

SQIDEP Evaluators Selection Procedure

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The Governance Panel resolves that where an Evaluation Application is received by Stormwater Australia two Evaluators will be appointed to each Application using the following selection procedure:

Selection Procedure

Please Note - When selecting two Evaluators any two evaluators who are selected to evaluate an Application cannot be from the same company regardless of whether they are next in line to be selected in the table headed RECORD OF SELECTIONS MADE FOR EACH ROUND.

Instructions and Explanation

The Governance Panel will nominate a person to be responsible on an ongoing basis for selecting Evaluators using this selection procedure (the selector). Each Evaluator has been assigned a personal alphabetic identifier to provide an order in which they are to be selected and to enable the selector to keep a record of the selections made in the table headed **RECORD OF SELECTIONS MADE FOR EACH ROUND**. The selector must keep a record in that table of which Evaluators have undertaken Evaluations and which Evaluators have been ineligible in each selection round. This will ensure that all Evaluators, as far as possible, undertake an Evaluation in each selection round.

Upon the selector receiving an Application for Evaluation the selector will identify the next two Evaluators in line to be selected according to the table headed **RECORD OF SELECTIONS MADE FOR EACH ROUND**. The selector will then use the table headed **LIST OF APPROVED EVALUATORS** to check the eligibility of both of the selected Evaluators based on whether those Evaluators are from the same company and whether they have a conflict of interest.

The aim of this system is to distribute Evaluation Applications evenly and fairly between Approved Evaluators subject only to conflicts of interest and ensuring that any two evaluators that are selected to conduct a particular evaluation are from different companies.

The selector will work their way down the table headed **RECORD OF SELECTIONS MADE FOR EACH ROUND** in the manner specified in this selection procedure until all Evaluators, as far as possible, have undertaken an evaluation. These are called selection rounds.

Where not all Evaluators have been selected in the current selection round, due to their ineligibility to evaluate some Applications, a new selection round can still be commenced starting from the top of the table headed **RECORD OF SELECTIONS MADE FOR EACH ROUND**. In those circumstances, where possible, any Evaluators not selected in the previous rounds should be selected first, if eligible, in the next selection round.

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Selection Procedure Steps

Step One

The selector chooses the first two Evaluators from the **RECORD OF SELECTIONS MADE FOR EACH ROUND** ensuring they are each from a different company based on the company they nominated as listed in column 2 of the Approved Evaluators List and that they are not conflicted in relation to the current application based on the declared conflicts of interest listed in column four of the Approved Evaluators List.

Step Two

The selector sends a summary of the current application to each of the selected Evaluators for the purpose of obtaining a signed declaration from each of the selected Evaluators that they do not have a conflict of interest in relation to the current Application for Evaluation. Once the selector receives that Declaration the Evaluators can then be formally retained to evaluate the Application.

Step Three

Subject to the next paragraph for each subsequent Evaluation Application received the selector chooses the next two eligible Evaluators listed in the table headed **RECORD OF SELECTIONS MADE FOR EACH ROUND**.

Any Evaluator who has been ineligible to evaluate any previous application during that round, when it was their turn to be selected, must be selected first for the next Evaluation Application provided they are eligible for selection in relation to that application.

Step Four

Once the next two eligible Evaluators are selected repeat Step Two.

End of Procedure.

Approved by Stormwater Australia	28 April 2020
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