

TENDER OPENING

CONFIDENTIALITY & DECLARATION OF INTEREST FORM



TENDER NAME & REFERENCE:

DATE AND TIME OF OPENING:

This form is to be completed by all members involved in a UNSW Tender Opening process.

I, _____ of _____
 Please insert your full name Please insert your position title and dept/faculty name

for the project listed above,

1. declare that I **agree** to
 - 1.1. treat all matters discussed in connection with this meeting or advisory/consultative group in absolute confidence and will not divulge to any other party without specific written permission of UNSW,
 - 1.2. use my best judgement and be accountable for the achievement of aims relating to activity or meeting described above
 - 1.3. demonstrate personal integrity and ethical behaviour;
 - 1.4. maintain in confidence, even after ceasing involvement with the group, any information gathered during the course of my involvement with UNSW;
 - 1.5. neither accept nor seek to gain any unfair advantage, gift, gratuity or hospitality for myself, or my relative(s).

2. to the best of my knowledge **have no conflict of interest** in relation to the subject being discussed other than

Source of income Do you have a source of income or reward (other than your appointment stated above) from any commercial party that could benefit from the subject under discussion?	<input type="checkbox"/> no <input type="checkbox"/> yes
Office holder Are you an office holder in any company, trustee company or other body in which you hold office and whether it is a public or private company in relation to the subject under discussion?	<input type="checkbox"/> no <input type="checkbox"/> yes
Shareholdings and other business interests Do you have shareholdings, investments or other business interests in relation to the subject under discussion?	<input type="checkbox"/> no <input type="checkbox"/> yes
Trusts: Do you have shareholdings, investments or other business interests in relation to the subject under discussion?	<input type="checkbox"/> no <input type="checkbox"/> yes
Agreements Do you have any contract, agreement or understanding entered into by you or a member of your immediate family that gives rise to an obligation or an expectation of reward, such as an agreement about future employment in relation to the subject under discussion?	<input type="checkbox"/> no <input type="checkbox"/> yes
Other interests: Any other substantial financial or other interest held or accruing to you or a member of your immediate family during the return period of which you are aware which could reasonably raise an expectation of a conflict of interest with your participation in this meeting?	<input type="checkbox"/> no <input type="checkbox"/> yes
If Yes, please give details	

This information is true and correct to the best of my knowledge. I declare that as far as I am aware none of these private interests conflict with participation in this meeting or group. I undertake to advise the meeting if a conflict or potential conflict arises and to stand down in any decision making process in which I may be compromised.

Signature of Person making Declaration	
Date of Signature	

Signature and Name of Witness	
Date of Signature	

Why is a declaration made?

The completion of this declaration is a safeguard for you and UNSW. The purpose is to avoid any conflict of interest between your private interests and your work duties.

The Code of Conduct provides guidance on how to avoid a conflict of interest. This includes:

- standing down in any decision making process in which you may be compromised
- not using your position to obtain a private benefit for someone else
- not allowing your decisions to be improperly influenced by family or other personal relationships
- not seeking or accepting gifts or favors for services performed in connection with your work
- not selling or buying shares in a client company at a time when you possess information that could, if publicly disclosed, affect the value of such shares
- not engaging in outside employment or in the conduct of a business, trade or profession without written authority of the Vice-Chancellor

Who sees the declaration?

Only those persons duly authorised by the Vice-Chancellor having a bona fide reason may have access to the document. The declaration will be kept on a confidential file at UNSW.

How to complete the form

Answer all questions, noting those which are not applicable to you. You may attach additional pages if there is insufficient space on this form for all the information required. Each additional page must be dated and signed by you.