

**Fax Timesheet: 08 9489 7041**

**PORTER** | Consulting

ATTRACT | RECRUIT | RETAIN

**IMPORTANT – to ensure prompt processing, please fax timesheet by 4.30pm Friday evenings**

# TIMESHEET

<b>WEEK ENDING:</b>	SUNDAY / /
<b>TEMP NAME:</b>	
<b>CLIENT:</b>	
<b>DEPT / PROJECT:</b>	

DAY	DATE	START TIME	FINISH TIME	MEAL BREAKS	TIME WORKED		OFFICE USE ONLY		
					HOURS	MINS	NORMAL	O/TIME	DOUBLE
MON									
TUES									
WED									
THUR									
FRI									
SAT									
SUN									
<b>TOTAL:</b> (round to nearest 15 mins)					HOURS	MINS.			
<b>IS ASSIGNMENT CONTINUING NEXT WEEK?</b>								<b>YES / NO</b>	

<b>Temp Certification:</b>	<b>Client Authorisation:</b>
I certify that the above hours are true and correct and no injuries have been sustained.	I hereby certify that the hours worked are true and correct and the work was completed to a satisfactory standard. On behalf of my company I agree that temporary staff and specialist contractors are supplied in accordance with Porter Consulting's and The Checkside Group's terms of business.
Signature: _____	Client signature: _____
	Name (please print): _____

## TERMS OF BUSINESS TEMP STAFF & CONTRACTOR SERVICES

The term "Temporary" herein refers to any temporary or contract worker(s) provided by Checkside Pty Ltd T/as The Checkside Group ("Checkside") (ABN 70 078 807 048) to you, the client:

1. The commencement of a Temporary in an assignment constitutes your agreement with these terms and conditions and our fees. Our Temporaries are paid weekly, and we would appreciate prompt payment of our invoices which are payable within seven (7) days.
2. Rates charged are inclusive and cover PAYG tax, workers' compensation, superannuation, payroll tax, casual loading, recruitment and administration costs.
3. **Minimum Charge:** There is a minimum charge of FOUR (4) hours per day for any Temporary (unless the guarantee is invoked).
4. With the exception of clause 3 above, charges are made only for hours worked, with the total weekly hours being rounded up or down to the nearest fifteen minutes. There will be no charge for meal breaks, sick leave or time off.
5. **Overtime Rates:** Overtime rates are governed by and will be paid in accordance with the relevant award or industrial instrument in the applicable State of Australia. As a guide, the Clerks (Commercial, Social & Professional Services) Award in WA requires overtime to be paid on time worked in excess of 8 hours on any weekday at the rate of time and one half for the first two hours and double time thereafter. Overtime worked on a Sunday or after 12.00 Noon on a Saturday shall be paid for at the rate of double time. Please check with your consultant for the applicable rates in your State.
6. **Breaks:** All Temporaries must be provided with a meal break of at least 30 minutes (usually 1 hour) after working no longer than 5 hours. When a Temporary works more than 2 hours overtime after completion of their ordinary shift, a suitable meal must be provided by the client to the Temporary. Alternatively, the client must pay a meal allowance in accordance with the applicable award or industrial instrument.
7. We ask that if a Temporary works past 7.30pm any evening (unless assigned to an evening or night shift); the client should give the Temporary a taxi voucher or money to get a taxi home safely.
8. **Liability:** Except to the extent that it is not lawful to exclude such liability, we shall not be liable to you or to anyone else for any loss or damage whatever or however caused (and whether or not caused by negligence) arising directly or indirectly in connection with these terms. We shall not be liable to you for any loss or damage whatsoever or howsoever caused arising from any misrepresentation, whether innocent or negligent, except to the extent that such liability may not be lawfully excluded. Notwithstanding the generality of the above, we expressly exclude liability for and you must keep us indemnified against any claims, suits, cause of action, costs or liability arising from consequential loss or damage of any kind, or for loss of profit, business, revenue, goodwill or anticipated savings due to but not limited to the temporary's negligence, recklessness, misrepresentations, whether innocent or deliberate, theft or misappropriations of tangible or intangible property whether belonging to the clients or otherwise, embezzlement or any other criminal wrong doing whether prosecuted or not, arising directly or indirectly through the clients engagements with a temporary.
9. The client is responsible for the supervision, direction and control of the Temporaries from commencement of the assignment(s) and for its duration, and agrees to be responsible for acts, errors and admissions of the Temporaries however caused, as though the temporaries were on the payroll of the client. The client will comply with statutes, by-laws, codes of practice and legal requirements to which it is or ordinarily subject in respect of its own staff.
10. A full agreement detailing our terms is required to be signed for all IT and specialist contractors. This will be provided to you for your approval and signature upon acceptance of the contract or temporary worker.
11. **OH&S requirements:** From the time the Temporary reports to take up their duties, he/she is deemed to be under your direction, supervision and control for the duration of the assignment. You should comply with all Statutes, by-laws, Safety, Health and legal requirements to which you are normally subject in respect of your own staff, including those under the Occupational Health & Safety Act 1984 and any other occupational health and safety laws in your State. You must do everything practicable to eliminate hazards and control risks to health and safety. You must provide the Temporary with appropriate information, instruction and training to enable them to safely carry out their work, and must provide the Temporary with appropriate supervision consistent with any risks to health and safety associated with the work. You must notify us immediately if there are any fundamental changes to your workplace which may put the health and safety of our Temporary at risk. Please note that we reserve the right to monitor our Temporary's health and safety whilst working with your company and must be allowed access to the workplace to undertake a workplace assessment and to inspect the work process and practices carried out by the Temporary. Nothing herein shall define the Temporary as your Employee for any other purpose.
12. We encourage our Temporaries to report unsafe work conditions to their immediate supervisor and to us. We will discuss with you any safety concerns our Temporaries bring to our attention and we ask that you notify us of safety incidents affecting our Temporaries, and assist to implement safe work practices and participate in rehabilitation of injured workers when required.
13. **Introductions:** If a Temporary we have introduced is taken onto your payroll in any capacity within 12 months of their completing an assignment with you, a placement fee will be charged in accordance with our standard fees at the time. No guarantee will apply to this placement.
14. If there is an award or superannuation rate increase or other legislative amendment which affects wage rates or associated on-costs, our Temporary Rates may be changed upon providing seven day's notice to you. We reserve the right to review, amend and change our terms, conditions and fees at any time and will give you reasonable notice of any changes before they are deemed to take effect.

## OUR GUARANTEE

Although every care is taken to ensure that all Temporaries are suitable to your needs, occasionally circumstances occur which are beyond our or your control. If, within **FOUR (4) hours** from commencement of the assignment, you advise us that the Temporary we have supplied is not to your satisfaction – there will be no charge made, and a replacement will be provided as soon as possible.