

Letter of engagement

To

Mr. Thomas Waren,
Port Moresby,
Papua New Guinea.

I am pleased to offer you employment in the position of **Automotive Servicer** with us at COMPLETE STREET AND OFF ROAD ('the employer') on the terms and conditions set out in this letter.

1. Position

- 1.1 The term of employment will be from 29 December 2022.
- 1.2 Your employment will be full time casual.
- 1.3 The duties of this position are set out in the attached Schedule A. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience.
- 1.4 You will be required to perform your duties at 442, Sheridan Street, Cairns QLD 4870.

2. Terms and conditions of employment

- 2.1 Unless more generous provisions are provided in this letter or in the attached Schedule, the terms and conditions of your employment will be those set out in the Level 1, *Vehicle Repair, Services and Retail Award 2020*. This includes, but is not limited to, the National Employment Standards in the Fair Work Act 2009.
- 2.2 Offer is subject to the grant of work permit by the Immigration department.

3. Ordinary hours of work

- 3.1 Your ordinary hours of work will be 38 per week, plus any reasonable additional hours that are necessary to fulfil your duties or as otherwise required by the employer.

4. Remuneration

- 4.1 You will be paid **\$30.10** per hour excluding Superannuation guarantee.
- 4.3 The employer will also make superannuation payments on your behalf in accordance with the Superannuation Guarantee (Administration) Act 1992.
- 4.4 Your remuneration will be reviewed annually and may be increased at the employer's discretion.
- 4.5 Penalty rates applicable in accordance with the award for hours worked on Saturdays, Sundays, Public Holidays and Night work between 6 pm to 6 am Monday to Friday.

5. Leave

- 5.1 You are entitled to leave (e.g. annual leave, personal leave, carers leave, compassionate leave, parental leave, community service leave and long service leave) in accordance with the National Employment Standards.

6. Your obligations to the employer

6.1 You will be required to:

- (a) perform all duties to the best of your ability at all times;
- (b) use your best endeavours to promote and protect the interests of the employer; and
- (c) follow all reasonable and lawful directions given to you by the employer, including complying with policies and procedures as amended from time to time. These policies and procedures are not incorporated into your contract of employment.

7. Termination of employment

7.1 Under the Fair Work Act 2009 the employer may terminate your employment at any time by providing you with notice in writing in accordance with this table:

Length of continuous service with employer	Period of
Not more than 1 year	1 week
More than 1 year but less than 3 years	2 weeks
More than 3 years but less than 5 years	3 weeks
More than 5 years	4 weeks

7.2 You are entitled to an additional week's notice if you are over 45 years old and have completed at least 2 years of continuous service with the employer on the day the notice of termination is given.

7.3 If you wish to terminate your employment you are required to provide the employer with prior notice in accordance with the table at 8.1 above.

8. Confidentiality

8.1 By accepting this letter of offer, you acknowledge and agree that you will not, during the course of your employment or thereafter, except with the consent of the employer, as required by law or in the performance of your duties, use or disclose confidential information relating to the business of the employer, including but not limited to client lists, trade secrets, client details and pricing structures.

9. Entire agreement

9.1 The terms and conditions referred to in this letter constitute all of the terms and conditions of your employment and replace any prior understanding or agreement between you and the employer.

9.2 The terms and conditions referred to in this letter may only be varied by a written agreement signed by both you and the employer.

10. Provision of a Fair Work Information Statement

10.1 The employer has provided the employee with the Provision of a Fair Work Information Statement. It contains information about the NES, modern awards, agreement-making, the right to freedom of association, termination of employment, individual flexibility.

Employees and employers may also seek information about minimum terms and conditions of employment from the Fair Work Ombudsman. You can contact them on 13 13 94 or visit their website at www.fairwork.gov.au.

Yours sincerely,

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Antonio Russo
for Complete Street & Off Road.

I, Thomas Waren, have read and understood this letter and accept the offer of employment from Complete Street and Off Road Cairns the terms and conditions set out in the letter.

Signed: _____ Date: ____ / ____ / ____

Print name:

Schedule A

The duties of the position are;

1. Assist Mechanic in the workshop
2. Perform duties as directed by mechanic
3. Comply with safety rules always
4. Ensure best customer service
5. Report any issues to Mechanic
6. Clean workshop

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