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| Application for the Consultants in Construction Procurement List –  CLIENT REFEREE REPORT TEMPLATE |

CLIENT REFEREE REPORT ON THE APPLICANT’S PERFORMANCE

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| Client to insert logo here |

Engagement details

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| Applicant / Consultant Organisation Name |  | | |
| **ABN/ACN (or any equivalent registration number) of entity that delivered the work** |  | | |
| **Consultant Contact Person** |  | **Phone** |  |
| **Contract Title / Project Name** |  | | |
| **Location / address incl country (of project or related works)** |  | | |
| **Name of the Engaging Entity** |  | | |
| **Intended function / purpose / use (of completed project or works)** |  | | |
| **Detailed description of work conducted by consultant during the period of engagement** |  | | |
| **Commencement Date** |  | **Date Completed** |  |
| **Total Fee for service to consultant (Ex GST)** |  | **Project Cost** |  |

Regarding the Applicant and your organisation, please respond to the following two probity related questions.

|  |  |
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| ***Has anyone influenced or tried to influence you or your organisation in regard to the*** | |
| ***preparation of this Client Referee Report? (tick or replace with checked box x )*** | **Yes  No** |
| ***Does your company conduct any business or trade with the Applicant:  (tick or replace with checked box* x *)*** | |
| ***At the present time?*  *since project completion?*  *will do so in the near future?*** | |

Referee Comments

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| Applicants Nominated Category | REFEREE COMMENTS – Please comment on the Applicant’s performance in relation to their nominated categories |
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|  |  |  |  | **N/A** | **Unsatisfactory** | **Marginal** | **Acceptable** | **Good** | **Superior** |
| **As the client who paid for this service, how well did the CONSULTANT meet your expectations?** | |  |
|  |  |  |
|  | **Time Management** e.g. meeting milestones, resourcing, planning, reporting | | |  |  |  |  |  |  |
|  | **Management & suitability of project personnel** e.g. skills, experience, sufficient numbers | | |  |  |  |  |  |  |
|  | **Management of subconsultants & other suppliers.** e.g. services provided, coordination etc | | |  |  |  |  |  |  |
|  | **Standard of Service.** e.g. meeting brief, budget, value for money, no rework, supervision | | |  |  |  |  |  |  |
|  | **Quality Outcomes -** e.g. quality management, audits, non-conformances, design | | |  |  |  |  |  |  |
|  | **WHS Outcomes\* -** e.g. WHS management, audit, accidents, injuries, health, safety, design | | |  |  |  |  |  |  |
|  | **Environmental Outcomes\* -.** e.g. Environment management, audit, discharge, contamination, design | | |  |  |  |  |  |  |
|  | **Cooperative Relationships.** e.g. Cooperative approach, commitment, resolving issues | | |  |  |  |  |  |  |
|  | **Recommendation for Future Work?** Would you recommend the consultant for similar type of work? | | |  | **⏴No** | |  | **⏴Yes** | |

Referee details

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| Client Organisation: |  | | |
| **Referee Name:** |  | | |
| **Title:** |  | | |
| **Role in the Project** |  | | |
| **Tel No:** |  | **Mobile No:** |  |
| **E-mail:** |  | | |
| **Signature:** |  | | |
| **Date:** |  | | |