

1. A **list of the names of documents** attached to emails sent from @industry.gov.au email addresses between **1 October 2024 and 30 November 2024**, where the **subject line includes “Documents for Robyn Denholm”**.

Below are the names of the three attachments attached to the email where the subject line includes “Documents for Robyn Denholm”

- C1c Robyn Denholm Curriculum Vitae
- Robyn Denholm – PID
- additonal info Q10 for R Denholm PID copy



Australian Government
**Department of Industry,
Science and Resources**

Ms Robyn Denholm

s 47F

s 47F

Dear Ms Denholm

Letter of Offer - Your appointment as Chair of the independent expert panel leading the Strategic Examination of Research and Development

I refer to the letter sent by the Hon Ed Husic MP, Minister for Industry and Science, dated 28 November 2024, appointing You as Chair of the expert panel leading the Strategic Examination of Research and Development (**Body**).

The Department of Industry, Science and Resources (**Department**) is responsible for the administration of the Body and will administer payment of Your sitting fees (where applicable) and travel costs (where applicable) on behalf of the Body. This Letter of Offer, and the attachments noted below, form the terms and conditions of your appointment.

Your appointment is effective from the date the Department receives your signed, completed Letter of Offer, as set out in Minister's letter of appointment, and will cease on 31 December 2025 unless terminated earlier.

Services to be provided by the member

The work of the Body is to undertake an evidence-based assessment of how Australia can strengthen its overall research and development (R&D) competitiveness into the future and deliver advice to government by the end of 2025. The Chair and members will bring to bear their strong consensus building capabilities and diversity of experience in industry, academia and government to deliver recommendations to secure Australia's future prosperity by strengthening Australia's R&D system.

Services of the independent expert panel Chair (**Services**) would involve:

- Leading (figure-heading) the examination process
- Leveraging personal and professional networks to consult broadly with R&D system stakeholders.
- Presenting media and communications products to raise awareness of the examination to attract diverse stakeholder submissions
- Travelling and leading in-person and virtual stakeholder consultation activities across Australia.
- Calling and chairing independent expert panel meetings.
- Reviewing and endorsing days or hours of work performed by expert panel members
- Commissioning customised data for analysis to inform and evidence findings and recommendations discussed with key stakeholder groups and government
- Engaging key stakeholder groups, in support of the expert panel findings and recommendations to government from the strategic examination of R&D.

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- Presenting the independent expert panel advice to the Minister for Industry and Science, The Minister for Education and The Treasurer in late 2025

The Terms of Reference are at Attachment A.

Remuneration

The Department will pay the gross amount of \$^{s 47F} (GST inclusive) per day for fees, where one day equals a minimum of 3 hours that You provide the Services in compliance with this Formal Letter of Offer. Where your time spent performing the Services is less than a full day, the daily fee payable to You will be pro-rated accordingly. The maximum total fees payable under this Formal Letter of Offer is \$^{s 47F} (GST inclusive), equivalent to 52 days. Payment will be made in accordance with your selections in Attachment F.

Domestic travel will be required as part of the services. The Department will arrange domestic travel bookings and you will be reimbursed for relevant travel expenses up to those payable to a Tier 2 under the *Remuneration Tribunal (Remuneration and Allowances for Part-time Public Office) Determination 2024* and the *Remuneration Tribunal (Official Travel) Determination 2024* on the Department's acceptance of supporting documentation.

The **Agreement** consists of the following:

- This Letter of Offer;
- Attachment A – Terms of Reference;
- Attachment B – Terms and Conditions;
- Attachment C – Code of Conduct, Conflict of Interest Policy and Conflict of Interest Declaration and Acknowledgement; and
- Attachment D – Deed of Confidentiality.

If You wish to accept this offer, please sign and return:-

- a copy of the Agreement (as above, this includes the Letter of Offer and attachments A to D);
- Attachment E – Accounts Payable Supplier Details Form;
- Attachment F – ABN and Invoicing Requirements.
- Attachment G – Profile Information Required for QBT Portal – New Member Profile
- Attachment H – Superannuation Fund Standard Choice Form

These documents should be completed by You within eight (8) days of the date of this letter to the following address:

The Secretariat of the Strategic Examination of R&D
Department of Industry, Science and Resources
GPO Box 2013, Canberra ACT 2601

Email: R&DReview@industry.gov.au

The above address will also serve as the Department's address for any notices, and the address at the top of page one will serve as your address for any notices provided to You under this Agreement.

