

# TENDER EVALUATION AND PROBITY PLAN (TEPP)


INF01033  
12839

## ROSEWOOD LIBRARY

### ENDORSED BY

Name	Position	Signature	Date
Tamara White	Principal Officer (Contracts and Procurement)	Objective	07-02-2019
Deb Campodonico	Construction Manager	Objective	07-02-2019
Darren Cunningham	Principal Officer (Construction)	Objective	07-02-2019
Dale Hubner	Project Inspector	Objective	27-02-2019

### APPROVED BY

Name	Position	Signature	Date
Charlie Dill	Chief Operating Officer		5/3/2019

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## **1. PURPOSE OF EVALUATION**

The purpose of the evaluation is to assess and recommend a preferred tenderer/s in accordance with the Local Government Act 2009 (Act), the Local Government Regulation 2012 (Regulation), Council Procurement Probity Charter and Procurement Framework.

## **2. TENDER EVALUATION AND PROBITY PLAN**

The purpose of this Tender Evaluation and Probity Plan (TEPP) is to articulate the methodology, processes and obligations associated with this evaluation. The objective of this TEPP is assist in demonstrating an evaluation process that is fair, impartial and transparent whilst being carried out in line with the Local Government Act 2009 (Act), the Local Government Regulation, 2012 (Regulation), as well as Council's Procurement Probity Charter and Council's Procurement Framework.

This TEPP must be completed and approved prior to the tender close. The TEPP must not be altered after the tender has been released, except in the event a nominated panel member has become unavailable and must be replaced. The replacement of any unavailable panel member must be authorised the Principal Officer (Contracts and Procurement), the Commercial Finance Manager or other such duly authorised delegate.

It is the responsibility of each member of the evaluation team and any subsequent specialist members to adhere to stipulations of this TEPP.

## **3. PROBITY**

The probity objectives of Ipswich City Council in conducting the tender process are set out in the Ipswich City Council Procurement Probity Charter. It is the responsibility of the Evaluation Panel Members (Panel Members) to make themselves familiar with this document and the provisions of the Better Purchasing Guide titled *Ethics, Probity and Accountability in Procurement*.

Probity compliance is integral to the procurement and evaluation process. All Council staff associated with the Tender must maintain the highest ethical standards. A Probity Manager is appointed to manage the tender process and is responsible for ensuring all Panel members apply the principles of probity throughout the evaluation process.

### **3.1. Evaluation Panel Probity Conduct**

The Evaluation Panel must:

- Perform their duties impartially and without undue influence,
- Not seek or accept gifts or other favours,
- Not allow their private interests to conflict with or influence their public duties,
- Maintain confidentiality and transparency in all dealings,
- Be accountable, ensuring all decisions and actions are above reproach,
- Adhere to all procedures, policies and processes that govern procurement,
- At all-time undertake their duties with professionalism, and
- Perform duties in a fair, equitable and defensible manner.

### **3.2. Confidentiality**

All documents and communications relating to the Tender or evaluation process are to be securely stored (whether electronic or paper records) in accordance with standard commercial-in-confidence procedures.

All communications with tenderers must be recorded, where the communication has been verbal the conversation must be noted and or followed up with an e-mail.

### 3.3. Conflicts of Interest

Panel members are required to **declare** any conflict of interests (actual, potential or perceived) with the Probity Manager or Evaluation Chair whom must **register** the conflict in writing. Conflicts must be declared as soon as they come to the attention of the Panel Member regardless of the evaluation stage.

The Probity Manager, Evaluation Chair or delegated authority will assess the nature of the conflict and can elect to:

- Take no action and **Monitor**. The declared conflict has been deemed to have no impact on the panel members ability to undertake their tasks;
- **Restrict** the involvement or information access of the panel member;
- **Recruit** a third party to oversee part of all of the evaluation process;
- **Remove** and replace the panel member.

Where deemed appropriate, the conflict of interest will be raised with Chief Operating Officer of the department and/or Council's Internal Auditors Branch.

