# Expression of Interest for the provision of Child Consultant services at VLA Family Dispute Resolution Service (FDRS)

### February 2022

## Background

VLA provides legal aid services to the Victorian community through our in-house practice, contracted private lawyers as well as by funding community legal centres. We have 15 offices across the state of Victoria.

We serve the broader community by providing information, legal advice, and education with a focus on the prevention and early resolution of legal problems. We prioritise more intensive services, such as legal advice, legal representation, non-legal advocacy, and family dispute resolution, to those who need it the most.

We recognise the intersections between legal and social issues in the way we do our work and advocate for change. We also work to address the barriers that prevent people from accessing the justice system by participating in systemic inquiries and reforms and strategic advocacy.

Our in-house practice covers four program areas, Criminal Law, Family, Youth and Children’s Law, Civil Justice and Access and Equity.

### About the Family Dispute Resolution Service

Victoria Legal Aid’s Family Dispute Resolution Service (FDRS) provides a lawyer assisted model of family dispute resolution, with in-house case management, to help people resolve family law disputes including parenting issues, division of property, spousal maintenance, adult child maintenance and international child abduction cases. This includes a child-inclusive Kids Talk program, which allows the child’s voice to be heard as part of the decision-making process.

To access FDRS, one party or an Independent Children’s Lawyer must have a grant of legal assistance. Parties may apply for dispute resolution before a court application has been made (early intervention) or after court has started (litigation intervention). Once both parties agree to go ahead, FDRS Case Managers then talk to each parent or carer by phone, assess whether cases are suitable for mediation and inclusion in the Kids Talk program, provide referrals, and arrange for conferences to be booked. These conferences are facilitated by FDRS Chairpersons. Kids Talk Services are provided by FDRS Child Consultants.

### FDRS staff and panels

FDRS is staffed by the Manager FDRS, the Manager, Kids Talk, the Managing FDRP, Case Management Leaders and Case Managers, and Administrative Services Managers and Administrative Services Officers. There are two external panels, the FDRS Chairperson panel and the FDRS Child Consultant panel.

### About the FDRS Child Consultant panel

FDRS Child Consultants are drawn from a panel of external contractors and inhouse FDRS staff, who are experienced social workers or psychologists.

Child Consultants have regular contact with FDRS managers and staff, in undertaking their panel work. Child Consultants are expected to regularly attend professional development and supervision activities provided by FDRS.

### About FDRS Kids Talk

Kids Talk is a program that gives young people the chance to talk about their family in a safe and supportive way and allows parents to hear what is important to their child and about their child’s experience. Child Consultants conduct age-appropriate interviews with young people, using different methods to allow them to comfortably explore their family situation. Child Consultants then deliver verbal feedback to each parent or other caregiver involved in the FDRS Conference and help to increase the parents’ awareness and understanding of their children’s needs. Finally, Child Consultants prepare confidential written ‘Kids Talk’ reports for the parties, lawyers and FDRS Chairpersons outlining the children’s experience of the current situation and developing a child focused agenda for the conference. This report is used at the FDRS Conference, which is attended by each party and any lawyer acting for them, including any Independent Children’s Lawyer. Interpreters are used where required.

As FDRS is a state-wide service, FDRS Kids Talk meetings can be offered by video, or where possible in person, in regional or metropolitan areas. Feedback sessions are generally conducted by phone.

In some situations where a child is not able to be interviewed, Child Consultants may offer Enhanced Child Focus service delivery, providing research and practice-based information to parents to build their capacity to engage in mediation in a child-focused way.

Visit [www.legalaid.vic.gov.au/information-for-lawyers/using-our-family-dispute-resolution-service](http://www.legalaid.vic.gov.au/information-for-lawyers/using-our-family-dispute-resolution-service) for more information about FDRS.

## Call for expression of interest

VLA is calling for expressions of interest to join the FDRS Child Consultant panel, to provide VLA’s FDRS with child consultant services.

### Need to expand the panel

FDRS delivers services across Victoria, including to regional areas of high unmet legal need, and to a diverse and complex client group. Consistent with previous research, a recent collaborative planning project into unmet family law service delivery noted the complexity in the needs of family law clients, and barriers for certain client groups in accessing legal assistance, including people with experience of family violence, experience of significant financial disadvantage, women from culturally and linguistically diverse communities, Aboriginal and Torres Strait Islander people and people with a mental illness or who use alcohol and other drugs. It also highlighted several Victorian local government areas where unmet family law legal need was high, including Hume, Brimbank, Wyndham, and Greater Dandenong, and, regionally, Greater Geelong, Latrobe, Central Goldfields, Greater Shepparton, Swan Hill, and Mildura.

