



CPCBC4009B

APPLY LEGAL REQUIREMENTS TO BUILDING AND CONSTRUCTION PROJECTS

THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances. Answers will be documented and FT003 (Oral examination declaration form) must be completed.
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- If a participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a participant changes their response in writing, they must put their initials next to the written change.
 - If a participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name

Participant signature

Assessor name

Assessor signature

Date

[Click here to enter a date.](#)

Number of questions	Number of questions answered correctly	Satisfactory?	
		Yes	No
56		☐	☐



Q1. What is the Building Code of Australia?

Answer **Building Code of Australia (BCA)** The National Construction **Code (NCC)** provides the minimum necessary requirements for safety, health, amenity and sustainability in the design and construction of new **buildings** (and new **building** work in existing **buildings**) throughout **Australia**.

**Q2. Define the term 'low rise building'. Where in the Building Code of Australia can you find the definition for a 'low rise building'?**

Answer A low rise building is defined by the BCA as either a Class 1 and 10, being a single dwelling which can be either a detached house, or one or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit. Low Rise construction is covered in Volume 2 of the BCA
Classes 2-9 (found in Volume 1 of the code) can also be categorised as low rise. Classes 2 – 9 are defined as being a building with a gross floor area not exceeding 2000 metre square and not including anything over 3 storeys high and limited types of 2 storeys.



Q3. With reference to the Building Code of Australia, briefly describe the Classes 1 to 10 constructions.

Answer

Class	Summary
1(a)	One or more buildings which in association, constitute a single dwelling - a detached house or one of a group of 2 or more dwellings suit as a terrace or town house
1(b)	A boarding house, guest house or hostel
2	Building which contains 2 or more sole occupancy units provided they are used as a separate dwelling
3	Residential Building, not Class 1 or 2 which provides transient living or long term dwelling for a number of unrelated persons. Examples would be a hotel or boarding house
4	A dwelling in a building that is classed as 5, 6, 7, 8 or 9 provided it is the only dwelling in the building
5	Office building used for commercial or professional purposes which doesn't fall into Class 6, 7, 8 or 9
6	A shop or other building for the sale of good by retail or supply of services directly to the public
7(a)	Carpark
7(b)	Storage or display of goods or produce for sale
8	A lab or building for the manufacture, assembly, alteration, repair, packing, finishing or cleaning of goods for sale
9(a)	A health care building, including those parts of the building set aside as a laboratory
9(b)	An assembly building, including a trade workshop, laboratory or the like, in a primary or secondary school, but excluding any other parts of the building that are of another class.
9(c)	An aged care building
10(a)	A private garage, carport, shed or the like.



10(b)	A structure being a fence, mast, antenna, retaining or free standing wall, swimming pool or the like
-------	--

Q4. In the BCA what does Type A, B, C refer to in building construction?

Answer Type A refers to a building which has 4 or more storeys. Type B, if a Class 2, 3 or 9 is a structure of 2 storeys and if Class 5, 6, 7 or 8, 3 storeys. Type C is 1 storey only



Q5. Who and what is the Queensland Building and Construction Commission (QBCC)? What is its role in the building and construction industry in Queensland?

Alternately (if you are interstate) who is the regulatory body in your State/Territory for consumer advocacy and builder and licensed contractor registration?

Answer

The Queensland Building and Construction Commission regulates the QLD building industry by implementing and enforcing legislative reforms and where necessary, prosecuting people not complying with the law as well as handling disputes fairly and equitably. The QBCC also functions to educate consumers about their rights and obligations as well as educating contractors about their legal rights and responsibilities. The QBCC is also responsible for licensing contractors to ensure they have the correct qualifications (or skills recognised where no formal training has been undertaken) experience and are able to run a business



Q6. Explain the reasons for when you need a licence to operate in the building and construction industry in Queensland.

Answer

When carrying out any building work valued over \$3,300, building work valued at over \$1,100 when it involves Hydraulic services design or building work of ANY value when it involves:

- Drainage
- Plumbing and Drainage
- Gas Fitting
- Termite Management – Chemical
- Fire Protection
- Completed Residential Building Inspection
- Building Design – Low Rise, Medium Rise and Open
- Site Classification



Q7. If you are an employee, when do you need to hold a QBCC licence?

