(Name)

(Policy Area)

Department of Health

GPO Box 9848

CANBERRA ACT 2601

Dear (name)

Thank you for your letter of [*date*] seeking my agreement to be nominated for the position of [*member/Director/Chief Executive*] of the [*agency name*].

I confirm that I am willing to be considered for this position. If appointed, I understand that:

*Provide the candidate with specific details to ensure they have a clear understanding about terms and conditions of their appointment, including ONE of the following sentences according to the person’s circumstances:*

* under the Remuneration Tribunal’s Determination [*name the determination*] I will be entitled to receive [*insert details as per the determination*]. **OR**
* under section 7(11) or 7(12) of the *Remuneration Tribunal Act 1973*, I will not be entitled to remuneration as I am employed on a full-time basis as a [Commonwealth/Territory employee/office holder]. **OR**
* under section [*refer to the agency’s enabling legislation for any exclusions for State employees*] I will not be entitled to remuneration as I am employed on a full-time basis as a State [employee/office holder].
  + *Note. If the person is a part-time [Commonwealth/Territory/State employee/office holder] the relevant [Commonwealth/Territory/State] Minister will need to be consulted to determine what remuneration arrangements will apply. Subject to the outcomes of those consultations describe their remuneration entitlement.* **OR**
* as a former [Commonwealth/Territory/State Parliamentarian] the following adjustment to my remuneration will apply: [insert].

I have no actual or perceived conflict of interest in a financial, professional or other nature that would prevent me from exercising my role without bias or other inappropriate influence, should I be offered appointment as a [*member/Director/Chief Executive*] of the [*agency name*].

I undertake to avoid such conflicts of interest and, in the event that a conflict may arise, to inform the [*agency name*] and the [*Minister for*] at the earliest opportunity.

Yours sincerely

[Candidates name]

[Date]

[Add return address]