

# Peta Tranquille

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Date of Birth June 13, 1972

Marital Status Married, with a son, eight years of age

Experience April 2004–October 2005 McMullen Nolan & Partners Surveyors

Cartographic/Computing Team

Cartographer/Graphic Designer

Duties Include;

- Preparation of Sales Plans for Real Estate companies.
- Updating and maintaining the Satterley Web Page.
- Updating 3D terrain models of estate area.
- Creating furnishings such as trees for 3D Terrain models and adhering to base.
- Designing logos and layout of sales plans and other miscellaneous plans.
- Assisting with satellite imagery projects.
- Creating sales plan overall bases from engineering and other service plans.
- Providing Microstation and technical support to my team, and others, as required.
- Printing and collating sales plans for clients.

April 1998-March 2004 Department of Land Information

Statutory Services

Senior Cartographic Officer

Duties Include;

- Preparation of Deposited Plans for Pastoral Leases and Easements.
- Preparation of DP's for Townsites, Port Authorities, Marine Parks and State Forests.
- Auditing of Crown DP's containing unsurveyed information.
- Writing of technical descriptions for Local Authorities, Townsites and Port Authorities.
- Major involvement with Pastoral Exclusion Project for the Minister.
- Solving complex mathematical closes.
- Providing Microstation, CSD and other technical support to my team, and others, as required.

- Preparation of Concept Plans.
- Thorough investigative research and testing for E-Lodgement, including onsite evaluation and support for the Survey Industry.
- Searching and collation of survey information from DLI databases.
- Manual drafting amendments and colour washes, when required.
- Preparation of Certified Plans to be presented as evidence in court.
- Supervision and support for less experienced staff members.
- Preparation of 3 dimensional easement plans for Forrest Place.

1992–1998 Department of Land Information

Freehold Plan Registration

Senior Survey Examiner

Duties Included:

- Full Audits of Freehold surveys, including preparation of alignment sketches and field book examination.
- Major role in assisting the survey industry with introduction of CSD files.
- Performing complex mathematical closes including easement sketches.
- Resolution of mathematical closes that were not within allowable limits.
- Manual drafting amendments and colour wash applications .
- Investigative searching of DLI resources for required survey information.

1988–1990 Department of Land Information

Cartographic Draftsperson

Cartographic Services

- Prepared and maintained Public Plans, involving manual drafting and extensive colour washes.
- Updated and maintained DLI's Spatial Cadastral Database.
- Assisted in the Pastoral Rangelands Project.

## Education

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| 2003 | <b>UWA Extension</b>                                    |
|      | ▪ Certificate – The Effective Leader.                   |
| 2002 | <b>Central TAFE – GIS Training Centre</b>               |
|      | ▪ Introduction to MapInfo.                              |
| 1997 | <b>Central Metropolitan College of TAFE</b>             |
|      | ▪ Certificate IV in Quality Customer Service.           |
| 1995 | <b>Midland College of TAFE</b>                          |
|      | ▪ 3 subjects towards a Diploma in Arts (Art and Design) |

Technical Skills	1993	<b>Wembley College of TAFE</b>	<ul style="list-style-type: none"> <li>• Diploma in Cartography.</li> <li>• Eight years experience as an advanced user of Microstation, including V8.</li> <li>• Excellent knowledge of CSD files and CSD Editor.</li> <li>• Good understanding of plot drivers and windows operating systems, including, NT Server, ME, 2000 and XP.</li> <li>• Good knowledge and experience with MapInfo</li> <li>• Excellent understanding of Smartplan and spatial viewer and DLI resources and databases.</li> <li>• Excellent design and creative skills.</li> <li>• High quality manual drafting skills.</li> <li>• Excellent knowledge of Adobe Acrobat, versions 5,6 &amp; 7.</li> <li>• Good understanding of Microsoft Publisher and Access.</li> <li>• Excellent knowledge of Adobe Photoshop and Illustrator</li> <li>• Experience with Adobe Go Live, Microsoft FrontPage and Dreamweaver.</li> <li>• Excellent knowledge of Microsoft Word, Excel and Powerpoint.</li> <li>• Ability to create and amend fontstyles.</li> <li>• Excellent understanding of web page creation and hosting.</li> <li>• Efficient user of the internet with excellent knowledge of search engine techniques.</li> <li>• Good understanding of MS DOS applications.</li> </ul>
Professional Development	2004	<b>Institute of Public Administration Australia</b>	<ul style="list-style-type: none"> <li>▪ Certificate of Completion – Advanced Report Writing.</li> </ul>
	2003	<b>Department of Land Information</b>	<ul style="list-style-type: none"> <li>▪ Managing Change for Managers</li> </ul>
	2003	<b>The Bentley Institute</b>	<ul style="list-style-type: none"> <li>▪ Certificate of Accomplishment – Microstation V8 User Update.</li> </ul>
	2003	<b>Link Training and Business Solutions</b>	<ul style="list-style-type: none"> <li>▪ Statement of Completion – Adobe Acrobat 5.0.</li> </ul>
	2001	<b>Central TAFE – The Centre for Business Solutions</b>	<ul style="list-style-type: none"> <li>▪ Department of Land Administration Legal Studies.</li> </ul>
	2000	<b>Department of Land Information</b>	<ul style="list-style-type: none"> <li>▪ Certificate of Achievement – Smartplan Spatial Maintenance</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Certificate of Attendance – Smartplan Spatial Viewer</li> <li>▪ Certificate of Achievement – Spatial Viewer</li> </ul>
	<p>1996      <b>The Western Australian School of Management and Business</b></p> <ul style="list-style-type: none"> <li>▪ Team Building Communication.</li> </ul>
Other Achievements	<ul style="list-style-type: none"> <li>• Presentation to Survey Industry regarding E-Lodgment and issues relating to Microstation.</li> <li>• Preparation of “100 years of Surveying” flyer for Western Australian Institute of Surveyors.</li> <li>• Written and illustrated three childrens books, awaiting response from publisher.</li> <li>• Designed logos for Discovery Daycare Centre - Midvale and Coolamon Residents Action Group – Ellenbrook.</li> <li>• Prepared replicas of 75 year old Midland Estate Plans for display in Customer Services hall – Department of Land Information.</li> <li>• Created and added all furnishings to the 3D Terrain Model of the Jindalee Estate. E.g. trees, buildings, enhancements.</li> <li>• Designed and created websites, with continual learning and development.</li> </ul>
Interests	Drawing, art, web site design, graphic design, digital photography, Feng Shei, writing, nutritional health, gardening and computing.
Referees	<p>Mr Peter Smith  Manager - Statutory Services DLI  Ph: 9274 7434</p> <p>Mr Graham Marshall  Supervisor – Statutory Services Group 2 DLI  Ph: 9273 7438</p>