

Please sign and return to Catherine Honeysett & Co by  
fax 02 8246 6672 or email [execpa@catherinehoneysett.com](mailto:execpa@catherinehoneysett.com)

**Temporary Employee Agreement (NSW-ACT) - Terms and Conditions of Employment**

This Temporary Employee Agreement is to be signed by all temporary staff upon registering for employment with Catherine Honeysett & Co.

Please read the following carefully and sign this form to confirm your understanding of the terms and conditions of your temporary employment.

I have read, understood and agreed to the conditions set out below:

1. My employment with Catherine Honeysett & Co is as a temporary employee on an assignment by assignment basis, with each assignment constituting a discrete period of employment. I may accept or reject any offer of an assignment from Catherine Honeysett & Co. On completion of an assignment, whether satisfactory or otherwise, Catherine Honeysett & Co is under no obligation to offer me further assignments.
2. I understand that Catherine Honeysett & Co does not control the length of any assignment and I accept that whilst Catherine Honeysett & Co may indicate the potential length of an assignment with a client in good faith, the client may vary the length of an assignment period or terminate my attendance at an assignment at their absolute discretion.
3. I accept that if a client of Catherine Honeysett & Co varies the length of any assignment, or terminates my attendance at any assignment, as provided for in point 2 above, Catherine Honeysett & Co has the right to discontinue my employment.
4. I accept that I am under the care, control and supervision of Catherine Honeysett & Co's client during the period of any assignment in regard to defined working arrangements and the manner and proficiency in which my work is to be performed. I undertake to perform the tasks required of me in a conscientious and competent manner. I acknowledge the right of Catherine Honeysett & Co's client to direct my work activities.
5. I agree to adhere to all Occupational Health and Safety policies of Catherine Honeysett & Co and Catherine Honeysett & Co's client and to obey all lawful and reasonable orders of Catherine Honeysett & Co's clients with regard to the use of safety equipment, the wearing of protective clothing and noise protection devices and with regard to methods of performing work tasks.
6. Payment for my work will be made by Catherine Honeysett & Co on a weekly basis only upon receipt of a Catherine Honeysett & Co timesheet, correctly completed and with appropriate authorisation by an approved client supervisor, or by some other method defined by Catherine Honeysett & Co.  
I understand that I will not receive payment for work done until Catherine Honeysett & Co has receipt of that timesheet.
7. Payment to me by Catherine Honeysett & Co may be made by Electronic Funds Transfer to the bank account nominated by me, at the discretion of Catherine Honeysett & Co.
8. My remuneration by Catherine Honeysett & Co may be on an hourly basis. I acknowledge that should the terms and conditions of my employment be governed by an award or other industrial instrument, I shall be paid in accordance with that award or industrial instrument.
9. I acknowledge that in the absence of an appropriate award or industrial instrument, my remuneration by Catherine Honeysett & Co is on an hourly basis at the rate agreed between Catherine Honeysett & Co and myself. I understand that this rate will be inclusive of but not limited to annual leave or any other relevant legislative entitlements in the State of New South Wales, unless notified otherwise.
10. Occupational Superannuation will be paid in accordance with the appropriate legislation or award.

11. I understand that future payments may be adjusted if actual working hours or other details differ from information provided on authorised timesheets received by Catherine Honeysett & Co and I agree to allow Catherine Honeysett & Co to deduct any over payment from future payments.
12. I agree to notify the Catherine Honeysett & Co office as soon as practicable, but no later than normal start time on any day that I am unable to attend during any period of an assignment.
13. I acknowledge that during the period of my assignment I will have access to and become familiar with information which belongs to Catherine Honeysett & Co's client and has commercial value to Catherine Honeysett & Co's clients. This may include but not be limited to particulars of the client, plans, operations and procedures, management policies, production techniques, financial arrangements and computer media ("confidential information").  
I will not disclose any confidential information directly or indirectly or use any confidential information either during the period of employment or at any time afterwards except as required in the course of an assignment and as authorised by Catherine Honeysett & Co's client.  
I acknowledge that all files, records, documents, discs, equipment and similar items relating to the business of Catherine Honeysett & Co's clients, whether prepared by myself or not, remain the exclusive property of Catherine Honeysett & Co's clients.
14. For a period of 12 months from the cessation of my last assignment, I agree that I will not accept a direct offer of employment whether temporary, contract or permanent from any client or former client of Catherine Honeysett & Co's to whom I am introduced without first notifying Catherine Honeysett & Co.
15. Whether currently employed by Catherine Honeysett & Co I agree that I will not seek nor accept a direct offer of employment from another agency for placement, whether temporary, contract or permanent, with a client of Catherine Honeysett & Co if I have been introduced to that client by Catherine Honeysett & Co.
16. I agree to complete an Employment Declaration (Australian Taxation Office) form with Catherine Honeysett & Co this financial year if I have not already done so. I accept that Catherine Honeysett & Co cannot pay me unless I have delivered/posted a completed Employment Declaration form to Catherine Honeysett & Co's offices.
17. I accept that on some types of assignments I may be required to undertake a medical examination and/or hearing test. If such tests are required, I authorise the results of those tests to be made available to Catherine Honeysett & Co and its client.
18. Catherine Honeysett & Co is responsible for statutory workers compensation insurance and in the event of any injury occurring during an assignment, I will contact Catherine Honeysett & Co with details immediately.
19. I agree that I will not discuss nor disclose my hourly rate of pay to any Catherine Honeysett & Co temporary employee, other agency staff or any of Catherine Honeysett & Co's clients. My rate of pay is confidential and I will only discuss this with a Consultant from Catherine Honeysett & Co.

DECLARATION

I declare that the employment related information which I have provided to Catherine Honeysett & Co is true and correct. I have read, understood and agree to the terms and conditions of my employment as detailed within the Temporary Employment Agreement and agree to accept Catherine Honeysett & Co's and/or its clients rules covering medical requirements, safety regulations, time of attendance at work and other legislative requirements or conditions on the work site to which I am assigned from time to time.

Name	
Signature	
Date	