

# CONSULTANT INFORMATION

Policy Name                    **CONSULTANT INFORMATION**

File Reference                **WO.100.6.5**

Review Details                **26 September 2014**

Consultants Details	
<b>Business Name</b>	
<b>ABN</b>	
<b>Business Location</b>	
<b>Postal Address</b> (if different to above)	
<b>Phone</b>	
<b>Mobile</b>	
<b>Email</b>	
<b>Website</b>	
<b>Contact Person (s)</b>	
<b>Service Description</b>	
Compliance Details - Please complete below & provide Certificates of Currency and copy of Work Cover SA Registration document.	
<b>Public Liability Insurance</b>	<b>Insurer:</b> <b>Policy No:</b> <span style="float: right;"><b>Expiry Date:</b></span>
<b>Product Liability Insurance</b>	<b>Insurer:</b> <b>Policy No:</b> <span style="float: right;"><b>Expiry Date:</b></span>
<b>Professional Indemnity Insurance</b>	<b>Insurer:</b> <b>Policy No:</b> <span style="float: right;"><b>Expiry Date:</b></span>
<b>Commercial Vehicle</b>	<b>Insurer:</b> <b>Policy No:</b> <span style="float: right;"><b>Expiry Date:</b></span>
<b>Work Cover SA Registration</b> (if not applicable state why)	<b>Employer No:</b>

<b>Qualifications Held or Professional Registration – Include name, registration number, expiry date &amp; scope. Copies of CV's may be provided for staff that will be engaged to work for Council.</b>	
<b>Type</b>	<b>Name:</b> <b>Registration No:</b> <span style="float: right;"><b>Expiry Date:</b></span> <b>Scope:</b>
<b>Licence Type (if relevant)</b>	<b>Name:</b> <b>Licence No:</b> <span style="float: right;"><b>Expiry Date:</b></span> <b>Scope of works:</b>

<b>Important Documentation: Copies of policies are required.</b>	
<b>Work Health &amp; Safety</b>	<ol style="list-style-type: none"> <li>1. WHS Policy – signed and dated</li> <li>2. Job Safety Analysis / Safe Work Method Statement / Risk Assessment (if relevant)</li> <li>3. White Card – OHS General Induction for Construction (if relevant)</li> <li>4. Other</li> </ol>
<b>Quality Assurance</b>	Policy or statement, ISO Accreditation or equivalent.
<b>Environmental Policy</b>	Policy or statement, ISO Accreditation or equivalent.
<b>Other Information</b>	

Office Use Only:

<b>Recorded into Synergy:</b> _____ _____ _____
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<b>Registered on database</b> Entered <input type="checkbox"/> Date: .....
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<b>Vendor Panel Invitation</b> Emailed <input type="checkbox"/> Date: .....
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