Answer As an Employee, you are only required to hold a QBCC license if you become responsible for:

- Overseeing and directing the building work.
- Ensuring the work is of a competent standard, i.e. free of defects.
- Ensuring the work complies with the plans and specifications



Q8. What are the five principal licence class groups regulated by the QBCC?

Answer Builders
Builder Restricted
Building Design
Trade Contractor
Plumbing and Drainage



Q9. How does someone become a licensed builder or licensed contractor in Queensland?

Answer

To obtain a QBCC License, a person must complete an application form and submit to the QBCC which will also include the following details:



- Demonstrate 2 or 4 years experience – information which will show relevant work the applicant has undertaken including the type, class, size, number of storeys
 - Be able to show that the applicant possess' the necessary qualifications/skills for the type of license applied for – for example completion of apprenticeship, skills recognition or any formal qualifications.
 - Include written references confirming the applicants' supervisory experience
 - Financial information that shows the Minimum Financial Requirements have been met
- and
- Proof of identity (e.g. certified copy of your driver's licence or passport)

Q10. Explain the purpose of the *Work Health and Safety Regulations 2011* and name the main provisions.

Answer The Work Health and Safety Regulation 2011 (the WHS Regulation) describes how to prevent or minimise a risk at your workplace and must be adhered to at all times.



The main provisions outlined within the Act include:

- Application
- Incorporated documents
- Representation and participation
- General risk and workplace management
- Hazardous work
- Plant and structures
- Construction work
- Hazardous chemicals
- Asbestos
- Major hazard facilities
- Mines
- General
- Transitional and saving provisions

Q11. What is the purpose under the current *Electrical Safety Act 2002* (Qld) of the *Electrical Safety Regulation 2013* (Qld)?

Answer

The Electrical Safety Regulation 2013 (the ES Regulation) identifies specific ways to meet electrical safety, **under** the Electrical Safety Act 2002 It provides the requirements for all electrical work, licensing and supply working near overhead and underground line, electrical installations and in-scope electrical equipment, the works of an electricity entity including

safety management systems for prescribed electricity entities, cathodic protection systems as well as incident notification and reporting.



Q12. According to section 308 of the *Work Health and Safety Regulation 2011* (Cth), what requirements must the principal contractor meet with regards to signage?

Answer **308 Specific control measure—signage identifying principal contractor**

The principal contractor for a construction project must ensure that signs are installed, that—

- (a) show the principal contractor's name and telephone contact numbers (including an after hours telephone number); and
- (b) show the location of the site office for the project, if any; and
- (c) are clearly visible from outside the workplace, or the work area of the workplace, where the construction project is being undertaken.



Q13. What are the requirements with regards to displaying safety signage (e.g. PPE required)?

Answer Signage must be displayed on or near the construction site (ideally on the site fence near all entrances) to warn of all hazardous activities which will be taking place. They will also show what Personal Protective Equipment is mandatory before entering the site.





Q14. What are the penalties if you fail to identify and apply site signage?

Answer

The contractor will be fined and written up for non-compliance



Q15. Briefly describe what the purpose of sustainability is. Which legislative Act addresses requirements for sustainability?

Answer Sustainability is the act of reducing or avoiding depleting critical resources such as energy, water, land and raw materials. The Sustainable Planning Act 2009 ☐

Q16. What is 'notifiable work'?

Answer Notifiable work is work carried out by plumbers. It becomes notifiable when the work involves replacing damaged pipework, the removal, relocation and replacement of any sanitary drainage. Work which involves repairs to broken or damaged components is classed as Minor. Notifiable work must be lodged with QBCC by submitting a Form 4. A registered plumber/drainer is responsible for carrying out the notifiable work.



Q17. In common law legal systems, what are the essential elements of a contractual agreement?

