

Employer Information Booklet

The information contained within this booklet has been compiled for your information during the induction process and for future reference.

This booklet is not meant to be a complete reference, rather a resource to access when the need arises.

Contents Include:

- Useful Contacts
- Employer Training Instructions
- Employer responsibilities
- AASN – Australian Apprenticeship Support Network (Providers)
- Building apprentices – Modern award

We hope that you find this booklet useful.

USEFUL CONTACTS

Australian Government - Australian Apprenticeships

13 38 73

Website: <http://www.australianapprenticeships.gov.au/>

This website is designed to provide quick and easy access to information regarding Australian Apprenticeships. This includes:

- Australian Apprenticeship Support Network providers (Apprenticeship Network provider)
- Australian Apprenticeships programmes
- Employer incentives
- Information and support for apprentices looking to start their own business
- Support and assistance for apprentices during their apprenticeships
- Support and advice for people looking to start apprenticeships, whether in school, just out of school, or mature-age.

Australian Apprenticeships & Traineeships Information Service

1800 338 022

Website: <http://www.aatinfo.com.au/>

This website provides apprenticeships and traineeships information and resources for Australian Apprenticeship Support Network (Apprenticeship Network) providers, Registered Training Organisations, Group Training Organisations, jobactive Employment Services Providers and other service providers and stakeholders.

Queensland Government - Department of Education and Training (DET)

Website: <http://www.training.qld.gov.au/>

This website is an overview of the Department of Education and Training.

Apprenticeships Information

1800 210 210

Website: <http://www.apprenticeshipsinfo.qld.gov.au/>

Email enquiries: apprenticeshipsinfo@qld.gov.au

Apprenticeships Info was established in 2007 by the Department of Education and Training. Our aim is to provide a valuable 'one stop' contact for queries in relation to the Queensland apprenticeship and traineeship system.

Apprenticeships Info provide free advice, referrals and support to all Queenslanders about apprenticeships, traineeships and training options. We also act as a link to the Training Queensland regional offices by referring enquiries and workplace issues to your local office for further assistance and support.

Training and Skills - DET Queensland – on Facebook

Funding/incentives information

1300 369 935

Website: <http://www.training.qld.gov.au/employers/funding>

Fair Work Australia

13 13 94

Website: <http://www.fairwork.gov.au/>

Biga Training

1300 00 2442

Training is conducted at the following facility locations:

Brisbane North: Brendale

Brisbane South: Salisbury

Regional: Bundaberg, Townsville, Rockhampton, Mackay and Sunshine Coast

Training Administration: 300 South Pine Road, Brendale QLD 4500

p: 07 3205 1855

f: 07 3205 3133

e: info@biga.com.au

website: www.biga.com.au

1300-00-BIGA

email: info@biga.com.au

brisbane:

300 south pine road

po box 5360 Brendale 4500

phone: (07) 3205 1855 fax (07) 3205 3133



EMPLOYER TRAINING INSTRUCTIONS

The following has been provided to assist and guide you in the training of your apprentice. We understand that it is important to you that your apprentice be given the opportunity to become qualified to the highest achievable level possible. This can only be done if the apprentice, you the employer and the Supervising Registered Training Organisation (SRTO) work to this common goal.

Induction

At this induction it is important to make sure that the apprentice is contracted in the trade of their choice. Please make sure that the selected units of competency are suitable for your apprentice and the type of work normally completed by your enterprise. It may be necessary to discuss your work activities to identify and meet obligations required by the Department of Education and Training (DET).

Australian Apprenticeship Support Network (AASN)

Australian apprenticeships and traineeships combine practical experience with industry designed training to help Australians achieve nationally recognised qualifications in their chosen industries.

The Australian Government contracts Australian Apprenticeship Support Network Providers as the first point of contact to provide information and advice to support employers, apprentices and trainees across Australia to better navigate the apprenticeship and traineeship system.

Supervising Registration Training Organisation (SRTO)

As an SRTO, Biga Training has been chosen by you and your apprentice through discussion with your AASN.

Employer

Your apprentice is required to complete the current approved training program to obtain their qualification. They will be required to attend progressive training from time to time as outlined in their Training Plan. The method of training will be discussed with you at the induction.