If You do not have an Australian Business Number (ABN) in your own name, the Department is obliged to withhold 47% of your fees and travel reimbursements and remit these amounts to the ATO. However,

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the Department will issue a **PAYG Payment Summary – Withholding where ABN not Quoted** at the end of the relevant financial year showing the payment amount and tax withheld amount for tax reporting purposes.

If You have an ABN in your own name, the Department will not withhold any amount from the payments to which You are contractually entitled.

If You need further information about obtaining an ABN or any other tax related matter, You can visit the ATO website or seek professional independent tax advice respectively.

I look forward to hearing from You soon. Please contact me at **s 22** [@industry.gov.au](mailto:s22@industry.gov.au) or phone **s 22** if You have any queries.

Yours sincerely

s 47F

Dom English

Head of Secretariat
Strategic Examination of R&D
Department of Industry, Science and Resources

29 November 2024

EXECUTION BLOCK

SIGNED SEALED AND DELIVERED for and on behalf of)
the **COMMONWEALTH OF AUSTRALIA** as represented by)
the Department of Industry, Science and Resources)

s 47F

(signature of delegate)

Mr Dom English

Name of Delegate

Date: 4/12/24

in the presence of:

s 47F

(signature of Witness)

s 47F

Name of Witness

s 47F

SIGNED by **Ms Robyn Denholm**)

(signature of Member)

Ms Robyn Denholm

Name of Member

Date: 1/12/2024

in the presence of:

s 47F

(signature of witness)

s 47F

Name of Witness

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ATTACHMENT A: TERMS OF REFERENCE

Strategic examination of research and development

Purpose

The strategic examination will deliver recommendations to secure Australia's future prosperity by strengthening Australia's research and development (R&D) system.

While Australia is a global powerhouse of science and research, more can be done to bolster our national R&D system as an important contributor to economic growth and resilience. Maximising Australia's attractiveness as a place to undertake R&D, particularly in priority areas of the economy, will create higher value jobs in Australia, attract international talent, and grow businesses that can value-add and compete in global supply chains.

The strategic examination of R&D will consider how Australia can get more value from our investments in research across universities, industry and government, how we can harness and grow business investment in R&D, and how we can leverage our scientific strengths to help address national priorities and foster new industries.

Process

An independent panel will be commissioned to lead the examination.

A dedicated secretariat established jointly by the Department of Industry, Science and Resources and the Department of Education, in consultation with Treasury, will undertake research and analysis, and provide governance of the examination.

The Panel will engage widely through public consultation and targeted discussion, including with researchers, businesses, Commonwealth, state and territory governments, in undertaking its examination.

The Panel will report to the Minister for Industry and Science, the Treasurer and Minister for Education.

Scope of the Examination

The Panel should assess the benefits to economic growth and productivity from a more purposeful approach to research and development.

The Panel will consider opportunities to:

- Maximise the value of existing investment in R&D, across government, universities, philanthropy and industry

- Strengthen linkages between research and industry, enabling greater mobility of researchers and innovators between sectors and addressing barriers to meaningful collaboration
- Support the achievement of national priorities, including mechanisms to improve coordination and impact of R&D funding and programs across Government and through our science agencies
- Drive greater R&D investment by industry, and boost industry adoption of innovation; and
- Uplift Australia's overall R&D intensity

In doing so, the Panel will examine:

- the current state of Australia's R&D system, and comparable state of OECD investment in R&D, including levels of investment in R&D, R&D infrastructure and R&D workforce, across sectors
- barriers and risks impacting on Australia's capacity to maintain R&D competitiveness
- ways to better measure the value and impact of R&D investments, and maximise efficiencies; and
- ways to ensure R&D benefits are equitably distributed across regions and communities

The strategic examination should take into consideration recent and ongoing reviews commissioned by Australian Governments relating to Australia's research, innovation, and productivity performance, including the Australian Universities Accord and the National Science and Research Priorities.

The Panel's recommendations should also consider the contribution of First Nations knowledge, knowledge systems and leadership of research that has impactful, transformative outcomes for all Australians, but especially First Nations peoples.

