

For enquiries regarding this letter  
please contact the HR Contact Officer:  
Corinna Gartrell  
Human Resource Officer  
Phone: (07) 344 37030  
Fax: (07) 334 36966  
Email: [c.gartrell@uq.edu.au](mailto:c.gartrell@uq.edu.au)

30 September 2016

## **PRIVATE AND CONFIDENTIAL**

Ms Harley Robinson  
2/404 Upper Cornwall Street  
COORPAROO QLD 4151

Dear Ms Robinson

### **Offer of Appointment**

On behalf of the University, I am pleased to offer you an appointment to the position of Research Technician in the UQ Diamantina Institute at The University of Queensland on the terms and conditions set out in this letter.

### **Appointment**

Your date of commencement will be 14 November 2016.

Your appointment will be fixed term, full time (36 hours and 15 minutes per week), until 30 June 2017 in the occupational category of Research (Professional). Your employee number for this appointment is 2175779.

The duties of this position are as outlined in the position description or any variation to it and subject to the direction of your Head of Organisation Unit and Executive Dean.

Your supervisor on appointment is Associate Professor Michelle Hill, ARC Future Fellow.

The position is currently located at the Translational Research Institute. However, appointment is to the University and you may be required to undertake duties at any of the University's campuses or locations. The University may designate a different campus or location for your position during your appointment.

### **Classification and Remuneration**

Your salary will be in accordance with The University of Queensland Enterprise Agreement (Enterprise Agreement). Your classification under the Enterprise Agreement is Research Professional Level 4 and your commencing salary will be \$57,698.64 per annum.

## Probation

Confirmation of your appointment is subject to a probationary period ending on 13 January 2017 or 3 months (pro-rata for fixed term contracts less than 12 months) from commencement of duty, whichever is the later.

Your performance will be reviewed in accordance with the Probation for Professional Staff Policy (PPL 5.70.02), which can be viewed at <http://ppl.app.uq.edu.au/content/5.70.02-probation-professional-staff>, and in accordance with any requirements prescribed in this offer of appointment.

During the probationary period you or the University may end your employment by providing notice in accordance with the Enterprise Agreement.

You can expect to be advised of and given an opportunity to respond to any adverse material, which your supervisor intends to take into account in considering termination of your employment, however a failure to do so will not invalidate a decision to terminate your employment, nor will it amount to a breach of this contract of employment.

The probationary period can be extended, in accordance with the Enterprise Agreement, subject to the approval of Director, Human Resources.

## Superannuation

Superannuation at The University of Queensland is through UniSuper Ltd.

The information below should be read in conjunction with the additional information provided on our website at <http://www.uq.edu.au/current-staff/?page=10384>.

You are required to join *UniSuper Accumulation 1*.

Should you have benefits already retained in UniSuper you do not need to complete another membership application form. Your Accumulation 1 membership will be linked to your existing membership number. UniSuper will confirm your change of membership status with you.

If you do not, as yet, have a membership with UniSuper, then you must complete the membership application form located within the UniSuper booklet "Accumulation 1 Product Disclosure Statement". If you require this booklet and it has not been enclosed with this offer letter, please request a copy by telephoning the Employee Benefits Section on (07) 3365 2993, or by email to [super@uq.edu.au](mailto:super@uq.edu.au). Please return the completed membership application form to "Employee Benefits Section", HR Division, The University of Queensland, 4072.

Further information about superannuation is available from the Employee Benefits Section ([super@uq.edu.au](mailto:super@uq.edu.au)).

## Leave

You are entitled to leave (including recreation leave, personal leave, carers leave, compassionate leave, parental leave, community service leave and long service leave) in accordance with the Enterprise Agreement and relevant University policy. Further information on leave entitlements is available at <http://www.uq.edu.au/current-staff/leave-annual-and-other>.

This position has been funded on the basis that you will take all recreation leave accrued during the term of your appointment. It is expected that you will take all accrued recreation leave before the expiry of the contract.

### **Your obligations as a University employee**

As a University employee, you will be required to:

- (a) perform all duties to the best of your ability at all times;
- (b) use your best endeavours to promote and protect the interests of the University; and
- (c) follow all reasonable and lawful directions given to you by the University including complying with policies and procedures as amended from time to time. These policies and procedures are not incorporated into your contract of employment.