Training arrangements and final dates will be organised and six (6) weeks notice will be posted to you and your apprentice and a one (1) week notice reminder will be sent as an sms to you and your apprentice. If these dates cause difficulty in your business you may negotiate future dates as long as the apprentice is not hindered in gaining their qualification. Please ensure that your apprentice attends training when agreed and has the necessary tools and equipment stated on the reminder letter.

To assist Biga Training, you will be asked to verify workplace activities that align with the training program. Once the apprentice has completed practical experience in the workplace please sign the Training Record Book (Log Book) and to indicate that your apprentice has achieved suitable practical experience for us to deem them competent. Please ensure that your apprentice completes their Training Record Book regularly throughout their apprenticeship.

Training Incentives

Training Incentives are a Government initiative and are managed through the AASN. Please discuss these details with your AASN.

DET = Department of Education and Training

AASN = Australian Apprenticeship Support Network (Network Provider)

SRTO = Supervising Registered Training Organisation

website: www.biga.com.au

1300-00-BIGA

email: info@biga.com.au

brisbane:

300 south pine road

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phone: (07) 3205 1855 fax (07) 3205 3133

ATIS-013

Employer responsibilities

Apprenticeships Info

1800 210 210 • apprenticeshipsinfo@qed.gov.au • www.apprenticeshipsinfo.qed.gov.au

Information to get started

The employer and apprentice or trainee have certain roles and obligations to fulfil under the training contract.

At the beginning of the apprenticeship or traineeship

The employer must:

- Contact an Australian Apprenticeship Support Network (AASN) provider to arrange the signing of a training contract.
- Ensure the training contract is signed by the parties within **14 days** of the start of the apprenticeship or traineeship.
- Select a training organisation in consultation with the apprentice or trainee.
- Take all reasonable steps to ensure that the training contract is given to the AASN provider within **28 days** of the start of the apprenticeship or traineeship.
- Negotiate a training plan with the apprentice or trainee and the training organisation within **three months** of the start of the apprenticeship or traineeship.

Further responsibilities that relate specifically to school-based apprenticeships and traineeships:

- If the student is outside years 10, 11 or 12, prepare and submit a business case for the proposed school-based arrangement to the Department of Education and Training.
- Obtain the school's agreement to the school-based arrangement.

During the apprenticeship or traineeship

The employer must:

- Deliver training as negotiated in the training plan.
- Provide, or arrange to provide, the facilities and range of work as specified in the training plan, ensuring the apprentice or trainee is adequately supervised by a qualified person.

Read the [ATIS-039 Adequate training arrangements in the workplace information sheet](#) for a definition of a qualified person.

- Pay the wages and provide the entitlements specified in the relevant industrial relations instrument.
- Release the apprentice or trainee from work and pay the appropriate wages to attend any off-the-job training, including assessment as provided for in the training plan. This may not apply to school-based apprentices and trainees and the employer would need to check the relevant industrial instrument.
- Discharge all lawful obligations of an employer, including those relating to workplace health and safety.
- At reasonable intervals of not more than three months, update the training record.
- Negotiate a training plan within **28 days** where the current training plan has ended due to change of training organisation or transfer of training contract.

Further responsibilities that relate specifically to school-based apprenticeships and traineeships:

- Provide the minimum 375 hours (50 days) of paid employment each year of the school-based apprenticeship and traineeship. If in electrotechnology, the minimum is 600 hours (80 days).
- Ensure the school-based arrangement impacts the student's school timetable.

At completion of the apprenticeship or traineeship

The [ATIS-009 Completing an apprenticeship or traineeship information sheet](#) provides all requirements where the employer and their apprentice or trainee agree the apprenticeship or traineeship is ready for completion.

Events where the employer must notify their AASN provider or the department

The employer must notify their AASN provider or



the department in writing within **14 days** of any of the following events:

- Agreement by the parties to amend or cancel the training contract.
- Deciding that the apprentice or trainee is unlikely to meet the requirements of their training plan.
- If the apprenticeship or traineeship will not be completed within the nominal term and an extension is required.
- Sale or disposal of the business by the employer.
- Dissolution or change of business partnership.
- Where the purchaser of a business agrees to continue to train an apprentice or trainee, the employer must give notice to the AASN provider or the department of the agreement. On receipt of this notification, the training contract is taken to be assigned to the purchaser of the business (the new employer). Note that if a purchaser/new owner or new partnership of a business does not wish to retain an apprentice or trainee, they must notify the AASN provider or the department in writing before the change takes effect.
- Temporary transfer of a training contract (within **seven days** after the day the transfer takes effect).
- Suspension of a training contract – suspension effect date cannot be less than **seven days** from the date the advice was given to their AASN provider or the department.