**FDRS is committed to continuing to work to enable fuller access to child inclusive dispute resolution across Victoria, to be responsive to all individual clients to ensure full participation, in a client-centred way, and to continue to deliver services in a way that is responsive, efficient, and effective.**

To meet this commitment, and meet ongoing and future demand, FDRS seeks, through an expression of interest process, to engage two (or more, depending on availability and experience and skills) Child Consultants to provide child inclusive practice services (Kids Talk Services) at FDRS from March 2022.

### Who FDRS seeks interest from

FDRS seeks applicants who are experienced in working with children and families who have a behavioural/social science degree or post-graduate tertiary qualifications, and substantial experience in psychology, family therapy, family dispute resolution or other significant relevant experience in counselling or otherwise working with children and families. Experience working with separated families experiencing family violence and with other complex needs, in a trauma-informed way, is an advantage.

**VLA is committed to supporting diversity and inclusion and ensuring we offer safe and inclusive services. We encourage applications from many people, including those who can bring lived experience of issues commonly confronting VLA clients, and/or who identify as an Aboriginal or Torres Strait Islander person, are from a newly arrived community, and/or live with a disability.**

***We encourage you to contact us if you are interested but unsure if you would otherwise meet our criteria.***

### How to express your interest

You must register as a supplier at [www.tenders.vic.gov.au](https://aus01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.tenders.vic.gov.au%2F&data=04%7C01%7CFreia.Carlton%40vla.vic.gov.au%7Cf33c965ae1514eca759808d9e60566a5%7Cf6bec780cd1349ce84c75d7d94821879%7C1%7C0%7C637793733179144173%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=olRjMB%2F814%2F06HPJxeldr%2F3x6QwXvcagzIinZCL21WQ%3D&reserved=0) to be able to express interest. On that site, you will need to upload the completed Expression of Interest Application Form (Attachment Two), and a short curriculum vitae (resume) by **2:00pm 23 February 2022.**

## Funding and fees

Potential new external Child Consultants will be offered a service agreement to deliver FDRS services for a period of 3 years from the date of execution of the agreement, with the potential for the agreement to be ongoing but subject to review by FDRS under the terms of that agreement. The Child Consultant will be paid pursuant to our FDRS fee schedule, which is mapped to other VLA fees, including for travel and other costs. The 2022 fee provides for a standard Kids Talk fee of $1,200 (including GST).

VLA will make travel payments (for all costs associated with travel including but not limited to petrol, car use, travel time) in accordance with the FDRS fee schedule, if regional travel is requested by FDRS.

*FDRS endeavours to offer an equitable number of Kids Talk cases between externally contracted Child Consultants, but can make no guarantee of regular work, as this depends on demand for the service, availability of the Child Consultant and a number of unpredictable operational factors.*

## Next steps

A briefing session on the Expression of interest is scheduled for:

* **Time and date**: 10am to 11am on 14 February 2022
* **Zoom meeting**: <https://vla-vic-gov-au.zoom.us/j/66342271837> Password: 763128

Attendance at the briefing session is encouraged but not mandatory. The meeting will be recorded and can be distributed upon request to [dan.murray@vla.vic.gov.au](mailto:dan.murray@vla.vic.gov.au).

### Completing the Expression of interest form

Please first read **Attachment one** – Service delivery requirements.

Then complete **Attachment two** – Expression of interest form. In that form there are two sections. The first section requests your applicant contact details and responses to four key competencies. The second section requests your agreement with the conditions of this Expression of interest, confirmation of compliance with Acts and regulations and the Supplier code of conduct along with other necessary compliance checks.

