

Conflict of Interest Declaration - Contractor

Please complete this form if a Conflict of Interest (real or perceived) has arisen in the performance of your contract with SA Water.

1. Complete all relevant fields, sign and then email this form along with any supporting documentation to your SA Water Representative at ProcurementTeam@sawater.com.au.
2. We will then:
 - contact you in relation to your declaration, review any controls you have identified and agree any additional controls that might need to be established
 - advise what actions need to be taken
 - return completed declaration for your acceptance.

Contractor details			
Contractor (supplier) details	Name:	Contract/Purchase Order number	
	Address:		
	ABN:		
Contractor personnel details			
First name		Family name	

Potential source of conflict (please tick the appropriate boxes)

Financial interest	Personal interest	Other interest
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Type of conflict (please tick the appropriate boxes)

Actual conflict of interest	Perceived conflict of interest	Potential conflict of interest
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Declaration

Describe all relevant facts and circumstances that may cause a real or perceived conflict of interest.

Examples include, but are not limited to:

- An assignment to be performed by the Contractor's personnel which has financial or reputational impact to the Contractor, e.g., performance management of a contract or involvement in a sourcing activity (scope development, evaluation, or variation).
- A current proprietary interest in a substance, technology or process to be considered in, or related to the subject matter of work.
- A financial interest (shares, bonds, profit) in a commercial entity with an interest in the subject matter of work.
- Employment, consultancy, negotiation, directorship or other position, whether paid or not, in any commercial entity that is a supplier or in competition with SA Water or has an interest in the subject matter of work.
- Any other paid or unpaid work that may affect the effective, efficient or safe performance of work duties or the contract of service to SA Water.
- Any personal or private interests that may directly or indirectly influence or benefit the Contractor or Contractor's personnel or others in undertaking the work for or providing the service to SA Water (e.g. partner, family connections, business connections, close friendship or living together).

Please state the perceived or actual conflict of interest below

Contractor recommended action(s) (additional information can be attached)

Contractor details

I acknowledge SA Water's Ethics and Code of Conduct for Contractors and declare that the above details are correct to the best of my knowledge.	Contractor's signature	Date
I have received and appropriately noted this declaration and (where appropriate) recommended the following action to avert any actual, potential or perceived conflict of interest.	Contractor's representative name	Title
	Signature	Date

SA Water acknowledgement

I have received and appropriately noted this declaration and (where appropriate) recommended the following action to avert any actual, potential or perceived conflict of interest.	SA Water Line Manager's name	Employee number
	Signature	Date

SA Water recommended action(s) (additional information can be attached)

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Decision

I have received and appropriately noted this declaration and endorse / reject (strike through as appropriate) the recommended actions to avert any actual, potential or perceived conflict of interest.	SA Water Line Manager's name	Employee number
	Signature	Date

Senior Manager to describe the course of action to be taken if the recommended actions are rejected

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