

Third Party - Conflict of Interest Declaration – Form

Conflict of Interest (Col) can be **actual, perceived or potential**. All 'material' conflicts of interest must be disclosed – refer to [Code of Conduct](#) Sect 6 and the [Queensland Government Supplier Code of Conduct 2026](#).

Name of Third Party:		Date of Declaration:	
Where applicable, the Third Party confirms that they have read and understood the Queensland Government Supplier Code of Conduct 2026 (for conflict that relates to a procurement activity): Tick ☐			
What does this conflict relate to? <i>E.g. a Powerlink procurement activity, grant, customer proposal, Contract or Purchase Order.</i> <i>Include sufficient detail to clearly identify the activity, including (where applicable).</i> • Procurement / tender name and number • Contract or Purchase Order number • Powerlink Business Area or project name.			
Nature of Conflict of Interest including any current or anticipated dealings with Powerlink <i>Attach any supporting documentation as needed. Examples of conflicts of interest in relation to a procurement activity are available on the Powerlink Suppliers webpage.</i>			
Name: _____ Position: _____ Signature: _____ Date: _____			

Acknowledgement

By submitting this form, I acknowledge and agree that:

- the information supplied is true and correct to the best of my knowledge and I am authorised to make this disclosure on behalf of the third party identified.
- I will provide additional information as required by Powerlink to enable it to properly consider this disclosure.
- I will promptly update this disclosure as and if circumstances change.
- I will comply with any reasonable conditions or restrictions imposed by Powerlink to manage, mitigate or eliminate an actual, potential or perceived conflict of interest.
- I acknowledge that Powerlink will use the information provided in this form to assess, manage and record this conflict disclosure.
- Powerlink may disclose my personal information to relevant Powerlink personnel, advisors and other third parties where reasonably necessary for the purposes of assessing and processing this declaration. (For more information, please see Powerlink's Privacy Statement at powerlink.com.au/privacy-statement).
- failure to disclose a conflict of interest, or provision of incomplete or inaccurate information, may impact the third party's eligibility to participate in a Powerlink process e.g. procurement or continue an engagement with Powerlink.

The Third Party must submit this form to their Powerlink contact or representative. If unsure of the appropriate contact, the form must be submitted to griteam@powerlink.com.au. Where directed by Powerlink, the Third Party must not continue participating in the relevant Powerlink activity or engagement until the conflict has been assessed and any required actions implemented.

For procurement related conflicts, the relevant Powerlink contact is below:

- *Active procurement (Request for Quote/Tender): Sourcing Specialist / Procurement Lead as noted in the Request for Quote/Tender materials.*
- *Executed contract: Contract Manager or Owner or Principal's Representative.*
- *Outside formal procurement activity: Relevant Powerlink business representative engaging the third party.*

**Powerlink – Third Party Conflict of Interest Declaration - Form****POWERLINK INTERNAL USE ONLY****Powerlink contact**

Direct Manager of the associated activity *(the accountable manager within the relevant business area responsible for oversight of the associated activity or contract to which the conflict relates)*

Guidance provided (as appropriate) from the Governance Group or other stakeholder

For procurement conflict, the Direct Manager:

- *Must seek input from Strategic Procurement.*
- *Must consider and seek input from the Principal's Representative where the conflict relates to an executed procurement contract.*

Response by the relevant GM or CFO. Include actions required

Name: _____ Position _____ Signature _____ Date: _____

NOTE: Once a decision has been made it is the responsibility of the appropriate Direct Manager to communicate this decision to the Third party *and* ensure any required actions are implemented.

Send fully completed form by email to the Finance and Governance support inbox for insertion in the **relevant** Powerlink Conflicts and Integrity Register.