

Memorandum of Understanding

between

the Queensland Building and  
Construction Commission

and

the Office of Industrial Relations,  
Department of Education

December 2020

# Contents

Part 1 – Introduction and background .....	2
Purpose .....	2
Background .....	2
Legislative scope .....	2
Part 2 - Responsible agencies for this MOU.....	3
Queensland Building and Construction Commission.....	3
Office of Industrial Relations .....	3
Part 3 – Information Sharing Arrangement .....	4
Confidentiality of information .....	4
Disclosure of certain information .....	5
Significant Incident Notification by OIR.....	6
Construction Related Incident Notification by OIR.....	6
Notifiable Incident Notification by QBCC .....	6
Asbestos Notification by OIR.....	6
Investigation Outcome and Prosecution Referral Notification by OIR .....	6
Prosecution Commencement and Outcome Notification by QBCC .....	6
Infringement, improvement and prohibition notices and electrical safety protection notices provided by OIR.....	7
QBCC Licensee list provided by QBCC.....	7
Part 4 – Strategic Principles .....	7
Part 5 - Governance.....	8
Part 6 - Definitions.....	9
Signatories .....	11
Schedule 1 – Contact Information .....	12
Schedule 2 – Detail to be disclosed and time frames.....	13

## Part 1 – Introduction and background

### Purpose

- 1.1 The purpose of this Memorandum of Understanding (**MOU**) is to formalise the ongoing commitment between the Queensland Building and Construction Commission (**QBCC**) and the Office of Industrial Relations (**OIR**) to build and maintain a professional working relationship and to enable the agencies' shared desire to advance building industry safety.
- 1.2 The relationship is based on open communication and collaboration to ensure effective administrative practices that improve processes, investigation outcomes and facilitate information sharing.
- 1.3 This MOU is not intended to:
  - (a) be legally binding. An alleged or real breach of any provision of this agreement is not intended to give rise to a legally enforceable cause of action;
  - (b) entitle or require a person to disclose information that is the subject of legal professional privilege or affect the law or practice relating to legal professional privilege; or
  - (c) restrict the statutory duties, directions and powers available to the QBCC and OIR.

### Background

- 1.4 The OIR and QBCC are regulators of workplace health and safety and the building industry in Queensland, respectively.
- 1.5 Under s 28B of the *Queensland Building and Construction Commission Act 1991* (Qld) (**QBCC Act**), the QBCC can enter into an information sharing arrangement with OIR for the purpose of sharing or exchanging information.
- 1.6 Under s 152 of the *Work Health and Safety Act 2011* (Qld) (**WHS Act**), WHSQ has the function to engage in, promote and co-ordinate the sharing of information to achieve the objectives of the WHS Act with QBCC.
- 1.7 Under s 122 of *Electrical Safety Act 2002* (Qld) (**ES Act**), the ESO has the function to engage in, promote and co-ordinate the sharing of information to achieve the objectives of the ES Act with QBCC.
- 1.8 Information shared will relate to Notifiable Incidents, Serious Electrical Incidents, Asbestos, and Non-Conforming Building Products. Information shared will also include persons who the OIR believes are reasonably likely to be a Person in the Chain of Responsibility or licensed by the QBCC.

### Legislative scope

- 1.9 The relevant legislation that applies to this MOU are the:
  - (a) *Building Act 1975* (Qld) (**B Act**);
  - (b) *Electrical Safety Act 2002* (Qld);
  - (c) *Plumbing and Drainage Act 2002* (Qld) (**PD Act**);
  - (d) *Queensland Building and Construction Commission Act 1991* (Qld); and
  - (e) *Work Health and Safety Act 2011* (Qld).

## Part 2 - Responsible agencies for this MOU

- 2.1 At the commencement of this MOU, the agencies responsible for its administration are the:
- (a) QBCC; and
  - (b) OIR, through the agencies of Workplace Health and Safety Queensland (**WHSQ**), and the Electrical Safety Office (**ESO**).
- 2.2 A reference to an agency in this MOU may be extended to include the responsible department<sup>1</sup>.
- 2.3 This MOU has been developed at the agency level. If there is a change to the department responsible for an agency due to portfolio reassignment or redistribution, or there is a change to the name of a department or agency, there should be negligible effect on the operation of this MOU. That is, machinery of government changes or changes to the name of agencies will not void this MOU or automatically necessitate renegotiation.

