

Practical Task 2 (2X)

Description of task:

On two (2) occasions, a suitable observer is to verify the participant's ability to plan, prepare and lodge a building application. The participant is required to evaluate and review the outcome of the application.

- **Occasion 1:** Development approval
- **Occasion 2:** Building approval

The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include:

- Council approvals.
- Traffic control plan submissions and approval by city councils.
- Crane base drawings and approval by engineer (if you have them).
- QFES approvals.

The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.

Resources required:

Computer.

Assessment of task

Name of participant:	Danielle Henderson		
Name of observer:	Joe Stefek		
Role of observer (Confirm suitability to sign)	Engineering Manager		
Email address of observer	joe.stefek@perigon.com.au		
Signature of observer:			
Date:	11/12/2019		
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.		
	1st Occasion	2nd Occasion	
1 Plan the process for lodging approval applications			
2.1A. Identify the approvals required for each project stage and required information and documentation.	☒	☐	
2.1B. Develop and submit a plan for lodging approval application, recognising scheduling requirements and client needs.	☒	☐	
2.1C. Consult with external specialists, as required, to facilitate the certification of documents, referring to Australian Standards, codes of practice and regulatory requirements.	☒	☐	
2 Prepare and lodge applications for approval			
2.2A. Prepare and check necessary documentation and supporting information for compliance with building approval authority requirements (including plans, specification, drawings and reports).	☒	☐	
2.2B. Analyse the impact of the planning application on a range of stakeholders, endeavouring to maximise the likelihood of their support on the application.	☒	☐	

2.2C.	Lodge necessary documentation and supporting information with approval authority, using sound document control processes.	☒	☐
2.2D.	Seek confirmation of application status at appropriate intervals to ensure continuing progress.	☒	☐
3 Evaluate and review outcome of application			
2.3A.	Assess the outcome of the building approval to determine the impact on the project.	☒	☐
2.3B.	Where required, negotiate minor amendments with the client, organisation and approval authority.	☒	☐
2.3C.	Analyse rejected submission to determine likely success of an appeal or a resubmission, determining course of action with the client.	☒	☐
2.3D.	Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication - In writing (including preparing planning submissions) - Sound document control processes	☒	☐
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory			

OBSERVER COMMENTS

While Perigon was not directly involved with the DA submission for 55 Newdegate Street, I believe that the criteria and necessary documentation that was required for the submission would have been met if Danielle had been the contract administrator for the submission.

Working with Danielle over the past 2 years, I have found that her attention to detail would have been a key skill for meeting Council requirements and processes.

She takes a mature and detailed approach when dealing with both clients and external consultants to ensure that all parties are informed and kept up to date through use of verbal and written communications, including detailed reports/photo submissions, technical data sheets and emails.

Her ability to work to deadlines and client pressures is evident in her current role.

Perigon have been involved in the construction phase of the DA submission and Danielle has been liaising with on site staff, management and the client to deal with the temporary and permanent power connections, including follow up for the Electrical Work Request to be processed through the online Energex portal.