### **Enterprise Agreement**

Unless more generous provisions are provided in this letter, the terms and conditions of your employment will be those set out in the Enterprise Agreement which can be viewed at <http://www.hr.uq.edu.au/enterprise-agreement>. Neither the Enterprise Agreement nor any applicable legislation are incorporated into your contract of employment.

### **UQ Policies and Procedures**

The University has developed a Policy and Procedures Library (PPL) and makes other policies, procedures and rules from time to time. Current copies of the University's policies are available at <http://ppl.app.uq.edu.au>. You must treat these policies and procedures as directions from the University. Subject to the terms of this offer of appointment, you must comply with these policies, procedures and rules, but they do not form part of this document or your contract of employment. The University may vary any policy, procedure or rule from time to time without agreement from you. Failure by the University to follow any policy or procedure does not amount to a breach of an express or implied term of the contract.

### **Code of Conduct and Conflict of Interest**

The University's Code of Conduct guides the behaviour of all UQ staff members and defines the standards of behaviour required of all staff and of other members of the University's community. It is available at <http://ppl.app.uq.edu.au/content/1.50.01-code-conduct>. The Code of Conduct requires staff to avoid actual and perceived conflicts of interest. The Conflict of Interest Policy can be found at <http://ppl.app.uq.edu.au/content/1.50.11-conflict-interest>.

All new continuing and fixed-term staff of the University are required to undertake online training on the Code of Conduct. It is an expectation of your appointment that you will complete the online module within the first three months of your employment with the University. The module is available at <https://learn.uq.edu.au>, under the UQ Workplace Inductions and OHS Training learning modules.

### **Use of ICT Resources**

Many positions at the University include access to the University's Information, Communications and Technology (ICT) resources. The University's Acceptable Use of UQ ICT Resources policy outlines staff rights and responsibilities in relation to the use of University ICT resources and the use of information accessed through the University's ICT

resources. Further information can be found at <https://ppl.app.uq.edu.au/content/6.20.01-acceptable-use-uq-ict-resources>.

## **Intellectual Property**

You agree to comply with the University's Intellectual Property Policy for Staff, Students and Visitors (PPL 4.10.13a), as amended from time to time, during the course of your employment. A copy of the IP Policy is available on the UQ Website at <https://ppl.app.uq.edu.au/content/4.10.13-intellectual-property-staff-students-and-visitors> (or by written request to the University). To the extent of any inconsistency, the terms of this Contract of Employment will prevail over the terms of the IP Policy.

Except as otherwise stated in this Policy, the University owns all IP created by Staff:

- (a) created in or during the course of employment with the University; or
- (b) using University Resources (subject to any approvals granted pursuant to the provisions of [HUPP 1.50.2 \(Outside Work and Business Interests for University Staff\)](#)).

In accordance with Clause 5.6 of the University's IP Policy, new staff are required to advise the Deputy Vice-Chancellor (Research) of any pre-existing IP that they bring to the University. This can be recorded using the Notification of Pre-Existing IP form (PPL 4.10.13d4), which can be found at <https://ppl.app.uq.edu.au/content/4.10.13-intellectual-property-staff-students-and-visitors> (click on the Forms tab). The completed form should be forwarded to the Research and Innovation Division ([RGUoperations@research.uq.edu.au](mailto:RGUoperations@research.uq.edu.au)).

## **Outside Work and Business Interests**

Paid consultative and related outside work may be permitted under certain conditions. Please refer to the Outside Work and Business Interests for University Staff Policy at <http://www.uq.edu.au/hupp/index.html?page=24988>.

## **Right to Work in Australia**

Your employment is subject to you obtaining and retaining the legal entitlement to work in Australia as granted by the Australian Department of Immigration and Border Protection. If you hold a temporary visa to reside in Australia, please provide the University with proof of your eligibility to work.

## **Fixed Term Contract**

This appointment is for the following reasons and expires on the expiry date:

- (a) Is provided for from the ARC Discovery Project Funds, which is external to the University, and
- (b) Your responsibilities under this contract are limited to research functions.

## **Fixed Term Non-Renewal**

All matters relating to the non-renewal of the contract shall be in accordance with the Enterprise Agreement.

## **Notice of Termination**

Notice periods and provisions in relation to resignation and termination of employment are prescribed in the Enterprise Agreement. The University may terminate your employment at

any time by providing you with such notice and you are required to provide the University with notice of resignation consistent with the Enterprise Agreement.