### Queensland Building and Construction Commission

- 2.4 The QBCC is a statutory body established under the QBCC Act. The object of the QBCC is to regulate the building industry in Queensland including by:
- (a) administering and monitoring the operation of licensing systems;
  - (b) receiving and investigating complaints about payment of debts, Building Work or other work on a Building Site, and Non-Conforming Building Products;
  - (c) ensuring the maintenance of proper standards in the industry;
  - (d) achieving a reasonable balance between the interests of building contractors and consumers;
  - (e) providing remedies for defective Building Work;
  - (f) providing support, education and advice for consumers and those who undertake Building Work; and
  - (g) regulating domestic building contracts to achieve a reasonable balance between the interests of building contractors and building owners.

### Office of Industrial Relations

- 2.5 The OIR seeks to improve industrial relations, work health and safety, electrical safety and workers' compensation performance through regulatory and policy frameworks and the provision of, evidenced-based services and advice. The OIR includes the agencies of the WHSQ and the ESO.
- 2.6 WHSQ's goal is to foster safe and healthy work environments for all workers in Queensland. The key outcome is a reduction in work-related fatalities, injuries and illnesses in Queensland. WHSQ collaborates with all stakeholders to improve work health and safety performance by:
- (a) delivering education and awareness activities to improve the ability of workplace participants to identify and manage risks to work health and safety;
  - (b) implementing targeted compliance programs at state and local levels and participating in national compliance activities;

---

<sup>1</sup> Department of Education for OIR; Department of Housing and Public Works for QBCC.

- (c) undertaking enforcement activities;
  - (d) managing the registration, licensing and approval regimes under the WHS Act; and
  - (e) working cooperatively with other states, territories and the Commonwealth Government to improve national consistency in work health and safety.
- 2.7 The ESO's goal is to make Queensland industry, homes and communities safe from the risk of electrical harm. The key outcome is a reduction in electricity-related fatalities, injuries, and property damage in Queensland. The ESO collaborates with all stakeholders to improve electrical safety by:
- (a) promoting compliance with electrical safety laws and standards across industry and the community, and enforcing standards when non-compliance is evident;
  - (b) influencing and developing legislation and standards for electrical safety;
  - (c) managing registration, licensing, approval (electrical equipment) and accreditation regimes required under legislation;
  - (d) providing information, education and training activities to help industry employees and the community manage electrical safety risks;
  - (e) providing advice to the Minister and statutory bodies, including the Commissioner for Electrical Safety, the Electrical Safety Board and its three committees; and
  - (f) by working cooperatively with other states, territories and the Commonwealth Government to improve electrical safety outcomes.

## Part 3 – Information Sharing Arrangement

### Confidentiality of information

- 3.1 Each party must comply with the provisions of the *Information Privacy Act 2009* (Qld) (**IP Act**).
- 3.2 Section 271 of the WHS Act and s 193 of the ES Act impose a duty of confidentiality regarding information and documents obtained in exercising any power or function under the respective Acts. A person must not disclose the information to anyone else, unless an exception applies.
- 3.3 There are a range of exceptions, including s 271(3)(c)(iii) of the WHS Act and s 193(3)(c)(iii) of the ES Act, which allow for disclosure of information if the OIR reasonably believes:
- (a) the disclosure is necessary for the administration or enforcement of another Act or law; and
  - (b) the disclosure, access or use is necessary to lessen or prevent a serious risk to public health or safety.
- 3.4 The OIR may also disclose information if they reasonably believe the disclosure is necessary for the administration or enforcement of another Act prescribed under a regulation<sup>2</sup>. The QBCC Act is a prescribed Act for the purposes of disclosing information under s 271(3)(c)(ii) of the WHS Act and s 193(3)(c)(ii) of the ES Act – see Schedule 18A of the *Work Health and Safety Regulation 2011* and Schedule 8A of the *Electrical Safety Regulation 2013*.
- 3.5 Disclosure of information under the ES Act will be determined on a case by case basis and limited to circumstances where there is a connection between Building Work carried out under the QBCC Act or Plumbing and Drainage Work under the PD Act, and a matter

<sup>2</sup> s 271(3)(c)(ii) WHS Act, s193(3)(c)(ii) ES Act



under the ES Act before information can be disclosed. As an example, a builder sub-contracting with an electrician would not be enough to authorise the disclosure if the disclosure related only to the electrical work component.