Timeframe

The strategic examination will be conducted until 31 December 2025.

ATTACHMENT B: TERMS AND CONDITIONS

By signing above, You agree to comply with the following requirements in the course of providing the Services:

- (a) When using Department premises or facilities, You must comply with all reasonable directions of the Department and to the policies and procedures relating to work, health and safety standards and security at those premises or facilities.
- (b) You must comply with the Terms of Reference and Conflict of Interest Policy outlined in this Agreement and You must submit a completed Conflict of Interest Declaration form.
- (c) The deliberation of the Body is to be kept confidential to avoid disclosure that could adversely affect the Body's workings or pre-empt subsequent decisions by the Department or the responsible minister(s). You must submit and comply with the Deed of Confidentiality.
- (d) You must ensure that any information or material provided to You by the Department in connection with the activities of the Body is used strictly in accordance with any conditions or restrictions specified by the Department and is used solely for the performance of the services on the Body.
- (e) You will have obligations under the *Privacy Act 1988* (Privacy Act) and the Australian Privacy Principles (APPs) for the handling of personal information and You are expected to maintain the utmost integrity in the performance of services on the Body.
- (f) You must comply with all relevant legislation of the Commonwealth (including but not restricted to the *Criminal Code Act 1995* (Cth), *Privacy Act*, *Racial Discrimination Act 1975*, *Sex Discrimination Act 1984* and *Disability Discrimination Act 1992*) or of any state, territory, or local authority.
- (g) Ownership of copyright and all other intellectual property rights in all reports and materials created by the Body in the course of performing the Services will vest in the Commonwealth.
- (h) You acknowledge that whilst the Department will do all things practicable to treat any confidential material provided by You as confidential, the Department may be required under law to disclose such material to the Minister, Parliamentary committees, Ombudsman, Information Commissioner, Australian National Audit Office or applicants applying under the *Freedom of Information Act 1982* (Cth).
- (i) You must perform the Services. Your appointment cannot be transferred or assigned to anyone else.
- (j) In the course of providing the Services under this Agreement, the Commonwealth's Comcover policy provides cover for you including general liability (including professional indemnity and directors' and officer liability), property and personal accident and travel.
- (k) You must notify the department if you hold any office or appointment or are otherwise employed, on a full time basis, in the service or employment of the Commonwealth, the Administration of a Territory, or a public statutory corporation, an incorporated company referred to in paragraph 3(4)(da) of the *Remuneration Tribunal Act 1973* or an incorporated company all the stock or shares in the capital of which is or are beneficially owned by the Commonwealth or by a public statutory corporation.

- (l) The Department grants to You a non-exclusive royalty-free licence to use, reproduce, modify and adapt any material provided to You for the purposes of performing the Services for the duration of the Agreement.
- (m) You must observe requirements in the Australian Government Protective Security Policy Framework as minimum standards in relation to any security classified information to which You are granted access in the performance of services of the Body. These materials will be provided to the member upon commencement.
- (n) You will use mediation or other alternative dispute resolution methods to attempt to resolve any dispute with the Department before commencing legal proceedings (except proceedings for interlocutory relief).
- (o) Either party may terminate this appointment under this Agreement at any time by providing four weeks written notice to the other party. If You fail to comply with the Code of Conduct, or You breach a material provision of this Deed, the Department may terminate Your appointment with immediate effect.
- (p) Addresses for notice under this Agreement may be updated at any time by providing written notice of the change of address to the other party.
- (q) The parties acknowledge that they will act in good faith when performing their obligations and exercising their rights under this Agreement.

ATTACHMENT C: CODE OF CONDUCT, CONFLICT OF INTEREST POLICY ACKNOWLEDGMENT AND DECLARATION

CODE OF CONDUCT ARRANGEMENTS

Except as otherwise provided by the Department, You must observe the following standards when performing their duties:

