



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

DAVID MOORE

Participant signature

Assessor name

Assessor signature

Date

Click here to enter a date.

04/04/18

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



Q1. What is the Building Code of Australia?

Answer

The building code of Australia is a uniform set of technical provisions for building work and plumbing and drainage installations throughout Australia whilst allowing for variations in climate and geological or geographic conditions.

Consisting of three volumes:-

NCC Vol One - Class 2 to 9

NCC Vol Two - Class 1 and class 10

NCC Vol Three - Plumbing and drainage



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

QBCC Regulation 2003 schedule 2 - Part 4

Low rise building has a scope of work from class 1 or class 10 - class 2-9 buildings with a gross floor area not exceeding 2000m² but not including type A or Type B construction.

2 Story on class 5, 6, 7 & 8 buildings only.





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

Answer

Class	Summary
1(a)	A single dwelling being a detached house separated by a fire resisting wall.
1(b)	A boarding house, guesthouse, hostel total area 300m ² . No more than 12 residents with only a private garage.
2	A building containing 2 or more sole-occupancy units each being a separate dwelling.
3	A residential building, other than class 1 or 2 eg. boarding house, hostel, backpackers, motel, hotel.
4	A dwelling in a building that is Class 5, 6, 7, 8 or 9 if it is the only dwelling in the building.
5	An office building used for professional or commercial purposes, excluding buildings of class 6, 7, 8 or 9.
6	A shop or other building for the sale of goods by retail or the supply of services direct to the public. Eg. cafe, restaurant, kiosk.
7(a)	A building which is a car park.
7(b)	A building which is for storage or display of goods or produce for sale by wholesale.
8	A laboratory, or a building which processing of products, repairing, packing for sale.
9(a)	A health care building, including those parts of the building set aside as a laboratory.
9(b)	An assembly buildings, inc. trade workshop, laboratory in school.
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, swimming pool.

10(c) A private bushfire shelter.



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

Answer

Type A, B, C refer to sub categories within each class, assists with the scope of work for low, medium, high rise builders.



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

QBCC is a government body whos sole role is to regulate the building industry throughout Queensland, These regulations come from Building Codes of Australia (BCA) and the government acts.





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

Answer

All builders, building designers and most trade contractors must be licensed by QBCC. This is under the Queensland Building Services Authority Act 1991.

- any building work valued over \$3,300
- building work valued over \$1100 when involving hydraulic services
- any works involving - Drainage, plumbing, gas fitting, Termite management, Fire protection, completed building inspectors, Building design, site classification.



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

Answer

If you are overseeing work that involves:-

- plumbing + Drainage
- Gas fitting
- Pest control or fire protection
- Overseeing and directing the building work (site manager)
- ~~Also~~ • Ensuring work is to standard (site manager)
- Ensuring work complies with plans + specs. (site manager)





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

Answer

Builders, Builders Restricted, Building Design, Trade Contractor, Plumbing and drainage



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

Answer

Applying online at QBCC website for the licence.
For each licence individual requirements are necessary to secure ~~license~~ licence.
Scope of works of each licence and requirements include:-
• Experience
• Documents to support qualifications
• References for evidence
• Financial records
• Proof of id.





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

Answer

These regulations provide a framework to protect the health, safety and welfare of all workers at work in the commonwealth jurisdiction. This act nationally harmonised OHS laws.

The main provisions in the *Work Health and Safety Regulations 2011* act are as follows:-

- 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 purpose of the *electrical safety act 2002* is to eliminate the human cost to individuals, families and community of death, injury and destruction that is caused by electricity.





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

- Signage identifying the principal contractor
- General Safety signs erected
- The number of signs erected comply with size of the job/project.
- Show the location of site office on entrance with contact details.



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

Answer

- General Safety signs erected
- PPE signage should be on the entrance e.g. hard hats, hi-vis



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

Answer

- Fines include:-
- Individual - \$3600
 - Body Corporate - \$18000





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

Answer

Sustainable Planning Act 2009 is purpose is to achieve ecological sustainability by -

- a) managing the process of development, including accountability, effective and efficient sustainable outcomes.
- b) manage the effects on the environment.
- c) coordination and integration of planning at the local, regional and state levels.





Q16. What is 'notifiable work'?