- 3.6 The disclosure of information by OIR to the QBCC under this MOU must only be used by the QBCC for the purpose of regulating the building industry and to ensure the maintenance of proper standards in the industry. Unless otherwise authorised at law, OIR cannot share personal information with QBCC about a complainant who notifies OIR of an incident without their approval.
- 3.7 Disclosure of information about the involvement of Construction Entities and Construction Related Incidents, particularly if it appears that a licence holder under the QBCC Act, PD Act or B Act has failed to carry out a statutory obligation under the WHS Act is considered necessary for the QBCC's function of being satisfied that a person meets the requirements to hold a licence. For the holder of such a licence, the QBCC is able to impose conditions on, cancel or suspend a licence in circumstances where the QBCC considers the licensee may no longer be a fit and proper person to hold the licence<sup>3</sup>, or where a licensee's Building Work or other work has caused the death or grievous bodily harm of a person, or serious risk to the health and safety of a person<sup>4</sup>. In addition, the QBCC can take disciplinary action against a licensee.
- 3.8 Section 110 of the QBCC Act imposes a duty of confidentiality for information obtained or gained from access to documents in the exercising of a power or performing a function under the QBCC Act. A person must not disclose information or give access to information unless an exception applies.
- 3.9 There are a range of exceptions, including s 110(3)(c)(ii) and s 110(3)(e) of the QBCC Act, which allow for the disclosure of information, or the giving of access to a document and the use of information contained therein if:
  - (a) it is necessary for the administration or enforcement of another Act prescribed by regulation; or
  - (b) it is required or authorised under a law, for example s 28A or s 28B of the QBCC Act.

## Disclosure of certain information

- 3.10 Disclosures or notifications made under this MOU shall be in the method, manner and time frames prescribed by Schedules 1 and 2.
- 3.11 Each agency shall use all reasonable endeavours to make disclosures or notifications under this MOU within the time frames prescribed in Schedule 2, however where either agency is unable to comply within the prescribed time frames the disclosures shall be made as soon as reasonably practicable.
- 3.12 Notwithstanding any provision of this MOU, either party may request disclosure of information which is in the custody or control of the other party (**other party**), in which case:
  - (a) the other party must, as soon as reasonably practicable, assess whether the information is able to be disclosed in accordance with the relevant legislation

---

<sup>3</sup> s 48(j) QBCC Act with reference to s31(1)(a), s 31(2)(a), s 32(1)(g), s 32AA(1)(d) or s 32AB(1)(d)

<sup>4</sup> s 48(ha) QBCC Act

- including but not limited to the B Act, ES Act, IP Act, P & D Act, QBCC Act and WHS Act;
- (b) in assessing whether the information is able to be disclosed, in addition to the relevant legislation, the other party must have regard to:
    - a. the nature of the information sought to be disclosed;
    - b. whether the information relates to other information which has been disclosed between the parties;
    - c. the urgency of the request; and
    - d. any other relevant fact or circumstance;
  - (c) the request need not be in any particular form; and
  - (d) if the information is able to be disclosed, the other party must disclose the information as soon as reasonably practicable.

#### Significant Incident Notification by OIR

- 3.13 If the OIR becomes aware of a Significant Incident, it must give notification thereof (a **Significant Incident Notification**) to the QBCC.

#### Construction Related Incident Notification by OIR

- 3.14 If the OIR becomes aware of a Construction Related Incident that has occurred on a building site, it must give notification thereof to the QBCC.

#### Notifiable Incident Notification by QBCC

- 3.15 If the QBCC is notified of a Notifiable Incident pursuant to sections 54A or 74AM of the QBCC Act, it must give notification thereof to the OIR.

