



AUSLAN
INTERPRETER
WA

2021-2022

**FEE'S, TERM'S &
CONDITIONS**



STANDARD

\$90 PER HOUR

MONDAY - FRIDAY
8AM - 6PM



AFTER HOURS

\$95 PER HOUR

MONDAY - FRIDAY
6PM- 8AM



WEEKENDS

\$95 PER HOUR

SATURDAY - SUNDAY



MENTORING

\$50 PER HOUR

Not registered for GST

All bookings are minimum 2 hours

Cancellations may incur a fee. Specific events may be billed exclusively.

Free travel up to 40km from Perth CBD, further travel will incur a fee by kilometer.

Travel Costs **greater** than 40km From Perth CBD will incur the current ATO kilometer charge.

Charges for preparation, travel, meals and parking may also be incurred depending on booking.

Travel Costs will be calculated using Google Maps for both travel time and kilometres.

Conferences, theatre performances and certain events will be billed exclusively to reflect the effort in preparation and execution as negotiated. (Minimum preparation fee is \$100)

PAYMENT TERMS

Due date	28 business days from date of invoice
Overdue payment fee	\$15.00 per 60 days overdue

CANCELLATIONS

Client Cancellation <u>less</u> than 48 hours in advance of assignment:	Half cost
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Client Cancellation <u>less</u> than 24 hours* notice will be charged:	Full cost
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If the Deaf client has not arrived within 45 minutes, the interpreter is permitted to leave the venue and the paying client will be charged:	Full cost
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* Public Holidays and weekends are not deemed business days

OCCUPATIONAL HEALTH AND SAFETY GUIDELINES

There are OH&S risks in the form of potential overuse injuries for sign language interpreters. In accordance with industry standards as endorsed by ASLIA (Australian Sign Language Interpreters Association) and Occupational Health and Safety guidelines.

The requirement for one or two interpreters to be employed for any assignment is dependent on certain factors. This will always be discussed with you as the employer and is based on the following guidelines:

- Two Interpreters must be booked if booking duration is longer than 2 hours (depending on intensity of assignment booked)
- The number of interpreters required is dependent on the dynamics and intensity of assignment, not the number of deaf or hearing participants;
- One interpreter is usually suitable for one on one appointments of more than 2 hours, with 10 minute breaks in consultation with the interpreter.
- Bookings over 1 hour duration that involves 4 or more participants, may require a tandem interpreter to be booked for Occupational Health and Safety reasons and this will be at the discretion of Tahlicia Osei-Poku under negotiations with the individual/organisation making the booking.
- Assignments consisting of large groups or complex information under one hour duration may also require a second interpreter at the discretion of Auslan Interpreter WA and will be negotiated at the time of booking.

Interpreters work in tandem to ensure minimal interruption to the flow of the assignment and to prevent risk of injury. If you are unsure about the structure of your presentation or program in relation to the above guidelines, please consult with Auslan Interpreter WA at the time of booking.

INTERPRETER BOOKING REQUESTS

When bookings are received, specific questions may be asked to determine the nature and duration of appointments. The information collected will be considered confidential and include (*but not limited to*):

- Name of client
- Venue address of where booking will be held
- Organisation/name of individual making the booking
- Contact person for the specified booking
- Billing details/NDIS plan management contact information
- Type of booking i.e. Public forum, meeting
- Brief overview of what may be discussed (if applicable)

If a situation becomes apparent that the appointment will extend past the time indicated and the interpreter deems it unsafe the following will be adhered to :

- Advise the parties that the proceedings require more than one interpreter which may mean a delay or postponement of the appointment
- Negotiate regular breaks if the appointment cannot be delayed or postponed.

Please note: *It is the paying client's responsibility to organise and pay for additional interpreters. Please advise Auslan Interpreter WA if you need assistance in sourcing additional interpreters.*

All bookings over 2 hours are charged in increments of 30 minutes at the relevant cost rate.

Appointments that are booked in both the standard rate and after hour periods will be charged as per above fees.

If an appointment has an unpaid break of 1 hour or more, the two time slots will be classified as 2 separate appointments and the minimum of 2 hour will apply to both bookings.

Appointments that include overnight stays will incur accommodation costs, transfers, flights and all hours spent interpreting.

CONFIRMATIONS AND INVOICING

Your booking is *confirmed* when you receive a 'Confirmation' email from Tahlicia Osei-Poku at Auslan Interpreter WA.

You may cancel or reschedule your booking *up to 72 hours* prior to the original booking date without incurring cancellation fee's.

An invoice will be emailed within 10 business days from the time of the booking.

Invoice payments are *due* within 28 business days of invoice date.

CODE OF CONDUCT

I abide by the ASLIA code of ethics which mandates that the interpreter:

- Remains confidential
- Be impartial
- Provide services in a professional manner, maintaining conduct and solidarity to the profession

As an ASLIA member I also abide by all ASLIA National policies and guidelines. These can be found at www.aslia.com.au.

As a NAATI accredited interpreter I participate in the NAATI Recertification Program - www.naati.com.au

INSURANCE

ASLIA Group Insurance Policy

Professional Indemnity and Broadform Liability

Services of Sign Language Interpreters (incl. interpreting, translation, training & consultancy)



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