

From: Maria Shand
To: i:cwatson [REDACTED]
Date: Fri, Oct 1, 1999 2:21 pm
Subject: Proposal for Recommendations

**** For Your Eyes Only ****

Dear Craig

Further to your meeting with Ian, we set out below our the detail of the scope of the tasks to be done to implement the recommendations post the Callaghan investigation as follows:

1. We to ascertain current employment terms and conditions ie applicable awards/agreements.
2. We to prepare new (a) employment contract for all permanent employees, (b) independent contractor contract for officials on fee for service (eg asst coaches), (c) volunteer contract for voluntary coaches. This to include obligation to comply with Tennis NSW Code of Conduct and Ethics, and TCA/NSWIS (if applic) Codes. (We will endeavour to use templates and models already in existence with TNSW, the Dept of SR NSW and our own).
3. We to prepare new Tennis NSW Code of Conduct and Ethics. (Again we will use models provided by you)
4. We to prepare outline of seminar to be held for current coaches, players in NSW squads and parents re appropriate behaviour. This to include launch of Code of Conduct and Anti-Harassment Policy. We to also present these 3 seminars estimate 2 hours each (1 for coaches/officials, 1 for players, 1 for parents/other staff), perhaps with assistance from others eg Dept of Sport and Rec or TCA. Dates of seminars to be discussed but suggest at least one before Xmas.
5. We to review and finalise Anti-Harassment Policy and ensure enforceable.
6. We to review constitution/by-laws and make recommendations to ensure the above can be enforced.

We understand you wish all of the above to be completed by ? November 1999. That is achievable, although tight, with the exception of the seminars which would need to be held after the above has been put in place - probably Feb/March 2000.

On the basis of the above we propose a fixed fee of \$10,000 (excluding GST and disbursements/expenses).

Please let us know if this is what you are after so we can commence obtaining the necessary information from you.

Regards
 Maria Shand
 Senior Associate

email: [REDACTED]
 mobile: [REDACTED]
 Rigby Cooke Lawyers
 Tel: [REDACTED] International: [REDACTED] (direct dial)
 Fax: [REDACTED] International: [REDACTED]

Web: <http://www.rigbycooke.com.au>

This electronic mail contains information that is privileged and confidential, intended only for use of the individual or entity named. If you are not the intended recipient, any dissemination, copying or use of the information is strictly prohibited. If you have received this transmission in error please delete it immediately from your system and inform us by email on lawyers@rigbycooke.com.au.

Virus Disclaimer: It is the recipient's duty to virus scan or otherwise test this email before loading it onto any computer. No warranty is given by Rigby Cooke that this email is free from computer viruses or any other defect or error. Rigby Cooke is not liable for any loss or damage incurred by any person loading this email or if liable Rigby Cooke's obligation will be limited to retransmitting this email to the intended recipient.