Answer

Notifiable work is common, everyday plumbing and draining work performed by plumbers + drainers on existing buildings. The reason for this is to create detailed records and carrying out inspections there is a high standard to ensure health + safety laws are followed.



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

Answer

- * Offer
- * Acceptance
- * By a competent person having legal capacity to exchange
- * Consideration to create
- * Mutuality of obligation.





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

QBCC states a written contract is required ☐
on building works over \$3,300, the contract is between two parties for exchange of payment for services. e.g. Client - Builder, Builder - sub-contractor.

Examples:-

A new home - client and builder make a written contract.

Plastering work - a builder requires the services of a tradesman to do the internal linings on a new home sub-contractor and builder make a written contract.

Written contracts can be found on QBCC, Master Builders website.

Example of no written contract:-

* Builder has a skip bin delivered on site.

* Owner requires a contractor to perform works under \$3,300, ~~verbal~~ verbal/written agreement can be of use.



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

Answer

To control cost and time on a project detailed planning and contractual agreements should be in place before commencing the project. The best contractors for the best price should be secured. Planning such as timescheduling, quality checklists, daily meetings and regular communication with the client/contractors. Forecast issues before they may arise and good team problem solving to address. Suppliers should be on time without delays and high quality material delivered/received. Allow for delays and extra costs within the contract to prevent poor outcomes financially.





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

Answer

Plan for an easy flowing project by having Contractors (contracts), suppliers in place before starting the project. Ensure no delays by setting a detailed timeschedule for the build and allow for delays. Check that each contractor has materials ready in advance and that trades are not working over the top of one another as this will have costs overall. Check works are quality controlled to prevent back tracking and delays. Poor Scheduling and forecasting mixed with poor Contracts = disaster to a free flowing project.





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

Answer

- Contracts
- Quality Control
- WHS acts
- Building codes
- Inductions
- Contractors insurances
- Purchase Orders
- Reueval documents
- Warrentys
- Site plans
- Legal documents





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

Paperwork should be filed in a designated cabinet (hard copy) and a copy online (scan). Documents that should be kept include:-

- Delivery Dockets
- Receipts
- Purchase Orders
- Contracts
- Employee Files
- Timeschedules
- Quality control lists
- Minute meetings, pre-starts
- ~~• Key~~

Keep all agreements in writing for legal purposes, have contractors sign off on pre-starts, toolboxes. Good record keeping makes for a smooth running project to use documents when necessary.



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

Answer

- Wrong order of materials
- Poor quality material
- Delays from supplier
- Delay on payment to supplier





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

Answer

Good communication is essential to a efficiently run project. A few points to keep good communication on site are as follows:-

- Regular meetings with client to raise issues or variations
- Meetings with contractors for timescheduling and quality control.
- Pre starts/Toolbox talks safety moments, clear work plans daily.
- Talk with suppliers about delays and notified on agreed pay dates.
- Keep neighbours of the project aware of anything that may effect their persons
- Supervisor/site manager to communicate all site moments to project manager for record keeping for the contract.
- Keep communication with architects, engineers for certifying works
- Communicate with contractors of any delays to prevent back charges/variations.





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

Answer

Dilapidation reports should be done by a building consultant before work begins on projects. This will be done by inspecting neighbouring properties to prevent issues with damage and legal problems that may arise.



Q26. What is the significance of meeting with neighbours?

Answer

Meet and greet neighbours and make a good relationship before the build.

- Take any questions about the build or issues that the neighbouring properties may have.
- Include contact information for any problems that need addressing e.g. noise, dust
- A good relationship with neighbours makes for a smooth running project.





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

Codes of practice are documents that provide guidance for persons to achieve standards required under the act and effective ways to identify and manage risks.

- Work Health and Safety (Codes of Practice) Notice 2011
- Hazardous manual task (code of practice) 2011
- Confined spaces (code of practice) 2011
- Tower Crane (code of practice) 2017



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)	PCBU to ensure health and safety of workers while at work in the business including:- • work environment without risks to health & safety • Safe plant and structures • Safe systems of work • Safe use, handling, storage and transport • Adequate facilities for workers and access. • Information, training, instruction, supervision necessary to protect individual health and safety. • Monitor workplace to prevent illness or injury to workers.
Principal contractor	• Signage identifying principal contractor • preparation of WHS management plan • Inform all persons of plan before commence • Review - keep up to date • Obtain SWMS before high risk work. • Put in place arrangements for compliance on facilities and amenities. • manage risks associated with construction materials and waste, plant, traffic and essential services.





