

RESUME

Troy Dibben

A: Booragoon, Perth WA 6154

M: 0412 053 982

Web: www.troydibbenconstruction.com

E: troydibben@westnet.com.au

LinkedIn: <https://au.linkedin.com/in/troy-dibben-49a7a190>





PERSONAL DETAILS

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CAREER PROFILE

In short, I am an energetic and experienced construction professional, and as a University graduate with more than 10 years within publicly listed and high-profile developers, I am outstanding in working with others to achieve a certain objective on time and with excellence. Furthermore, having extensive experience in project, contract management, cash flow forecasting, administration with customer relations, and inclusive of a design based role(s).

A number of my responsibilities have required strong consultant & council liaison with sub-contractor service elements, has given myself solid skills & expertise, which is relevant to this area. This is also demonstrated by my most recent role where, I have lead, managed and delivered on projects with various stakeholders including consultants, government bodies, and sub-contractors which have required briefing on a number of issues. By demonstrating highly developed communication and interpersonal skills, I have the ability to successfully identify specific issues clearly and concisely.

Lastly, I am dedicated to joining a reputable, ethical and well established organisation, both in the private and public sectors to where I believe will benefit the business, with my extensive knowledge. A long term position which offers not only a stimulating and interesting work environment, but one which allows me to take pride in my work where I have made a significant contribution to the success of the team and the business.

QUALIFICATIONS / PROFESSIONAL IMPROVEMENT

Curtin University	2018
Master of Sc. – Project/Construction Management/Honours	

Curtin University	2017
Graduate Dip. Project/Construction Management	

Curtin University	
Graduate Cert. Project/Construction Management	2014
Distinction	

Registered Building Surveyor

WA Building Commission Registration No. BSP2154

CQ-University	2014
Associate Degree/Dip. Building Surveyor - Practitioner Technician	

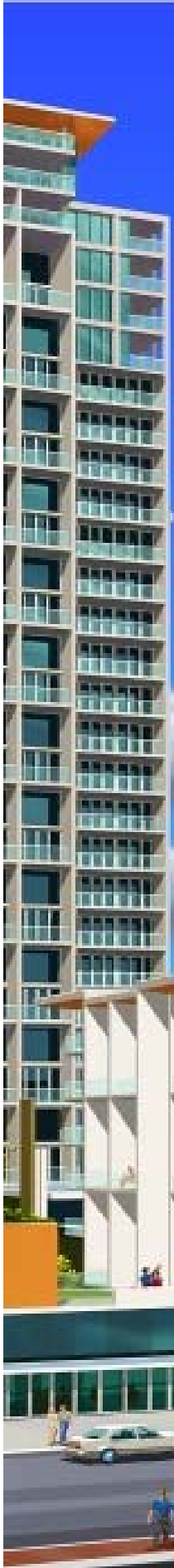
Construction Skills Training Centre	2011
Concrete Tilt-Up Training	
Work Safely in the Construction Industry	
RogenSI – Conflict & Negotiation Training	2008

Central Institute of Technology	2003
Dip. Architectural Design & Technology	

Chamber Of Commerce and Industry	2002
Business Certificate IV	

Business Development Manager	1991 - 2002
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Formal Trade – Carpenter/Cabinet Maker/Second Fixer	1990
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CAREER ATTRIBUTES

- Extensive experience in Project Management & PMBOC Methodologies – best practice;
- Management and leadership - Team player/continually updated knowledge – Logical & analytical thinking;
- Management, planning and co-ordination of development & construction from conception to final certificate/handover;
- Expert Commercial office fit-out design and construction;
- Construction contract administration AS2124, AS4200, JCC, ABIC MW/SW/EW;
- Financial management and budgeting / direct reporting to boards & sponsors;
- Architectural design and build-ability analysis;
- Project leadership and management; budget setting and monitoring with development/ implementation of policies & procedures;
- Safety Systems, JSA's, Site audits, Policy formulation, inductions;
- Undertaking building condition audits and policies;
- Project Reporting, Contractor and subcontractor administration - extensive experience in tender development and contract management, procurement processes, with application of finance principles including estimating & budgeting;
- Outstanding experience of asset management principles, with environmental legislation, regulations and standards;
- Excellent communication skills with the ability to liaise effectively with all stakeholders;
- Excellent understanding of planning and development of Asset Maintenance Plans, delivery of Life Cycle Works, the scheduling and the strategies to complete the works;
- Scope of works development and whole-of-life principles, practices and legislation;
- Well-developed computer literacy skills, experience and understanding of asset management/scheduling systems;
- Documentation control with project and corporate documentation within document management systems, management of external, internal transmittals & E-Document management systems; and
- Exceptional experience in building management, undertaking Inspections & maintenance programming.