Completed Expression of interest forms and CVs are to be submitted to [www.tenders.vic.gov.au](https://aus01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.tenders.vic.gov.au%2F&data=04%7C01%7CFreia.Carlton%40vla.vic.gov.au%7Cf33c965ae1514eca759808d9e60566a5%7Cf6bec780cd1349ce84c75d7d94821879%7C1%7C0%7C637793733179144173%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=olRjMB%2F814%2F06HPJxeldr%2F3x6QwXvcagzIinZCL21WQ%3D&reserved=0) by **2pm AEDT on 23 February 2022.**

### Timetable

* Expression of interest published: 9 February 2022
* Zoom Briefing session: 14 February 2022
* Closing date for Expression of Interest: 2pm [AEDT] 23 February 2022
* Completion date for assessment of submitted EOIs: 11 March 2022
* Date of formal notification of preferred applicant/s: 25 March 2022
* Date for execution of proposed contract(s) and commencement: 25 March 2022

### Applications assessed

Applications will be assessed by an assessment panel made up of representatives from VLA and an external stakeholder. The panel may request further information to fully assess applications and make a decision. Applicants will be expected to participate in FDRS Child Consultant induction, should they be successful.

### Shortlist and interview

Shortlisted applicants will be invited to attend a selection interview, with representatives from the assessment panel, including FDRS senior management. The preferred applicant/s will then proceed to a reference check.

### Service agreement

A service agreement template will be discussed with the preferred applicant/s. It contains the same requirements as set out below in the Service delivery requirements, and includes a process for review.

Any new Child Consultant will enter into to a period of probation, in addition to being provided with support and supervision.

If you have queries in relation to this process, please contact Dan Murray, Procurement and Contracts Lead at [dan.murray@vla.vic.gov.au](mailto:freia.carlton@vla.vic.gov.au).

# Attachment one: Service delivery requirements

The engaged Child Consultant will be required to:

#### perform Kids Talk Services with due care and skill and in a thorough, responsible, and professional manner and to VLA’s reasonable satisfaction

#### at all times act professionally, honestly, and in good faith in all dealings with VLA

#### conduct FDRS Kids Talk Services using the FDRS model in complex family law matters, in both early and litigation intervention cases, in accordance with the *Family Law Act 1975* and relevant regulations, the *Legal Aid Act 1978 (Vic)*, the Child Consultant Service Agreement and VLA’s FDRS policies and practices

#### conduct thorough conflict of interest checks prior to accepting a referral for FDRS Kids Talk Services

#### maintain effective recordkeeping by holding FDRS Kids Talk records in a safe and secure location, and reports in accordance with FDRS requirements, and destroying confidential records after an FDRS Kids Talk has taken place

#### undertake professional development, as reasonably requested by VLA

#### contribute towards the maintenance of high quality FDRS Kids Talk Services by:

##### accepting referrals, contacting parents and carers, and booking a date for meeting young people within 48 hours of referral

##### conducting interviews with young people using age-appropriate tools to engage them and allow them to comfortably explore their family situation and needs. The methods used are at the discretion of the Child Consultant and will depend on various factors, including what is suitable for the age of the young person

##### providing feedback to parents/carers in a sensitive manner and tailored to their individual capacity to take information on board

##### preparing Kids Talk reports that highlight the important issues for the children in language appropriate for the parents/carers. The reports usually cover impressions of the children, a developmental overview, specific reactions to the separation and experiences since (including conflict), their attachment, important relationships, and consideration of any risk or safety issues, including experience of family violence or other trauma, and then provide a child focused agenda for the conference

##### providing reports not less than 5 business days prior to the conference

##### submitting a valid invoice within 48 hours of completion of an FDRS Kids Talk Service

##### engaging in individual supervision as needed and participating in at least four FDRS Child Consultant Peer Supervision meetings each year to share knowledge and experiences and engage in reflective practice

##### assisting and responding promptly to any written or verbal complaints VLA receives in respect of FDRS, providing feedback about FDRS and contributing to continuous improvement and collaboration, and

##### developing or deepening skills to consult with young people through videoconferencing tools such as Zoom and familiarity with other online engagement tools

##### hold all accreditations, qualifications, competencies, and licences required by the Child Consultant’s professional association or governing body, as amended from time to time, to provide the Kids Talk Services

#### actively engage with FDRS case managers, FDRS Chairpersons, administrative staff, and managers of the FDRS program, in a timely and positive way

#### not breach any law in performing Kids Talk Services

#### notify VLA in writing of any criminal (except in relation to minor traffic offences), bankruptcy or professional disciplinary proceedings that have been commenced against the Child Consultant

#### provide prompt and efficient replies to inquiries by VLA

#### not make any misleading or deceptive representation to any person in relation to VLA or any of the services provided by VLA, including but not limited to Kids Talk Services

#### at all times endeavour to protect and advance the reputation, goodwill, and operations of VLA, and

#### the Child Consultant must make all reasonable endeavours to ensure that they advise FDRS and keep FDRS updated of their availability to deliver Kids Talk Services.

