

## Part M: Technical Referee Report – class of Project Manager (Domestic)

**THIS DOCUMENT MUST BE COMPLETED BY THE PERSON PROVIDING THE REFERENCE**

### What is a Technical Referee Report?

An applicant applying for registration in a category and class of building work must have recent experience in carrying out that work in accordance with relevant standards. The Technical Referee Report provides information about the applicant's work, when it was performed, and the applicant's role in performing that work. It is prepared by a person who has directly supervised the applicant in performing that building work.

The Victorian Building Authority (VBA) uses the report to help determine whether the applicant has sufficient experience to be considered for registration as a building practitioner.

### Who can provide a Technical Referee Report?

**The referee must be able to verify the experience that the applicant lists in table 2 of their 'Experience Statement' (part L).**

If the report relates to building work performed in Victoria, the referee should be registered in the category and class (or higher class) of building work for which they are providing the Technical Referee Report. If the applicant has not worked for a builder registered in this class of building work, we will accept a technical referee report from a referee who is a site manager who is not a registered domestic builder but is reporting to a person who is registered as a building practitioner in the category and class (or higher class) sought by the applicant.

If the report relates to building work undertaken outside Victoria, and that work is performed by registered persons, then the referee should be licensed or registered (or equivalent) in the category of building work for which they are providing the Technical Referee Report.

If the report is about work done interstate or overseas, and it did not require a person to be licensed or registered, then the referee can be a person who employed or contracted the applicant to undertake the work.

In addition, the referee must:

- be the person who was responsible for ensuring the work was completed to the appropriate standard. Typically this would be the applicant's employer, supervisor, contract manager or site manager.
- have directly observed the applicant carrying out the work that is listed in the report.

### What are my responsibilities as a Technical Referee?

As a Technical Referee, you must:

- provide an accurate and true reference
- NOT give any false or misleading statement or information
- be willing to be contacted by the Victorian Building Authority to confirm or explain further the work that the applicant performed
- sign and date the Technical Referee Report Declaration.

## Technical Referee Report – Project Manager (Domestic)

Use this form to tell us about Project Manager (Domestic) work that the applicant carried out under your supervision.

| DETAILS OF THE TECHNICAL REFEREE   |   |
|--|---|
| Given name:  |   |
| Surname:   |   |
| Date of birth:   |   |
| Address:   |   |
| Contact number:  |   |
| Are you registered in the category/<br>class of building practitioner in which<br>the applicant wishes to be registered? | Please tick: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Building practitioner number:  |   |
| EMPLOYER DETAILS   |   |
| Name of company:   |   |
| Name of employer (if this is not you):   |   |
| ABN:   |   |
| Address:   |   |
| Contact number:  |   |

DETAILS OF THE APPLICANT FOR WHOM YOU ARE PROVIDING THE TECHNICAL REFEREE REPORT

First name:

Last name:

**TYPE OF EMPLOYMENT**  
(Tick the relevant box/es)

**PERIOD OF SUPERVISION: FROM – TO (Month/Year)**

Apprentice

Full time

Part time (please also include average number of hours per month)

Casual (please also include average number of hours per month)

To complete the following table:

**In column 1**

Tick each area of work that the applicant undertook under your supervision, otherwise leave blank.

**In columns 2 and 3**

Fill in information about:

- which aspects of the work that the applicant performed
- when and where the work was done.

**Remember**

- Provide information about work the applicant undertook that you supervised. Do not include information about any work that you did not supervise personally.
- Please include as much detail as possible, because this statement will be used to work out whether the applicant has enough experience for registration.
- You must not (under section 246 of the *Building Act 1993*) give any false or misleading statement or information in your report.
- We will return your report if it is incomplete or doesn't have enough detail, and ask you for more information.

| Column 1   | Column 2   | Column 3                                 |
|--|--|--|
| <p>Did you supervise the applicant carrying out the following types of work? (Tick the box)</p>                    | <p>What were the applicant's exact responsibilities?</p> | <p>When and where was the work done?</p> |
| <input type="checkbox"/> Project managed domestic building work  |  |  |
| <input type="checkbox"/> Applied business and financial management skills to domestic building work                |  |  |
| <input type="checkbox"/> Established the requirement for a building permit for the proposed domestic building work |  |  |

|                          |   |  |  |
|--------------------------|---|--|--|
| <input type="checkbox"/> | Complied with building permits for domestic building work                         |  |  |
| <input type="checkbox"/> | Arranged relevant certification of completed domestic building work               |  |  |
| <input type="checkbox"/> | Arranged for the rectification of any faults or defects in domestic building work |  |  |
| <input type="checkbox"/> | Arranged any required protection works  |  |  |

|                          |  |  |  |
|--------------------------|--|--|--|
| <input type="checkbox"/> | Produced cost estimates and quotes for proposed domestic building work         |  |  |
| <input type="checkbox"/> | Planned for and provided onsite supervision                                    |  |  |
| <input type="checkbox"/> | Interpreted plans, drawings and specifications for domestic building work      |  |  |
| <input type="checkbox"/> | Identified site and task related hazards and developed risk control strategies |  |  |

|                          |   |  |  |
|--------------------------|---|--|--|
| <input type="checkbox"/> | Developed and interpreted the Safe Work Method Statements (SWMSs) or Job Safety Analysis (JSA) worksheets                             |  |  |
| <input type="checkbox"/> | Supervised registered domestic builders, subcontractors and other trades to ensure work is conducted safely and to required standards |  |  |

*Please continue to next page*



*Remember:* 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, and this offence carries a maximum penalty of 120 penalty units.

I declare that the information contained in this form is complete and true to the best of my knowledge. And I understand that the VBA may make enquiries to verify any of the information I have given on this form, and I consent for the information provided in this form to be shared with any other third party for that purpose.

Referee name

Referee signature

Date