SOFT SKILLS/EMOTIONAL INTELLIGENCE

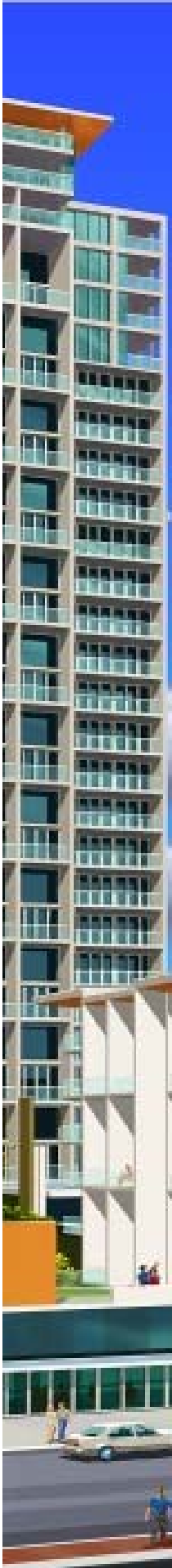
Personal and Social Competence

- Self-Awareness - Emotional Awareness, Self-Assessment and Confidence
- Self-Regulation – Control, Trustworthy, Conscientious, Adaptable and Innovative
- Well Motivated – Internal Drive, Committed, Initiative and Optimistic
- Understanding – General Awareness, Understanding and Developing Others
- Social Skills – Good Communication, Conflict Management, Building bonds with good collaboration, cooperation and empowering team synergy with effective Leadership

IT/TECHNICAL SKILLS

Professional

- CRM Software
- MS Office & MS Project
- SAP Software
- Argus Developer (Project Feasibility Analysis)
- Cognos Forecasting software: (Performance management and analytics, reports, modelling, planning and collaboration)
- Sage Timberline – Cost & Estimating
- ACONEX – Project Management & Collaboration
- Auto CAD Software



EMPLOYMENT HISTORY

Built Form Consultant - Project Management

Feb 2015 – Present

Streamlining the management of various commercial and residential built form projects using proven systems and extensive experience. End to end delivery process, with the following key areas:

Responsibilities & Deliverables

- Developing the Project Plan, outlining the goals and KPI's for the project;
- Establishing "governance" and procedures around the project;
- Managing stakeholders;
- Managing the project budget;
- Managing scheduling and programming for the fastest possible delivery;
- Engaging and Co-ordinating the team of consultants;
- Oversee the preparation of Development Application documents;
- Represent the interests in contractual preparation and dealings;
- Engage & manage of contractor(s);
- Systematically inspect the works and control defects;
- Deal with day to day issues with the builder and administer the contract;
- Oversees the quality completion of the built form;
- Delivering on the project.

Fraser's Property Australia

Aug 2014 – Feb 2015

Project Manager / Quality Control Supervisor/Client Liaison – Short Term Contract

