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## ST. PAUL'S SCHOOL

STRATHPINE ROAD, BALD HILLS, QLD 4036  
 TELEPHONE: (07) 261 1388  
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KIL

December 6, 1988

Mr K Lynch  
 1/212 Days Road  
 GRANGE 4051

Dear Mr Lynch,

I have pleasure in offering you appointment as a Student Counsellor on the staff of this School. I note from our discussions that you may be regarded as currently unemployed but I am pleased that you have indicated you are prepared to take up the position no later than Monday 13 March, 1989. You should contact me at once if there is any difficulty with your starting on or before that date.

This offer is dependent upon your maintaining registration as a teacher in Queensland.

You will be responsible for the provision of advice to staff and students in areas including identification and remediation of learning difficulties, career guidance, general student welfare, and other aspects of educational development. You will also take charge of the School's Work Experience Program. In this position you will be required to work in consultation with the teachers, Housemasters and other senior members of staff, but you will be directly responsible to me as Headmaster.

In addition you may be required to be involved with other activities in the School program, including rostered duties as arranged by the Senior Master and the Second Master.

Your willingness to assist with, and to participate in, extra-curricular activities within the total educational program of the School and the School's program for spiritual and pastoral care is hereby noted and appreciated, and we look forward to your participation in the School's overall educational program. In this regard, I enclose for your information a statement about the nature and purpose of this School. This statement is distributed to parents of prospective students, and I ask you to consider the implications of this document before you signify your formal acceptance of this offer.

The conditions of your employment at the School are covered by the combination of the terms of the Teachers' Award - Non-Governmental Schools, a number of industrial agreements, and various other conditions which are applicable at common law and others which are additional to the Award provisions and which are provided or determined by the School from time to time. In regard to matters not covered by the Award or by industrial agreements, the School reserves the right to vary them should that become necessary or appropriate in the opinion of the School Council in the light of the position and circumstances of the School and of other relevant circumstances including variations of the provisions of the abovementioned Award, and any change proposed would be effected by the giving of three months' notice to you.

Letter of Appointment- Mr K Lynch - Page 2

Examples of the additional conditions not provided for by the Award are as follows:

- Whereas the Award provides for Resignation on the basis of one calendar month's notice, it is noted that a recent industrial agreement recommends that such notice should be exclusive of any vacation periods. In practice staff are encouraged to discuss their intentions as early as possible in order to allow the School to arrange the best possible opportunity of replacement.
- The normal retirement age for full-time teachers at this School is 65 years. In this regard, the School has a superannuation plan known as "The St Paul's School Staff Superannuation Plan". I enclose an outline of the Plan for you to consider. Full details of the Plan can be obtained at the School. Membership of this Plan is voluntary, but staff who choose not to join it are requested to indicate this formally to the Bursar. Members contribute a minimum of five percentum of salary to the Fund. The School contributes to the Fund an amount equivalent to five percentum of the member's salary.
- Long Service Leave for full-time teaching staff is determined under the policy of the Diocesan Council, and generally provides for 13 weeks' leave after 10 years' service. You should note that continuous service as an employee of schools controlled by the Corporation of the Synod of the Diocese of Brisbane is regarded as continuous service with the same employer for the purpose of the calculation of Long Service Leave entitlements.
- Sons of staff members are entitled to a reduction in the basic fees payable for tuition at the School as follows:
  - (a) for 1st and 2nd year of service a 10% rebate;
  - (b) for 3rd and 4th year of service a 25% rebate;
  - (c) for over 4 years' service a 50% rebate.
 The Confirmation Fee applicable is, however, to be paid in full.
- It is a condition of your appointment that you will not engage in any other form of employment without the prior approval of the School Headmaster.

The commencing salary for this position is \$35,000 per annum paid fortnightly. I note that you may request me to approach the School Council on your behalf concerning the method of payment of your remuneration. In this case I should appreciate having full details as soon as possible, although the Council is not scheduled to meet until 7 February 1989. The above rate of pay will be confirmed at the time of your commencing duties, but will be not less than that stated above and will incorporate any salary adjustments awarded by the Commission and accepted by the School in the meantime. Subsequently your salary will be subject to regular review by the School Council, no less frequently than annually.

Letter of Appointment- Mr K Lynch - Page 3

A duplicate of this letter is provided so that you may sign it as an acknowledgement of acceptance of your appointment under the above terms and conditions. I would be grateful to have your reply to this offer as soon as possible.

I am happy to offer you this position and take this opportunity of wishing you a long and happy association with the School.

Yours sincerely,

G A Case  
Headmaster

Encl.