

## CHRISTMAS IN JULY FUNCTION

Another fun night was had by all at our annual 'Christmas in July' function held at the King Street Trappiste Bar at the Belgian Beer Cafe in the city. Thank you for all those who made the effort to come along, despite the stormy weather conditions, to enjoy a few drinks and meet the team. We hope that we have another opportunity to catch up with those of you who couldn't make it, in the near future. It's great to hear first hand that Paramount Purchasing continues to boast a good reputation and is a well recognised Specialist Employment Agency for the provision of high calibre Supply Chain and Procurement Personnel within the Resources Industry.



**WEBSITE JOB BOARD** If you're looking for new employment opportunities then visit our **Job Board** on our website. We post all available positions on the Job Board and update regularly. [www.paramountpurchasing.com.au](http://www.paramountpurchasing.com.au). Open Positions are also advertised on SEEK. [www.seek.com.au](http://www.seek.com.au).

## CANDIDATE HOT LIST

The Paramount Purchasing **Hot List** has been designed to alert our Recruitment Team to registered candidates who are coming to the end of their labour hire contract, are in between jobs or just unhappy with their current employment situation and seeking alternatives. If and when a suitable position comes up, the candidates who are tagged on our Hot List will be the first ones called to discuss available positions.

If you are available to start work immediately and actively searching for employment opportunities then pick up the phone and call us at Paramount Purchasing 08 93811550 and we can add you to our Hot List Database.

## TIMESHEET DEADLINE

Our Payroll Department has enforced the Timesheet Deadline with strict cut off times for timesheets to be received in order for you to receive weekly wages. The weekly payroll is processed in bulk and one missing timesheet will delay payment of wages for all other employees.

PLEASE send your timesheets through **by 5pm every Friday afternoon**. Weekly payroll processing occurs Monday morning – timesheets coming in early Monday morning may just make the cut off – if you're lucky!

Timesheets must show correct dates and hours worked and be authorised by your Supervisor / Host Employer. Remind your Supervisor to sign off and send, if you need to, before you leave work on Fridays AND ensure that the timesheet has your NAME on it – anonymous timesheets cannot be processed! Blank timesheets can be downloaded from our website [www.paramountpurchasing.com.au](http://www.paramountpurchasing.com.au) or call us.

## PAYROLL SERVICE

If you are in a position to FIND YOUR OWN WORK and need to nominate a 'Registered' Employment Agency to assume employer payroll responsibilities (weekly Wages, PAYG Tax, Workers Compensation Insurance, Public Liability and SGC Superannuation Contributions) then call us. We offer a comprehensive **Payroll Service**. Simply call **9381 1550** to fill us in on details of your **Host Employer, confirm your pay rate** and verify your payroll account details and that's it. Timesheets can be downloaded from our Website and sent through weekly for payment of your wages. It really is that simple!

## MAJOR RESOURCE PROJECTS

To view a map showing WA's Major Resource Projects go to the Department of Industry and Resources website at:  
[www.doir.wa.gov.au](http://www.doir.wa.gov.au)

## PERSONAL PROTECTIVE EQUIPMENT PPE

In order to reduce risk factors, all Labour Hire Contractors are required to use appropriate Personal Protective Equipment at all times whilst on assignment with a Host Employer. If assigned to a site position (FIFO) it is a minimum requirement of all Paramount Purchasing contract personnel to wear Steel Capped Footwear and Long Sleeved Hi-Visibility Work shirts and long trousers.

**Personal protective equipment** includes any equipment or work wear used to protect health by a person working in a mining workplace. In Western Australia, it is an Industry Standard that all personnel are 'work ready' and accordingly are harnessed with the necessary skills to carry out the requirements of the role and are suitably dressed for work in a mining environment. **Minimum requirements** for the WA Mining Industry include the following; Steel Capped Footwear (laces preferable); Long Sleeved Work Shirt (HiVis) & Long Work Pants.

If required, other PPE will be provided by the Client / Host Employer such as **Hardhats / Safety Glasses / Earplugs / Gloves / Dust Masks / Respiratory masks** in line with Site Safety Standards. **Please note that if you require 'prescription' safety glasses, you must provide these.**

## INCOME TAX RATES

Tax rates apply to individuals who are Australian residents for tax purposes. The following rates apply from 1 July 2011. These rates **do not** include the Medicare levy of 1.5%.

Taxable Income	Tax on this Income
0 - \$6,000	Nil
\$6,001 - \$37,000	15c for each \$1 over \$6,000
\$37,001 - \$80,000	\$4,650 plus 30c for each \$1 over \$37,000
\$80,001 - \$180,000	\$17,550 plus 37c for each \$1 over \$80,000
\$180,001 and over	\$54,550 plus 45c for each \$1 over \$180,000

## OUR RECRUITMENT TEAM

Kylee Causby – Recruitment Consultant  
Martina O'Brien – Recruitment Coordinator  
Natasha Phillips – Office Administrator  
Karen Buhler – Payroll Officer / Accounts  
Amy Beaton – Recruitment / HR Advisor

Contact [team@paramountpurchasing.com.au](mailto:team@paramountpurchasing.com.au)  
or call 9381 1550

## PROFESSIONAL TRAINING & SKILLS DEVELOPMENT

In order to remain 'employable' and 'work ready', it is important to brush up on your skills, renew licences and stay up to date with computer systems that are in use in Supply Departments across WA.

### PRONTO INTRODUCTION COURSE

For Pronto Training bookings and further information visit the training website [www.csgtraining.com.au](http://www.csgtraining.com.au)

And ... See **OUR website**

[www.paramountpurchasing.com.au](http://www.paramountpurchasing.com.au) for links to other industry service providers.