

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 IEPs remaining for nomination

1.2 SWA Admin advise GP of recommended IEs

1.3 GP Nominate IEs to engage

1.4 SWA Admin advise Board of GP recommendation

1.5 Board approves engagement

1.6 SWA Admin engages IEs

*Governance Panel (GP)
Independent Evaluator's (IE's)
Independent Evaluation Panel (IEP)
Stormwater Australia (SWA)

SWA admin manage record keeping of recommendations

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 Reports received

2.4 SWA Admin:
▪ distribute to other IE
▪ confirm timeline for draft final report
▪ 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 reports 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 reports not received

Questions from IE's to be provided to applicant 1 week prior to meeting

SWA Admin advises treasurer that evaluation is completed & finalise payment to IE's

PROVIDE ACCREDITATION/DECISION

3.1.1 SWA Admin provides final report to GP

3.1.2 GP makes recommendations to Board

3.1.3 Board accepts recommendations

3.1.4 Report accepted and applicant accredited/rejected

3.1.5 SWA Admin issue verification certificate electronically to applicant

3.1.6 SWA Admin arranges upload of new accreditation to SWA website

3.2.1 SWA Admin provides final report to GP

3.2.2 GP makes recommendations to Board

3.2.3 Board accepts recommendations

SWA Admin manage record keeping of recommendations

3.2.4 SWA Admin advise applicant of unsuccessful submission

3.2.5 Applicant withdraws submission