

TIMESHEET

WEEK ENDING DATE

(SUNDAY)

Your Name Supervisor Name

Your Role Company Worked At

Department / Outlet Name

Please use 24 hour clock
White Send to Payroll
Yellow Leave with the Client
Blue Keep for your records
Phone 1300 360 362
Fax 1300 360 372
Email payroll@octopusjobs

THIS SUPERVISOR SIGNED TIMESHEET MUST BE EMAILED OR DELIVERED TO PAYROLL@OCTOPUS.JOBS BY 10PM EACH MONDAY.

Day	Date	Start Time	Break One		Break Two		Finish Time	Total Hours (less breaks)	Staff Signature	Supervisor Signature	
			Break Start	Break Finish	Break Start	Break Finish					
Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											
Sunday											
Total Hours									I certify that the contractor has been properly site inducted and has satisfactorily rendered service for the hours shown here. I have read and agreed to the terms and conditions as stated on the reverse side.		

STAFF PERFORMANCE

Supervisor please circle
 1 Poor 5 Excellent

5

4

3

2

1

Notes

TERMS OF BUSINESS - OCTOPUS HOSPITALITY GENERAL ISSUES

OCTOPUS HOSPITALITY OBLIGATIONS

Octopus Hospitality employs staff through Office Staffing Services Pty Ltd (ABN 95 096 664 863). The obligations of Octopus Hospitality and Office Staffing Services are as follows:

- To provide the Client with suitably qualified and experienced contractors according to the specified by the Client.
- To pay the fees due to the contractors (net of taxes and other deductions as stipulated by law) for all contractor engagements accepted by the contractor for the Client.
- To maintain appropriate records and provide statistical information regarding the contracts and provide these to the Client as requested.
- At the termination of the Agreement to return any of the Client's documentation if so required.

CLIENT OBLIGATIONS

- To provide Octopus Hospitality with clear directions regarding the nature of the contract works, their estimated time for completion, and any variations that take place.
- To advise Octopus Hospitality at the earliest practical time of any unsatisfactory performance by the contractor. Octopus Hospitality will advise the contractor of the complaint and terminate the contract if so required.
- To effect and maintain full insurance cover for any claim which contractors may have against the Client arising out of:
 - the Client's occupation of premises; and
 - any act or omission of the Client in relation to any machinery, equipment or vehicles to be used by contractors; and
 - any other matters of general workplace liability.

- The Client undertakes to take all necessary steps in order to fully indemnify Octopus Hospitality against all such claims for all damages, loss, charge, costs (including legal fees on a solicitor/client basis), expense or payment incurred by Octopus Hospitality.
- The Client acknowledges that the contractors have requested that Octopus Hospitality assist them in all dealings with the Client. The Client further acknowledges that they may extend the terms of a contract subject to the agreement of the contractor and Octopus Hospitality. At the conclusion of a contract the Client agrees not to engage or attempt to engage contractors directly under any contract of employment, whether permanent, temporary, casual or part-time. Should the Client engage the contractor directly at any time within 6 months from the conclusion of the contract they will become liable to pay Octopus Hospitality an amount according to its permanent fee schedule as may be varied by Octopus Hospitality from time to time.
- The Client shall pay a cancellation fee where insufficient time has been given to Octopus Hospitality to ensure the contractor does not attend the Client's place of business. The fee will be calculated at 3 hours or as negotiated at the standard rate for that shift, plus any applicable allowances.
- Once the contractor has commenced a shift, unless terminated due to poor performance, they must complete 3 hours work. If they are terminated within 3 hours they will still be paid for 3 hours and the Client will be charged accordingly.
- To maintain a safe working environment in line with current OH&S legislation, free from hazard and harassment of any type.
- At the end of each week, the Client will confirm with Octopus Hospitality the number of hours worked by the contractor, in a manner agreed between Octopus Hospitality and the Client. This shall form the basis of the invoice to be sent the week following the week in which the contractor's work was performed.
- All invoices are due and payable 7 days from date of invoice. All payments for invoices will be made directly to Octopus Hospitality. The charges agreed between Octopus Hospitality and the Client are subject to change where there is a change in the award covering that contractor, such changes will be effective as of the date of that change.
- The Client acknowledges that they shall assume the risk where the contractor is required as part of the contract, to handle money, securities, valuables and confidential information.
- The Client acknowledges that it is liable for and hereby indemnifies Octopus Hospitality in respect of any claim, action, damage, charge, costs (including legal fees on a solicitor client basis) which Octopus Hospitality suffers, incurs or is otherwise liable for as a result of damage of any kind (including but not limited to economic and non-economic loss) caused by negligent acts or omissions of the contractor whilst performing work under the contract.
- Nothing in this Agreement is intended to create the relationship of employer and employee, partner, or agency amongst the parties, and it is the express intention of the parties to deny any such relationship.
- These terms shall be governed by Australian Federal Law, or if appropriate, the law of the state in which the contractor performs the contracted work.
- If GST is or will be imposed on a supply made by Octopus Hospitality, Octopus Hospitality may, to the extent that the consideration otherwise provided for that supply is not stated to already include an amount in respect of GST on the supply:
 - increase the consideration otherwise provided for that supply by the amount that GST; or
 - otherwise recover from the recipient the amount of that GST.
- Terms defined in the A New Tax System (Goods and Services Tax) Act 1999 have the same meaning in this clause.
- The Client will undertake not to approach candidates to whom they were introduced by Octopus Hospitality directly to work.
- Should the Client choose to employ any such person for any position for their own, or any subsidiary, affiliated company or business, the full recruitment fee will be charged. The Client wishing to engage any such person for either permanent or casual positions must contact Octopus Hospitality, any guarantees will then apply.
- The Client may not assign their rights and obligations under these terms without Octopus Hospitality prior consent.
- Any variation to these terms must be in writing and signed by both parties.