### **Variation to contract**

Any variation to the terms of your contract of employment will not be binding until it has been confirmed in writing by the Director, Human Resources (or nominee).

### **Acceptance of Offer**

Please sign the attached Statement of Acceptance – Declaration and return it to the Human Resources Contact Officer (Corinna Gartrell). The offer will lapse unless the University receives your written response (which can be by facsimile or e-mail) within ten (10) working days from the date of this letter or the commencement date, whichever is the earlier.

You should not resign from your current employment (if any) until you have considered this offer, executed and returned the Statement of Acceptance. The University reserves its right to withdraw this offer and any subsequent or amended offer, or to otherwise not proceed to make an appointment to this position prior to your acceptance. Should the University elect to withdraw this offer or to not proceed with an appointment you will be notified within the ten (10) working day period referred to above.

The University will not be responsible for any assurance or undertaking given in any discussion such as during the interview or correspondence unless confirmed in writing by the relevant member of the Vice-Chancellor's Committee, Executive Dean or the Director, Human Resources.

If you require further information please do not hesitate to contact the Human Resources Contact Officer (Corinna Gartrell).

Yours sincerely



30/09/2016

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Signed for and on behalf of  
**Professor Robyn Ward**  
**Acting Executive Dean**  
**Faculty of Medicine**

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Date

### Attachments:

1. Superannuation Documentation
2. Position Description
3. Fair Work Information Statement
4. Tax File Number Declaration Form
5. Method of Salary Payment Form

## STATEMENT OF ACCEPTANCE – DECLARATION

*Please return this Statement of Acceptance page to the HR Contact Officer identified on page 1 of this offer.*

### Acceptance

I Harley Robinson accept this Offer of Appointment dated 30 September 2016.

### Declaration

I warrant that I have not been charged with nor found guilty of any criminal offence which is relevant to my ability to perform the inherent requirements of this position, nor have I engaged in, nor to my knowledge have I been investigated for, any other behaviour that would be incompatible with the position or which may adversely affect the University's reputation if subsequently disclosed.

I acknowledge that a conflict of interest might exist if I have any personal or external interests which are or have the potential to be in conflict with this position. I declare that I do not have any actual, potential or perceived conflict of interest in this position. For the purposes of this provision, a conflict of interest may include paid employment at another Australian or overseas organisation. If you have any concerns on actual or perceived conflicts of interests, please contact the HR Contact Officer.

I permit the University to recover from my salary any overpayment made to me and upon the cessation of my employment I authorise the University, to the extent permissible by law, to set off against and deduct from any amounts payable to me by way of wages, allowance, annual leave, long service leave, retirement allowances and any other benefits owing to me by the University, any amount that I owe to the University on any account whatsoever. I agree that should there be no salary from which to recover the overpayment, I will reimburse the University on receipt of written advice of the overpayment amount.

I declare that to the best of my knowledge the information that I have provided in this form and the supporting documentation is true and complete. I understand that providing any false or misleading information or making material omissions may make me ineligible for employment with UQ or my employment contract with the University will be deemed to have been frustrated and subject to termination.

### Work Rights

If you are not an Australian Citizen or Australian Permanent Resident, your work rights may need to be verified from time to time. By accepting this offer, you are authorising the University to undertake such checks with the relevant federal government department.

\_\_\_\_\_  
Signature  
Harley Robinson

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## WORKING AT THE UNIVERSITY OF QUEENSLAND

The following information is provided to assist you in working at UQ and does not form part of your contract of employment with the University.

### **Induction and Pay**

An induction interview is required as soon as possible after commencing your employment to ensure the prompt payment of your salary. At this interview you will need to supply your nominated Australian bank account details, as Electronic Funds Transfer is the University's method of salary payment and your completed Tax File Declaration Form, if you have not previously provided this information. Your supervisor will inform you of your Induction Officer within your organisational unit upon your commencement.

To know more about working for the University of Queensland, a wide range of information for future staff is available via the University's website at <http://www.uq.edu.au/current-staff/?page=133455>

### **Parking & Campus Maps**

If you intend to drive to work, then you are required to pay for parking on campus. An application form to obtain a parking permit can be accessed via the Parking at UQ Website: [www.uq.edu.au/parking](http://www.uq.edu.au/parking) and then selecting the Staff Parking link. This website also contains maps of all campus parking options which should assist you when you commence.