### Contract management

The Child Consultant must respond to any request for information or meeting, as part of a regular review of their Service Agreement (at least annually).

### FDRS responsibilities

FDRS will:

1. Offer Kids Talk cases in according to service demand and Child Consultant availability. FDRS offers Kids Talk equitably, according to client and service needs, and is not obliged to offer any minimum number of cases per year.
2. Meet its obligation to pay for Kids Talk and related services in accordance with the Service Agreement (see Funding and fees, above).
3. Provide opportunities for professional development, including regular FDRS Child Consultant Peer Supervision meetings.
4. Provide access to the Manager Kids Talk, or Manager, FDRS or their nominee, during periods in which the Child Consultant is engaged in providing Kids Talk Services, for any support or advice required.
5. Monitor Child Consultant performance (see measures in section 2, below).

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# Attachment two: Expression of interest form

Applicant name: Click or tap here to enter text.

Australian Business Number (if available): Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Email: Click or tap here to enter text.

## Section 1: Key competencies

Please complete this section by addressing the key competencies set out below. Please note that we will consider each competency as part of the assessment process, and give them the following weight:

* Capability and capacity – 30%
* Experience, including lived experience – 30%
* Client-centred, child focused and child-inclusive service delivery – 30%
* Responsiveness and reflection – 10%

If you have lived experience of issues many of our clients face, or otherwise identify as a person who experiences exclusion (because of your culture, race, disability, gender, mental health, sexuality or other aspect of your identity) and you have questions about whether you meet all the key competencies, please contact Dan Murray at [dan.murray@vla.vic.gov.au](mailto:dan.murray@vla.vic.gov.au) to discuss this.

### Capability and capacity

Please list your tertiary qualification/s here:

* Click or tap here to enter text.
  1. Describe your experience and expertise as a child consultant (or in another role) working with families, including your knowledge of current social science research relevant to child inclusive practice for families from diverse and disadvantaged backgrounds, and your understanding of the family law system, family law and family dispute resolution. Please include an indication of how you have delivered services and your confidence in using technology to deliver these both remotely and in person, as well as your experience in writing reports in this field. (Approx. 450w)

<Enter Text>

* 1. Describe how you have applied your capability and expertise to achieve successful outcomes for disadvantaged families with complex needs, including children. Provide examples of the different skills and approaches you have used, and how this contributed to the outcome. (Approx. 350 words)

<Enter Text>

### Experience

* 1. How many years of experience have you had working with children and separated families as a child consultant or in a related role? Demonstrate your knowledge of ages and stages of child development and their relevance to developing appropriate parenting arrangements, the impact of parental conflict and trauma on child development, and strategies you use to promote the child’s voice and experience. (Approx. 200 words)

<Enter Text>

* 1. What personal qualities and approaches do you bring when working with families and others in conflict? (People with lived experience bring valuable skills, knowledge, and experience to the way they approach their role and work with clients, for example as victim survivors of family violence or mental health consumers, or because of their cultural identity.) (Approx. 200 words, if relevant to you)

<Enter Text>

* 1. Describe the experience you have had, and your approach working with separated families, particularly those experiencing significant disadvantage, including those from culturally and linguistically diverse backgrounds, involved with police or child protection, impacted by family violence, and/or experiencing mental health or drug and alcohol addiction. (Approx. 200 words)

<Enter Text>

### Client-centred, child-focused, and child-inclusive service delivery

* 1. Describe how you work in a client-centred and child-focused way, including adapting your approach to meet individual client needs. We are particularly interested in how you work to:

1. meet the needs of diverse clients, including clients who are Aboriginal and Torres Strait Islander people, LGBTIQ+ community members, victim survivors of family violence and perpetrators of family violence, culturally and linguistically diverse clients, clients with trauma histories, people living with disability, and neuro-diverse clients
2. support clients to meet the best interests of their children throughout the family dispute resolution process
3. build your skills, including through training and education, to work in a culturally safe, trauma-informed way. (Approx. 600w)