- You will perform the duties of your position impartially, uninfluenced by fear or favour.
- You will be frank and honest in official dealings with in connection with the discharge of the duties of the office.
- You will avoid any situation in which your private interests or those of your immediate family, whether pecuniary or otherwise, conflicts or might reasonably be thought to conflict with your public duty, or where your impartiality might be questioned.
- You will not use information obtained in the course of official duties to gain directly or indirectly a pecuniary or other advantage for themselves or for any other person.
- You will adhere to the confidentiality requirements in connection with the discharge of the duties of the office as outlined in the Deed of Confidentiality.
- You will not:
 - solicit or accept from any person any remuneration or benefit for the discharge of your duties other than the official remuneration; or
 - in performing your duties, solicit or accept any benefit, advantage or promise of advantage, whether for yourself, your immediate family or any person or organisation where to do so could result in a conflict of interest arising as defined by these provisions; or
 - accept any gift, hospitality or concessional travel offered in connection with the discharge of the duties of the office; or
 - allow the pursuit of your private interests to interfere with the proper discharge of your public duties.

CONFLICT OF INTEREST GUIDELINES

Conflicts of interest inevitably arise from time to time. A too strict approach to managing private interests and conflicts of interest may unnecessarily conflict with other rights, be unworkable or counter-productive in practice (e.g. where you have valuable expertise in the particular matter and an identified conflict is not likely to have any impact on the performance of your duties), and may deter some people from accepting public office. Therefore, these guidelines seek to strike a balance by prohibiting unacceptable forms of conflict and managing other conflict situations appropriately so as to not unduly inhibit the effectiveness and efficiency of the Body.

These guidelines are designed to ensure that all such conflicts are:

1. identified and disclosed;
2. recorded; and
3. managed in a rigorous and transparent way that promotes public confidence in the integrity, legitimacy, impartiality and fairness of the body's decision-making process.

What is a Conflict of Interest?

A conflict of interest usually involves a conflict between the public duty and your private interests, in which you have private interests which could improperly influence the performance of your official duties and responsibilities.

These guidelines apply not only to actual conflicts of interest but also to 'apparent' or 'perceived' conflicts of interest. This kind of conflict of interest arises when it appears that you have private interests which could improperly influence the performance of your official duties and responsibilities.

These guidelines also apply to 'potential' conflicts of interest. This kind of conflict is one which may not have yet occurred, but if you become involved in certain relevant activities, an actual or apparent conflict could arise.

Identifying and Disclosing a Conflict

It is primarily your obligation, in respect of whom a conflict arises, to identify and disclose the conflict to the Department and the other members of the Body, as soon as you become aware of the conflict and at the commencement of a meeting of the Body.

The obligation to disclose an actual, apparent or potential conflict of interest is ongoing.

When disclosing private interests or a conflict of interest, you must provide sufficient detail to enable an adequately informed decision to be made about identification of any conflict of interest, the category of any conflict of interest and appropriate management.

It is the role of the Body, in consultation and agreement with the Department, to confirm prior to, or at the meeting of the Body which of the following categories applies to a conflict that has been identified and disclosed.

DECLARATION

I, Robyn ^{s 47F} Denholm

of ^{s 47F}

acknowledge that I have read and understand the Conflicts of Interest Policy and declare that to the best of my knowledge, I do not have:

- any personal or pecuniary interest, whether direct or indirect, which may affect my capacity to perform the Services under the Agreement impartially and independently;
- any personal relationships or friendships with individuals involved in activities or entities related to the Body, which may affect my capacity to exercise my duties under the Agreement impartially and independently;
- any personal bias or inclination which would in any way affect my decisions in relation to the Services;
- any personal obligation, allegiance or loyalty which would in any way affect my decisions in relation to the Services; or
- any knowledge or awareness of any other circumstance (not covered above) that could be considered to give rise to an actual or potential conflict of interest.

I do not:

- hold any office or appointment or am otherwise employed, on a full-time basis, in the service or employment of the Commonwealth, the Administration of a Territory, a public statutory corporation, an incorporated company referred to in paragraph 3(4)(da) of the *Remuneration Tribunal Act 1973* or an incorporated company all the stock or shares in the capital of which is or are beneficially owned by the Commonwealth or by a public statutory corporation and I will advise the Minister/Department immediately should this change.
- have (a 'conflict'), except as set out below:

I have declared my current roles, directorships and financial interests that could present a conflict of interest in the Personal Interests Declaration Form, signed on the 15th and 19th of November 2024, and presented to the Minister for Industry and Science in support of my appointment to the Body.