### **Salary Packaging**

The University offers salary packaging. If you are interested, please contact the Salary Packages Officer on 3365 1019 to discuss available options. Salary packaging information can be accessed from the University's Web site at <http://www.uq.edu.au/current-staff/index.html?page=10555>.

### **Biological Material and Laboratory Chemicals**

#### ***Domestic***

If you are moving to UQ from within Australia and wish to bring with you biological material covered by Gene Technology ACT, AQIS Regulations, Department of Defence Strategic Goods list, Security Sensitive Biological Agents Regulatory Scheme, or a notifiable plant or animal pest, it is essential that you have the appropriate approvals to transport such material. The same also applies for laboratory chemicals. Transport of such material to the University can only take place if you have the appropriate approvals in place.

Please do not proceed to ship any goods to The University of Queensland until you have received the appropriate instructions and permits. The University takes no responsibility for these requirements as it is up to individuals to ensure they adhere to Australian requirements.

#### ***International***

If you are moving to UQ from overseas, the University would like to inform you that Australia has strict requirements for Quarantine, Gene Technology work, Workplace Health & Safety and the Transport of Biological Material. Heavy financial and other penalties can apply for breaches of the regulations governing these areas. If you wish to import biological material or chemicals into Australia you should check with the Australian Quarantine Inspection Service (AQIS) to see if a permit is required. Further information may be obtained

from the AQIS website at [www.daff.gov.au](http://www.daff.gov.au) - then follow the link to the Australian Quarantine Inspection Service.

Please do not proceed to ship any goods to Australia until you have received the appropriate instructions and permits. The University takes no responsibility for these requirements as it is up to individuals to ensure they adhere to Australian requirements.

If you import goods (scientific equipment, computers, chemicals, books, etc), which will be used at the University in the course of your employment, you should contact the University's Customs Broker (Cargo Network International Pty Ltd, contact number +61 7 3260 1166 or [www.cargonetwork.com.au](http://www.cargonetwork.com.au)) so that duty free importation can be arranged, if possible. The Customs Broker may also be able to give advice concerning the shipment and clearance of your household and personal effects.

### **Private Health Insurance for Visa Holders**

For temporary visa holders you are required to take out Private Health Insurance for the term of your visa. The University of Queensland maintains a corporate health insurance partnership with Bupa. If you are relocating to Australia on a sponsored visa, particularly on a subclass 457 visa, you are encouraged to make contact with Bupa while still in your home country. To obtain further information and to join Bupa, please email [UQ457@bupa.com.au](mailto:UQ457@bupa.com.au).

Health Insurance will not necessarily cover all medical and related expenses that may be incurred during your sponsored employment and you will be required to pay for any amounts that are not covered by the relevant health insurance policy. For instance you will need to personally pay for any costs associated with elective surgery, for outpatient services provided by registered health practitioners, for dental services, for pharmaceutical supplies and for any other health related costs that are not covered by your health insurance policy.

### **Information Statement**

Under the Fair Work Act 2009, all new staff are to be provided with the Fair Work Information Statement. A copy of this Statement is attached.

### **Useful Websites**

Current Staff: <http://www.uq.edu.au/current-staff/>

UQ Policies and Procedures Library: <http://ppl.app.uq.edu.au/>

Working at UQ: <http://www.uq.edu.au/current-staff/?page=133455>

Facilities and Services: <http://www.uq.edu.au/current-staff/?page=10290>

Occupational Health and Safety: <http://www.uq.edu.au/ohs/>

UQ Nav: <http://uq.edu.au/uqnav/>



## DOCUMENTATION CHECKLIST

Please sign and return the following item(s), if not previously provided, to the Human Resources Contact Officer identified on page one, or your Induction officer:

- ☐ Statement of Acceptance – Declaration
- ☐ Tax File Number Declaration Form
- ☐ Completed 'Method of salary payment' Form including bank account details
- ☐ Completed superannuation application Form/s
- ☐ Evidence of right to work in Australia (if applicable)
- ☐ Certified copy of your birth certificate or passport or ensure the original is sighted by the HR Contact Officer or Induction Officer. (If your name has changed from the name on your birth certificate and / or qualifications please also provide certified evidence of this change)