



Vendor declaration – Disclosure of Conflicts of Interest and Commercial Knowledge – Prior Employment with GPC (“PCK”) Declaration Form

Instructions for Declarant:

- 1 Consider the checklist in the Annexure to help you identify if you potentially have an interest to declare. Each former GPC employee engaged by the Vendor is required to complete a separate declaration form.
- 2 Where your assessment considers that a commercial advantage could or would be perceived to exist Complete Section 1, 2 and 3:
 - a. Your business leader to complete and sign at Section 3 (your Leader is your immediate manager, or the Company owner);
 - b. if you are required to complete this form as part of a quotation or tender process please email this form to the Supply team at supplyadmin@gpcl.com.au;

Instructions for GPC as the Purchaser upon receipt of a completed declaration:

- 3 Complete Section 4 appropriate management plan for managing the mitigation of the risk relating to the prior corporate knowledge declaration and/or conflict of interest
- 4 Insert the information from the PCK Declaration Form into the next scheduled Contract and Expenses Committee (CEC) meeting for assessment of the commercial risk exposure arising from the declaration

Remember to:

Vendor to complete a new form for change in circumstances where engaging any new employees or contractors.

Consider your obligations under the GPC supplier code of conduct.

ANNEXURE – CHECKLIST

Instruction: Review the list of questions below to help you consider whether you have declared correctly. If you declared 'yes' to one or more of the below statements, you are required to declare your actual, perceived or potential commercial advantage or conflict of interest.

Checklist to assist with identifying a Conflict of Interest	Yes	No
1. Would I or anyone associated with me such as my current employer benefit from the prior commercial knowledge I possess in any commercial dealings with GPC?	<input type="checkbox"/>	<input type="checkbox"/>
2. Would a competitor business to my current employer be detrimentally affected by my prior commercial knowledge in preparing a tender or quotation i.e. unfair advantage due to knowledge that could be directly attributed to the preparation of a submission?	<input type="checkbox"/>	<input type="checkbox"/>
3. Could there be benefits for me in the future related to this tender or quoting submission that could cast doubt on the fairness of the process?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do I have a current or previous professional employment knowledge that would provide a commercial advantage of any significance?	<input type="checkbox"/>	<input type="checkbox"/>
5. Would GPC reputation stand to be damaged because of the commercial knowledge I have had access to during my previous employment with GPC with reference to the tender or quote by new employer is participating in?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do I hold any personal or professional information re GPC that may lead others to reasonably conclude that I would have a commercial advantage or conflict when dealing with this matter?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have I contributed in a professional capacity in any way to a matter that GPC is requesting a submission for?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have I, or anyone associated with me, worked for or sought employment with a body that GPC is dealing with, giving rise to an actual, potential or perceived Conflict of Interest?	<input type="checkbox"/>	<input type="checkbox"/>
9. Am I a member of an association, club or professional organisation or do I have particular ties and affiliations with organisations or individuals who stand to gain or lose by my proposed decision or action?	<input type="checkbox"/>	<input type="checkbox"/>
10. Could there be any other benefits or factors that could cast doubts on the commercial fairness of this process?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do I still have any doubts about my proposed decision or action?	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 1 – DECLARATION

Instruction: Please complete the entire form by marking sections that are not applicable.

Full Name			
Position			
Date			
My declaration relates to/is required for a procurement/supply/tender process	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please specify the Tender or Recruitment reference number:			
<i>Confidentiality: I acknowledge and will abide by the requirement for all information relevant to the above procurement/supply/tender/recruitment process to be treated as confidential.</i>			
I have reviewed my prior employment, personal interests and circumstances and can confirm that (please check the appropriate box):			
<input type="checkbox"/>	I do not have any background commercial knowledge or conflicts of interest/s to declare but undertake to advise GPC of any Conflicts of Interest which may arise in the future.		
<input type="checkbox"/>	I have commercial knowledge and/or conflicts of interest to declare.		

SECTION 2 – DETAILS OF DECLARED PRIOR COMMERCIAL KNOWLEDGE OR CONFLICT OF INTEREST

Instruction: If you have declared an interest above, please provide further details below.

The Conflict of Interest relates to:			
1. Financial or Operational knowledge	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Procurement/supply/tender process (identified in Section 1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Detailed knowledge of GPC work activities	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Conflict of duty, e.g. membership of another public or private organisation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5. Relationship with a current GPC staff member and/or external parties	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6. Other (please specify details):	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Conflict of Interest Category	<input type="checkbox"/> Actual <input type="checkbox"/> Potential <input type="checkbox"/> Perceived	<input type="checkbox"/> Pecuniary <input type="checkbox"/> Non-pecuniary	

Instruction: Please provide a detailed summary of the interest/s identified. Please number the declared interests numerically, to coincide with the numeric identification of conflicts within the Conflict Management Plan in Section 3.

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SECTION 3 – APPROVALS & SIGNATURES

Instruction: All forms must be signed by all parties below, to be compliant with the Prior Commercial Knowledge Standard and Conflicts of Interest Policy and Procedure of GPC.

I declare that to the best of my knowledge, the information in this form is true and correct. I undertake to comply with any risk mitigation strategy to ensure GPC’s reputation and the public interest is adequately protected. I undertake to make further declarations should a change in my circumstances warrant a declaration.

Declarant’s Name:		Position:	
Signature:		Date:	
Witness Name:		Position:	
Signature:		Date:	
Business Name:		Position:	
Signature:		Date:	

SECTION 4 – GPC USE ONLY - MANAGEMENT PLAN

Instruction: Complete this section with the proposed action to be taken to resolve or manage the declared advantage or conflict. Complete in consultation with your manager and the vendor.

Does the declared knowledge or conflict of interest require a management plan?

Any actions described in Section 4 are being actioned to effectively manage any actual, perceived or potential conflicts of interest or commercial advantage risk – these must be communicated to the vendor.

Details of Conflict/Unfair advantage Management Steps	By Whom	By When

The actions in this Plan have been discussed with the declarant and are appropriate in managing or resolving the disclosed Conflict of Interest. I undertake to manage and monitor the declarant’s compliance with the Plan. Where required, guidance from the Responsible Officers will be sought.

Business Name:		Position:	
Signature:		Date:	

5. GPC Management Section

Item	Action Required Supply Officer to select:
Assessment of Declaration – presented to CEC	<input type="checkbox"/> CEC Meeting Agenda: Date _____ Agenda Item Number: _____
Conflict and Commercial Risk Assessment	Will the proposed scope of works to be completed by the vendor with reference to the involvement of the former GPC employee be considered to present an unfair commercial advantage as compared to other vendors? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes provide reasoning for the decision _____ _____ _____
Declaration Assessment – other risk or perceived conflict of interest	Will the proposed scope of works to be completed by the vendor with reference to the involvement of the former GPC employee be considered to present any other risk to GPC reputation or perception of a conflict of interest that is unable to be appropriately managed? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes provide reasoning for the decision _____ _____ _____
	If No to above, please identify any conflict management plan deemed necessary to mitigate the risk: _____ _____ _____
Proceed with Vendor inclusion in process If answer is YES to the two assessment questions then unable to proceed with the vendor proposal	<input type="checkbox"/> Yes <input type="checkbox"/> No If No, ELT member to contact the vendor to discuss the decision If Yes, proceed with tender assessment, vendor setup and other necessary requirements to complete deliverables identified in the scope or works