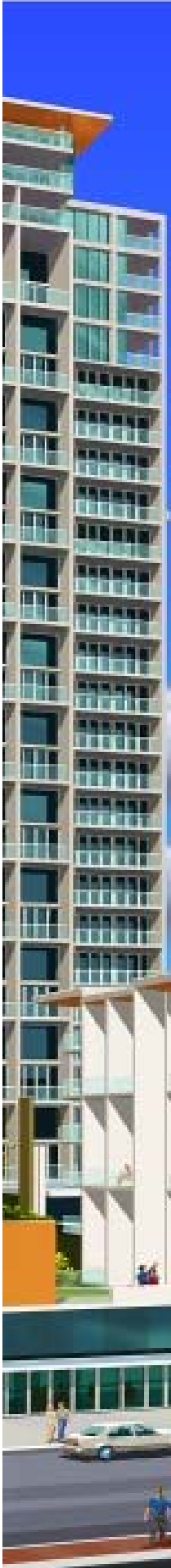
Responsibilities & Deliverables

- Quality Management of head contractor/Sub Contractors
- Effective delivery of rectifications, defects/faults
- Issuing ACONEX communications / Instructions to head/sub-contractors
- OH&S Construction Management, Environmental, Safety & Quality Management and full understanding of OH&S regulations
- Purchaser liaison, assisting handover procedure
- Management of consultants & reports/remedial works

Key Projects

Queens Riverside Precinct Hotel Suites & Apartments

- 26-storey tower - 267 Apartments
- QII & QIII - Queens Riverside Apartments
- Project management of commercial office fit-outs, design and construction.
- Fraser's Suites Serviced Apartments/Hotel - East Perth



EMPLOYMENT HISTORY cont'd.

Full Time Education Curtin University & CQU (Online)

Jul 2013 - Aug 2014

- Graduate Cert. Project/Construction Management – Distinction
- Dip. & Advanced Diploma Building Surveyor Level 2/3

The examination of project management and its processes, including history, definitions, attributes, body of knowledge, objectives and success. The characteristics and activities of the project life cycle, along with the functions of planning, organisation and control. Including, cost and value management processes within a project environment, including methods and techniques of estimating, budgeting and controlling. Time management is also a focus, covering time programming and scheduling, line of balance, time estimating, constraints, resources, control monitoring, analysis and reporting. Supported by an exploration of organisational development and the design of organisational structures, including perceptions, personality, motivation, leadership, group processes, performance appraisal, conflict and work redesign.

The qualification allows for membership to the Australian Institute of Building Surveyors (AIBS). The major client groups served is the building surveying profession (public and private).

Veen's Architectural Design Group - South West Project Leader / Contracts Manager

Feb 2012 - Jul 2013

Responsibilities & Deliverables

- Administer & format documents for construction, forward works / building licence approval
- Head & Sub Contract management
- Tender preparation & recommendation
- Programming/scheduling/resource allocation
- Design development (with consultants) / Detail shop drawing assessment
- Review of documents for the submission to relevant authorities
- DA & BL Prep. with design & documentation (full working drawings)
- Variations (inclusive of meetings / assessing with builder & sub-contractors)
- Consultants agreements/engagement/monitoring / performance/assessment
- General co-ordination / site meetings/ Issuing instructions, assessment & approval of variations

Key Projects

- Brecken Health Care – Medical/Health Sector
- BMW (Department of Finance) Health, Schools & Numerous Project(s)
- Bunbury Farmers Markets
- Community Health Care Commercial Development
- Numerous commercial office fit-out designs & construction.

EMPLOYMENT HISTORY cont'd.

Frasers Property Australia - Built Form Division
Project/Development Manager / Contracts Manager

Feb 2008 - Dec 2011

Responsibilities & Deliverables

- Management of sub-contractors & contracts / Sub contractor tender, assessment & nomination
- Monthly cash flows, revenue & expenditures forecasting & reporting to JV, finance facilities
- Approval of expenditures and cost control management
- DA& BL preparation
- JV & wholly owned - business unit and monthly reporting
- Tender (sub-contractors) preparation & recommendation
- Construction, environmental, safety & quality management
- Value management assessment to ensure budgets were met
- Consultants contracts review/engagement & monitoring
- Project feasibility studies (Argus developer)
- Programming/scheduling / resource allocation
- Provisional cost reconciliations
- Issuing instructions, assessments and approval of variations
- Implementing ACONEX communications

Frasers Property Australia - Built Form Division
Project/Development Manager / Contracts Manager

Feb 2008 - Dec 2011

Key Projects

Port Coogee Built Form Apartment Developments, Lot 785, 752, 786 & Dome/Marina Services Buildings

- Built Form Developments within Port Coogee Developments, acquisition - feasibility/ front end to tender phase, with construction costs in the order of \$30m - \$50m respectfully, middle to top end Apartment product – waterfront living. PCG 'Dome Restaurant', \$2.5M Two-storey building with the Port Coogee Marina Management Office, sales and storage facilities. It also houses the store for the local Coogee Beach Surf Life Saving Club. Water craft also have access to a modern fuelling and sullage facility.

