



CATHOLIC ARCHDIOCESE OF MELBOURNE

BUSINESS MANAGER
James Gould House
228 Victoria Parade
PO Box 146
East Melbourne 3002
Telephone: 9926 5677
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Email: ewexell@melbourne.catholic.org.au

Ms Sue Sharkey

REDACTED

Dear Sue

Letter of Engagement at Carelink

1. Scope of the Assignment

The assignment is for you to provide clinical and administrative oversight of Carelink operations. I intend that the assignment not exceed 10 hours per week, averaged out over a three month period. However, I would like you to interpret this in the context of finalizing as many cases as possible.

2. Timing

This is a continuation of the assignment which commenced on 27 January 2005.

3. Reporting

All reporting during the period of the assignment will be to me or such other person(s) mutually agreed.

4. Fees & Invoicing

The hourly rate for this assignment will be the Australian Psychological Society's rates as determined from time to time. Invoices will be issued on a monthly basis and specify the time provided during the period.

Out of pocket expenses incurred directly in the performance of the assignment will be submitted as part of the monthly invoice. Out of pocket expenses may include costs associated with your attendance at two conferences per annum, eg the Trauma Conference and the ANZAPPEL Conference.

The diocese will provide you with a Business Card to lessen the need for you to claim reimbursement.

The rates payable in respect of private motor vehicle usage shall be the rates determined by the Australian Taxation Office from time to time. The Human Resources Manager monitors variations of the rates and posts these on the diocesan web site at: <http://203.210.110.157//policies/hr-noticecircmemo.htm>

All invoices will be paid within 30 days of their being submitted.

5. Insurance

The Archdiocese will provide you with Professional Indemnity insurance cover for the assignment.

6. Termination of Assignment

Either party may terminate the engagement on two month's notice.

If you are agreeable to these arrangements, please sign both copies and return one to me.

Yours sincerely



E. W. Exell
Business Manager

26/4/2006

Acceptance

The above details are in accordance with my understanding of the arrangements for this assignment.



Sue Sharkey

22/5/2006