However, if the training contract ends during the probationary period, the employer must notify their AASN provider or the department within **seven days** of the apprenticeship or traineeship ending.

School-based apprentices and some school-based trainees will not complete their apprenticeship or traineeship while at school. Employers are required to convert the training contract to full-time or part-time when the apprentice or trainee completes their final day at school.

This is an automatic process carried out by the department. However, if the student leaves school before the end of Year 12, the parties will need to convert the training contract using [ATF-035 Amendment of a registered training contract form](#). Once converted, appropriate award wages and conditions apply.

The employer **must not** directly or indirectly:

- **Obstruct or discourage** in any way, the apprentice or trainee from participating in the training required under the training plan to be delivered by the training organisation.
- Place the apprentice or trainee at a disadvantage, because they participate or attempt to participate in the required training.

It is **very** important that parties maintain open lines of communication and attempt to resolve disputes between themselves in the first instance. If these attempts fail, disputes should be referred to the AASN provider or the department for further assistance and early intervention.

For further information

Phone:

- the nominated AASN provider for the training contract
- Apprenticeships Info on 1800 210 210 regarding employer obligations under the training contract
- Fair Work Ombudsman on 13 13 94 or visit www.fairwork.gov.au, regarding employment concerns.

Related documents:

- [ATIS-052 Apprenticeships in the electrical industry – employer information](#)
- [Registering a training contract procedure](#)
- [Guide to school-based apprenticeships and traineeships](#)

Version 6.2 – March 2017
ATIS-013 Employer responsibilities

Source : <https://training.qld.gov.au/apprenticeshipsinfo/informationresources/Documents/info-sheets/is13.pdf#search=atis%2D013>

website: www.biga.com.au

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Current as at 1 October 2016

AUSTRALIAN APPRENTICESHIP SUPPORT NETWORK				
Contact details for Queensland Apprenticeship Support Network Providers				
Name	Address	Main Contact Number	Fax Number	Email/Website
The Busy Group Ltd (Consortium): <ul style="list-style-type: none"> • Busy At Work • Skill360 Australia Limited 	Suite 6 45 Nind Street PO Box 303 SOUTHPORT QLD 4215	13 28 79	5591 3034	busvatwork@busvinc.com.au www.busvinc.com.au
MEGT (Australia) Ltd	5/5 Gardner Street Milton Qld 4064 PO Box 311 TOOWONG QLD 4066	3871 4444	3634 6199	www.megt.com.au
MRAEL Limited (MRAEL and Enterprise Management Group Pty Ltd)	5-7 Tennyson Street PO Box 643 MACKAY QLD 4740 AASN office address:: 6A Lawson Street MACKAY QLD 4740	1300 766 188	4957 9870	www.mrael.com.au
Apprenticeship Support Australia (Chambers Apprenticeship Support Australia Pty Limited)	Level 6, 10 Felix Street Brisbane QLD 4000	1300 363 831	1300 650 755	info@apprenticeshipscentre.com.au www.apprenticeshipsupport.com.au

Please note that no recommendation is intended or implied in the publication of these contact details.

Source : <https://training.qld.gov.au/site/apprentices/Documents/aasn/aasn-list.pdf>

website: www.biga.com.au

1300-00-BIGA

email: info@biga.com.au

brisbane:

300 south pine road
po box 5360 brendale 4500
phone: (07) 3205 1855 fax (07) 3205 3133

Building Apprentices - Modern Award

Effective 1 July 2017

As a result of the transition of state awards to modern awards, apprentices in Queensland are paid according to their business/employer history.

The amount of wages and operative date of current wages will differ depending on whether your business is a company, sole trader or partnership, and when your business was established.

BUILDING APPRENTICES EMPLOYED BY A BUSINESS INCORPORATED ON OR AFTER 27 MARCH 2006 OR BY A SOLE TRADER OR PARTNERSHIP ESTABLISHED ON OR AFTER 1 JANUARY 2010

These business pay apprentices in accordance with the Building and Construction General On-Site Award 2010 and are bound by these provisions, including different percentages for wage levels and the payment of the tool allowance in the employee's hourly rate.

