

Conditions of payment

Interpreters and Translators Gross Rates (All Australia)

A.General Onsite Interpreting Bookings – Gross Rates

Normal Business Hours		
Hours	NAATI Certified Interpreter	NAATI Certified Provisional Interpreter
1rst hour	74\$	70\$

After Business Hours		
Hours	NAATI Certified Interpreter	NAATI Certified Provisional Interpreter
1rst hour	88\$	84\$

Additional times Gross Rates:

Normal Business Hours		
Hours	NAATI Certified Interpreter	NAATI Certified Provisional Interpreter
15 minutes	12\$	11\$
30 minutes	23\$	22\$
45 minutes	34\$	32\$
60 minutes	45\$	43\$

After Business Hours		
Hours	NAATI Certified Interpreter	NAATI Certified Provisional Interpreter
15 minutes	14\$	12\$
30 minutes	27\$	26\$
45 minutes	40\$	38\$
60 minutes	53\$	51\$

B. Teleconference/videoconference Bookings– Gross Rates

Onspot Interpreters & Translators Pty Ltd – ABN 72 672 654 518 – Dajarra Avenue, Wyndham Vale VIC 3024
Telephone: (04) 26450503/ email address: admin.support@onspotosit.com.au

Definitions: Certified Interpreters: CI/Certified Provisional Interpreter: CPI
 Normal Business Hours: NBH/ After Business Hours:AFH
 Connection: Con

	NBH		AFH		NBH		AFH		NBH		AFH	
Short Teleconference (up to 30 mins)					Long Teleconference				Videoconference			
1st hour	CI	CPI	CI	CPI	CI	CPI	CI	CPI	CI	CPI	CI	CPI
	39\$+9\$Con	39\$+9\$Con	40\$+9\$Con	40\$+9\$Con	45\$+10\$Con	43\$+10\$Con	53\$+10\$Con	51\$+10\$Con	53\$	49\$	70\$	65\$
Additional hour	N/A				45\$	43\$	53\$	51\$	45\$	43\$	53\$	51\$

C. Family & Local Courts – Gross rates

Onsite Assignments

Duration	CI	CPI
3 hours (Half Day)	162	154
6 hours (Full Day)	241	228
6 hours – Regional courts	296	281

Teleconference/videoconference

Duration	CI	CPI
3 hours (Half Day)	154	146
6 hours (Full Day)	241	228

D. Federal & District courts – Gross rates

Onsite Assignments

Duration	CI	CPI
4 hours (Half Day)	198	188
8 hours (Full Day)	271	258
8 hours – Regional courts	327	312

Teleconference/videoconference

Duration	CI	CPI
4 hours (Half Day)	190	188
8 hours (Full Day)	263	250

E. Travel Allowance

The gross rates are inclusive of travel time in the inner and metropolitan suburbs.

For outer suburbs and locations not serviced by public transportation, mileage (0.80\$/km) of travel allowance may apply.

F. Cancellation policy

1. Assignments cancelled by the customer on the day, or after 3 PM on the preceding day, interpreters will be paid 100% cancellation fees.
2. Assignments cancelled by the customer between 12 PM and 3 PM on the preceding day, interpreters will be paid 50% cancellation fees.
3. Assignments cancelled by the customer before 12 PM on the preceding day, interpreters will not be paid cancellation Fees.
4. Cancellation fees do not apply when a job is cancelled and replaced by a new job number in the following circumstances:
 - (4.1) the assignment time is amended to a new start time, but still overlaps with the original booking time.
 - (4.2) the assignment duration is changed, or
 - (4.3) the assignment location is changed but remains within the same suburb/area of the original booking.

Please note that in the case of (4.1) and (4.2) the amended job is adjusted under the original booking's reference number. The interpreter allocated to the merged jobs is paid from the new start time to the new finishing time.

G. Dismission policy

If you are allocated for an onsite job and you are dismissed without being required to deliver the job, you must:

- Call Onspot's office and seek instructions from the interpreters' coordinator.
- Wait at the job location and do not leave unless dismissed by Onspot officially.
- Often, the individuals dismissing at the onsite job are different from the clients who originally made the booking. Therefore, Onspot must contact the client immediately and seek final instructions from them. The interpreters' coordinator will get back to you as Soon as possible.

H. Translations – Gross Rates

Minimum Fee for documents up to 200 words	40\$	Additional documents up to 200 words or less	32\$
Minimum fees for documents over 200 words/per 100 words	24\$		
Checking of Translation based on translation gross fees	60%		
Proof reading based on translation gross rates	20%		
Audio Files- applies for translation and transcript/1 hour	60\$		
Urgent services	+20%		

I. Payment procedures

1. All Onspot members are contractors, and their payment is processed into the payroll system.
2. Payments are paid on a monthly basis and will be processed on the 16th of the month into the members bank account. You will receive from Onspot two emails:

Onspot Interpreters & Translators Pty Ltd – ABN 72 672 654 518 – Dajarra Avenue, Wyndham Vale VIC 3024
Telephone: (04) 26450503/ email address: admin.support@onspotosit.com.au

1.1) A summary of Bookings, which includes details of all types of services completed by our member panels during the previous month, and the gross payment.

1.2) A Payslip that outlines members total Gross pay, tax deduction and superannuation contribution.

3. Income Statement

3.1) All gross rates are rounded up or down to the nearest dollar.

3.2) Income statement will be available in the Australian Taxation Office (ATO) online service. You can access it through myGov account.

3.4) As of 1 July 2022, contractors are eligible for super guarantee (SG) of 11% contributions of their total gross income, regardless of their earnings amount, because the \$450 eligibility threshold in a calendar month for when SG is paid is being waived. SG is to be paid quarterly.

4. Tax and Superannuation contribution:

4.1) Your tax is deducted from your monthly payment in accordance with your Tax file number (TFN) declaration form. Your income will be reported directly to the ATO, and the tax is sent to ATO monthly by using Single Touch Payroll (STP).

4.2) According to the law since 01/07/2013, Superannuation Guarantee levy is paid into your nominated Super Fund.

Should you have any queries please contact us on 04 26450503 or email us at admin.support@onspotosit.com.au

Director

Onspot Interpreters & Translators

Dated: 02/11/2023