Aspect Apartments (Stage 1 & 2) Wellington & Bronte St - East Perth

- Aspect Stage 1: A \$20M multi-level residential entailed construction of a basement car park together with 80 residential apartments over 7 levels. The site is located on Wellington Street in East Perth with street frontages on both Wellington Street to the south and Bronte Street to the north. The structure comprises of a conventional concrete frame with AFS load-bearing structural walls internally and externally. The lift core was constructed using the AFS wall system. Liaising with all disciplines of consultants & in-conjunction with builder to resolve & therefore issue project instructions. Administering and formatting documents for construction, forward works / building licence council approvals.
- Aspect Stage 2: A \$13M multi-level residential entailed construction of a basement car park together with 48 residential apartments over 6 levels. The site is located on Bronte Street in East Perth. The structure comprises of a conventional concrete frame with AFS load-bearing structural walls internally and externally. The lift core is constructed using the AFS wall system. Liaising with all disciplines of consultants & in-conjunction with shortlisted potential builders to complete Stage 2. Overall - administering and formatting documents for construction, forward works / building licence council approvals, once pre-sales are realized to trigger construction commencement.





Saville Property Group

2006 - Feb 2008

Project/Development Manager/Contracts Manager

Responsibilities & Deliverables

- Contracts management.
- Issuing Project Instructions.
- Sub-Contractor Tender Requests & approvals.
- RFI – Monitoring / Assessing / Resolving.
- Variations (inclusive of Meetings / Assessing with QS, Subcontractors & Builder)
- Consultants agreements/engagement/Monitoring / Performance/ Assessment.
- General Co-ordination / Site Meetings.
- “Build Source” (internal sub-contractor business) Staff resourcing & management
- Weekly project reporting / Summaries
- Programming/scheduling/resource allocation.
- Design development (with Consultants) & authorizing of consultants documents (for construction issue)
- Provisional Cost Reconciliations.

Key Project

Saffron Luxury Apartments

- Saffron Apartments is a \$50M inner city residential high rise tower on Adelaide Terrace. It consists of 154 apartments, an under croft car park and 1,500m2 of commercial office space. The lower levels of the building house a business centre, gymnasium, swimming pool, heated external spa and over an acre of perfumed gardens and amenities. Liaising with all disciplines of consultants & in-conjunction with builder to resolve & therefore issue instructions. In addition administering & formatting documents for construction, forward works and building licence council approval.

Meyer Shircore and Associates

Nov 2003 -2006

Design/Technician/Contract Administration

- A leading Design Group based in Perth, for over 40 years, offering a unique range of skills and services in the design construction and refurbishment of over 7000 projects, Market sectors; Car Showrooms, Cinemas, Commercial, Health Care, Hospitality, Industrial, Leisure & Sporting Facilities, Office Buildings, Residential High & Medium Density, Retail, Service Station, Shopping Centres, Tourism and Transport

Responsibilities

- Production and management of drafted Architectural Construction Documentation, including drawings and specifications for commercial, industrial and residential developments
- Production of Structural, Electrical and Hydraulic construction documentation and communicating with appropriate consultants.
- Liaising with all regulatory authorities, to satisfy all requirements and achieve approvals. Including Planning, and Building Licenses, FESA approvals, and other relevant approvals.
- Liaising with Clients and Contractors during design, tender and construction, including contract administration (inclusive of meetings / assessing with builder, stakeholders and Clients)

INTERESTS/HOBBIES/VOLUNTEER

I enjoy Surfing quality waves with a mix of Swimming, fitness training, and some Yoga to stretch out. I am a current Australian Red Cross volunteer, Lady Lawley Cottage and hold a working with Children Card.

REFEREES

- Available on request.