15 February 2023

Private and confidential

Mr Geoffrey Quach  
28 Orange Grove Road   
Cabramatta, NSW,

Dear Geoffrey,

# Offer of Temporary Employment

It is with pleasure we confirm an offer of employment to you, in the role of **Development Manager**, within the Department of Planning & Environment. To help you understand the full extent of this offer we have set out terms and conditions of your employment in accordance with the [Government Sector Employment Act 2013](https://legislation.nsw.gov.au/view/html/inforce/current/act-2013-040#sec.46). Your employment conditions are governed by the relevant award.

# Conditions of Employment

By accepting this offer of employment you, **Geoffrey Quach**, acknowledge and agree that your employment will be governed by the applicable provisions of the relevant Award as varied from time to time and the employment conditions, in accordance with the Government Sector Employment Act 2013, as detailed below:

|  |  |
| --- | --- |
| Commencement of Temporary Employment | |
| Role: | **Development Manager**, (Role ID: 30390) |
| Employment Status: | **Temporary full-time** |
|  | It is important to note that this offer of temporary employment does not constitute ongoing employment, and your employment will cease effective from the below mentioned end date unless otherwise notified. Your temporary employment may also be terminated at an earlier date at the discretion of the agency head, including for example where:   * work is no longer available * funds are no longer available * performance of duties is unsatisfactory. |
| Hours of Work: | **35 hours per week** |
| Commencement Date: | **7 March 2023** |
| End Date: | **7 March 2025** |
| Manager: | **Jacqueline Agyei** |
| Division / Agency: | **Homes Property & Development** |
| Branch: | **Property & Development NSW** |
| Location: | You will be required to perform your duties at the below location or elsewhere as reasonably directed by the Department:  **Parramatta - 4PSQ** |

|  |  |
| --- | --- |
| Remuneration | |
| Classification & Grade: | **Clerk Grade 9/10, Grade 10 Year 1** |
| Commencing Salary: | **$124,357.00** Per Annum Full time |
|  | In addition to the base salaryaboveyour remuneration will also include an employer’s contribution of superannuation at a rate equal to 10.5% of your normal earnings paid to your nominated superannuation fund. The department’s default superannuation fund, if you do not wish to nominate an alternate fund, is the NSW Government’s Aware Super Scheme. |

# Policies and procedures

You are required to comply with the policies and procedures of the Department as varied from time to time. Failure to comply with the policies of the Department may result in disciplinary action. You will receive the Department’s Code of Conduct and copies of other Department policies as part of your induction. All employees must comply with these policies and procedures as a condition of their employment.

# NSW Government Sector Core Values and Ethical Framework

The Ethical Framework for the public sector sets out how public sector employees must act when they carry out their responsibilities and duties. It identifies the minimum standards of behaviour expected of all public sector employees in our day-to-day activities, including how we treat each other and our clients, customers and stakeholders.

The standards of behaviour include preserving the public interest and implementing the decisions of the government of the day, and conducting ourselves in ways that are consistent with four core values – integrity, trust, service and accountability – and the 18 principles of the [Ethical Framework for the NSW public sector.](https://www.psc.nsw.gov.au/culture-and-inclusion/workplace-culture/the-ethical-framework)

# Confidentiality

By accepting this letter of offer, you acknowledge and agree that you will not, during the course of your employment or thereafter, except with the consent of the Department of Planning & Environment, as required by law or in the performance of your duties, use or disclose confidential information relating to the business of the Department, including but not limited to client lists, trade secrets, client details and pricing structures.

# Declaration

By accepting the letter of offer I declare that I am not aware of any health or other relevant condition which might lead to foreseeable injury to myself or others or inability to perform any duties of the role.

I declare all information and documentation I have provided throughout the recruitment process is true and correct (including but not limited to application, qualifications and responses to assessments).

I confirm it is a condition of this offer that I complete and submit the following form:

[Form](https://forms.office.com/Pages/ResponsePage.aspx?id=IYjvljkqHEe4mmewgz3TuWGEPzGhZCdDlwZvs_-qmNZUQkxSNUZENEY5UklSMTFNQzZJQlBMMVY5MS4u)

If you have any questions about the terms and conditions of employment, please do not hesitate to contact **Jacqueline Agyei** at **jacqueline.agyei@dpie.nsw.gov.au** . Please note that this offer is valid for 7 days from the date of issue of this letter. We look forward to your confirmation of acceptance and welcome you to your new role.

Yours Sincerely,

Jacqueline Agyei

Recruitment Team

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Geoffrey Quach

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_