<Enter Text>

### Responsiveness and reflection

* 1. Provide examples of cases that:
* required you to try something different in your approach to working with families, explaining why this was needed and how you responded, and
* have provoked you to reflect, and provided insight into your own behaviour and understanding, and possibly a shift in belief or approach. (Approx. 300w)

<Enter Text>

## Section 2: Compliance statement

### 2.1 Agreement to conditions of participation

## In submitting a response to this Expression of Interest (EOI) the applicant agrees to the following conditions of participation, including that:

* you are bound by the conditions of participation
* you will lodge your EOI using Attachment Two, section 1 and 2 by the Closing Time and Date according to the Lodgement Details noted within the ‘Call for expression of interest’ section
* late EOIs lodged by any other means than described in this EOI will not be accepted
* these conditions, together with the Attachment One and any other documents declared by the agency to form part of the EOI, comprise the EOI
* you submit all documents as required by the EOI
* the EOI documents become VLA’s property upon lodgement
* the applicant uses this EOI only as the basis of its submission
* you will keep confidential all information provided by VLA in connection with the EOI when such information is not already publicly available
* you will not reproduce the EOI (or any part of it) except where necessary for preparation and submission of your EOI
* you license VLA to use and reproduce the whole or any portion of the EOI documents for evaluation and audit purposes
* your response to this EOI will remain open for acceptance by VLA for 3 months from the Closing Time and Date (and for any further period, or periods, agreed) even if VLA negotiates with you or others
* you have declared all actual or potential Conflicts of Interest in your EOI
* you will direct all communications to Dan Murray at [dan.murray@vla.vic.gov.au](mailto:dan.murray@vla.vic.gov.au)
* VLA is not bound to accept any EOI it receives
* VLA will:
  + assess EOIs against the evaluation criteria and determine which best meets its requirements and offers best value-for-money
  + advise applicants of the outcome of the EOI process
  + not warrant the accuracy of the EOI
  + not be liable for any deficiency within the EOI
* VLA may, without incurring any liability to you:
  + change any details in the EOI
  + extend the Closing Time and/or Date
  + reject any unacceptable EOI
  + negotiate with one or more applicant
  + accept the whole or any part of an EOI or more than one EOI
  + withdraw from the EOI process for whatever reason, prior to the signing of any agreement or contract with any party for the delivery of services described; and
  + at any time, cancel or suspend, in whole or in part, any or all of this EOI.

### 2.2 Not in breach of act or regulation

## The applicant warrants that they have NOT, within 5 years prior to submitting the Submission, been found to have breached any Act or Regulation which breach might be considered contrary to the values set out in the Expression of Interest document or the Supplier Code of Conduct.

## Have you or has any organisation run by you breached the following Acts or their respective Regulations, as amended?

## If you have NOT breached the act, answer ‘No’. The list below is not exhaustive.

|  |  |  |
| --- | --- | --- |
| **Regulation or Act** | **Breached (Yes/No)** | **Details** |
| *Fair Work Act 2009* (Cth) | Click or tap here to enter text. | Click or tap here to enter text. |
| *Work Health & Safety Act 2004* (Vic) | Click or tap here to enter text. | Click or tap here to enter text. |
| *Workplace Injury Rehabilitation and Compensation Act 2013* (VIC) | Click or tap here to enter text. | Click or tap here to enter text. |
| *Privacy Act 1988* (Cth) | Click or tap here to enter text. | Click or tap here to enter text. |
| *Disability Discrimination Act 1992* (Cth) | Click or tap here to enter text. | Click or tap here to enter text. |
| *Fair Trading Act 1989* (VIC) | Click or tap here to enter text. | Click or tap here to enter text. |
| *Racial Discrimination Act 1975* (Cth) | Click or tap here to enter text. | Click or tap here to enter text. |
| *Sex Discrimination Act 1984* (Cth) | Click or tap here to enter text. | Click or tap here to enter text. |
| *Age Discrimination Act 2004* (Cth) | Click or tap here to enter text. | Click or tap here to enter text. |
| *Equal Opportunity Act 2010* (Vic) | Click or tap here to enter text. | Click or tap here to enter text. |

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### 2.3 Statement of pending litigation

**Threatened or pending litigation**

Do you have claims, suits, actions, undischarged judgements, or orders pending or commenced, or found against you in the past 24 months? Yes No

Disclose any and all information with regards to any real or perceived Conflicts of Interests or barrier to Fair Dealing where these exist. Yes No

### 2.4 Insurances held

List the insurance you hold:

**Public liability (required)**

Insurance company:Click or tap here to enter text. Policy number:Click or tap here to enter text.