## 4. PROJECT BACKGROUND AND SCOPE

Ipswich City Council Council's, Ipswich Library Strategy 2009 recommended the development of a library presence within Rosewood in accordance with established Library Standards and population growth. The site for the Rosewood Library and Community Office is located at 15 Railway Street, Rosewood (Lot 126 on SP145185) and is total land area of 2,302m<sup>2</sup>.

The scope of works for the construction of the Library and Community Office will include but is not limited to the following;

- Site establishment and preparation
- Services connections
- Construction of a 2 level building including associated external pathway, awning and surface treatment works
- Building works include installation of all services, security and AV requirements
- Works to the existing road verge including new footpath and awning (excludes works to the existing kerb and channel)
- Construction of a 25 car space car-park, loading zone and driveway entries
- Installation of landscaping including planting, drainage and mulch
- Services, security, project management & other.
- Supply and installation of scheduled furnishings, specific building equipment and external signage

Some works nominated above may initially be tendered on a provisional basis. This provisional items will be clearly highlighted within the tender documentation. Council will reserve the right to deliver these provisional items under the proposed construction contract pending its ability to provide the necessary approvals and documentation to proceed.

The follow items are excluded from this proposed contract;

- Design services during construction
- Supply and installation of specialist IT equipment

- The supply and setup of the Library collection, digital elements to the Maker Space and all operational arrangements

## 5. EVALUATION PANEL

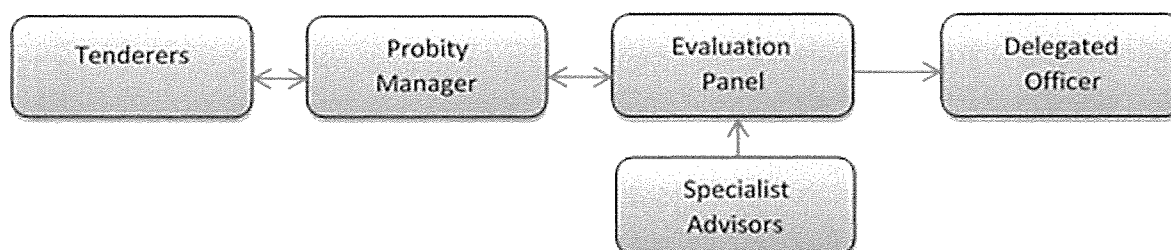
The evaluation panel shall consists of the members outlined in table 3.1.

Table 3.1 Evaluation Panel		
Role	Title	Name
Probity Manager	Principal Officer (Contracts and Procurement) or duly authorised delegated	Tamara White
Chair	Principal Officer (Construction)	Darren Cunningham
Panel Member	Project Manager	Heino Voogd
Panel Member	Project Inspector	Dale Hubner

There will be a minimum of three Panel Members. There is no limit to the number of specialist advisors to the Panel. The members of the evaluation panel must not be disclosed to tenderers under any circumstances.

## 6. ROLES AND RESPONSIBILITIES

The structure, roles and responsibilities of the parties involved in the evaluation process are:



### 6.1. Probity Manager

The Probity Manager is responsible for:

- Confirming all Panel Members have read and understood the Procurement Plan, TEPP and the Procurement Probity Charter,
- Overseeing the compliance of Tender process,
- The distribution and execution of confidentiality and conflict of interest declarations,
- Management of the tender and evaluation clarifications,
- Ensuring accurate, secure and confidential record management, and
- Managing all contact with Tenderers until the contract has been executed by Council.

### 6.2. Evaluation Chair

The Evaluation Chair is responsible for:

- Conducting all evaluation panel meetings,
- Ensuring the Panel Members can provide a meaningful contribution to the evaluation process,
- Ensuring all Panel Members declare/ have the opportunity to declare any conflicts,
- Ensuring the evaluation process is conducted in an objective, fair and transparent manner,

- Developing and submitting the evaluation report to the Probity Manager for review and distribution to the Panel Members for approval, and
- Ensuring accurate, secure and confidential record management.