Workers	• Care for their own health and safety. • Care for others safety • Comply with instructions when justified. • Comply with health and safety policies
Other persons	• Care for their own health and safety • Care for others health and safety • Comply with instructions.

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

~~Construction~~ Public Liability Insurance to cover third party visitors on the job site.





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

Answer

Similar to public liability insurance with additional extras including

- Property damage or personal injury to others
- Loss or damage to your project due to fire etc.
- Loss or damage to materials

Available for yearly or one off projects.



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

Answer

The employer must make payments quarterly or 4 times annually.



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



Answer

Homes are insured under the Home Warranty Insurance Scheme for:

- Structural defective work within 6 years 6 months
- non-structural defects up to 12 months.

After the building handover inspection the home owner should keep track of any defects before the 12 month period of non-structural. Contact professional building inspectors to fix any issues under the Home Warranty Insurance Scheme.



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

Answer

The builder controls the standard and must keep proper supervision to get the best result.

- Quality Control checks



Q34. Who is responsible for organising compliance inspections?



Answer

Client is responsible to get the builder work checked by a building certifier this may be local government or private. This process will be factored into the contract.



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

- Footings inspection
- Slab inspection
- Framing inspection
- Waterproofing inspection
- Final inspection



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

- Council approvals
 - Condition report
 - Soil test
 - Core samples of concrete
 - Engineer approvals
 - Plumbing /Electrical approvals
- Fire



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



Answer

Notifiable works to local council contractor is required by law. General checks required are

- water supply system
- water in the different rooms
- Drainage
- Outdoor water system



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

Answer

Workcover provides compensation to workers for loss of income due to work related injuries or illness. There is a legal obligation for anyone who employs another person to take out workcover insurance. The employer is responsible for taking out workcover insu



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
Always ask to see the policy schedule and payment receipt for the current period and keep copies in filing.



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

Answer

Up to date with insurance look for policy schedule and payment receipt.
• Insurance name
• Type of cover
• Expiry date
• Policy name



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

Answer

If you become injured or sick this insurance will ensure you still receive a portion of your income to support your family.



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



Answer

Risks include:-

- Quality
- Delays in contract
- Loss
- Value
- Damages
- Knowledge



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

Answer

- Price and compare
- History - previous workmanship (usual, photo evidence)
- Efficiency
- Safety Standards
- Insurances up to date
- Licences and qualification evidence
- Can they meet deadlines and prevent delay + costs



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 person must not carry out work if the regulations require the work to be qualified.
Cert to erect scaffold gives a person qualification to erect scaffold.



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

Have correct record keeping in place.

- Filing cabinet labelled individually e.g. paid, pending, invoices purchase orders.
- Trained staff for correct record keeping
- Make sure no receipts are lost.
- Communication with suppliers
- Check agreements in contract with suppliers for payment dates.
- Good communication with account



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



Answer

Legal prosecution - ~~has~~ Removal of business licence
- Penalty fees in agreement



- 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

- Certification / approvals
- Delayed payment from client - flow on effect
- Bankruptcy
- Variations in contract
- Agreement on payment periods
-



- 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>DM CONSTRUCTION</u>		
Site address: <u>15 LABEL ST BRISBANE</u>		
Trade contractors name and contact details: <u>STEELWORKS QLD</u>		
Contract statement		
Contract Sum	Item 1	6000.00
Variations previously claimed (show additions as '+' and deletions as '-')	Item 2	+ 400.00
Variations this claim (show additions as '+' and deletions as '-')	Item 3	- 100.00
Adjusted contract sum	Item 4	6300.00
Total value of work to date	Item 5	2000.00
Total payments to date	Item 6	950.00
Total retention to date	Item 7	50.00
Amount of this claim	Item 8	2000.00
Retention for this claim (5%)	Item 9	100.00
Calculate payment for this claim	Item 10	1900.00
Total paid to date (including this payment)	Item 11	2950.00
Total retention to date (including this payment retention)	Item 12	150.00
Balance of adjusted contract sum still owing (excluding all retentions)	Item 13	3450.00
Signature of Builder: <u>[Signature]</u>		Date: <u>02.04.18</u>
Signature of Trade Contractor: <u>[Signature]</u>		Date: <u>02.04.18</u>

Answer





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

Answer

A tax of 10% on goods and services in Australia for all businesses.