Answer For an agreement to be regarded as a contract, it must contain these four essential elements:

1. Offer
2. Acceptance
3. Intention of Legal Consequences
4. Consideration

All 4 must be included to make the agreement legally binding.



Q18. When do you need a written contract or agreement and who can a contract be between? Give some examples of work in domestic residential building when a contract would be required.

Answer

A written contract is required for work over the value of \$3,300 and can be between a homeowner and a builder.

The importance of a fully documented contract is to ensure both the owner and the builder are protected. A contract ensures the end result will meet the expectations of the home owner and also ensures the builder will receive payments as per the contract terms. For example, a homeowner might decide to add an extension on their existing property and would engage a licensed building contractor to undertake the works. By having a contract in place, it ensures the homeowner receives the structure which was promised and it ensures the builder gets paid on time.





Q19. How do you control cost and time on a construction build?

Answer By having a full construction program in place before construction begins and having a well documented contract agreed upon by both parties with prime cost and provisional sum items clearly stated.



Q20. What is necessary to understand in the sequencing of building activities?

Answer

So complete the build in as short a time frame as possible. Also to ensure trades aren't held up by other trades and the work can continue seamlessly. It's also important to ensure items which need to be ordered or have a long lead time can be ordered in plenty of time.





Q21. What files might be needed to help monitor and control a low rise building project?

Answer

- All drawings and plans relevant to that project
- Construction Program
- Materials Schedules and Call Ups
- BCA Volumes 1 & 2 – depending on Class
- Copy of the Contract signed by the client
- Finishes & Schedules
- All relevant approvals from local authorities



Q22. As a builder, you need to be aware that the volume of paperwork to be dealt with will be considerable. Briefly describe what is required for accurate record keeping.

Answer

Document register showing all updates and amendments to drawings
Delivery dockets to match with invoices once received



Q23. What are some of the mistakes to be avoided when ordering materials?

Answer

- Ordering far too early so materials need to be stored for long periods of time
- Not understanding or not researching MSDS of products required and storage requirements
- Not doing a thorough measure/take off of the material required resulting in waste
- Not checking lead times on items therefore not allowing enough time for the materials to arrive





Q24. What are some of the things you need to be aware of to ensure good communication happens on your project sites?

Answer That all subcontractors understand their roles and responsibilities whilst on site.



Q25. Why and when should you complete a dilapidation report?

Answer A dilap report should be completed prior to any work commencing on the site so it can be referred to once the project is completed so the surrounding areas can be returned to the state they were in before construction.

**Q26. What is the significance of meeting with neighbours?**

Answer Contact neighbours in the form of a written document, outlining any works which will directly affect them such as frame deliveries etc which may require temp road closures and approx. time frames. It is also advisable to let them know of dust hazard during the earthworks phase and to keep their windows closed if possible.



Meeting with those living in neighbouring properties prior to work commencing is not only a good PR exercise which will help create some goodwill, it will also give the builder the opportunity to discuss any issues that will directly affect them such as temp road closures and to warn them of potential dust hazard during the earthworks phase. They can also be reassured that they will be notified of any upcoming major disruptions in writing which is good practice to undertake throughout the build.

Q27. The Act and Regulations are supported by non-statutory codes of practice and other guidance material.

**What are the Codes of Practice and what do they relate to?
Name some of them used in the building and construction industry.**

Answer A code of practice provides practical guidance for people who have work health and safety duties and applies to anyone who has a duty of care in the circumstances outlined in the Code.
The codes guide employers on how to achieve standards required by the Act and effective ways to identify and manage risks.
Some examples of Codes used in the construction industry are:

Electrical Safety Code of Practice
Manual Tasks Code of Practice
Scaffolding Code of Practice



Q28. A person may have duties under more than one area of the *Work Health and Safety Act*. Explain the duties for the parties listed below:

Answer	Party	Duties
	Person Conducting Business or Undertaking (PCBU)	That there is a provision and maintenance of a work environment without risks to health and safety • A provision and maintenance of safe plant and structures • Provision and maintenance of safe systems of work • The safe use, handling, storage and transport of plant, structures and substances • The provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities • Provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking and