#### Asbestos Notification by OIR

- 3.16 If the OIR becomes aware of the presence of Asbestos on a Building Site, it must give notification thereof to the QBCC.

#### Investigation Outcome and Prosecution Referral Notification by OIR

- 3.17 If the OIR undertakes an investigation into a Contravention by a Construction Entity and decides that 'no further action' is necessary, it must give notification thereof to the QBCC.
- 3.18 If the OIR undertakes an investigation into a Contravention by a Construction Entity and the matter is referred to the Office of the Work Health and Safety Prosecutor (**OWHSP**) for potential prosecution or disciplinary action, it must give notification thereof to the QBCC.

#### Prosecution Commencement and Outcome Notification by QBCC

- 3.19 If the QBCC issues a Complaint and Summons to a person for a Contravention, which also constitutes a Contravention of the WHS Act or ES Act, it must give notification thereof to the OIR.
- 3.20 If the QBCC undertakes and concludes a successful prosecution or disciplinary action of a person for a Contravention, which also constitutes a Contravention of the WHS Act or ES Act, it must give notification thereof to the OIR.

3.21 If the QBCC suspends or cancels a Construction Entity's licence in reliance upon information shared by the OIR under this MOU, it must give notification thereof to the OIR.

Infringement, improvement and prohibition notices and electrical safety protection notices provided by OIR

3.22 If a:

- (a) Infringement Notice;
- (b) Improvement Notice;
- (c) Prohibition Notice; or
- (d) Electrical Safety Protection Notice (each, a **Notice**)

has been given by the OIR to a Construction Entity and the Notice has become enforceable, the OIR must give a copy of the Notice to the QBCC.

3.23 The OIR must periodically provide to the QBCC a summary of any enforceable Notices issued to a Construction Entity.

3.24 For the purposes of clauses 3.22 and 3.23 a Notice is enforceable if:

- (a) Any review rights in respect of the Notice have been exhausted;
- (b) The Notice is not a duplicate of another Notice otherwise given; and
- (c) The Notice has not been withdrawn.

QBCC Licensee list provided by QBCC

3.25 The QBCC must periodically provide to the OIR a list of all licensees under the QBCC Act, PD Act and B Act.

## Part 4 – Strategic Principles

4.1 The agencies agree to observe and comply with this MOU. Each agency will:

- (a) provide agency officers affected by this MOU with appropriate training and resources to assist them to give effect to this MOU;
- (b) develop mechanisms to enable each agency to give effect to, and monitor the implementation of this MOU within the respective agencies; and
- (c) use all reasonable endeavours to ensure that the terms of this MOU are complied with and to further the strategic principles set out herein.

4.2 The agencies acknowledge that general information sharing, where it is considered practical and appropriate, will minimise duplication of government resources. The agencies agree that information available to one agency, which is relevant to the responsibilities of the other agency will be shared in accordance with the terms of this MOU and in accordance with relevant legislative confidentiality and privacy provisions relating to the disclosure of information.

4.3 Nothing in this MOU will be interpreted to authorise disclosure of information which is not otherwise authorised at law.

4.4 The agencies agree to collaboratively develop systems and protocols that:

- (a) support minimising the duplication of incident notification obligations;
- (b) refine the information being shared by the OIR to the QBCC to ensure that the information is fit for purpose (i.e. that the information is limited to information



- involving Construction Entities, Building Work, Plumbing and Drainage Work or Non-Conforming Building Products); and
- (c) Facilitate the automated sharing of online notifications lodged via an agency's website portal in a form to be agreed upon between the agencies.

- 4.5 The application of this MOU will not be limited by an amendment or replacement of legislation administered by the agencies, to the extent that the new legislation has consistent objects to the original. Any such machinery of government or legislative changes will be incorporated at the time of the scheduled review.
- 4.6 If there is an issue regarding the application of this MOU, the agencies will use their all reasonable endeavours and act in good faith to resolve the issue in a timely manner.
- 4.7 Each agency acknowledges that from time to time the other may be unable to fully comply with all requirements of this MOU due to constraints imposed by the availability of data sources. Each agency agrees to use all reasonable endeavours to exchange information to the extent permissible by data availability.
- 4.8 Minor information updates which do not affect the operation or validity of this MOU may be undertaken at any time with the updated information forwarded to the other agencies and appended to this MOU (e.g. updating the contact details listed in Schedule 1).

