



Australian Government

Department of Health

Associate Professor Jayme Bennetts
s 47F

Dear Assoc Prof Bennetts

**OFFER OF APPOINTMENT
CARDIAC PROSTHESES CLINICAL ADVISORY GROUP**

I am pleased to offer you the appointment as member of the Cardiac Prostheses Clinical Advisory Group for the period 1 November 2018 to 31 October 2022, in the capacity of a clinician with expert knowledge in the field of cardiac and thoracic surgery. The Department is currently reviewing Member Guidelines and Conflict of Interest (COI), I will inform you once this review has taken place if there are any changes to your current appointment. I would like to draw to your attention that under this type of membership you will be eligible for remuneration.

Please find enclosed the *Prostheses Clinical Advisory Group Members Guidelines* and *Terms of References and Business Rules* setting out the governance arrangements for the management of this committee. To confirm your acceptance of this offer of appointment, would you please complete the following forms:

- Instrument of Appointment/Acceptance of Appointment;
- Deed of Undertaking;
- Personal Details and Remuneration form;
- Tax File Number Declaration, and
- Superannuation Fund Standard Choice.

Please return the forms within 10 days of this letter by emailing: s 22 or alternatively return to:

Prostheses Section
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C/- Department of Health
GPO Box 9848 – MDP 910
CANBERRA ACT 2601

This information is required to formalise your appointment as well as facilitate future travel arrangements and payments for which you may be eligible. If you require any further assistance or information please contact s 22 s 22

I appreciate your willingness to serve in this capacity, and would like to wish you a rewarding association with the committee.

Yours sincerely
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Dr Harry Rothenfluh
Assistant Secretary
Office of Technology Assessment Branch
8 November 2018