	The health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking.
Principal contractor	Principal contractor duties include: • signage identifying principal contractor • preparation of the work health and safety (WHS) management plan (includes site rules) • duty to inform all persons of plan before they commence • duty to review – must remain up-to-date • must obtain safe work method statement (SWMS) before high risk construction work commence • put in place arrangements for ensuring compliance with specified requirements such as facilities and amenities and manage risks associated with construction materials and waste, plant, traffic and essential services

Workers	The WHS duties of the worker include taking reasonable care for their own health and safety, taking reasonable care that their conduct does not adversely affect the health and safety of others, that they comply, so far as they are reasonably able with instructions and the worker must co-operate with reasonable health and safety policies or procedures for which they have been notified.
Other persons	A person at a workplace, whether or not the person has another duty under this part must: • take reasonable care for his or her own health and safety • take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons • comply, so far as the person is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking

Q29. Regardless of precautions taken by the builder or PCBU, visitors to their site could fall or injure themselves and seek to claim damages against the builder (as the owner/controller of the site). What is the insurance you need to insure your business against such events?

Answer Public Liability Insurance



Q30. What is Construction or 'Contractors All Risk' insurance?

Answer Contractors' All Risk insurance is a non-standard insurance policy that provides coverage for property damage and third-party injury or damage claims, the two primary types of risks on construction projects.

**Q31. Who is responsible for paying compulsory superannuation payments? When must such payments be made?**

Answer The employer is directly responsible for paying the compulsory superannuation payments and these payments must be made once the employee's wages reach \$450 per month before tax. The employee must be over the age of 18.

**Q32. After approval, what are the inspections that must be undertaken and who has responsibility for these inspections?**

Answer

These will vary depending on the development however it is the responsibility of the owner arrange these inspections. There are mandatory inspections which must be carried out during certain stages of construction by a qualified individual such as:



- Pool Safety inspections and issue of certificates
- Private building certification services
- Assessment of design to the Building Code of Australia requirements
- Assessment of fire engineered alternative solutions
- Feasibility, design development and documentation advice
- Technical and legislative services
- Building permit approvals for domestic (Class 1a and 10 – new houses)
- Building permit approvals for domestic alterations/additions, e.g.: decks, patios, pergolas, retaining walls, demolition/removal, swimming pools, carports, garages and sheds.

Q33. Who controls the standard of workmanship on the building site?

Answer

The primary contractor is responsible for the standard of workmanship on the building site.



Q34. Who is responsible for organising compliance inspections?

Answer The principal contractor is responsible for compliance inspections.



Q35. Name the primary building inspections which are compulsory under the *Integrated Planning Act 2009* and must be carried out by either a building certifier or a competent person authorised by the building certifier for a house construction.

Answer Pool Safety inspections and issue of certificates
Private building certification services
Assessment of design to the Building Code of Australia requirements
Assessment of fire engineered alternative solutions
Feasibility, design development and documentation advice
Technical and legislative services
Building permit approvals for domestic (Class 1a and 10 – new houses)
Building permit approvals for domestic alterations/additions, e.g.: decks, patios, pergolas, retaining walls, demolition/removal, swimming pools, carports, garages and sheds



Q36. Name a minimum of five (5) of the certificates that must also be provided to the building certifier where it is relevant for a house build project.

Answer



Q37. For the construction of an entire home what plumbing inspections are required and who is responsible for the inspections?

Answer

Q36 Answer: Surveyor's Certification regarding height of structure
Plumbing Final Compliance Certificate
Form 16 – Metal Roofing
Form 15 – Frames and Trusses
Form 16 – Waterproofing

Q37 Answer: Local Council is responsible for carrying out inspections throughout the construction process to be able to issue the Plumbing Final Compliance Certificate. Generally, the stages of the inspections are Underslab, drainage, rough in, stacks & elevated pipework, internal sewer and water main, any fire services if applicable and the final inspection. It is the responsibility of the owner to notify the council when these stages are ready for inspection.



Q38. What is WorkCover insurance? Describe its purpose for builder, trade contractor, worker and employee. Who is responsible for it?

