

What is a Conflict of Interest?



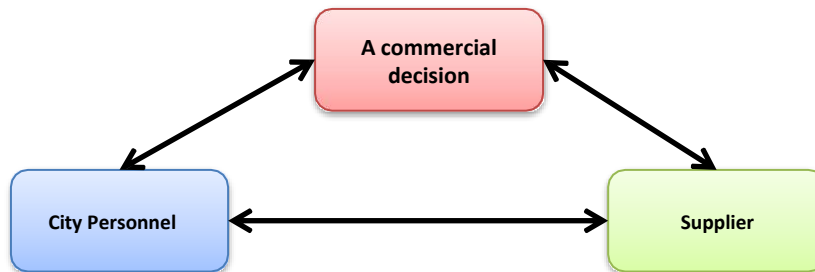
1.1 Policy Statement

It is Council policy that all procurement related activities are to be conducted honestly and in a manner that is fair to all parties. Council will identify, declare and seek advice into any actual or perceived situations that may give rise to a conflict of interest in a procurement process.

An Actual or Perceived Conflict of Interest does not automatically exclude an organisation from being appointed to the Central Supply Register. It is expected that many suppliers will have a conflict of some sort. You should report any conflict of interest so that it can be managed appropriately.

1.2 What is a Conflict of interest?

In this context, a Conflict of Interest is any situation where there is, or may appear to be, a relationship between a supplier and a Council employee that could influence a decision.



1.3 When does an Actual Conflict of Interest exist?

An actual Conflict of Interest exists when an organisation seeks to become a supplier **AND** a relationship exists with an individual or Council that may be perceived to influence a decision. Examples include:

- Your organisation employs a Councillor or Council employee on a part-time or casual basis
- You or a member of your immediate family is a Councillor or is employed by Council and you have a controlling interest in a potential supplier.
- Your organisation is engaged to develop plans, a specification or requirements for future work that you may complete for.
- Your organisation is considering a job application from a Councillor or Council employee.

1.4 When does a Perceived Conflict of Interest exist?

You have a perceived conflict of interest if:

- You have regular social or a common interest contact (Sport, art, religion, environmental, political, associations, boards, sponsorship, political funding, committees) with a City of Cockburn Councillor or employee.
- You have a friendship or social (or sexual) relationship with a City of Cockburn Councillor or employee.
- You have offered hospitality or a gift to a City of Cockburn Councillor or employee within the past 3 months.

1.5 Managing Conflicts of Interest

Conflict of Interest situations are managed by:

- Suppliers identifying and documenting any Actual or Perceived Conflicts of Interest
- Council determining a course of action to manage Actual or Perceived Conflict
- Council advising the supplier of the situation and any mitigation if required.

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