



PGA PERSONNEL

Terms of Business and Scale of Fees

PERMANENT STAFF

Permanent Staff are determined as any placement of employee required for more than three (3) months duration.

The fee charged is based on the equivalent of 5% of an employees annual salary either based on the relevant industry award rate or negotiated salary (whichever is the higher).

A minimum fee for any permanent placement is \$750.00.

A three (3) month replacement guarantee is included in the fee. Payment of the placement fee must be received within twenty eight (28) days of the placement being made to validate the guarantee period.

The guarantee allows the client to request a free replacement if the original candidate placed proves unsuitable or leaves within the guarantee period of 3 months.

If the candidate proves unsuitable and the client refuses a free replacement there will be a fee of \$350.00 charged.

Where employees are made redundant, no credit will be given.

All fees are quoted GST exclusive.



1st Floor, Pastoral House
277 Great Eastern Highway
Belmont WA 6104

Phone: 08 9479 4544

Fax: 08 9277 7311

E-mail: pgapersonnel@pgaofwa.org.au



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CASUAL STAFF

Casual Staff are determined as any placement of employee required for less than three (3) months duration.

The fee charged is set according to the type of work undertaken and following is a scale of set fees applicable to the variety of jobs that PGA Personnel specialise:

Farms & Stations

	GST exclusive
Farm / Station hands	\$550.00
Overseer	\$600.00
Nanny / Housekeeper	\$400.00
Governess	\$450.00
Cook / Station Camp Cook	\$450.00
Mechanic	\$500.00
Caretaker	\$400.00

Hospitality & Other Industries

	GST exclusive
Manager	\$650.00
Wait person / Bar Person	\$500.00
Cook	\$450.00
Book keeper	\$550.00
Receptionist	\$550.00
Secretary	\$600.00
Drillers Offsider	\$750.00
Deckhand	\$650.00
Horticulture Worker	\$600.00
Cleaner / Housekeeper	\$450.00



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CASUAL STAFF Cont...

A twenty eight (28) day replacement guarantee is included in the fee. Payment of the placement fee must be received within fourteen days (14) days of the placement being made to validate the guarantee period.

The guarantee allows the client to request a free replacement if the original candidate placed proves unsuitable or leaves within the guarantee period of 28 days.

If the candidate proves unsuitable and the client refuses a free replacement there will be a fee of \$350.00 charged.

Where employees are made redundant, no credit will be given.

SHORT TERM STAFF

Where short term (7-14 day) placements are required rates may be negotiated with the client.

ADVERTISING COSTS

The client will be required to pay for advertising costs for Professional Appointments. PGA Personnel will seek quotes for advertising and gain specific authorisation from the client prior to placing any such advertising.



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