Answer

Workcover is mandatory insurance, payable by the Builder or trade contractor which provides compensation to employees/workers for loss of income due to work related injuries or illness.



Q39. Whenever a trade contractor is engaged (i.e. whether to work for the builder or it is just to do a small project work/s directly with a consumer)

it is prudent for both builder and consumer to always ask to see evidence of all their insurances.

What must never be accepted when checking insurance evidence?

Answer Cover notes must never be accepted as proof of insurance as these can be cancelled or allowed to lapse.



Q40. When you sight a trade contractor's insurance policies what should you look for and record on your filing systems?

Answer You should record the following information and keep it, along with any other relevant details for that particular contractor:

- copy of Certificate of Currency
- insurance company
- type of cover policy number
- expiry date for each insurance
- policy name of the insured (this should also be the name that appears on any contract between you as builder/owner builder and the trade contractor).



Q41. Explain the purpose of personal accident and sickness insurance.

Answer Personal accident and sickness insurance can be taken out by anyone wanting to ensure income isn't lost should they be unable to continue working due to a serious illness or have an accident.



Q42. What is important for you to weigh up prior to engaging with any unknown trade contractor/s on your house build project?

Answer It's important to check that any trade contractor you're considering engaging complies with policies, business obligations and subcontract agreements. It's also important to note if the contractor is licensed – this can be done by checking the QBCC website or Worksafe qld in the case of electrical. Ask for references and ascertain if the contractor has a good track record and if they can undertake the work in line with the construction program.



Q43. When asking trade contractors to quote on a project what should you consider?

Answer

- expectations regarding the finish, quality and materials to be used
- All quote with inclusions and exclusion must be fully detailed in writing (A written quote, which can be incorporated in a contract, is essential for minimising misunderstandings or disputes).
- has the contractor been provided with a scope of works and agreed to the terms
- if the contractor is able to complete the works in line with the program
- is the contractor able to provide a list of the materials required
- payment arrangements including retention
- are all insurances up to date and relevant
- does the contractor have a clear understanding of what's expected in regards to housekeeping (this will be details in the SOW)



Q44. What is a 'Certificate to Erect Scaffold' and what are the rules pertaining to it under the *Work Health and Safety Act*?

Answer

A certificate to erect scaffold is a qualification required to erect, alter and dismantle scaffolding. The license holder must also have a High Risk Work License under the WHS act. Other rules pertaining to scaffold include: Safe Work Method Statements must be produced for work over 2m high, written confirmation is provided confirming that person erecting or dismantling the scaffold is competent, that inspections are carried out before it is used, before use is resumed after an incident that may reasonably be expected to affect the stability of the scaffold, before use is resumed after repairs and at least every 30 days.



Q45. Some suppliers may allow payment for your goods by way of an account meaning you pay for the goods after they are delivered. You may get 7 days, 14 days or 30 days from delivery or end-of-following month terms.

So you can cross-reference payments and receivables what actions should you consider or have in place for paying these accounts?



Answer Keeping a well- organised detailed spreadsheet which shows relevant dates such as date of order, date of delivery and what the account terms are for that supplier. A copy of the delivery docket should also be kept to cross check with the invoice once it's received to ensure there's no discrepancies.



Q46. What is the biggest possible repercussion to a business for any delay in paying due accounts?

Answer The business account will be put on hold due to non payment which means no further orders or deliveries will be processed which will then, hold up the program.



Q47. The amount and timing of progress payments should have been determined and recorded in the contract prior to the commencement of the project. The Builder/PCBU is expected to respect claims under the contract and pay on time.

List the considerations with regard to progress payments.