## Part 5 - Governance

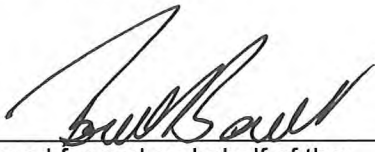
- 5.1 This MOU will commence and be effective from the date of execution by both parties and will continue in force until terminated by either party.
- 5.2 This MOU may be varied or withdrawn at any time by an agreement in writing executed by the agencies.
- 5.3 The agencies agree to commence a review of this MOU within three years of commencement, or within a shorter period if either agency considers a review is required. The parties agree to use all reasonable endeavours to conclude the review within a reasonable time.
- 5.4 The agencies agree to publish the signed MOU on their respective websites.
- 5.5 This MOU replaces the MOU between the QBCC and the Department of Justice and Attorney-General dated 24 August 2017.

## Part 6 - Definitions

- 6.1 In this MOU, the following definitions apply, unless the context otherwise requires:
- (a) **Asbestos** has the meaning given by WHS Act Schedule 1, Part 1, s 1;
  - (b) **B Act** means the *Building Act 1975* (Qld);
  - (c) **Building Site** has the meaning given by QBCC Act Schedule 2;
  - (d) **Building Work** has the meaning given by QBCC Act Schedule 2;
  - (e) **Construction Entity** means:
    - i. a legal entity who is a licensee under the QBCC Act, PD Act or B Act;
    - ii. a legal entity who is a Person in the Chain of Responsibility for a Non-Conforming Building Product; or
    - iii. a legal entity who the OIR identifies as reasonably likely to be required to be licensed under the QBCC Act, PD Act or B Act or a Person in the Chain of Responsibility for a Non-Conforming Building Product;
  - (f) **Construction Related Incident** means a Notifiable Incident or Serious Electrical Incident that:
    - i. involves or is likely to involve a Construction Entity;
    - ii. involves or is likely to involve Building Work;
    - iii. involves or is likely to involve Plumbing or Drainage Work;
    - iv. involves or is likely to involve a Non-Conforming Building Product; or
    - v. Occurs on land in respect of which an Owner-Builder Permit has been granted by the QBCC.
  - (g) **Contravention** means a contravention or potential contravention by a person of a provision of the:
    - i. QBCC Act;
    - ii. PD Act;
    - iii. B Act;
    - iv. WHS Act; or
    - v. ES Act;Including the commission of an offence thereunder;
  - (h) **Electrical Safety Protection Notice** has the meaning given by ES Act s 147;
  - (i) **ES Act** means the *Electrical Safety Act 2002* (Qld);
  - (j) **ESO** means the Electrical Safety Office;
  - (k) **Improvement Notice** has the meaning given by WHS Act s 191;
  - (l) **Infringement Notice** means a notice given pursuant to *State Penalties Enforcement Act 1999* (Qld) s 15;
  - (m) **IP Act** means the *Information Privacy Act 2009* (Qld);
  - (n) **legal entity** includes person;
  - (o) **MOU** means this Memorandum of Understanding as entered into or validly varied from time to time, including all schedules and annexures hereto;
  - (p) **Non-Conforming Building Product** has the meaning given by QBCC Act s 74AB;
  - (q) **Notifiable Incident** has the meaning given by WHS Act s 35;
  - (r) **Owner-Builder Permit** means a permit granted pursuant to Part 3, Division 8 of the QBCC Act.
  - (s) **person** has the meaning given by *Acts Interpretation Act 1954* (Qld) s 32D;
  - (t) **Person in the Chain of Responsibility** has the meaning given by QBCC Act s 74AE;
  - (u) **PD Act** means the *Plumbing and Drainage Act 2002* (Qld);
  - (v) **Plumbing or Drainage Work** has the meaning given by PD Act Schedule 1;
  - (w) **Prohibition Notice** has the meaning given by WHS Act s 195;
  - (x) **QBCC Act** means the *Queensland Building and Construction Commission Act 1991* (Qld);
  - (y) **Serious Electrical Incident** has the meaning given by ES Act s 11;
  - (z) **Significant Incident** means a Construction Related Incident that:

