approved by the Commonwealth. The Other Party agrees to provide reports and other information about the Other Party's progress in implementing the remediation plan as reasonably requested by the Commonwealth.
- 18.10 A failure by the Other Party to comply with its obligations under this clause 18 will be a material breach of this Deed. The Commonwealth's rights under this clause 18 are in addition to and do not otherwise limit any other rights the Commonwealth may have under this Deed. The performance by the Other Party of its obligations under this clause 18 will be at no additional cost to the Commonwealth.

19. TERMINATION, REDUCTION OR AMENDMENT TO SCOPE WITHOUT DEFAULT

- 19.1 The Commonwealth may terminate this Deed, or reduce or amend the scope of the Engagement upon notice in writing to the Other Party.
- 19.2 A notice issued in accordance with clause 19.1 may provide that termination, reduction or amendment is to be effective:
- (a) immediately; or
 - (b) on any date subsequent to the date the notice is provided in writing to the Other Party (the **Effective Date**).
- 19.3 If this Deed is terminated under clause 19.1, the Commonwealth is liable only for payment of Fees for work performed in carrying out the Engagement before the Effective Date of termination as set out in the notice, provided that such work has been rendered in accordance with this Deed and the Other Party is not otherwise in breach of this Deed.
- 19.4 If the Commonwealth, acting in good faith, issues a notice of reduction in scope under clause 19.1, the scope will be reduced in accordance with, and with effect from the date of, the notice and the Other Party will comply with any reasonable directions given by the Commonwealth in connection with the reduction in scope.
- 19.5 If the Commonwealth issues a notice in accordance with clause 19.1, it will pay the Other Party for Services performed before the date of the termination or reduction.

20. TERMINATION FOR DEFAULT

- 20.1 Without prejudice to its rights at common law or under any statute, the Commonwealth may by notice to the Other Party, terminate this Deed if:
- (a) an Insolvency Event occurs in respect of the Other Party;
 - (b) the Commonwealth is entitled to terminate this Deed in accordance with clause 20.2, 20.3 or 20.4;
 - (c) the Other Party fails to commence performance of this Deed, or to proceed at a rate of progress, so as to ensure the due and proper performance of this Deed; or
 - (d) without the prior written approval of the Commonwealth, there is a change in who controls the Other Party, or who may cast more than 50% of the votes for a resolution at an annual general meeting of its members, or a change in the beneficial ownership of more than 50% of the Other Party's ordinary issued share capital.
- 20.2 Subject to clause 20.3, if:
- (a) the Other Party breaches this Deed; and
 - (b) in the Commonwealth's sole and absolute opinion a breach is capable of being remedied,
- the Commonwealth will give the Other Party 15 Business Days in which to remedy the breach. If after 15 Business Days the breach is not remedied to the satisfaction of the Commonwealth, then the Commonwealth may terminate this Deed under this clause 20.
- 20.3 If the Other Party commits three or more breaches of this Deed, the Commonwealth is not required to give it 15 Business Days to remedy the breach under clause 20.2; and may immediately terminate this Deed under this clause 20.
- 20.4 If:
- (a) the Other Party breaches this Deed; and
 - (b) the Commonwealth determines under clause 20.2 that a breach is not capable of being remedied,
- the Commonwealth may immediately terminate this Deed under this clause 20.

21. TERMINATION BY THE OTHER PARTY

- 21.1 The Other Party may only terminate this Deed by giving at least 5 Business Days' notice to the Commonwealth and only if:
- (a) the Commonwealth has not paid a correctly rendered invoice and has not notified the Other Party that it disputes the charges specified under an invoice within 60 days of receipt of that invoice; and
 - (b) the Other Party has given the Commonwealth:
 - (i) a first notice 30 days after the due date of the invoice, specifying the failure to pay and giving the Commonwealth at least 30 days to pay the invoice; and
 - (ii) a second notice 15 days after the first notice, referring to the first notice and giving the Commonwealth at least 15 days to pay the invoice,
 or
 - (c) the Other Party has submitted notice to the Commonwealth that it wishes to relinquish the appointment which is the subject of this Deed due to illness or for specific reasons set out in the notice.

22. TRANSITION OUT

22.1 In the event of termination or expiration of this Deed for any reason, the Other Party must:

- (a) cease access to and use of the Commonwealth's systems, Deed Material and Commonwealth Material;
- (b) at the Commonwealth's direction, either return or destroy all:
 - (i) Commonwealth Material;
 - (ii) Deed Material; or
 - (iii) other documents that contain Commonwealth Confidential Information, that may be in the Other Party's possession or control;
- (c) where requested by the Commonwealth deliver to the Commonwealth a statutory declaration made by the Other Party declaring that to the best of their information and belief (after having made proper inquiries) they have not retained any of the Material specified in clause 22.1(b), and
- (d) comply with all other obligations in this Deed, including those relating to Commonwealth Material and Deed Material.

