

YOUR REF:

OUR REF: LA23009

REPLY TO:

REFER TO: Regina Tatchely
9261 6496

30 March 2023

Syeda Haque
12 Willaring Drive
BECKENHAM WA 6107
PRIVATE AND CONFIDENTIAL

By email: syeda.sobiha.haque@gmail.com

Dear Syeda

OFFER AND ACCEPTANCE OF EMPLOYMENT: Permanent Contract Appointment – Senior Business Analyst, General Division Level 7, Business Services Management, Business Services

On behalf of Legal Aid Western Australia, I am pleased to offer you a permanent appointment to the above position, on the following terms:

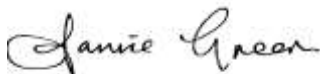
1. Your appointment is made pursuant to section 20 of the *Legal Aid Commission Act 1976*.
2. The legislation, industrial instruments, policies and procedures as may be amended, adjusted, varied or replaced from time to time, contained within Schedule 1 (“Instruments”), govern the employment relationship.
3. It is your responsibility to make yourself aware of your duties and obligations under the Instruments and to comply with such duties and obligations as a condition of your employment.
4. The details of your employment are:

Position Title	Senior Business Analyst
Position Number	11500205
Division	Business Services Division
Classification Level	Level 7
Increment Step	3
Commencement Date	1 May 2023
Salary Range	\$124,347 to \$132,904 gross per annum
Commencement Salary	\$132,904 gross per annum
Employment Basis	Full Time
Hours of Employment	37.5 hours per week
Job Description Form	Contained within Appendix A (which may be amended, adjusted or replaced from time to time)

5. You are eligible to salary package, subject to the rules of Legal Aid Western Australia's salary packaging scheme.
6. From time to time you may be required to vary your hours of work, work patterns and/or work additional hours.

7. Whilst you will initially be based in the Business Services Division you may, subject to consultation, be required to work in any area of Legal Aid Western Australia, in accordance with operational requirements.
8. Should you wish to resign, you are required to provide four weeks' notice, in writing, of your intention to resign.
9. All employees of Legal Aid Western Australia are covered by the confidentiality provisions of section 64 *Legal Aid Commission Act 1976*. You must not disclose any information concerning Legal Aid Western Australia or its clients, either during or after your period of employment. Failure to comply with this provision may make you subject to a financial penalty, and/or disciplinary action.
10. Your suitability for employment shall be subject to a satisfactory National Criminal Record History Check in accordance with the Legal Aid Western Australia Criminal Record Disclosure Policy and Procedure, provision of certified copies of the qualifications/memberships required for this role, provision of identity confirmation through a 100 point identification check and provision of required documents as to Australian Citizenship, residency or visa demonstrating a right to work in Australia. Should it be found you have provided false or misleading information, Legal Aid Western Australia may terminate your contract of employment.
11. You must immediately notify Legal Aid Western Australia if, at any time during employment, you are charged with an offence or convicted of an offence in accordance with the Legal Aid Western Australia Criminal Record Disclosure Policy and Procedure.
12. Acceptance of this offer is effected by you signing and returning the signed copy to the Recruitment Officer, Legal Aid Western Australia, PO Box L916, PERTH WA 6842 or email HRProcessing@legalaid.wa.gov.au.

Yours sincerely



Janice Green
Senior Human Resources Consultant

I, [Syeda Haque](#), hereby accept the above terms of this appointment.

Signature: _____

Date: _____

SCHEDULE 1 – Instruments

- i) *Commissioners Instruction No. 7 - Code of Ethics;*
- ii) *Government Officers' Salaries, Allowances and Conditions (GOSAC) Award 1989;*
- iii) *Public Sector CSA Agreement 2022;*
- iv) *Legal Aid Western Australia Agency Specific Agreement 2005;*
- v) *Legal Aid Commission Act 1976;*
- vi) *Public Sector Management Act 1994;*
- vii) *Equal Opportunity Act 1984;*
- viii) *Corruption and Crime Commission Act 2003;*
- ix) *Work Health Safety Act 2020;*
- x) All relevant Legal Aid Western Australia policies, procedures and guidelines which may be amended from time to time;
- xi) Any other law, instrument, policy or procedure which may apply to the employment.

APPENDIX A

Job Description Form (which may be amended, adjusted or replaced from time to time).