Answer	Ensure the payments meet the guidelines under the Building & Construction Industry Payments Act. The reference date as per the SC is adhered to Ensuring retention is as per the contract Variations are paid accurately if there is Staging, payments reflect this Provisional sums are paid Stat decs are returned if required	☐
---------------	---	--------------------------

- Q48. You are to complete the following progress payment certificate given the following information:
- The contract sum is \$6,000
 - There was a variation to the contract for an additional \$400
 - There was subsequent adjustment to the variation which reduced it by \$100
 - Total value of work to date is \$2,000
 - Total payments to date are \$950
 - Total retention to date is \$50
 - Retention for this claim is 5% of Claim amount

PROGRESS PAYMENT CERTIFICATE Builder/PCBU: <u>ET Beach House Designer Homes</u> Site address: <u>17 Duporth Avenue, Maroochydore</u> Trade contractors name and contact details: <u>Frosty Brick & Blocklaying</u>
Contract statement



Contract Sum	Item 1	6000
Variations previously claimed (show additions as '+' and deletions as '-')	Item 2	400
Variations this claim (show additions as '+' and deletions as '-')	Item 3	-100
Adjusted contract sum	Item 4	6300
Total value of work to date	Item 5	2000
Total payments to date	Item 6	950
Total retention to date	Item 7	50
Amount of this claim	Item 8	1000
Retention for this claim (5%)	Item 9	50
Calculate payment for this claim	Item 10	3300
Total paid to date (including this payment)	Item 11	4250
Total retention to date (including this payment retention)	Item 12	50
Balance of adjusted contract sum still owing (excluding all retentions)	Item 13	2000
Signature of Builder: <u>Erica Taylor</u>		Date: <u>06/08/18</u>
Signature of Trade Contractor: <u>Ben Frost</u>		Date: <u>06/08/18</u>

Answer



Q49. Briefly explain goods and services tax (GST) as it applies to business in Australia.

Answer GST is a widely used tax of 10% on most goods, services and other items sold in Australia. Business owners must register for GST if their turnover or expected turnover exceeds \$75,000 per year.



Q50. As a business owner in Australia when must you register for GST with the Australian Taxation Office (ATO)?

Answer Business owners must register for the GST if their turnover exceeds or is expected to exceed \$75,000 per year. If the threshold is likely to be met, the business owner has 21 days to register.



Q51. What is the principal source of reference when seeking information and guidance as it applies to the following:

- **Engagement of employees and workers**
- **When identifying and contracting sub-contractors to working on projects and project worksites**

Answer The principal reference source for employing staff is the National Employment Standards. This act provides guidance on Minimum wage payable, the wage structure, pay and conditions, working times, sick and annual leave and public holidays. ☐

Q52. Which of the following areas are addressed as part of industrial relations policies and obligations and should be made available to employees? Tick all that apply.

Answer ☐

Choice	Possible Answers
☒	Awards that are applied to contracts
☒	Discrimination and harassment laws and obligations
☒	Training agreements for employees and other workers
☒	Processes for industrial relations and dispute resolution
☒	Processes for dealing with customer complaints
☒	Entitlements (e.g. leave, ending employment)

Q53. True or False (Tick your response): In applying dispute resolution processes, outcomes must be recorded and maintained.

Answer ☐

☒	True
☐	False

Q54. Using spreadsheet software (or known software program) create a construction schedule over an 18 week contract time frame to construct a contemporary brick veneer house, slab on ground.

Answer



Q55. As an employee (Foreman for TJC Constructions) you are to fill out the time sheet on the following page after considering the details outlined below.

- The payroll date is for the period 1 July 2015 to 8 July 2015. You work one hour over time on Tuesday 7 July 2015 and 1.5 hours overtime on Thursday 2 July 2015 and you worked a full day Saturday 4 July 2015.
- Your employment contract nominates a 38 hours working week. All overtime is your averaged hourly rate. You work weekends when required at normal rates or alternately for Saturday and Sunday work you can take paid time off in lieu of extra hours worked.
- You have a half hour for lunch each day and a 15 minute morning tea break. Your standard working week is 7:00AM to 3:00PM. You receive 10 days sick leave per annum and 4 weeks annual leave with 17.5% leave loading. You have 5 accumulated holiday days left from the previous financial year 2014-15. You are a member of BUSSQ Superannuation Fund and you employer contributes 10.5% to your superannuation.

