

Building Design (Services)

Technical Referee Report

This report must be completed by the referee and accompanies the Building Design (Services) registration application form.

Who can provide a Technical Referee Report?

To be a referee you should be a registered in Building Design (Services), Electrical, Mechanical, Hydraulic Engineer, or an engineer registered on the Professional Engineers Register either Nationally (NER), or in Victoria (VER). You must have directly supervised the applicant carrying out the work listed in the reference.

Use this form to tell us about Building Design (Services) work that the applicant carried out under your supervision.

The BPC uses your referee report to help determine whether an applicant should be registered in Building Design (Services). We may contact you to confirm the information in this reference.

Part A - About You (the technical referee)

* Information you must supply

Title:*

Mr Mrs Ms Miss Other

First name*

Middle name:

Surname*

Date of birth*

Email*

Registration number*

Contact number*



Part B - Employer Details

Name of the company, which employed the applicant during period of supervision*

ABN*

Street no. and name*

Suburb*

State*

Postcode*

Business email

Business telephone

Part C - Applicant Details (for whom you are providing this report)

First name*

Surname*

What disciplines do they specialise in? Tick all that apply:

Electrical

Fire

Hydraulic

Part D - Supervised Building Experience (for up to three projects)

Please complete detail for the applicant's building design (services) project experience that you supervised (may be one project only).

Employment type

Current employer



Project Address	Applicant's position/title	Dates worked 'From' and 'To' (mm/yyyy)
Project 1		
123 Alphabet St. Melbourne VIC 3000	Building designer (services)	06/2019 - 09/2019
Project 2		
Project 3		

Part D - Experience

Explanation of terms

In a team - The applicant completed this work as part of a team. This will be considered on its merits.

Personally - The applicant personally completed this work themselves. They did not supervise another person doing this work.

Area of Experience (AoE) 1 Prepare Class 2-9 Technical Building Services Drawings	In a team	Personally
Service drawings		
Have they prepared services drawings relative to your discipline(s) including:		
The reticulated extent of services within the building		
Tables or charts that support the selection of plant or equipment		
Sizing of pipes / cables as part of your services drawings		
Specific diagrams of key components and how they integrate into the building		
Any interface with other services not in your discipline		
Prepared General Notes: sufficient, relevant & specific to project		



Area of Experience (AoE) 1 Prepare Class 2-9 Technical Building Services Drawings <i>(continued)</i>	In a team	Personally
Service drawings <i>(continued)</i>		
Have they prepared services drawings relative to your discipline(s) including:		
Integrated other Consultant's information into your drawings		
NCC Energy Efficiency		
Within the drawing set relative to your discipline, have they determined and noted the relevant required attributes of building elements under:		
Part J6 Air-conditioning and ventilation		
Part J7 Artificial lighting and power		
Part J8 Heated water supply		
Part J9 Energy monitoring		
Area of Experience (AoE) 2 Liaise with other consultant		
Brief and Liaise with Other Consultants		
Have they worked with other consultants to provide specialist advice and recommendations by:		
Briefing and liaising with other required consultants		
Providing preliminary and final reports and / or drawings to other consultants		
Incorporating relevant documentation from other consultants into your services drawings and/or specifications		
Area of Experience (AoE) 3 Administrative Project tasks		
Written Specifications		
Have they been involved in or prepared written specifications and schedules:		
Written specification supporting your services drawings		
Schedules supporting your services drawings		



Part D - Experience *(continued)*

Area of Experience (AoE) 3 Administrative Project tasks <i>(continued)</i>	In a team	Personally
Performance Solutions		
Have they been involved in or prepared performance solutions, such as:		
Marking up of, or preparing design sketches		
Identifying and contributing to the documentation of the Performance Solution requirements		
Preparing the report for/or the assessment of the Performance Solution		
Contract Administration		
Have they been involved in or prepared Building Contracts documentation, such as:		
Preparing written correspondence, including emails		
Attending site meetings		
Issuing site instructions, pursuant to the contract		

Part 2 - Applicants General Building Design (Services) Experience

Answer the following questions by outlining examples of how the applicant has applied their expertise.

Part A - Drawings and Design

1. Briefly describe the different types of drawings for Class 2-9 projects that they have prepared and indicate which Classes and Type of Construction (A, B or C)



2. Describe how they have provided professional guidance on the selection of design, building and construction technologies

3. Outline how they have contributed to optimal energy efficient project design

Part B - Administrative Project Tasks

1. Briefly describe how they have provided preliminary and final reports and/or drawings to other consultants



2. In the following table, list the type of consultants they have worked with and briefly describe how they have incorporated relevant documentation from them into their services drawings and/or specifications:

Consultant type	Description
<i>E.g., Electrical</i>	<i>Provided electric supply to mechanical services designer</i>

3. Outline their involvement in preparing written specifications and schedules

4. Outline their involvement in preparing documentation for Performance Solutions

5. Outline their experience with preparing Building Contract Administration documentation and correspondence



Part E - Referee Declaration

The information provided in this form must be true and correct. It is an offence under section 246 of the *Building Act 1993* to give false or misleading information in relation to an application for registration. This offence carries a maximum penalty of 120 penalty units.

By signing this I declare that:

- the information contained in this application, including attachments, is true and correct.
- I have read and understood how the BPC manages my personal information and the [BPC's Privacy Collection notice](#), as stipulated on the final page of this document.

Referee Signature

Date of signature

Privacy Collection Notice

How the BPC uses and discloses your personal information.

The Building and Plumbing Commission (BPC) is collecting your personal information (including any images or photographs and any and all details provided in this form), to process your application. If you do not provide all or any part of the information requested in this form, the BPC may be unable to process and subsequently grant your application.

The BPC may also use such information for the following purposes:

- (a) To enable the BPC to meet its statutory obligations or functions;
- (b) Monitoring compliance with the Act and associated regulations and standards;
- (c) Research, planning, to meet the BPC's operational requirements, assessing the merit and impact of proposed regulatory reforms and to assist in the development and delivery of services by the BPC;
- (d) Such other purposes as required by law or authorised under the privacy legislation.

The BPC may also share your personal information with third parties including, but not limited to, different business units within the BPC, the Building Appeals Board, Consumer Affairs Victoria, your insurer, other regulators (both in Victoria and interstate), and the BPC's staff and/or service providers who need to know such information to perform services for the BPC.

The BPC will only disclose your personal information to a third party claiming to act on your behalf (for example, your solicitor or interpreter) with your prior written consent, unless it is otherwise apparent that the third party has authority to act on your behalf.

You can request access to the personal information which the BPC holds about you. If you become aware that personal information the BPC holds about you is not accurate, complete or up to date, you can ask the BPC to correct it.

The BPC's full Privacy Policy and information about how to contact the BPC is available at www.bpc.vic.gov.au/privacy.