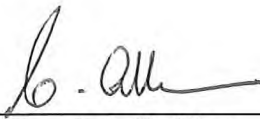
- i. Results or could reasonably have resulted in the death of a person;
  - ii. Results or could reasonably have resulted in the hospitalisation of a person;
  - iii. Receives or is likely to receive media attention; or
  - iv. Could reasonably be expected to raise community concerns about the Construction Related Incident;
- (aa) **WHS Act** means the *Work Health and Safety Act 2011* (Qld);
- (bb) **WHSQ** means Workplace Health and Safety Queensland.

## Signatories



Signed for and on behalf of the:  
Queensland Building and Construction Commission  
by Mr Brett Bassett, Commissioner

Dated this 17<sup>th</sup> day of DECEMBER 2020



Signed for and on behalf of the:  
Office of Industrial Relations  
by Mr Craig Allen, Deputy Director-General

Dated this 3<sup>rd</sup> day of February 2020

## Schedule 1 – Contact Information

<b>Agency</b>	<b>Contact Officer</b>
<p>Queensland Building and Construction Commission</p> <p><a href="http://www.qbcc.qld.gov.au">www.qbcc.qld.gov.au</a></p>	<p><b>Director – Compliance and Enforcement</b></p> <p>Upload data via:  <a href="https://qbcc.sharepoint.com/sites/OIRReporting">https://qbcc.sharepoint.com/sites/OIRReporting</a>                      (for copies and summaries of Notices, and incident notifications from the OIR website portal)</p> <p>Email: <a href="mailto:safety@qbcc.qld.gov.au">safety@qbcc.qld.gov.au</a>                      (for Serious Incident Notifications)</p> <p>Agreed method to share portal notifications</p>
<p>Office of Industrial Relations (including the Electrical Safety Office and Workplace Health and Safety Queensland)</p> <p><a href="http://www.worksafe.qld.gov.au">www.worksafe.qld.gov.au</a></p>	<p><b>Director - Construction Strategy &amp; Compliance</b></p> <p>Upload data via:  <a href="https://qbcc.sharepoint.com/sites/OIRReporting">https://qbcc.sharepoint.com/sites/OIRReporting</a>                      (for notification of incidents)</p> <p>Email:  <a href="mailto:Whsq.aaa@oir.qld.gov.au">Whsq.aaa@oir.qld.gov.au</a></p> <p>(for details of incidents)</p> <p>Agreed method to share portal notifications</p>



## Schedule 2 – Detail to be disclosed and time frames

Information Share	Time Frame	Detail to be provided
<b>Incident Notifications by OIR</b>		
Significant Incident (clause 3.13)	Immediately after the OIR becomes aware of the Significant Incident	<ul style="list-style-type: none"> <li>Name of Construction Entity (or Construction Entities if more than one)</li> <li>License number of Construction Entities</li> <li>Street address and suburb of incident</li> <li>Details of incident</li> <li>Details of Non-Conforming Building Product (if applicable)</li> <li>Details of any media coverage (if any)</li> <li>ACN if company</li> <li>ABN</li> </ul> <p>(All information to be provided is subject to availability at the time that the Significant Incident Notification is made)</p>
Construction Related Incident (clause 3.14)	Within five (5) business days of the OIR becoming aware of the Construction Related Incident	<ul style="list-style-type: none"> <li>Name of Construction Entity (or Construction Entities if more than one)</li> <li>License number of Construction Entities</li> <li>Street address and suburb of incident</li> <li>Brief summary of the injury, incident and product (including Asbestos)</li> <li>ACN if company</li> <li>ABN</li> </ul>
<b>Notifiable Incident notification by QBCC</b>		
Notifiable Incident (clause 3.15)	Within five (5) business days of the QBCC being notified of the Notifiable Incident	<ul style="list-style-type: none"> <li>Name of Construction Entity (or Construction Entities if more than one)</li> <li>License number of Construction Entities</li> <li>Street address and suburb of incident</li> <li>Brief summary of the injury, incident and/or product</li> <li>ACN if company</li> <li>ABN</li> </ul>
<b>Asbestos Notification by OIR</b>		
Asbestos (clause 3.16)	Within five (5) business days of the OIR becoming aware of the presence of Asbestos on the Building Site	<ul style="list-style-type: none"> <li>Name of Construction Entity (or Construction Entities if more than one)</li> <li>License number of Construction Entities</li> </ul>