If any such roles, directorships and financial interests give rise to any actual or perceived conflict of interest with regards to the Services I am performing, I will recuse myself from any discussions involving the conflict and as appropriate would so advise the Body Secretariat and Minister for Industry and Science.

I undertake to make a further declaration detailing any conflict, potential conflict or apparent conflict which may arise during the term of the Agreement. Should any conflict appear to compromise me, I agree to abstain from any related decision.

^{s 47F}

1/12/2024

Signature of Member

Date

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ATTACHMENT D: DEED OF CONFIDENTIALITY

BY THIS DEED DATED THE 1ST day of DECEMBER 2024

BETWEEN

Commonwealth of Australia as represented by the Commonwealth Department of Industry, Science and Resources, 10 Binara Street, Canberra, Australian Capital Territory ("the Department")

AND

Ms Robyn Denholm ("the Confidant")

s 47F

s 22

RECITALS:

- A. The Confidant is a non-statutory member of the Body as set out in the Letter of Offer and its attachments which, together, constitute the Agreement.
- B. In the course of the Confidant providing the Services under the Agreement (whether directly or indirectly), the Confidant may become aware of information belonging to or in the possession of the Department that is confidential.
- C. Improper use or disclosure of that information would severely damage the Department's ability to perform its governmental functions.
- D. The Department requires, and the Confidant agrees, that it is necessary to take all reasonable steps (including the execution of this Deed) to ensure that the Department's Confidential Information is kept confidential and that the Confidant performs those Services faithfully and without any conflicting interest.

AGREED COVENANTS:**1. RECITALS**

- 1.1. The Parties acknowledge the truth and accuracy of the Recitals in every particular.

2. INTERPRETATION**2.1. Definitions**

In the interpretation of this Deed unless the contrary intention appears or the context otherwise requires or admits the following expressions shall have the following meanings:

"Confidential Information" means information that:

- (a) is by its nature confidential;
 - (b) is designated by the Department as confidential; or
 - (c) the Confidant knows or ought to know is confidential;
- and includes:

- (d) information comprised in or relating to any Intellectual Property Rights of the Department;
- (e) information relating to the financial position of the Department and in particular includes information relating to the assets or liabilities of the Department and any other matter that does or may affect the financial position or reputation of the Department;
- (f) information relating to the internal management and structure of the Department, or the personnel, policies and strategies of the Department;
- (g) information supplied to the confidant or information associated with the Services and any information of the Department to which the Confidant has access other than information referred to paragraphs (d), (e) and (f) that has any actual or potential commercial value to the Department or to the person or corporation which supplied that information;
- (h) any information relating to the policies, strategies, practices and procedures of the Department;
- (i) any information in the Confidant's possession relating to the Australian Public Service Department's clients or suppliers, and like information;
but does not include information which:
 - (j) is or becomes public knowledge other than by breach of the Deed;
 - (k) is in the possession of the receiving party without restriction in relation to disclosure before the date of receipt from the disclosing party;
 - (l) has been independently developed or acquired by the receiving party; or
 - (m) is in respect of ideas, concepts know-how, techniques or methodologies where disclosure is permitted under the Deed;

"Intellectual Property Rights" includes copyright, trade mark, design, patent, semiconductor or circuit board layout rights, trade, business or company names, confidential or other proprietary rights, or any rights to registration of such rights, whether created before or after the date of this Deed and whether created in Australia or elsewhere;

"notice" means notice in writing given in accordance with this Deed;

"Services" means the Services provided under the Agreement;

"writing" means any mode of representing or reproducing words, figures, drawings or symbols in a visible form delivered, posted or transmitted electronically.

2.2. General

Unless the contrary intention appears:

- (a) monetary references are references to Australia currency;
- (b) the clause and sub clause headings are for convenient reference only and have no effect in limiting or extending the language of the provisions to which they refer;
- (c) a cross reference to a clause number is a reference to all its subclasses;
- (d) words in the singular number include the plural and vice versa;
- (e) words importing a gender include any other gender;
- (f) a reference to a person includes a partnership and a body whether corporate or otherwise;
- (g) a reference to a clause or sub clause is a reference to a clause or sub clause of this Deed; and
- (h) where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings.