### 6.3. Panel Members

All Panel members, including the Chair, are responsible for:

- Evaluating all submissions in accordance with this TEPP, Councils Probity Charter and all applicable Regulations and Acts,
- Justifying and documenting each score against the prescribe evaluation criteria in the Individual Evaluation Sheet,
- Promptly declaring any actual, potential or perceived conflicts, and
- Adhering to all security and confidentiality controls outline within this TEPP and as public officers.

### 6.4. Specialist Advisors

Specialist Advisors are not members of the Panel but are appointed by the Chair and are bound by the protocols outlined in this TEPP, and the Procurement Probity Charter. Any specialist advice must be documented.

Specialist Advisors to the Panel may include:

- ICC Workplace Health & Safety Advisor;
- Principal Officer (Estimating)
- Principal Officer (Scheduling)
- Principal Officer (Contracts and Procurement)
- Commercial Finance Manager
- Construction Manager
- Principal Engineer (Infrastructure Delivery)
- Principal Officer (Infrastructure Delivery)
- Principal Financial Accountant

## 7. EVALUATION CRITERIA AND WEIGHTINGS

### 7.1. Mandatory Criteria

The mandatory criteria are;

- Submissions must be received prior to closing day and time.
- QBCC License – Building Open
- Minimum 5 years demonstrated commercial building experience

Any tender that does not comply with the mandatory criteria will be deemed to be non-conforming and excluded from further consideration and evaluation.

### 7.2. Evaluation Criteria and Weightings

Conforming tenders will be evaluated in accordance with the criteria and weighting as shown in table

7.1. The evaluation panel shall assess each criteria consistently across the all submissions.

Table 4.1 Evaluation Criteria		
Evaluation Criteria	Evaluation Questions	Weightings
Experience	Relevant Experience	10%

	<p>The Tenderer has demonstrated recent experience undertaking project of a similar nature of scale?</p> <ul style="list-style-type: none"> <li>- Description and relevance of projects</li> <li>- Role of the tenderer in the projects</li> <li>- Project Cost</li> <li>- Project Duration</li> </ul>	
	<p><b>Technical Experience (Individual Experience)</b></p> <p>The Tenderer has demonstrated they can provide a project team with recent experience undertaking projects of a similar nature and scale?</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Role</li> <li>- Technical Expertise</li> <li>- Resume'</li> </ul>	10%
	<p><b>Past Performance</b></p> <p>The Tenderer has demonstrated a strong Past Performance?</p> <ul style="list-style-type: none"> <li>- Project Name</li> <li>- Clients Project Manager (contactable)</li> <li>- Quality standards, performance target achieved</li> <li>- Tender price, variation and final costs</li> <li>- Completion date and any EOT time granted</li> </ul>	10%
<b>Experience Total</b>		<b>30%</b>
Methodology	The Tenderer has provided a Gantt chart or similar which demonstrates an understanding of the required tasks	5%
	The Tenderer has provided a Gantt chart of similar which delivers the project by the required by the required milestone dates and practical completion delivery dates.	15%
	<p>The Tenderer has demonstrated how they intend to accomplish the project outcomes?</p> <ul style="list-style-type: none"> <li>- Reporting and Recording systems</li> <li>- Program of works</li> <li>- Subcontractors</li> <li>- Quality Plans</li> <li>- Innovative construction methodology</li> </ul>	15%
<b>Methodology Total</b>		<b>35%</b>
<b>Price Total</b>		<b>30%</b>
Local Economy	Is the contractor Located within the Ipswich City Council Boundaries	5%
<b>Total</b>		<b>100%</b>

The scoring guide is used to rate the Tenderers response to each of the qualitative evaluation criteria. Fractions are acceptable and may assist in ranking close responses.

Further detailed information relating to the scoring of qualitative responses is provided to each Panel member in their individual scoring spreadsheet.

