

## Part M: Technical Referee Report – category of Quantity Surveyor work

**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 report is used 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 technical referee must be provided by a registered Quantity Surveyor or member of the Australian Institute of Quantity Surveyors.

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

In addition, the referee must 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 – Quantity Surveyor

Use this form to tell us about Quantity Surveyor 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      No |
| Building practitioner number or<br>Australian Institute of Quantity<br>Surveyor reference:                               |                               |
| EMPLOYER DETAILS                                                                                                         |                               |
| Name of company:                                                                                                         |                               |
| Name of employer (if this is not you):                                                                                   |                               |
| ABN:                                                                                                                     |                               |
| Address:                                                                                                                 |                               |

|                                                                                            |                                                      |
|--------------------------------------------------------------------------------------------|------------------------------------------------------|
| Contact number:                                                                            |                                                      |
| <b>DETAILS OF THE APPLICANT FOR WHOM YOU ARE PROVIDING THE TECHNICAL REFEREE REPORT</b>    |                                                      |
| First name:                                                                                |                                                      |
| Last name:                                                                                 |                                                      |
| <b>TYPE OF EMPLOYMENT<br/>(Tick the relevant box/es)</b>                                   | <b>PERIOD OF SUPERVISION: FROM – TO (Month/Year)</b> |
| <input type="checkbox"/> Apprentice                                                        |                                                      |
| <input type="checkbox"/> Full time                                                         |                                                      |
| <input type="checkbox"/> Part time (please also include average number of hours per month) |                                                      |
| <input type="checkbox"/> 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, 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.
- The report will be returned if it is incomplete or doesn't have enough detail, and you may be asked to provide 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> |
| <p><input type="checkbox"/> Analyse and benchmark construction costs based on historical project costs</p>                                                    |                                                          |                                          |
| <p><input type="checkbox"/> Read and interpret plans and specifications appropriate to developing cost estimates and monitoring construction expenditures</p> |                                                          |                                          |
| <p><input type="checkbox"/> Prepare construction cost estimates based on quantities and rates</p>                                                             |                                                          |                                          |

|                          |                                                                                                                     |  |  |
|--------------------------|---------------------------------------------------------------------------------------------------------------------|--|--|
| <input type="checkbox"/> | Develop construction budgets                                                                                        |  |  |
| <input type="checkbox"/> | Prepare tender documentation, including bills of quantities, and evaluate responses to construction project tenders |  |  |
| <input type="checkbox"/> | Assess and monitor construction costs                                                                               |  |  |
| <input type="checkbox"/> | Prepare building contracts                                                                                          |  |  |

|                          |                                                                                                                                |  |  |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------|--|--|
| <input type="checkbox"/> | Prepare depreciation schedules                                                                                                 |  |  |
| <input type="checkbox"/> | Prepare project expenditures schedules                                                                                         |  |  |
| <input type="checkbox"/> | Perform calculations relating to cost-benefit analysis, rise and fall amounts, overdraft requirements and statistical analysis |  |  |
| <input type="checkbox"/> | Analyse the value of construction variations                                                                                   |  |  |

|                          |                                                                                                   |  |  |
|--------------------------|---------------------------------------------------------------------------------------------------|--|--|
| <input type="checkbox"/> | Prepare estimates at all stages of the design process                                             |  |  |
| <input type="checkbox"/> | Administer relevant parts of construction contracts, including construction phase cost management |  |  |
| <input type="checkbox"/> | Apply life cycle costing techniques to the costing and management of construction project costs   |  |  |

*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