ORDINARY HOURS

Ordinary working hours are 38 per week worked between the hours of 7am and 6pm Monday to Friday (or by agreement 6am – 6pm). Ordinary hours are scheduled over a 20-day cycle, with 0.4 of an hour on each day accruing towards a paid rostered day off (RDO) in each cycle. The modern award allows for an agreement between the employer and a majority of employees to substitute a RDO for an alternative day or reach an agreement for working other than the rostered day off cycle.

Overtime

For hours worked in excess of ordinary hours, or outside of the span of hours Monday to Friday, overtime is payable at time and a half (150%) for the first two hours, double time (200%) thereafter.

For hours worked on a Saturday overtime is payable at time and a half (150%) for the first two hours' double time (200%) thereafter, except that all hours worked after noon Saturday are payable at double time (200%). A minimum engagement of three (3) hours applies for work on a Saturday.

For hours worked on a Sunday overtime is payable at double time (200%) for all hours worked. A minimum engagement of four (4) hours applies for work on a Sunday.

Leave

ANNUAL LEAVE

Full time apprentices are entitled to receive four (4) weeks annual leave per year, which accrues progressively based on their length of service. Part time apprentices are entitled to annual leave accrued on a pro-rata basis in accordance with their ordinary hours of work. An additional 17.5% annual leave loading is payable on all hours taken, or paid out upon termination.

PERSONAL/CARER'S LEAVE

Full time apprentices are entitled to ten (10) days' paid personal/carer's leave per year. Personal leave is paid sick leave taken by an employee because of the employee's personal illness or injury. Carer's leave is leave taken by an employee to provide care and/or support to a member of the employee's immediate family or household. Part time apprentices are entitled to paid personal/carer's leave which accrues on a pro-rata basis in accordance with their ordinary hours of work. The accumulation of this leave is uncapped.

THIS PUBLICATION IS PRODUCED EXCLUSIVELY FOR MEMBERS OF MASTER BUILDERS

For further information please contact Master Builders on (07) 3225 6407, or email workplacerelements@mbqlld.com.au

Master Builders Head Office

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p 3225 6444 | f 3225 6545 | e ask@mbqlld.com.au
mbqlld.com.au



Wage Rates

APPRENTICES COMMENCED PRIOR TO 1 JANUARY 2014

Wage Level	Carpenter	Tilelayer	Plasterer	Bricklayer	Roof tiler, Roof fixer	Painter, Glazier	Travel allowances (per day)
1st year - 45%	\$11.28	\$11.28	\$11.14	\$11.04	\$10.89	\$10.66	\$13.07
2nd year - 55%	\$13.43	\$13.43	\$13.29	\$13.19	\$13.04	\$12.81	\$14.82
3rd year - 75%	\$17.73	\$17.73	\$17.59	\$17.49	\$17.34	\$17.11	\$15.69
4th year - 90%	\$20.95	\$20.95	\$20.81	\$20.71	\$20.56	\$20.33	\$16.56

APPRENTICES COMMENCED ON OR AFTER 1 JANUARY 2014

Apprentices who have not completed Year 12

Wage Level	Carpenter	Tilelayer	Plasterer	Bricklayer	Roof tiler, Roof fixer	Painter, Glazier	Travel allowances (per day)
1st year - 50%	\$12.35	\$12.35	\$12.21	\$12.12	\$11.96	\$11.73	\$13.07
2nd year - 60%	\$14.50	\$14.50	\$14.36	\$14.27	\$14.11	\$13.88	\$14.82
3rd year - 75%	\$17.73	\$17.73	\$17.59	\$17.49	\$17.34	\$17.11	\$15.69
4th year - 90%	\$20.95	\$20.95	\$20.81	\$20.71	\$20.56	\$20.33	\$16.56

APPRENTICES COMMENCED ON OR AFTER 1 JANUARY 2014

Apprentices who have completed Year 12

Wage Level	Carpenter	Tilelayer	Plasterer	Bricklayer	Roof tiler, Roof fixer	Painter, Glazier	Travel allowances (per day)
1st year - 55%	\$13.43	\$13.43	\$13.29	\$13.19	\$13.04	\$12.81	\$13.07
2nd year - 65%	\$15.58	\$15.58	\$15.44	\$15.34	\$15.19	\$14.96	\$14.82
3rd year - 75%	\$17.73	\$17.73	\$17.59	\$17.49	\$17.34	\$17.11	\$15.69
4th year - 90%	\$20.95	\$20.95	\$20.81	\$20.71	\$20.56	\$20.33	\$16.56

Notes: The above rates are inclusive of the special allowance, industry allowance and tool allowance.