Amount $: Click or tap here to enter text. Expiry date:Click or tap here to enter text.

**Product liability**

Insurance company:Click or tap here to enter text. Policy number:Click or tap here to enter text.

Amount $: Click or tap here to enter text. Expiry date:Click or tap here to enter text.

**Professional indemnity (required)**

Insurance company:Click or tap here to enter text. Policy number:Click or tap here to enter text.

Amount $: Click or tap here to enter text. Expiry date:Click or tap here to enter text.

**Work cover**

Insurance company:Click or tap here to enter text. Policy number:Click or tap here to enter text.

Amount $: Click or tap here to enter text. Expiry date:Click or tap here to enter text.

You must attach a copy of relevant certificates of currency for the above insurance to the submission.

## Conflicts of interest

### Details of potential or actual conflicts of interest

Provide details of any actual or perceived interests, relationships or clients which may cause conflicts of interest, and actions you will take to prevent or manage the conflicts of interest.

<Enter Text>

## Proposed performance measures

You are required to fill in the following to confirm you can meet performance measures.

### Performance measure

* Provide quality child inclusive Kids Talk Services in accordance with all standards required of a Child Consultant, as amended from time to time, and with VLA policy and procedure, including responsiveness to client needs.

**Confirmation**  Yes  No

* Efficiency in accepting cases offered (within 24 hours), and completion of Kids Talk reports and submission of invoices (within 72 hours of completion of FDRS Kids Talk Services).

**Confirmation**  Yes  No

* Willingness to accept client and FDRS feedback, about Kids Talk Services at FDRS and consider service improvements, where identified as necessary.

**Confirmation**  Yes  No

## Supplier code of conduct commitment letter

#### Non-return of the commitment letter by an applicant substantially in the form below may result in that applicant being excluded from the Expression of interest process

Click or tap here to enter text. [insert name]

Click or tap here to enter text.[insert address]

Click or tap to enter a date. [insert date]

**Commitment to the Victorian State Government Supplier Code of Conduct**

1. I acknowledge that:
   1. the Victorian State Government (**the State**) is committed to ethical, sustainable, and socially responsible procurement;
   2. the State has a [Supplier Code of Conduct](https://www.buyingfor.vic.gov.au/supplier-code-conduct) (**Code**). The Code describes the State's minimum expectations of the conduct of its suppliers in relation to:
      1. integrity;
      2. ethics and conduct;
      3. conflicts of interest;
      4. gifts, benefits and hospitality;
      5. corporate governance;
      6. labour and human rights;
      7. health and safety; and
      8. environmental management;
   3. the expectations set out in the Code are not intended to reduce, alter, or supersede any other obligations which may be imposed by any applicable contract, law, regulation or otherwise;
   4. to ensure that the Code remains current and relevant, it may be amended or updated by the State; and
   5. the Code includes an ongoing expectation that suppliers (including my organisation) will raise concerns or otherwise seek clarification in relation to any aspects of the Code, including any updates or amendments to the Code.
2. As a supplier of services to VLA, I:
   1. confirm that the State's expectations of suppliers as set out in the Code are understood;
   2. provide a commitment that if selected to supply goods and / or services to any State department or public body my organisation will:
      1. periodically check with reasonable frequency for updates and amendments to the Code; and
      2. aspire to meet the State's expectations of Suppliers as set out in the Code, including as updated or amended by the State.

………………………………………………..

Signature: Click or tap here to enter text.

…………………………………………………

Name: Click or tap here to enter text.

………………………………………………….

Position: Click or tap here to enter text.

…………………………………………………..

Organisation: Click or tap here to enter text.

…………………………………………………….

Date: Click or tap to enter a date.

## Declaration

The applicant must confirm the completed Expression of interest complies with conditions of participation of the Expression of interest by completing the declaration below.

### Compliance with Expression of interest requirements

This offer is fully compliant with all the requirements of the Expression of interest

Yes

No

If no, provide further information: Click or tap here to enter text.

### The information in this application, along with any attachments, are to the best of my knowledge true and correct.

**Signature of applicant**

Click or tap here to enter text.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Printed name: Click or tap here to enter text.

Position/title: Click or tap here to enter text.

Date: Click or tap to enter a date.