



Australian Government

**Office of the Australian Building and
Construction Commissioner**

[FILE NAME]

[OFFENCES]

[DATE OF OFFENCE]

BRIEF OF EVIDENCE

[INVESTIGATOR]



Australian Government

Office of the Australian Building and
Construction Commissioner

BRIEF COVERSHEET

File name:	
AIMS reference:	
File reference:	
Investigator:	
Team Leader:	
Respondent/s:	
Offence/s:	
Natural Justice:	Has the suspect/s been offered the opportunity to respond to allegations?

Investigator:

Signed: Dated:

Team Leader:

Signed: Dated:

Regional Director:

Signed: Dated:

Team Lawyer:	[Legal Manager to complete]
---------------------	-----------------------------

Investigator and Team Leader notified of allocation by Legal Manager

Legal Manager:

Signed: Dated:



Australian Government

Office of the Australian Building and
Construction Commissioner

BRIEF INDEX

File name:	
AIMS reference:	
File reference:	

Folio Number	Document Title
1	Brief Minute
2	Witness List
3	[letter to suspect offering record of interview]
4	[insert list of witness statements (alphabetical order)]
5	[insert list of Requirements/Notices & documents received (alphabetical order)]
6	[insert list of section 52 Notices & transcripts (alphabetical order)]
7	[insert photographs using Brief Photo Slide]
8	
9	
10	
[Etc].	



Australian Government

Office of the Australian Building and
Construction Commissioner

BRIEF OF EVIDENCE MINUTE

To:	[Team Leader]	Contact Officer:
From:	[Investigator]	Telephone:
Date:		Fax:
File:		Location:
Copy:	[Regional Director, Legal Manager]	

Subject: [NAME OF FILE]-REQUEST FOR ADVICE

BACKGROUND INFORMATION

1. Please find enclosed a Brief of Evidence regarding [allegation in simple terms- include particulars of contraventions here specifying dates, places and persons suspected in respect of each contravention]
2. [Investigator to include relevant background information relating to principle players and places of interest; e.g. head contractor, subcontractor/s, union/s, site/s, etc.]

SUMMARY OF EVENTS

3. [On (insert date) (insert first known fact)...]
4. [On (insert date) (insert second known fact etc etc)...]

THE INVESTIGATION

5. [On (insert date) an investigation commenced.]
6. [On (insert date) (insert details of steps taken in the investigation)...]

OTHER MATTERS OF INTEREST

7. [Include any matters that may be of interest to internal or external legal. E.g. competency of witnesses, provision of natural justice, possible defences, and public interest]
8. [On (insert date) (insert details of whom to, when and how suspects were provided with an opportunity to respond to allegations)]

REQUEST FOR ADVICE

OPERATIONS- IN-CONFIDENCE

8. [Investigator should indicate the nature of the advice sought].

Submitted for your consideration.

[Investigator name]
ABCC Investigator



Australian Government
Office of the Australian Building and
Construction Commissioner

BRIEF WITNESS LIST

File name:	
AIMS reference:	
File reference:	

Name	Address	Phone	Evidence/ exhibits witness will prove/ produce