Technical Referee Report

Commercial Builder (Limited to Steel Erection Work)

This report must be completed by the referee and accompanies the Commercial Builder (Limited to Steel Erection Work) application form.

To be a referee you should be a registered Commercial Builder (Unlimited) or be registered in the class of building work for which the applicant is applying. You must have directly supervised the applicant carrying out the work listed in the reference.

Use this form to tell us about commercial building work that the applicant carried out under your supervision.

The BPC uses your referee report to help determine whether an applicant should be registered as a building practitioner. We may contact you to confirm the information in this reference.

Part A: About you (the technical referee)

Title:*

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other

* Information you must supply

First name*

Middle name

Surname*

Date of birth*

Email*

Contact number*

Building practitioner registration number

If you are not a registered building practitioner, were you the applicant's:

Site supervisor ☐ Construction manager ☐

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Part B: Employer details

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

Part D: Supervised building experience (for up to three projects)

Please complete the details for each of the applicant's building project experience that you supervised.

Project site address	**Applicant's position/title** (Project manager, Supervisor, Subcontractor, or other)	**Dates worked** From and To (mm/yyyy)
Project 1		
123 Alphabet St. Melbourne Vic 3000	*Supervisor*	*06/2019 - 09/2019*
Project 2		
Project 3		

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Part E: Experience

Explanation of terms:

- **Assisted i**s when the applicant has assisted a competent and qualified practitioner in the carrying out of a particular component of building work.
- **Carried out** is the actual hands on carrying out of a particular component of building work and includes when the applicant was solely responsible for that component of building work.
- **Managed** is when the applicant has managed the carrying out of a particular component of building work. In this case they were not involved in the actual carrying out of that component other than engaging a competent practitioner to do so, however they were responsible for the quality and compliance of that component of work.

Components of building work	Project 1		Project 2		Project 3	
	Assisted	Managed	Assisted	Managed	Assisted	Managed
1. Manage regulatory and legal requirements for commercial building work						
Preparation of documentation relating to an application for a building permit and/ or report and consent.	☐	☐	☐	☐	☐	☐
Arranging and attending mandatory inspections ensuring completion of any rectification works if required.	☐	☐	☐	☐	☐	☐
Selection and preparation of contracts for the project.	☐	☐	☐	☐	☐	☐
Management and administration of the building contract, including variations and defects.	☐	☐	☐	☐	☐	☐
2. Supervise and oversee commercial building work from design to completion						
Involved in the preparation of financial documentation, including construction budgets, project expenditure schedules, and bill of quantities/schedule of rates.	☐	☐	☐	☐	☐	☐
Applied business financial management practices and managed financial risks, including assessing and monitoring budgets for the building project.	☐	☐	☐	☐	☐	☐
Reviewed and interpreted project documentation prior to commencement of works, including architectural drawings, engineering, specifications, etc.	☐	☐	☐	☐	☐	☐
Involved in the documentation of protection works requirements and ensured protection works were carried out onsite.	☐	☐	☐	☐	☐	☐
Involved in developing and coordinating schedules to meet or inform contractual requirements, including schedules for project progress, inspections, contractors, consultants and/or materials.	☐	☐	☐	☐	☐	☐

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Components of building work	Project 1		Project 2		Project 3	
	Assisted	Managed	Assisted	Managed	Assisted	Managed
2. Supervise and oversee commercial building work from design to completion *continued*						
Coordinated site logistics during preliminaries (crane, hoists, plant and equipment).	☐	☐	☐	☐	☐	☐
Engaged with client(s) regarding contractual issues throughout the lifecycle of the construction contract.	☐	☐	☐	☐	☐	☐
Supervised subcontractors/trades throughout the construction phase.	☐	☐	☐	☐	☐	☐
Engaged with relevant stakeholders regarding onsite issues and resolving these issues, throughout the construction phase.	☐	☐	☐	☐	☐	☐
Responsible for quality assurance with the identification and resolution of onsite issues.	☐	☐	☐	☐	☐	☐
Engaged with suppliers to coordinate required materials throughout the construction phase.	☐	☐	☐	☐	☐	☐
Coordinated OHS requirements during site preliminaries and managed site safety throughout the project.	☐	☐	☐	☐	☐	☐
Managed the building handover process in accordance with contractual requirements and obtained relevant approvals on completion of works.	☐	☐	☐	☐	☐	☐

	Assisted	Carried out	Managed	Assisted	Carried out	Managed	Assisted	Carried out	Managed
3. Broad practical experience across all stages of construction									
Involved in establishing and setting out the construction site for construction works.	☐	☐	☐	☐	☐	☐	☐	☐	☐
Involved in establishing datums/levels for construction works.	☐	☐	☐	☐	☐	☐	☐	☐	☐
Involved in locating and isolating/ abolishing existing services to the site.	☐	☐	☐	☐	☐	☐	☐	☐	☐
Involved in establishing new services to the site and appropriate connections.	☐	☐	☐	☐	☐	☐	☐	☐	☐
4. On site building work									
Fabricated steel components	☐	☐	☐	☐	☐	☐	☐	☐	☐
Selected appropriate licensed plant & equipment operators	☐	☐	☐	☐	☐	☐	☐	☐	☐
Planned/sequenced steel component installation methodology	☐	☐	☐	☐	☐	☐	☐	☐	☐
Craned/lifted steel components	☐	☐	☐	☐	☐	☐	☐	☐	☐
Constructed steel portal frames	☐	☐	☐	☐	☐	☐	☐	☐	☐

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Components of building work	Project 1			Project 2			Project 3		
	Assisted	Carried out	Managed	Assisted	Carried out	Managed	Assisted	Carried out	Managed
4. On site building work *continued*									
Selected & installed bracing & mechanical fixings	☐	☐	☐	☐	☐	☐	☐	☐	☐
Installed wall cladding to steel structures	☐	☐	☐	☐	☐	☐	☐	☐	☐

Part F: Referee declaration

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, equal to approximately $24,000.

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 BPCs Privacy Collection notice, as stipulated on the final page of this document.

Signature

Date of signature

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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, functions and perform its operational requirements.

(b) Researching and assessing the merit and impact of proposed regulatory reforms and to assist in the development and delivery of services by the BPC (whether to you personally or a member of the public).

(c) Law enforcement by the BPC or other regulatory bodies, including prosecutions or disciplinary action against you if required.

(d) Maintaining disciplinary and licensing and registration registers for building and plumbing practitioners (published on the BPC's website).

(e) 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, our 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. 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.

By providing information to the BPC using this form, you are deemed to have acknowledged and consented to

the BPC using and disclosing your personal information as set out in this Statement.

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

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