

## SITE SUPERVISOR LICENCE

QBCC licensing consists of three types:

- Contractor
- Nominee Supervisor, and
- Site Supervisor.

Table 1 below demonstrates the restrictions for each licence.

Table 1: QBCC types of licence

Types of Licence	Supervise Building Work	Nominee for Building Company	Enter into Contracts for Building Work
Contractor	✓	✓	✓
Nominee Supervisor	✓	✓	
Site Supervisor	✓		

✓ = licence holder can perform these functions

### Does the holder of an existing QBCC licence need a Site Supervisor licence?

No. An existing Contractor, Nominee Supervisor or Fire Protection Occupational licence allows the holder to supervise building work.

A Site Supervisor licence would only be required if the licensee intended to supervise building work outside of their existing licence class.

### Who requires a Site Supervisor licence?

Any person who is supervising the carrying out of building work as an employee – where the supervision of the work does not require the applicant to hold either a Nominee Supervisor or Contractor licence.

Site Supervisor licences are not issued for fire protection licence classes. Individuals supervising fire protection work require a contractor, nominee supervisor or occupational licence in the appropriate fire class.

### What are the requirements for obtaining this licence?

Table 2 below summarises the criteria for this licence.

Table 2: Requirements for different licence types

Types of Licence	Technical	Managerial	Experience	Financial
Contractor	✓	✓	✓	✓
Nominee Supervisor	✓	✓	✓	
Site Supervisor	✓			

✓ = required to obtain

**Can a Site Supervisor who obtained their licence under the former transitional provisions up-type to a Nominee Supervisor or Contractor licence?**

No. A formal qualification must be obtained. The Site Supervisor would be required to meet normal licensing requirements and submit an individual application which requires provision of the required technical qualification for the licence.

**How do I obtain this licence?**

The applicant must:

- complete the Site Supervisor application form
- provide a copy of the required technical qualification.

**What are the required technical qualifications?**

Table 3 below summarises the technical qualifications for this licence.

**Note:** For Trade Contractor licence classes, full technical qualification are required (see relevant scope of work on our website). Reduced technical qualifications apply for Builder classes.

**How much will it cost to apply?**

\$427.50. This is the same cost as a Nominee Supervisor licence (\$213.75 application fee and \$213.75 first year renewal fee – these figures are current 1 July 2019).

**Does the Site Supervisor licence apply to the commercial work sector?**

Yes. A Site Supervisor licence is required for commercial building work.

**How many licensed Site Supervisors are expected to be on site?**

It is up to the licensee to determine how many licensed Site Supervisors they employ. The QBCC expects that at least one licensed Site Supervisor is appointed to each job. Licensees are required to ensure that all building work is adequately supervised (definition of “adequate supervision” – *Queensland Building and Construction Commission Act 1991* sections 43A and 43C).

**Can this licence be obtained by someone who contracts out supervisory services?**

No. A Site Supervisor must be an employee. If a Site Supervisor licensee intended to contract out their supervisory services they would be running a supervisory business and as such would require a Contractor type of licence.

**Can a Site Supervisor contract for work with homeowners?**

No. A Site Supervisor licence does not allow the holder to contract to the public. A Contractor licence would be required to do this.

**Is the licence limited to builder classes only?**

No. The Site Supervisor licence applies to builder and trade contractor classes.

**Do occupational licensees require a Site Supervisor licence?**

No. Occupational licensees are able to supervise within their scope and therefore the site supervisor type in these classes would be redundant.

## **Can an excluded (financial failure) or disqualified (demerit point offences) individual apply for a Site Supervisor licence?**

Yes. This is because they have no control of the finances of the licensee.

## **Can a banned individual (Tier 1 defective work) apply for a Site Supervisor licence?**

No. This is because they are not competent to supervise building work

## **Can the licence be retained by the holder if they are no longer an employee?**

Yes. However, the holder cannot use the licence until they are employed. The licence cannot be used to contract out supervisory services.

## **Does the two years' experience gained holding a Site Supervisor licence count towards the experience requirements of a Contractor/Nominee Supervisor licence?**

QBCC is required to assess every applicant's experience whether they hold a Site Supervisor licence or not. Any experience gained would have to be documented upon application for a licence and assessed at that time.

## **Can a Site Supervisor licence be obtained for the supervision of multiple trades?**

The applicant would require either:

- multiple Site Supervisor licences covering each class of work supervised
- a Site Supervisor licence in an appropriate builder class.