3. NON DISCLOSURE

- 3.1. The Confidant must not disclose the Confidential Information to any person without the prior written consent of the Department.
- 3.2. The Department may grant or withhold its consent at its discretion.
- 3.3. If the Department grants its consent, it may impose conditions on that consent. In particular, but without limiting the generality of the preceding sentence, the Department may require that the Confidant procure the execution of a Deed substantially in these terms by the person to whom the Confidant proposes to disclose the Confidential Information.
- 3.4. If the Department grants consent subject to conditions, the Confidant must comply with those conditions.
- 3.5. The obligations of the Confidant under this Deed shall not be taken to have been breached where the Confidential Information is legally required to be disclosed.

4. RESTRICTION ON USE

- 4.1. The Confidant will use the Confidential Information only for the purpose of its dealings with the Department (whether directly or indirectly).

5. POWERS OF THE DEPARTMENT**Production of Documents**

- 5.1. The Department may demand (without needing to reduce the demand to writing) the delivery up to the Department of all documents in the possession or control of the Confidant containing the Confidential Information.
- 5.2. The Confidant must immediately comply with a demand under this clause 5.
- 5.3. If the Department makes a demand under this clause 5, and the Confidant has placed or is aware that documents containing the Confidential Information are beyond his or her possession or control, then the Confidant must provide full particulars of the whereabouts of the documents containing the Confidential Information, and the identity of the person in whose custody or control they lie and an authority to obtain the documents.
- 5.4. In this clause 5, "documents" includes any form of storage of information, whether visible to the eye or not.

Legal Proceedings

- 5.5. The Confidant acknowledges that the Department may take legal proceedings against the Confidant or third parties if there is any actual, threatened or suspected breach of this Deed, including proceedings for an injunction to restrain such breach.

6. SURVIVAL

- 6.1. This Deed will survive the termination, suspension or completion of the Services.

7. CONFLICT OF INTEREST

- 7.1. The Confidant warrants that before entering into this Deed it has disclosed to the Department all the past, current and anticipated interests of the Confidant which may conflict with or restrict the Confidant in performing Services to the Department fairly and independently.
- 7.2. The Confidant shall not during the course of this Deed engage in any activity or obtain any interest likely to conflict with or restrict the Confidant in providing Services to the Department fairly and independently and shall immediately disclose to the Department such activity or interest.

8. WAIVER

- 8.1. No waiver by the Department of one breach of any obligation or provision herein contained or implied shall operate as a waiver of another breach of the same or of any other obligation or provision herein contained or implied.

9. REMEDIES CUMULATIVE

- 9.1. The rights and remedies provided under this Deed are cumulative and not exclusive of any rights or remedies provided by law or any other such right or remedy.

10. VARIATIONS AND AMENDMENTS

- 10.1. No term or provision of this Deed may be amended or varied unless such amendment or variation is reduced to writing and signed by the parties in the same manner as this instrument.

11. APPLICABLE LAW

- 11.1. This Deed shall be governed and construed in all respects in accordance with the law of Australian Capital Territory.

12. NOTICES

- 12.1. A notice or other communication which may be given to or served on the Confidant under this Deed shall be deemed to have been duly given or served if it is in writing signed by the Department and is either delivered by hand, posted or a copy transmitted electronically to the Confidant at the address set out in this Deed, or such other address as may be notified in writing to the Department from time to time.
- 12.2. A notice or other communication which may be given to or served on the Department under the Deed shall be deemed to have been duly given or served if it is in writing, signed by or on behalf of the Confidant and is either delivered by hand, posted or a copy transmitted electronically to the Department at the address set out in the Formal Letter of Offer or such other address as may be notified in writing to the Confidant from time to time.
- 12.3. A notice sent by post shall be deemed to have been given at the time when, in due course of transmission, it would have been delivered at the address to which it is sent.

EXECUTED AS A DEED

SIGNED SEALED AND DELIVERED for and on behalf of)
the **COMMONWEALTH OF AUSTRALIA** as represented by)
the Department of Industry, Science and Resources)

s 47F

Mr Dom English

Name of Delegate

(signature of delegate)

in the presence of:

s 47F

(signature of Witness)

s 47F

Name of Witness

SIGNED SEALED AND DELIVERED by)
Ms Robyn Denholm)

s 47F

Ms Robyn Denholm

Name of Confidant

(signature of confidant)

in the presence of:

s 47F

(signature of Witness)

s 47F

Name of Witness

ATTACHMENT E: ACCOUNTS PAYABLE SUPPLIER DETAILS FORM

This form is enclosed separately.