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

Answer

Once you have your ABN you can register but must if:

- your business has a turnover of \$75,000 or more
- Non-for profit organisation more than 150,000 per year
- taxi or limousine to driver with passengers
- claim fuel tax credits.





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

*Industrial Relations Act 2016
*Fair Work Business.gld.gov.au
QIRC.QLD
Treasury.gld.gov.au

☐

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. *Attach Gantt chart*

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 your employer contributes 10.5% to your superannuation.



Timesheet

Employer's name:	DM CONSTRUCTIONS			
Employee's name:	DM			
Pay period: (dd/mm/yy)	01/07/15 to	08/07/15	Pay date: (dd/mm/yy)	10/07/15

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 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)			
Wed 01/07/15	7:00	11:00	11:30	3:00	15	7.15 hrs										
Thurs 02/07/15	7:00	11:00	11:30	4:30	15	8.45 hrs										
Fri 03/07/15	7:00	11:00	11:30	3:00	15	7.15 hrs										
Sat 04/07/15	7:00	11:00	11:30	3:00	15	7.15 hrs										
Sun 05/07/15																
Mon 06/07/15	7:00	11:00	11:30	3:00	15	7.15 hrs										
Tues 07/07/15	7:00	11:00	11:30	4:00	15	8.15 hrs										
Wed 08/07/15	7:00	11:00	11:30	3:00	15	7.15 hrs										

Signature of employee: _____

Date: ____ / ____ / ____

14.15 OT HRS



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:			
Employee's name:	Dm		
Pay period: (dd/mm/yy)	01 / 07 / 15	to 08 / 07 / 15	Pay date: (dd/mm/yy) 10 / 07 / 15

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

[illegible]



Calculation schedules

Ordinary hours:	38 hours @ \$ 40 p/hr	\$ 1520
Overtime hours:	14.5 hours @ \$ 40 p/hr	\$ 580
Part-time loading:		\$
Casual loading:		\$
Other loading - type (e.g. shift loading):		\$
Penalty rate# - type (e.g. Saturday/evening):		\$
Penalty rate# - type (e.g. public holidays):		\$
Monetary allowance/bonus/other payment - type (e.g. bonus):		\$
Leave - type:		\$
Leave loading:		\$ 365
Gross pay:		\$ 2451

Deductions		
Taxation:	\$ 294	Superannuation contribution: \$ 245
Other - type (e.g. voluntary superannuation contributions):	\$	Name of Fund/Scheme: BUSS Q
Other:	\$	Where the entitlement comes from (why the employer is liable to pay it):
Other:	\$	Period over which contributions were made: 01/07/15 to 08/07/15
Total deductions:	\$ 539	Date paid into fund: 28/07/15
Net pay:	\$ 1912	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: 

Date:

08/07/15

Pay slip

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

Employer's name: DM CONSTRUCTIONS
ABN: 126 675 881
Employee's name: DM
Employment status: Full Time
Name of Award/Agreement Name: _____ or Salary ☐
Classification under the Award/Agreement Name: _____ or N/A ☐
Hourly rate: 40 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: 198 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>38</u> hours	\$ <u>40</u>	\$ <u>1520</u>
Insert any leave taken during the pay period	_____ hours	\$	\$
TOTAL ORDINARY HOURS = _____ hours <i>any leave taken should also be included here.</i>			
Insert name of entitlement: <u>OVERTIME</u>	<u>14.15</u> hours	\$ <u>40</u>	\$ <u>566</u>
Insert name of entitlement:	_____ hours	\$	\$
Insert name of entitlement:	_____ hours	\$	\$
Insert name of entitlement:	_____ hours	\$	\$
Gross payment			\$ <u>2451</u>

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)	\$ <u>784.32</u>
<insert any other deductions>	
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
Total deductions	\$
Net payment	\$ <u>1666.68</u>
Employer superannuation contribution – Contribution 9.5%	
BUSSQ Number 1122334	
Contribution	\$ <u>245</u>

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

Answer

