



9 May 2025

Suresh Kotapati
109 Crossway Avenue
TARNEIT VIC 3029

Dear Suresh,

Offer of Employment

Welcome to Bendigo Kangan Institute (BKI). It is a pleasure to extend to you a formal offer of employment for the Full Time Fixed Term position of Power Apps Developer within VETASSESS Business Information Systems. Relevant terms and conditions are outlined in the attached contract.

Please submit your electronically signed contract and return as soon as possible. You should retain a copy for your own records.

We look forward to you joining us and wish you every success in your employment with us.

Yours sincerely,

A handwritten signature in dark ink, appearing to read "Michelle Johnston", with a stylized flourish at the end.

Michelle Johnston
Chief People, Culture and Strategy Officer

CONTRACT OF EMPLOYMENT

The Bendigo Kangan Institute PACCT Staff Enterprise Agreement 2018 (**The Agreement**) will apply to your employment and determine your minimum entitlements as a matter of law. The Agreement is not incorporated into the terms of your contract of employment.

In accordance with the *Fair Work Act 2009* a copy of the Fair Work Information Statement will be provided as part of your onboarding documentation.

Details of Appointment:

Details of your appointment are outlined in Schedule A.

Probation

This appointment is subject in the first instance to a probationary period of three (3) months. During that period your employment will be subject to review. Prior to the end of the probationary period your employment will be confirmed, extended (exceptional circumstances) or terminated. Should the employment be terminated, there will be no entitlement to payment for the unexpired period.

Hours per week:

Your actual ordinary hours of duty and times of attendance will be determined by the CEO or his/her nominee based on the operational requirements of the Institute and may be averaged over work cycles in accordance with the Agreement as varied or replaced from time to time.

The Institute may allocate reasonable additional hours in accordance with relevant legislation and the Agreement as varied or replaced from time to time.

Conditions of Employment:

You are required to carry out your duties and responsibilities at all times in accordance with the BKI Code of Conduct and BKI policies and procedures as varied from time to time.

This contract supersedes and replaces all other contracts, understandings or arrangements prior to the execution of this contract.

Position Location:

This position will be located at the campus location specified in Schedule A. The Institute may direct you to perform your duties from any of its other locations/sites.

Position Description:

The duties, responsibilities, accountabilities and requirements of the contract position are outlined in the Position Description which is attached.

Leave

You are entitled to leave in accordance with The Agreement. This includes an entitlement to:

- four (4) weeks' paid annual leave per year of full time continuous service, which leave shall accrue progressively; and
- on commencement of service you shall be entitled to a credit of 36 days of personal leave. Upon completion of two years and for each year of service thereafter on the anniversary of commencement a further 18 days full pay is credited.

These entitlements will accrue on a pro rata basis if you are a part time employee.

Resignation:

You may resign by giving the following amount of notice in writing. For Appointees at or below the Agreement top sub-division of PACCT 6 or equivalent: giving two (2) weeks' written notice; for Appointees at or above the Agreement bottom sub-division of PACCT 7 or equivalent: giving four (4) weeks' written notice. Where mutually agreed a lesser period of notice may be provided.

Termination:

The Institute may terminate your employment during the term of this contract by giving you the following amount of notice for any reason, including (without limitation):

Employee's period of continuous service with the employer	Period of Notice
Not more than one (1) year	At least one (1) week
More than one (1) year but not more than three (3) years	At least two (2) weeks
More than three (3) years but not more than five (5) years	At least three (3) weeks
More than five (5) years	At least four (4) weeks

The Institute may elect to make a payment to you in lieu of the notice, or any part of the notice required to be given by it under this contract.

The Institute may terminate your employment without notice or payment in lieu of notice in circumstances justifying summary dismissal.

If the Institute terminates your employment in accordance with this contract, you may not claim any compensation with respect to the unexpired period of the Term.

Confidentiality:

You must not at any time during your employment with the Institute, or at any time after you leave the employment of the Institute, other than in the proper course of your duties or as may be required by law, divulge or disclose to any other person, any confidential information relating to the Institute or its business or any trade secrets of the Institute of which you may become aware whilst employed by the Institute or otherwise. If you are under any doubt about your obligations under this provision, you must seek the permission of the CEO prior to disclosing any information.

During your employment, you must use your best endeavors to prevent the unauthorised disclosure of any such confidential information by or to a third party.

Intellectual Property:

Any intellectual property invented or created by you as a result of your employment during the term of engagement with the Institute shall remain the property of the Institute, unless otherwise agreed in writing between the Institute/Employer and yourself.

Outside Employment:

Staff shall not undertake work for another employer during the term of this contract without the prior consent in writing of the Departmental Executive Officer.

Employment Conditions:

This offer of employment is conditional upon the following information being supplied by you (at your own cost) to the Institute's satisfaction prior to or at the same time of you accepting this offer:

- Certified copy of Qualifications as listed in your resume and related transcripts
- Current National Police check
- Current Victorian Working with Children check
- Evidence which substantiates your entitlement to work in Australia

It is your obligation to maintain a valid WWC Check for the duration of your employment with BKI.

Onboarding:

Onboarding will be undertaken both online and face to face during your first few months with the Institute.

It is a requirement for all BKI employees to undergo an online induction program. Once you have accepted the employment offer, you are required to complete the onboarding tasks specified in our onboarding system. Please ensure all required forms are completed prior to your commencement.

Information Privacy Notice:

Private and personal information held by the Institute to maintain employment and payroll records under relevant legislation, can also be used to facilitate other Institute systems, databases, workflows, and reporting where such access is permitted under Institute policies and procedures.

Superannuation:

The Institute will make employer superannuation contributions on your behalf in accordance with its statutory obligations. Please nominate a complying superannuation fund of your choice for such contribution on the Choice of Superannuation Fund Form provided to you. If you do not nominate a fund, the Institute will make such contributions to Vic Super Fund.

Execution of Contract:

If you wish to accept the offer of employment with the Institute set out in the contract, please complete the acceptance process within one week of the date of this contract, otherwise this offer will cease at that date.

Subject to satisfying the conditions contained in paragraph 'Employment Conditions' above, your electronic signature and return of this contract would constitute acceptance of the offer of employment on the terms and conditions set out in it.

I, **Suresh Kotapati** have read and understand the requirements of the attached position description of **Power Apps Developer** and accept the offer of employment under the terms and conditions set out in the Letter of Offer, 9 May 2025

{{Signature}}

By submitting an electronic signature and returning this offer of employment you are confirming your acceptance of the terms and conditions set out in this contract of employment and the attached Schedule.

SCHEDULE A

Position Details

Position: Power Apps Developer

Department/Group: VETASSESS Business Information Systems

Position Reports To: Sowjanya Karnati, Software Development Manager

Location: Cremorne

Employment Terms

Employment Status: Full Time Fixed Term

Commencement Date: 14 May 2024

Time Fraction: 1.0 FTE

Days per week: FIVE

Classification Level: PACCT 8.4

Remuneration

Salary: \$111,747.00 per annum (pro-rata if part-time)

Over Award Payment: \$23,388.14

Superannuation: \$14,864.86 (calculated at 11%)

Total Remuneration Package: \$150,000.00