Travel

Apprentices will only receive the travel allowance for days when they attend work. They will not be paid the allowance for days they attend school. When a school-based apprentice attends off-the-job training not at the school in which they are enrolled, they will receive 25% of the allowance as prescribed above.

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Adult apprentices

An adult apprentice is an employee who is 21 years of age or over at the time of signing the contract of training.

For the purpose of fixing a rate of pay only, the adult apprentice will continue to receive the rate of pay that is applicable to the classification or class of work in which the adult apprentice was engaged immediately prior to entering into the contract of indenture.

Subject to the above, the rate of pay of an adult apprentice will be the rate prescribed for the lowest paid classification prescribed in the award (currently \$20.84 per hour) or the rate prescribed for the relevant year of apprenticeship, whichever is the greater.

School-based apprentices

A school-based apprentice is an employee who is undertaking an apprenticeship while also undertaking a course of secondary education.

The relevant minimum wages for full-time junior and adult apprentices calculated hourly, will apply to school-based apprentices for total hours worked, including time deemed to be spent in off-the-job training.

Where an apprentice is a full-time school student, the time spent in off-the-job training for which the apprentice must be paid is 25% of the actual hours worked each week on-the-job.

If an apprentice converts from school-based to full-time, all time spent as a full-time apprentice will count for the purposes of progression through the relevant wage scale in addition to the progression achieved as a school-based apprentice.

School-based apprentices are entitled to pro-rata all other conditions.

NOTICE OF TERMINATION

An apprentice's minimum notice or payment in lieu is based on length of service.

<i>Continuous service</i>	<i>Min. period of notice</i>
Up to one year	1 week
1-3 years	2 weeks
3-5 years	3 weeks
More than 5 years	4 weeks
The period of notice is increased by one week if the employee is over 45 years old and has had at least two years' service.	

Employee giving notice to employer:

Same as above, except no additional week's notice if employee is over 45 years old.

Training costs – fees and text books

All fees charged by an RTO and the cost of all prescribed textbooks for the apprenticeship, which are paid by an apprentice, shall be reimbursed by the employer:

- Within six months of commencement of the apprenticeship
- At a stage of the apprenticeship, or
- Within 3 months of the commencement of training provided by the RTO

whichever is the later, unless there is unsatisfactory progress.

An employer may meet its obligations under this clause by paying any fees and/or cost of textbooks directly to the RTO.

Allowances

Travelling outside radial area	47c per km
Transfer during working hours	78c per km
Living away from home allowance (or provide reasonable board and lodging with three adequate meals each day)	\$478.44 per week
Part of a week	\$68.45 per day
Return journey	\$20.81 per day
Weekend return home	\$35.28 per occasion
Camping allowance	\$197.14 per week
Part of a week	\$28.14 per day
Overtime meal allowance	\$14.78
Compensation for tools and clothes	\$1804.00

Work-related allowances

Work-related allowances		Percentage of the CW3 standard rate	Per hour (unless otherwise shown)
Underground allowance	Per week	1.80%	\$14.56
	Per day	0.4%	\$3.24

Multi-storey

From commencement of building to 15 th floor level	2.60%	\$0.55
From 16 th floor level to 30 th floor level	3.10%	\$0.66
From 31 st floor level to 45 th floor level	4.80%	\$1.02
From 46 th floor level to 60 th floor level	6.20%	\$1.32
From 61 st floor level onwards	7.60%	\$1.62

Laser safety officer allowances per day		13.40%	\$2.85
Carpenter diver		4.50%	\$0.96
Refractory bricklayer		10.00%	\$2.13
Refractory bricklayer assistant		8.50%	\$1.81
Coffer dam worker		1.70%	\$13.75 per week
First-aid	minimum qualification	0.36%	\$2.91 per day
	higher first-aid certificate	0.57%	\$4.61 per day
Air-conditioning industry and refrigeration industry		7.90%	\$63.92 per week
Electrician's licence		3.20%	\$25.89 per week
In charge of plant		4.70%	\$38.03 per week
Insulation		4.00%	\$0.85
Hotwork	between 46°C and 54°C	3.20%	\$0.68
	exceeding 54°C	4.00%	\$0.85
Cold work		3.20%	\$0.68
Confined space		4.00%	\$0.85