22.2 The following clauses will survive the expiration or termination of this Deed:

- (a) clause 7 (Insurance);
- (b) clause 11 (Disclosure of Information);
- (c) clause 12 (Privacy);
- (d) clause 14 (Security);
- (e) clause 15 (Access to Premises and Records);
- (f) clause 16 (Audit Requirements);
- (g) this clause 22 (Transition Out); and
- (h) clause 32 (Applicable Law),

as well as any other provision which by its nature is intended, either expressly or implicitly, to survive the expiration or termination of this Deed.

23. WARRANTIES

23.1 The Other Party warrants that:

- (a) it is duly authorised to enter into, perform and observe its obligations under this Deed;
- (b) its execution of this Deed is valid and binding on it; and
- (c) it is not entering into this Deed as a trustee for any trust.

24. COMPLIANCE WITH DIRECTIONS

24.1 In undertaking the Engagement, the Other Party and the Appointee must comply with:

- (a) all reasonable and lawful directions and instructions issued by the Commonwealth, whether they are issued with respect to the Engagement or any other matter which the Commonwealth considers may be reasonably relevant to the Engagement;

- (b) all relevant legislation, codes of practice and national standards relating to work health and safety; and
- (c) all applicable policies and procedures relating to work health and safety, including those that apply to the Commonwealth's premises when using those premises.

24.2 In the event of any inconsistency between any of the legislation, codes, standards, policies or procedures referred to in clause 24.1, the Other Party will comply with the requirements that produce the highest level of health and safety.

25. SUPPORT ARRANGEMENTS

25.1 The Commonwealth will arrange for the provision of relevant support arrangements as described in the Deed Details for the duration of the Engagement.

26. OTHER PARTY TO ENSURE THAT APPOINTEE COMPLIES

26.1 Where the Other Party is a company:

- (a) the Other Party must ensure that the Appointee complies with the provisions of this Deed that are stated to apply to the Appointee or capable of applying to the Appointee;
- (b) a reference to the Other Party being required to do something or refrain from doing something is taken to include a reference to the Other Party ensuring that the Appointee also does that thing or refrains from doing that thing.

27. PUBLIC ANNOUNCEMENTS

27.1 The Other Party and the Appointee must not make any public announcement or make any representation to any media representative about or concerning this Deed or the Commonwealth without the prior written consent of the Commonwealth, which consent may be given subject to such conditions as the Commonwealth in its absolute discretion thinks fit.

28. COMMONWEALTH REPRESENTATIVE

28.1 The Commonwealth Representative is responsible for supervision of this Deed on behalf of the Commonwealth and has authority to issue and receive any written notices under this Deed.

29. ADDRESSES FOR NOTICES

29.1 Unless the Other Party advise the Commonwealth Representative of another address for notice, the Commonwealth will issue any notices or other communications for the Other Party's attention to the Other Party's address as listed in the Deed Details

29.2 Unless the Commonwealth Representative advises the Other Party of another address for notice, the Other Party will issue any notices or other communications for the Commonwealth's attention to its address as listed in the Deed Details.

30. ASSIGNMENT

30.1 The Other Party must not assign, in whole or in part, its rights or obligations under this Deed without the prior written consent of the Commonwealth.

31. ENTIRE AGREEMENT AND VARIATION

31.1 This Deed, which arises from the Instrument of Appointment, constitutes the entire agreement between the parties and supersedes all prior representations, statements, communications, negotiations, arrangements, understandings and agreements, either oral or written, between the parties with respect to the subject matter of this Deed.

- 31.2 No agreement or understanding that varies or extends this Deed will be legally binding upon either party unless in writing and signed by both parties.
- 31.3 If any provision of this Deed is invalid or not enforceable in accordance with its terms, other provisions, which are self-sustaining and capable of separate enforcement with regard to the invalid or unenforceable provision are, and continue to be, valid and enforceable in accordance with their terms.

32. APPLICABLE LAW

- 32.1 This Deed will be governed by the laws for the time being in force in the Australian Capital Territory.
- 32.2 The Other Party must ensure that the work done under this Deed complies with the laws from time to time in force in the State or Territory in which the Engagement, or any part thereof, is to be carried out.

33. COUNTERPARTS

- 33.1 Where this Deed is executed in any number of counterparts, all executed counterparts of this Deed all constitute one and the same document.

Executed as a deed

SIGNED, SEALED and DELIVERED for
and on behalf of the Commonwealth of
Australia, represented by the Assistant
Secretary, Ms Jodi Cassar, Australia's
Disability Strategy Branch, Department of
Health, Disability and Ageing:

Jodi A Cassar

Name of authorised representative

s47F

Signature

In the presence of:

s47E(c), s47F

Name of witness

s47F

Signature of witness

Date: 16.2.26

SIGNED, SEALED and DELIVERED by)
Dr Nick Hartland)

s47F

Signature

In the presence of:

s47F

Name of witness

s47F

Signature of witness

Date: 10/2/2026

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

OFFICIAL

SCHEDULE 1 – COMMITTEE MEMBER ONBOARDING FORM (FOR PAYROLL PURPOSES ONLY)**[insert Committee Member Onboarding Form]**

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