ATTACHMENT F: ABN AND INVOICE REQUIREMENTS



Australian Government

**Department of Industry,
Science and Resources**

ABN Requirements

If you do not have an Australian Business Number (ABN), and you receive sitting fees, the Department is obliged to withhold tax of 47% of your sitting fees and travel reimbursements and remit these amounts to the ATO.

If you do have an Australian Business Number, no tax will be withheld providing you complete the following:

ABN			
Name on ABN Registration			
Entity Type: (Please tick)	Individual/Sole Trader <input type="checkbox"/>	Trust <input type="checkbox"/>	
	Company <input type="checkbox"/>	Partnership <input type="checkbox"/>	
	Other <input type="checkbox"/>		

Invoicing Requirements

Are you registered for GST?

If yes:

- ☐ I will issue a **valid tax invoice** for sitting fees/and or travel reimbursements* (if applicable); or
- ☐ I agree to the Department calculating my sitting fees and issuing a recipient created tax invoice and arranging payment of my sitting fees and travel reimbursements* (if applicable).

If no:

- ☐ I will issue an invoice for sitting fees/and or travel reimbursements* (if applicable); or
- ☐ I agree to the Department calculating my sitting fees and arranging payment of my sitting fees and travel reimbursements* (if applicable).

***supporting documentation to be provided for travel reimbursements**

ATTACHMENT G: PROFILE INFORMATION REQUIRED FOR CTM PORTAL NEW MEMBER PROFILE

Member Name as shown on passport (if applicable)

Committee Name	Strategic Examination of R&D	
Salutation	Ms	
First Name	Robyn	
Middle Name (not mandatory)	s 47F	
Last Name	Denholm	
Gender	Female	
Date of Birth	s 47F	
<i>For Department Use Only:</i> The Departmental officer whose credit card is to be loaded against this member profile – please have an email to authorise or a signature.	Name of cardholder	
	Signature of cardholder	

Member Contact Information

Email	s 22
Phone Business	
Mobile	s 22

Member Air Preferences

Home Airport	s 47F
Meal (eg. Gluten free)	
Airline Loyalty – Airline and Membership Number	
Car Hire Loyalty – Car company and loyalty number	

ATTACHMENT H: SUPERANNUATION FUND STANDARD CHOICE FORM

This form is enclosed separately.

PRIVACY INFORMATION COLLECTION STATEMENT

Context: The Department from time to time engages individuals (Members) to perform specialist consulting services and to be appointed to a Body. Under some of these arrangements the Department will arrange payment of sitting fees, superannuation and withhold tax, and will arrange travel and/or accommodation as necessary related to a Member's work on a Body.

Purpose: The purpose of the Department collecting Your personal information is to arrange for domestic travel, accommodation, payment of sitting fees, superannuation and withholding of tax relating to Your work on a Body.

Personal Information: The personal information we will collect from you is:

- name
- date of birth
- email address
- residential address
- tax file number
- superannuation account name (if this contains your name)

The information we collect about your superannuation fund is not personal information and not subject to the requirements of the *Privacy Act 1988*.

Use of Personal Information: Your personal information will be used for the purpose described above by entering and storing it in the department's financial processing system to facilitate payments of superannuation into your superannuation fund. Your personal information will be entered into the CTM portal to facilitate making travel and accommodation bookings.

If we are unable to collect Your personal information we would not be able to arrange for Your payment of sitting fees, superannuation and withholding of tax, and for domestic travel or accommodation bookings associated with Your work as a member of a Body.

Disclosure of Personal Information: Your personal information may be disclosed by us to:

- (a) staff within the Department;
- (b) CTM Portal; and
- (c) Other organisations acting as a superannuation clearing house for the same purpose if the department uses those organisations to facilitate superannuation payments to you in the future

The Department will not disclose Your personal information to overseas recipients or otherwise use or disclose it without your prior consent except where authorised or required by law.

CTM privacy notice: Information on how CTM handles personal information can be found on their website, at <https://investor.travelctm.com.au/privacy/>

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