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Swing scaffold		First four hours		Each additional hour	
Levels 0–15		23.3%	\$4.96	4.8%	\$1.02
Levels 16–30		30.1%	\$6.41	6.3%	\$1.34
Levels 31–45		35.6%	\$7.58	7.2%	\$1.53
Levels 46–60		58.3%	\$12.41	12.0%	\$2.56
Levels over 60		74.3%	\$15.82	15.4%	\$3.28

Work-related allowances		Percentage of the CW3 standard rate	Per hour (unless otherwise shown)
Solid plasterers when working off a swing scaffold		0.7%	\$0.15
Explosive powered tools per day		7.60%	\$1.62
Wet work		3.20%	\$0.68
Dirty work		3.20%	\$0.68
Toxic substances	employees using	4.00%	\$0.85
	employees working in close proximity	3.20%	\$0.68
Asbestos		4.00%	\$0.85
Asbestos eradication		10.80%	\$2.30
Furnace work		8.50%	\$1.81
Acid work		8.50%	\$1.81
Bricklayers laying or labourers lifting other than standard bricks (other than cindcrete blocks)	over 5.5kg but under 9kg	3.20%	\$0.68
	9kg but under 18kg	5.80%	\$1.23
	18kg and over	8.20%	\$1.75
Bitumen work		4.00%	\$0.85
Height work >9m		2.90%	\$0.62
Suspended perimeter work platform		4.90%	\$1.04
Employee carrying fuels, oils and greases		1.40%	\$11.33 per day
Pile driving		2.00%	\$16.18 per day
Dual lift allowance		16.20%	\$3.45
Stonemasons – cutting tool		0.20%	\$0.04
Towers allowance	all work above 15 metres	3.20%	\$0.68
	work above each further 15 metres	3.20%	\$0.68
Cleaning down brickwork		2.90%	\$0.62
Bagging		2.90%	\$0.62
Plaster or composition spray		3.20%	\$0.68
Slushing		3.20%	\$0.68
Dry polishing of tiles		4.00%	\$0.85
Cutting tiles		4.00%	\$0.85
Second-hand timber per day		12.60%	\$2.68 per day
Roof repairs height of over 15 metres at the loading point of tiles		2.90%	\$0.62
Roof repairs height of over 15 metres at the loading point of tiles and over 35° pitch		4.00%	\$0.85

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Work-related allowances	Percentage of the CW3 standard rate	Per hour (unless otherwise shown)
Roof repairs height of over 15 metres at the loading point of tiles and over 40° pitch	5.8%	\$1.23
Computing quantities per day	23.30%	\$4.96 per day
Grindstone	0.90%	\$7.28 per week
Certificate allowance	3.20%	\$0.68
Spray application – Painters	3.20%	\$0.68
Pneumatic tool operation per day	17.60%	\$3.75
Bricklayer cutting bricks	4.00%	\$0.85
Hydraulic hammer	5.40%	\$1.15
Waste disposal	6.70%	\$1.43
CIVIL CONSTRUCTION ONLY		
Pipe enamelling	0.90%	\$0.19
Powdered lime dust	3.50%	\$0.75
Sand blasting	0.40%	\$0.09
Live sewer work	2.90%	\$0.62
Timbering	3.60%	\$0.77
Special work	0.40%	\$0.09
Compressed air work		
	0 to 35 kPa	6.90%
	Over 35 & up to 65 kPa	8.70%
	Over 65 & up to 100 kPa	17.60%
	Over 100 & up to 170 kPa	35.00%
	Over 170 & up to 225 kPa	58.30%
	Over 225 & up to 275 kPa	111.70%
Cutting stone	4.00%	\$0.85

Note 1: Allowances are expressed as hourly rates unless otherwise indicated.

Note 2: This table sets out allowance rates only. For information relating to conditions applying to the operation of particular allowances refer to the award provision or to Master Builders.

For further information please contact Master Builders via email at workplacerelations@mbqld.com.au or phone 3225 6407.

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Source: <http://www.mbqld.com.au/publications-and-resources>

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