Timesheet

Employer's name:	TJC Constructions										
Employee's name:	Erica Taylor										
Pay period: (dd/mm/yy)	01	/	07	/	18 to 08 / 07 / 18	Pay date: (dd/mm/yy)	12	/	07	/	18

For information about hours of work, including minimum and maximum hours of work, penalty rates, overtime and break obligations, visit www.fairwork.gov.au or contact the Fair Work Infoline on 13 13 94

Employee's ordinary hours:		38	hours	0	minutes per	☒ week	☐ fortnight	☐ other	Overtime					Leave	
(check appropriate option and insert information if required):															
Day / date (e.g. Day: Mon; Date: 21/3)	Start time (e.g. 8:30am)	Start time of unpaid break (e.g. 12:30pm)	Restart time (e.g. 1:30pm)	Finish time (e.g. 5:00pm)	Other times/ Breaks (e.g. time of other unpaid breaks)	Total (Hours minus unpaid breaks)	Start time (e.g. 8:30am)	Start time of unpaid break (e.g. 12:30pm)	Restart time (e.g. 1:30pm)	Finish time (e.g. 5:00pm)	Total (Hours minus unpaid breaks)	Type (e.g. personal leave, etc.)	Hours (Hours minus unpaid breaks)		
Mon 01/07/18	7:00am	9:30am	9:45am	3:00pm	0.5hrs	7.6									
Tue 02/07/18	7:00am	9:30am	9:45am	3:00pm	0.5hrs	7.6	3:00			4:00	1.0				
Wed 03/07/18	7:00am	9:30am	9:45am	3:00pm	0.5hrs	7.6									
Thurs 04/07/18	7:00am	9:30am	9:45am	3:00pm	0.5hrs	7.6	3:00			4:30	1.5				
Fri 05/07/18	7:00am	9:30am	9:45am	3:00pm	0.5hrs	7.6									
Sat 06/07/18							7:00am	9:30am	9:45am	3:00pm	7.5				
Total:						38	Total					10	Total		

Signature of employee: Erica TaylorDate: 06 / 07 / 2018

Q56. The time sheet completed in Q55. has been handed in to the front office reception for payroll. Now, acting as the employer, TJC Constructions, you are to complete the Weekly Time and Wages Record and the Payroll Slip (Reconciliation) from the submitted time sheet.

Time and wages record

Employer and employee details

Employer's name:	TJC CONSTRUCTIONS		
Employee's name:	Erica Taylor		
Pay period: (dd/mm/yy)	01 / 07 / 18 to 08 / 07 / 18	Pay date: (dd/mm/yy)	12 / 07 / 18

For information about hours of work, including minimum and maximum hours of work, penalty rates, overtime and break obligations, visit www.fairwork.gov.au or contact the Fair Work Infoline on 13 13 94

Employee's ordinary hours: 38 hours 0 minutes per ☒ week ☐ fortnight ☐ other							Overtime						Leave	
(check appropriate option and insert information if required):							Start time (e.g. 8:30am)	Start time of unpaid break (e.g. 12:30pm)	Restart time (e.g. 1:30pm)	Finish time (e.g. 5:00pm)	Other times/ Breaks	Total (Hours minus unpaid breaks)	Type (e.g. personal leave, etc.)	Hours (Hours minus unpaid breaks)
Day / date (e.g. Day: Mon; Date: 21/3)	Start time (e.g. 8:30am)	Start time of unpaid break (e.g. 12:30pm)	Restart time (e.g. 1:30pm)	Finish time (e.g. 5:00pm)	Other times/ Breaks (e.g. time of other unpaid breaks)	Total (Hours minus unpaid breaks)	Start time (e.g. 8:30am)	Start time of unpaid break (e.g. 12:30pm)	Restart time (e.g. 1:30pm)	Finish time (e.g. 5:00pm)	Other times/ Breaks	Total (Hours minus unpaid breaks)	Type (e.g. personal leave, etc.)	Hours (Hours minus unpaid breaks)
Mon 01/07/18	7:00am	9:30	9:45	3:00pm	0.5hrs	7.6								
Tue 02/07/18	7:00am	9:30	9:45	3:00pm	0.5hrs	7.6	3:00			4:00		1.0		
Wed 03/07/18	7:00am	9:30	9:45	3:00pm	0.5hrs	7.6								
Thurs 04/07/18	7:00am	9:30	9:45	3:00pm	0.5hrs	7.6	3:00			4:30		1.5		
Fri 05/07/18	7:00am	9:30	9:45	3:00pm	0.5hrs	7.6								
Sat 06/07/18					0.5hrs		7:00am	9:30	9:45	3:00pm	0.5	7.5		



