



SQIDEP Evaluation Process Chart

APPLICATION RECEIVED

Via SQIDEPSubmissions@stormwater.asn.au



ENGAGE EVALUATORS

- **1.1** SWA Admin uses IEP spreadsheet to assess conflict of interests and advise GP of appropriate IEs remaining for nomination

1.2 SWA Admin advise GP of recommended IEs

- 1.3 GP resolves to engage selected IE
- 1.4 SWA Admin advise Board of GP resolution
- **1.5** Board approves engagement of IEs
- **1.6** SWA Admin engages IEs

- * Stormwater Australia (SWA)
- * SWA Board of Directors (Board)
- * Governance Panel (GP)
- * Independent Evaluation Panel (IEP)
- * Independent Evaluators (IEs)

SWA Admin manages record keeping of resolution

Using approved scope of work/T&Cs approved by Board



EVALUATION PROCESS

- 2.1 SWA Admin to advise IEs of 6 week timeline
- 2.2 SWA Admin check in with IEs at 3 weeks
- 2.3 Individual reports received from IEs
- 2.4 SWA Admin:
- (a) distribute individual report to other IE
- (b) confirm timeline for draft combined report with IEs
- (c) set date for IEs to meet with Applicant
- 2.5 IEs meet with Applicant
- **2.6** Applicant provides further information if required

2.7 IEs review, agree on and create final report

- **2.8** Final combined report from IEs received by SWA Admin

SWA Admin set date and time for joint IE meeting to review reports

SWA Admin follow up at week 7 if report not received

Questions from IEs to be provided to Applicant one week prior to meeting

SWA Admin advises SWA Treasurer that evaluation is completed and finalise payment to IEs



PROVIDE VERIFICATION / DECISION

- **3.1.1** SWA Admin provides final report to GP
- Citation provided inter-operated
- **3.1.3** Board considers GP resolutions

3.1.2 GP makes resolution to Board

- **3.1.4** Report accepted and Application verified/rejected
- **3.1.5** SWA Admin issue Verification Certificate and IE Report to Applicant
- **3.1.6** SWA Admin uploads Verification Certificate and IE Report to SWA website

- 3.2.1 SWA Admin provides final report to GP
- 3.2.2 GP makes resolution to Board
- **3.2.3** Board considers GP resolutions
- SWA Admin manages record keeping of recommendations
- **3.2.4** SWA Admin advise Applicant of unsuccessful submission
- **3.2.5** Applicant withdraws submission