### 7.3. Evaluation Scoring

Rating	Characteristics	Score
Outstanding Offer	Highly convincing and credible. Offer demonstrates outstanding capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criteria. Comprehensively documented with all claims fully substantiated. Insignificant risk.	10
Excellent Offer	Highly convincing and credible. Offer demonstrates excellent capability, capacity and experience relevant to,	9

	or understanding of, the requirements of the Evaluation Criteria. Documentation provides complete details. All claims adequately demonstrated and substantiated. Insignificant risk.	
Very Good Offer	Offer complies, is convincing and credible. Offer demonstrates very good capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criteria. Some minor lack of substantiation but the respondent's overall claims is supported. Low risk.	8
Good Offer	Offer complies, is convincing and credible. Offer demonstrates good capability, capacity and experience, relevant to, or understanding of, the requirements of the Evaluation Criteria. Minor uncertainties and shortcomings in the respondent's claims or documentation. Low risk.	7
Adequate Offer	Offer complies and is credible but not completely convincing. Offer demonstrates adequate capability, capacity and experience, relevant to, or understanding of, the requirements of the Evaluation Criteria. Respondent's claims have some minimal gaps. Medium risk.	6
Marginal Offer	Offer has minor omissions. Credible but barely convincing. Offer demonstrates only a marginal capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criteria. High risk.	5
Limited Offer	Barely convincing. Offer has shortcomings and deficiencies in demonstrating the respondent's capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criteria. Very High risk.	4
Poor Offer	Offer unconvincing. Offer has significant flaws in demonstrating the respondent's capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criteria. Very High risk.	3
Very Poor Offer	Unconvincing. Offer is significantly flawed, and fundamental details are lacking. Minimal information has been provided to demonstrate the respondent's capability, capacity and experience relevant to, or understanding of, the requirements of the Evaluation Criteria. Unacceptable risk.	2
Inadequate Offer	Offer is totally unconvincing, and requirement has not been met. Offer has inadequate information to demonstrate the respondent's capability and experience relevant to, or understanding of, the requirements of the Evaluation Criteria. Unacceptable risk.	1
Unacceptable Offer	Respondent was not evaluated as it did not provide any requested information relevant to the request for Offers and/or contravened nominated restrictions. Unacceptable risk.	0



## **8. EVALUATION PROCEDURE**

### **8.1. Tender Opening**

At the prescribed Tender closing time, the electronic Tender Box will automatically close. The Infrastructure Services Procurement Team will download the submissions to a secure folder within Council's record management system.

### **8.2. Late Tenders**

By resolution of Council (Corp.14.77.99 item 43.11), late tenders will not be accepted. A tender response not uploaded to the LGTenderbox by the closing time and date will not be considered for evaluation unless there is evidence provided by the LGTenderbox to satisfy Council that a submission was uploaded prior to the closing time.

### **8.3. Tender Compliance Assessment**

The Probity Manager in conjunction with the Panel Members shall assess the completeness and conformance of each tender submission. The Probity Manager is responsible for ensuring the reason/s for the non-compliances are recorded. The Probity Manager must also record why a tender will not proceed to the next evaluation phase.

Tenders with minor non-conformances may be considered for evaluation at the discretion of the Probity Manager, whom shall take into consideration the advice of the Panel, the Principal Officer (Procurement and Contracts) and the Commercial Finance Manager. Where the Panel accepts, at their discretion, a non-complying Tender for evaluation, that acceptance is conditional on the non-compliance being overcome by the tenderer supplying the missing document(s) or otherwise complying with the Conditions of Tender.

Tenders with major non-conformances will not be considered further in the evaluation process.

### **8.4. Tendered Price**

Where the Tenderer has not provided a redacted version of their tender, prices will be redacted from the Tender submissions prior to those submissions being made available to the Panel Members. With the exception of redacted prices, submissions will be provided in "as received" condition for the member's evaluation.

### **8.5. Pre-Evaluation Conflict Confirmation**

The Probity Manager must confirm with the evaluation panel prior to the commencement of the evaluation that there are no new and/or additional conflicts of interests to declare. If additional conflicts are declared, the Probity Manager will assess the conflict and decide if the Panel's Member membership should cease. If the event a Panel Member is unable to continue with the evaluation the Probity Manager may accept an independent replacement. All communication regarding the conflict and the new Panel Member will be saved to Council's record management system.