					Total:	38					Total:	10	Total:	



Calculation schedules

Ordinary hours:	<u>38</u> hours@ \$ <u>45.57</u> p/hr	\$1292.77
Overtime hours:	<u>10</u> hours@ \$ <u>45.57</u> p/hr	\$455.70
Part-time loading:	_____ %	\$
Casual loading:	_____ %	\$
Other loading – type (e.g. shift loading):	_____ %	\$
Penalty rate# – type (e.g. Saturday/evening):	_____ hours@ \$ _____ p/hr	\$
Penalty rate# - type (e.g. public holidays):	_____ hours@ \$ _____ p/hr	\$
Monetary allowance/bonus/other payment – type (e.g. bonus):		\$
Leave – type:	_____ hours@ \$ _____ p/hr	\$
Leave loading:		\$ _____
Gross pay:		\$1748.47

Deductions			
Taxation:	\$ <u>445.00</u>	Superannuation contribution:	\$ <u>166.10</u>
Other – type (e.g. voluntary superannuation contributions):	\$ <u>17.50</u>	Name of Fund/Scheme: BUSSQ	
Other:	\$ _____	Where the entitlement comes from (why the employer is liable to pay it):	
Other:	\$ _____	Period over which contributions were made:	01 / 07 / 18 to 08 / 07 / 18
Total deductions:	\$ <u>445.00</u>	Date paid into fund: 12 / 07 / 18	
Net pay:	\$ <u>1303.47</u>	Note: Any election made by the employee in relation to the fund into which superannuation contributions are to be made must be kept, along with a record of the date of the election.	

Employee declaration*: I have worked the above times and received the net pay shown on this worksheet.

Signed: Erica Taylor Date: 13 / 07 / 18



Pay slip

Date of payment: 1 July 2015
Pay period: 1 July 2015 to 8 July 2015

Employer's name: TJC CONSTRUCTIONS
ABN: 126 675 881
Employee's name: ERICA TAYLOR
Employment status: Full Time
Name of Award/Agreement Name: _____ or Salary ☒
Classification under the Award/Agreement Name: _____ or N/A ☒
Hourly rate: 45.47 Annual Salary: \$90,000
Bank details: Commonwealth Bank BSB 111111 Account number 111112211
Annual leave entitlement: 0.5 as at 8 July 2015
Personal/carer's leave entitlement: _____ days/hrs as at 8 July 2015

Modify this table according to the employee's entitlements.

Entitlements	Unit	Rate	Total
Wages for ordinary hours worked	<u>48</u> hours	\$45.47	\$1748.47
Insert any leave taken during the pay period	<u>NIL</u> hours	\$	\$
TOTAL ORDINARY HOURS = <u>48</u> hours <i>any leave taken should also be included here.</i>			
Insert name of entitlement:	_____ hours	\$	\$
Insert name of entitlement:	_____ hours	\$	\$
Insert name of entitlement:	_____ hours	\$	\$
Insert name of entitlement:	_____ hours	\$	\$
Gross payment			\$1748.47

Entitlements can include loadings, penalty rates, shift work allowances, overtime, allowances, incentive based payments, termination entitlements and any other separately identifiable amount.

Deductions	
Taxation (32.3 cents in dollar)	\$445.00
<insert any other deductions>	
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
Total deductions	\$445.00
Net payment	\$1303.47

Employer superannuation contribution – Contribution 9.5%	
BUSSQ Number 1122334	
Contribution	\$183.59

Note: Pay slips must be issues to employees within one working day of the day they are paid.

Answer

