

Managing Conflicts of Interest (Procurement and Delivery): Supplier Guidelines

It is recommended these guidelines be read in association with the [Procurement Assurance Model Framework](#) for further clarification on terms and definitions.

Introduction

The Queensland Government values ethical and transparent procurement practices. A key part of this is identifying and managing conflicts of interest (COI) to uphold fairness and maintain public trust.

As a supplier, you are required under the [Queensland Government Supplier Code of Conduct](#) to disclose any COI as soon as possible. This includes actual conflicts, perceived conflicts, or potential conflicts that could arise in the future. By being upfront and transparent, you contribute to the integrity of the procurement and delivery processes and demonstrate your commitment to ethical business practice.

1. What is a conflict of interest?

When doing business with the Queensland Government, a COI is defined as any situation where a supplier's (including their company officer's) interests or relationships interfere or may be perceived as interfering with the government buyer's ability to fulfill their obligations impartially and in the public interest.

COI can undermine public confidence in the procurement and delivery processes and compromise the integrity of government decision-making. It is therefore essential to proactively identify, declare, and manage these situations.

2. Types of conflict of interest

COI can arise in different forms based on the nature of the conflict. These are categorised as follows:

- **Actual:** An actual COI exists when a supplier's current interests or relationships conflicts with the government buyer's ability to fulfil their obligations in an impartial and objective manner.
- **Perceived:** A perceived COI exists where it might reasonably appear to others that a supplier's current interests or relationships could impact on a government buyer's ability to fulfil their obligations in an impartial and objective manner, even if no actual conflict exists.
- **Potential:** A potential COI exists when it is foreseeable that a supplier's current interests or relationships may in the future conflict with the government buyer's ability to fulfil their obligations in an impartial and objective manner.

You **must** disclose COI as soon as they arise.

Suppliers are encouraged to work collaboratively with the Queensland Government to manage COI. This may include:

- Providing relevant information to help the government buyers assess the conflict.
- Supporting agreed management arrangements and resolution strategies.
- Sharing your internal COI policy, if available, to demonstrate your commitment to ethical practices.

The Queensland Government will determine how to manage any disclosed COI, based on the nature and potential impact of the conflict.

3. Queensland Government employees and conflicts of interest

Queensland Government employees involved in procurement and delivery processes are required to comply with strict ethical and legislative obligations. They must identify, disclose, and resolve COI in the public interest.

While this guideline provides overarching information, individual Queensland Government agencies may have their own specific procedures for managing COI. Suppliers are encouraged to familiarise themselves with these requirements and follow them in addition to the overarching Queensland Government policies.

Suppliers are encouraged to maintain open and transparent communication with government buyers. This helps ensure that COI are managed effectively and supports the integrity of the procurement and delivery processes.