



## TERMS AND CONDITIONS OF BUSINESS

### PERMANENT RECRUITMENT

EastSide Personnel Pty Ltd permanent recruitment fees are for searching, interviewing, screening, testing and short-listing available candidates who match your job specification. EastSide Personnel will make every effort to ensure the suitability of candidates presented. It cannot, however, accept responsibility for any loss, damage, claim, expense or delay occasioned by a presented or successful candidate.

### FEES

Our permanent placement fee is due and payable only after we have been successful in introducing a candidate who accepts your offer of employment. Fees are calculated as a percentage of the annual salary package offered to the successful candidate. (Annual salary package includes base salary, superannuation and any applicable allowances).

### FEE SCHEDULE

<b>Salary Package</b>	<b>Fee (including 10% GST)</b>	<b>Guarantee</b>
To \$35,000	12% (13.2%)	3 months
\$35,001 +	15% (16.5%)	3 months

Any candidate introduced to you by Eastside Personnel Pty Ltd, either verbally or by resume, will be considered our Candidate for six (6) months after the introduction, and if employed by your organization, subsidiary, affiliate, or related company, within that period will be deemed an EastSide Personnel Pty Ltd candidate and will be subject to a normal placement fee as per our Fee Schedule above.

### EXCLUSIVE LISTING

Eastside Personnel will be fully committed to recruiting the best possible candidate for your business and will allocate resources accordingly. Therefore we would ask for an exclusive listing period of two (2) weeks to source and present suitable candidates before the position is listed elsewhere.

### PART-TIME PLACEMENTS

Fees for part-time placements will be calculated as per our Schedule above, but will not be less than \$2,200 (\$2000 plus 10% GST)

### ADVERTISING

Classified recruitment advertising, when deemed necessary, will be undertaken at cost to the client. A full price Schedule is available upon request for display advertising.

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#### Eastside Personnel PTY LTD

Suite 902, Level 9  
3 Waverley Street  
BONDI JUNCTION NSW 2022

**Ph:** 9369 2166  
**Fx:** 9369 2893



## **GUARANTEE**

In the event the selected candidate introduced by EastSide Personnel Pty Ltd should leave for any reason (excluding retrenchment or change to job description) within the stated guarantee period, we will be given the opportunity to supply a replacement candidate within fourteen working days to the same value at no charge. If a replacement candidate is not available the full fee will be refunded.

## **PAYMENT**

PAYMENT IS DUE 14 DAYS FROM DATE OF INVOICE. OUR GUARANTEE IS CONDITIONAL UPON THE ACCOUNT BEING SETTLED IN FULL WITHIN OUR PAYMENT TERMS.

## **TEMPORARY RECRUITMENT**

All EastSide Personnel Pty Ltd temporary employees working under assignment are under the care, control and supervision of the client company. The client is responsible for any errors and omissions of temporary employees be they wilful, negligent or otherwise whilst on assignment.

## **ALL INCLUSIVE HOURLY RATE**

Our all-inclusive hourly rate covers wages, annual leave, sick leave, workers' compensation, superannuation, payroll tax, wage records, group certificates and our service fee.

## **TRAVEL**

Any client authorised travel will be invoiced at the rate per kilometre stipulated by the appropriate Award or Agreement.

## **OVERTIME**

Overtime and shift work will be invoiced as per the loading stipulated by the appropriate Award or Agreement. The Clerks Temporary Employment Services (State) Award currently designates overtime as:

- After 8 hours in any one day
- After 38 hours in any one week  
(not including Sat and Sun)
- Saturday work – time and a half for the first two hours,  
double time thereafter
- Sunday and public holidays – double time

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**PUBLIC HOLIDAYS**

If you require our temporary staff to work on these days, public holiday rates will apply.

**TEMPORARY TO PERMANENT**

When you or any subsidiary, affiliate, or related company employ a current temporary (or one whose assignment terminated within the previous six months) as a permanent staff member, then a permanent recruitment fee is payable as per our Fee Schedule.

**GUARANTEE**

If you are dissatisfied in any way with our temporary candidate, there will be no charge if we are notified within four (4) hours of the temporary commencing with you.

**PAYMENT**

Payment of temporary staff invoices is due seven (7) days from date of invoice to cover the payment of wages and on-costs.

**I/We** ..... **of** .....

**ABN:** .....

**do hereby accept and understand the above Terms and Conditions.**

**Signature** ..... **Date** .....

EastSide Personnel Pty Ltd ABN 54 082 089 085 – Suite 902, Level 9, 3 Waverley Street  
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March 2005