### **8.6. Individual Qualitative Assessment**

The Panel must individually score each evaluation criteria in a fair, impartial and consistent manner.

### **8.7. Moderated Qualitative Scores**

Upon completion of the individual assessments, all scores shall be correlated into the master evaluation matrix for a moderation assessment conducted by the Panel.

The Panel's moderation assessment is a collaborative score achieved by group consensus and is not intended to be an average score. Where a collective agreement is not able to be achieved, the Chair may impose an average score. Dissenting view(s) must be documented and highlighted in the Evaluation Report. Where the Panel determine that the Tender submission is non-conforming or an Alternative Tender, the Panel will proceed in accordance with this TEPP.

This process must be conducted with the Probity Manager present.

If, during the individual evaluation assessment, A Panel Member notes the submission is incomplete and potentially disqualified from evaluation or, the submission may be an Alternative Tender, that matter should be discussed amongst the Panel in the collective assessment meeting.

#### **8.8. Alternative Tenders**

An Alternative Tender may not be flagged as such by the Tenderer. It is not necessary that the Tenderer submit a Conforming Tender for the Alternative Tender to be considered. An Alternative Tender may be characterized by:

- A significantly divergent methodology from that envisaged in the specifications;
- Conditioning of the Tenderer's proposal that requires agreement and/or concession(s) by the Principal;
- An innovative approach that may also offer significant cost savings;

The Panel is not required to consider an Alternative Tender although it may do so if deemed appropriate.

If, following the Tenderer's response, the Panel deem the response unsatisfactory and/or it does not meet the project's objectives, the Panel Members may exclude the Alternative Tender from further consideration. The Probity Manager must detail the reason(s) for doing.

#### **8.9. Evaluation Clarifications**

The Panel may request clarifications regarding information contain within a tender response however a clarification does not mean the Tenderers can revise their original submission. The Panel must not request nor consider any new or additional information.

The Probity Manager must issue, respond and record all clarification request in writing.

#### **8.10. Shortlisting**

The number of Tenderers to be shortlisted, if any, will be determined by the Panel and there is no requirement for the Panel to create a shortlist, therefore the Evaluation Panel may nominate a single Tenderer as the Preferred Tenderer.

#### **8.11. Negotiation**

Negotiations may be undertaken with the Preferred Tenderer only or, simultaneously with all of the shortlisted Tenderers.

The Panel shall highlight the areas requiring negotiation and prepare a negotiation plan in consultation with the Probity Manager. Negotiations may include, but are not limited to, price and other financial undertakings, contract terms and conditions, and personnel.

The negotiation plan, approved by the Delegated Officer, will confidentially set out Council's preferred and minimum positions. If required, Council will engage the services of a professional negotiator to assist with the process.

The negotiation process must be concisely documented, and outcomes are subject to approval by the Delegated Officer.

#### **8.12. Work Health and Safety Assessment**

The Probity Manager will request a WHS evaluation of the shortlisted Tenderers. Where the Tenderer has an existing Ipswich City Council WHS number, re-evaluation is not required. Feedback received from the Work Health and Safety specialist will entail a PASS/FAIL outcome and will not be a weighted score.

#### **8.13. Referee Checks (including internal)**

The Panel may undertake referee checks with the referee(s) nominated in the shortlisted Tenderer's submissions. Where the Preferred Tenderer has previously undertaken work for Ipswich City Council, the Preferred Tenderer's performance can be established by enquiry to the relevant Project Manager and Contractor Performance Reports.

All referee responses must be documented and form part of the Evaluation Report.

#### **8.14. Financial Solvency**

Financial checks for each shortlisted Tenderer may be undertaken by the Principal Financial Accountant. As a specialist member of the evaluation the Principal Financial Accountant has been sufficiently briefed on their confidentiality and probity obligations. The outcome of the Financial assessment must be recorded and form part of the Evaluation Report.