No. A Site Supervisor must be an employee. If a Site Supervisor licensee intended to contract out their supervisory services they would be running a supervisory business and as such would require a Contractor type of licence.

## **Can the holder of a Site Supervisor licence personally perform building work?**

Yes. The holder of a Site Supervisor licence can perform building work as an employee only and only on work that is covered by the licence class of the employer.

## **Need more information?**

Visit [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au) or call QBCC on 139 333.

Table 3: Outline of technical requirements

Licence Class	Site Supervisor technical requirements
<b>Builder - Low Rise</b>	<ul style="list-style-type: none"> <li>i. Apply building codes and standards to the construction process for low rise building projects <b>CPCBC4001A</b></li> <li>ii. Manage occupational health and safety in the building and construction workplace <b>CPCBC4002A</b></li> <li>iii. Plan building or construction work <b>CPCBC4007A</b></li> <li>iv. Conduct on-site supervision of building and construction projects <b>CPCBC4008A</b></li> <li>v. Apply legal requirements to building and construction projects <b>CPCBC4009A</b></li> <li>vi. Apply structural principles to residential low rise constructions <b>CPCBC4010A</b></li> <li>vii. Apply structural principles to commercial low rise constructions <b>CPCBC4011A</b></li> <li>viii. Read and interpret plans and specifications <b>CPCBC4012A</b></li> <li>ix. Apply site surveys and set-out procedures to building and construction projects <b>CPCBC4018A</b></li> <li>x. Promote team effectiveness <b>BSWOR402A</b></li> </ul>
<b>Builder - Medium Rise</b>	<ul style="list-style-type: none"> <li>i. Apply building codes and standards to the construction process for medium rise building projects <b>CPCBC5001A</b></li> <li>ii. Supervise and apply quality standards to the selection of building and construction materials <b>CPCBC5004</b></li> <li>iii. Select and manage building and construction contractors <b>CPCBC5005A</b></li> <li>iv. Apply site surveys and set-out procedures to medium rise building projects <b>CPCBC5006A</b></li> <li>v. Apply structural principles to the construction of medium rise buildings <b>CPCBC5008A</b></li> <li>vi. Identify services layout and connection methods to medium rise construction projects <b>CPCBC5009A</b></li> <li>vii. Manage construction work <b>CPCBC5010A</b></li> </ul>
<b>Builder - Open</b>	<ul style="list-style-type: none"> <li>viii. Apply building codes and standards to the construction process for large building projects <b>CPCBC6001A</b></li> <li>ix. Manage processes for and legal obligations of a building or construction contract <b>CPCBC6004A</b></li> <li><b>x. Apply structural principles to the construction of large, high rise and complex buildings <b>CPCBC6014A</b></b></li> <li>xi. Assess construction faults in large building projects <b>CPCBC6016A</b></li> </ul>
<b>Builder Restricted to Kitchen, Bathroom and Laundry</b>	<ul style="list-style-type: none"> <li>xii. Manage occupational health and safety in the building and construction workplace <b>CPCBC4002A</b></li> <li>xiii. Identify and produce estimated costs for building and construction projects <b>CPCBC4004A</b></li> <li>xiv. Select, procure and store construction materials for low rise projects <b>CPCBC4006A</b></li> <li>xv. Conduct on-site supervision of building and construction projects <b>CPCBC4008A</b></li> <li>xvi. Apply legal requirements to building and construction projects <b>CPCBC4009A</b></li> </ul>
<b>Builder Restricted to Special Structures</b>	As above
<b>Builder Restricted to Structural Landscaping</b>	As above
<b>Builder Restricted to Swimming Pool Construction</b>	As above
<b>Builder Restricted to Shopfitting</b>	<ul style="list-style-type: none"> <li>xvii. Manage occupational health and safety in the building and construction workplace <b>CPCBC4002A</b></li> <li>xviii. Identify and produce estimated costs for building and construction projects <b>CPCBC4004A</b></li> <li>xix. Select, procure and store construction materials for low rise projects <b>CPCBC4006A</b></li> <li>xx. Conduct on-site supervision of building and construction projects <b>CPCBC4008A</b></li> <li>xxi. Apply legal requirements to building and construction projects <b>CPCBC4009A</b></li> <li>xxii. Apply structural principles to commercial low rise constructions <b>CPCBC4011A</b></li> </ul>