<b>Information Share</b>	<b>Time Frame</b>	<b>Detail to be provided</b>
		<ul style="list-style-type: none"> <li>• Street location and suburb where the incident occurred</li> <li>• Brief summary of the injury, incident and product</li> </ul>
<b>Investigations &amp; Prosecutions by OIR</b>		
Investigation with 'no further action' (3.17)	After the investigation completion date has been populated in the data base	<ul style="list-style-type: none"> <li>• Name of Construction Entity</li> <li>• Licence number of Construction Entity</li> <li>• Street address and suburb of incident the subject of the investigation</li> <li>• Event ID and details</li> </ul>
Referral of an investigation to OWHSP (clause 3.18)	When the information becomes available	<ul style="list-style-type: none"> <li>• Name of Construction Entity</li> <li>• Licence number of Construction Entity</li> <li>• Street address and suburb of incident the subject of the investigation</li> <li>• Event ID and details</li> </ul>
<b>Prosecution Commencement &amp; Outcome by QBCC</b>		
Commencement of prosecution (clause 3.19)	Within five (5) business days of the QBCC issuing a Complaint and Summons for a Contravention	<ul style="list-style-type: none"> <li>• Name of Construction Entity</li> <li>• Licence number of Construction Entity</li> <li>• Street location and suburb of incident the subject of the proceedings</li> <li>• Brief summary of the matter</li> </ul>
Outcome of prosecution or disciplinary action (clause 3.20)	Within five (5) business days of the QBCC becoming aware of the outcome of a prosecution or disciplinary action	<ul style="list-style-type: none"> <li>• Name of Construction Entity</li> <li>• Licence number of Construction Entity</li> <li>• Street location and suburb of incident the subject of the proceedings</li> <li>• Summary of the matter and findings</li> </ul>
Licence action taken in reliance on information shared by the OIR (clause 3.21)	Within five (5) business days of the QBCC becoming aware of the license action	<ul style="list-style-type: none"> <li>• Name of Construction Entity</li> <li>• Licence number of Construction Entity</li> <li>• Summary of the matter and findings</li> </ul>
<b>Notices provided by OIR</b>		
Infringement Notices, Improvement Notices, Prohibition Notices, and Electrical Safety Protection Notices (clause 3.22)	Within 48 hours of the Notice becoming enforceable	<ul style="list-style-type: none"> <li>• Copy of Notice</li> </ul>
Summary of enforceable Notices (clause 3.23)	Within five (5) business days after the end of each quarter	<ul style="list-style-type: none"> <li>• Name of Construction Entity (or Construction Entities if more than one)</li> <li>• Licence number of Construction</li> </ul>

Information Share	Time Frame	Detail to be provided
		Entities <ul style="list-style-type: none"> <li>• ABN and/or ACN of Construction Entities</li> <li>• Business address of Construction Entities</li> <li>• Street address and suburb the subject of the Notice</li> <li>• Type of Notice issued and year of legislation</li> <li>• Details of the offence or Notice conditions, including the Non-Conforming Building Product (if relevant)</li> <li>• Event ID and detail</li> </ul>
<b>Licensees List provided by QBCC</b>		
List of licensees under the QBCC Act, PD Act or B Act (3.25)	Within five (5) business days after the end of each quarter:	<ul style="list-style-type: none"> <li>• Name of licensee</li> <li>• Licence number</li> <li>• Business address</li> <li>• Licence class type (i.e. Builder – Open)</li> <li>• Licence grade (i.e. contractor)</li> <li>• ABN and/or ACN</li> </ul>