#### **8.15. Claims History**

Tenderer documentation may have required the Tenderer to provide details of their claim history for their two most recent Contracts. If provided, the claims history will be utilised to predict the potential claim risks behaviour by the Tenderer. Verification of the claim history will be sought from the Tenderer's nominated referee.

### **9. EVALUATION METHODOLOGY**

The Infrastructure Services Department evaluation methodology is based on the Best Value Index (BVI). It uses a formula that converts price and non-price factors into 'best value' indices and adds them together to derive the BVI. Tenders with higher BVI scores are recognised as the Tenders that best meet Council's qualitative and value for money objective.

The BVI is calculated by adding two indices; price index (PI) and non-price selection criterion index (NPI).

$$BVI = PI + NPI$$

Where:

NPI = non-price selection criterion index;

PI = price index.

#### **9.1. Non-Price Index**

The evaluation process will utilise a non-price index (NPI). The NPI is a weighted score calculated from the individual scores the Panel members allocate to each criteria of the Tenderer's submission. The following procedure is to be used to calculate the NPI:

The following formula will be used to score the non-price selection criteria:

$$NPI = \text{Sum of all } (NPS \times NPW)$$

Where:

NPI = Index of the non-price selection criterion;

NPS = score (10 high) the Panel gives to the individual non-price evaluation criterion;

NPW = weighting of the individual non-price criterion (totals 100 – weighting of price).

## 9.2. Sensitivity Analysis

The Chair will undertake a sensitivity/risk analysis to review provisional items, provisional if ordered items and, items outside the limits of accuracy. Potential risks to the delivery of the project, as outlined in the Procurement Plan or the TEPP, will be addressed. The sensitivity/risk analysis will be attached to the Evaluation Report.

## 9.3. Non-Price Threshold

Ensuring value for money is a key objective and that principle requires acceptance of a reasonably priced tender that will provide the best overall outcome for Ipswich City Council. However, it is not necessarily the lowest priced tender. It is vital that the Tenderer can perform the required services as set out in the Tender document in a timely and professional manner.

Following the qualitative evaluation and prior to the inclusion of the Tenderer's prices, those Tenderers who have achieved a cumulative score of fifty percent (50%) or less than the highest cumulative qualitative score will be excluded from further evaluation regardless of their offered price.

## 9.4. Price Index

The evaluation process will utilise a Price Index (PI) as a weighted score calculated for a Tendered price. PI is the weighted Price Score (PS) multiplied by the price weighting (PW).

$$PI = PS \times 45/100$$

(Example shows price weighting of 45%).

The formula to calculate PS includes the submitted Tender price and a "threshold price". The threshold price could be either the price of the lowest conforming Tender or the price used to identify the lowest bid.

Using the following formula, the Tendered price is ranked with the highest score of 10 for the price which is equal to the price of the "threshold price".

$$PS = 10 - 10 \times (PT - PTh) / PTh$$

Where:

PS = score of the price of the Tender;

PT = submitted Tender price;  
PTh = Threshold price.

## **9.5. Unusually Low Bid**

### **9.5.1. Unusually Low Bid Definition**

An Unusually Low Bid is a tendered price that is significantly lower than the other prices tendered. Whether a price is unusually low is established by utilising the median tender price of the conforming tenders and comparing the percentage disparity. Note that an Unusually Low Bid may be a consequence of an Alternative Tender (refer 5.7).

The percentage below median price that applies to this tender: 20%

### **9.5.2. Unusually Low Bid clarification**

Where the Panel decides that the Unusually Low Bid is not a consequence of an Alternative Tender, the Panel may notify the Tenderer that an Unusually Low Bid has been submitted. It is not mandatory that the Panel notify the Tenderer and the Panel may elect to exclude the Tender.

If deemed appropriate by the Panel, the Tenderer will be requested to submit, within two (2) working days, the influencing factors that may have resulted in the Unusually Low Bid. The only factors that the Panel may take into account are:

- Materials cost advantage;
- Process cost advantage;
- Innovation advantage.

If no response is received or the response does not substantiate the Unusually Low Bid, the Panel may exclude that Tender from further consideration. Any communication with the Tenderer with regard to the Unusually Low Bid will be via the Probity Manager.

## **10. EVALUATION REPORT AND APPROVAL**

On completion of the evaluation process, the Evaluation Chairperson will prepare the Evaluation Report. The Evaluation Report will be endorsed by all members of the Evaluation Panel and the Probity Manager.

The Delegated Officer (or authorised delegate) will review the Evaluation Report to ensure that:

- The objectives of the project have been reached,
- Value for money was achieved, and
- The evaluation process was fair and the required probity standards were met.

If satisfied, the Delegated Officer will approve the evaluation report.

## **11. TENDERER DEBRIEFING**

All tenderers shall be given an opportunity to receive feedback on their submission. Requests for debriefing will be limited to a period of one month following formal notification to successful/unsuccessful tenderers of the outcome.

## Attachment A - Confidentiality and Conflict of Interest Declaration

<b>PROJECT:</b> 12839 – INF 01033 - ROSEWOOD LIBRARY			
BY THIS DECLARATION dated the _____ day of _____, 201____			
I, _____ of _____ acknowledge and agree to the following:			
Confidential information includes information of a sensitive, personal, commercial or political nature made available to you in connection to your role as a public official that could cause harm to individuals or Council if disclosed other than in accordance with its intended purpose or target audience.			
<b>1. CONFIDENTIALITY OF OBLIGATIONS</b>			
1.1 In the course of performing services, relating to the evaluation of the above named Tender, I will be exposed to information which is confidential.			
1.2 Improper use or disclosure of that information could jeopardise or invalidate the evaluation process and may severely damage ability to perform its functions.			
1.3 I am aware of my obligations under the legislation which governs my employment (and associated code of conduct) to take all reasonable steps in ensuring confidential information is kept confidential and in performing those services faithfully and without any conflict of interest.			
<b>2. CONFLICT OF INTEREST</b>			
2.1 I warrant that before signing this declaration, I have disclosed on this document all the past, current and anticipated interests which may conflict with my impartial involvement in the evaluation process. I note that conflicts of interest may arise under the following situations: <ul style="list-style-type: none"> <li>• an event or situation and the context in which it occurs;</li> <li>• the nature of my work;</li> <li>• any personal or private interests that may directly or indirectly influence and/or benefit me or others;</li> <li>• my relationships with, or the names of other parties;</li> <li>• a conflict of interest may relate to both pecuniary and non-pecuniary interests.</li> </ul>			
2.2 Declaration: I declare that the following are all the past, current and anticipated interests which may give rise to a real or apparent conflict with my impartial involvement in the evaluation process. The reason/s why I consider the situation may be a conflict of interest or be perceived by others as a conflict of interest are below: <div style="margin-left: 20px;"> 1..... (if none write NONE)  2.....  3..... </div>			
2.3 I agree that during the course of the evaluation process I will not engage in an activity or obtain any interest likely to conflict with my impartiality in respect of this project. In the event that a real or apparent conflict of interest arises, I will immediately disclose it to Council.			
<b>SIGNED</b>			
<b>NAME</b>	(PLEASE PRINT)	<b>SIGNATURE</b>	____/____/____ (DATE)
<b>WITNESS</b>			
<b>NAME</b>	(PLEASE PRINT)	<b>SIGNATURE</b>	____/____/____ (DATE)

Submitted by: Tamara White

On: Thursday, 7 February 2019, 11:31:01 AM

Tamara White has requested for you to review the linked document "12839 - INF01033 - Planning - TEPP" (A5315299) from Objective.

Hi All

Reviewer +	Status	Date	Summary	Comment
Dale Hubner	Not reviewed			
Darren Cunningham	Reviewed	11/02/2019 ...	Agree	
Deb Campodonico	Reviewed	07/02/2019 ...	Agree	Tamara, The
Tamara White	Reviewed	07/02/2019 ...	Agree	

