

Conflict of interest and confidentiality agreement

Who and when?

Anyone involved in a procurement activity must complete this agreement before developing tender documents, joining an evaluation panel, or making a decision.

Name:	Reilly Connor
Position:	Principal Civil Engineer
Organisation:	Davis Ogilvie & Partners Ltd
Tender:	MajSC95
Role in the activity:	Tender Evaluation – Technical

Do you have any actual, potential or perceived conflicts of interest?

Do you have any personal interest in the decision?

(e.g. you own shares in a supplier or related company)

☐ Yes ☒ No ☐ Potentially (tick 'potentially' if others could perceive you have a conflict)

Are you a relative or close friend of someone with a personal interest in the activity or who could be personally affected by the purchasing decision?

(e.g. a family member is an employee or shareholder of a supplier)

☐ Yes ☒ No ☐ Potentially (tick 'potentially' if others could perceive you have a conflict)

Do you have any personal obligations, loyalties or bias that could influence the way you evaluate the activity?

(e.g. a close friendship with an employee of a supplier)

☐ Yes ☒ No ☐ Potentially (tick 'potentially' if others could perceive you have a conflict)

Have you recently been offered any special discounts, gifts, trips, hospitality, rewards or favours by suppliers of the goods or services being purchased?

(e.g. free travel; free samples for your own use)

☐ Yes ☒ No ☐ Potentially (tick 'potentially' if others could perceive you have a conflict)

Are you aware of anything that could give the appearance that you might be biased towards or against a particular supplier?

(e.g. you have expressed strong views about a supplier; you worked for a supplier; you use a supplier's corporate box at a sports event)

☐ Yes ☒ No ☐ Potentially (tick 'potentially' if others could perceive you have a conflict)

Confidentiality responsibilities

All of the procurement project's discussions, meetings and material (written and electronic) are confidential and I agree to keep this information safe. I will not give this information to anyone outside the immediate tender team without prior approval from the Manager, Capital Works.

Restrictions on contact with suppliers

I agree that my contact with potential suppliers is restricted during the period of the tender. I understand that until the successful supplier has been announced I will not:

- pass information or make comments to them about the tender
- receive any gift, gratuity, hospitality or any inducement from them
- meet them or have any discussion about the tender.

I will pass any requests for information and meetings from potential suppliers to the Project Manager.

Declaration of conflict of interest

Actual conflict of interest is where you already have a conflict. Potential conflict of interest is where the conflict is about to happen or could happen. Perceived conflict of interest is where other people might reasonably think you are not being objective.	If you have answered 'Yes' or 'Potentially' to any of the above questions, please provide details here. Otherwise sign the declaration below.
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Your declaration

Declaration – I confirm that the above details are correct to the best of my knowledge, and I make this declaration in good faith.		
Signature:		Date: 02/04/2026
Review by Line Manager – I confirm that I have received this declaration and noted the contents. Where a conflict of interest is declared, complete the next part of the form. Note: For contractors involved in Procurement, this is to be approved by the Manager, Capital Works		
Name:	Jess Curtis	
Signature:		Date: 2/04/2026
Review by Line Manager – I confirm that I have received this declaration and noted the contents. Where a conflict of interest is declared, complete the next part of the form. Note: This is only required for Employment activities not Procurement activities.		

Conflict of Interest Management Plan

Who and when?

The Project Manager must complete this Plan when you declare a conflict of interest. Decide how to manage the conflict and give details below.

Tender:	
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How the conflict of interest will be managed

There are five options for managing or resolving your conflict of interest: Restrict your involvement in the process Recruit an independent third party to oversee part or all of the process Remove yourself from the process Relinquish your private interest that causes the conflict Resign from the agency	The following plan has been agreed to manage your declared conflict of interest. This takes into account the conflict's likely effect on your role and responsibilities in the procurement activity, as well as the risks to the process and the agency's reputation.
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Approval – I approve the above Conflict of Interest Management Plan		
Signature: Line Manager Note: For contractors involved in Procurement, this is to be approved by the Manager, Capital Works		Date:

Declaration – I agree to the above Conflict of Interest Management Plan		
Signature: Person making the declaration		Date:

Resolved – the conflict of interest has now been resolved and no further action is required		
Signature: Line Manager Note: For contractors involved in Procurement, this is to be approved by the Manager, Capital Works		Date:

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Name:	Trystan Banger
Position:	BDC IAF Project Manager
Organisation:	CGW Consultants
Tender:	MajSC95- Alma Rd to McPadden Rd Infrastructure Upgrade
Role in the activity:	TET Chair & Scoring

Do you have any actual, potential or perceived conflicts of interest?

Do you have any personal interest in the decision?

(e.g. you own shares in a supplier or related company)

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Signature:



Date: 04/04/2026

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Name:

Jess Curtis

Signature:



Date: 7/04/2026

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Conflict of interest and confidentiality agreement

Who and when?

Anyone involved in a procurement activity must complete this agreement before developing tender documents, joining an evaluation panel, or making a decision.

Name:	Savad T S
Position:	Project Manager-Infrastructure Services
Organisation:	Buller District Council
Tender:	MajSC95- Alma Road – McPadden Road Infrastructure Upgrade with no road bridge and MajSC147: Westport WWTP Upgrade.
Role in the activity:	TET

Do you have any actual, potential or perceived conflicts of interest?

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Date: 20/03/2026

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Name:

Jess Curtis

Signature:



Date: 23/03/2026

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Person making the declaration

Date:

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Signature:

Line Manager **Note: For contractors involved in Procurement, this is to be approved by the Manager, Capital Works**

Date:

Conflict of interest and confidentiality agreement

Who and when?

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Name:	Vernie Ng
Position:	Drinking Water Coordinator
Organisation:	Buller District Council
Tender:	MajSC95: Alma Road – McPadden Road Infrastructure Upgrade
Role in the activity:	TET member

Do you have any actual, potential or perceived conflicts of interest?

Do you have any personal interest in the decision?

(e.g. you own shares in a supplier or related company)

☐ Yes ☒ No ☐ Potentially (tick 'potentially' if others could perceive you have a conflict)

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Signature:



Date: 02/04/2026

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Name:

Dinesh Budhathoki | Operations Manager Infrastructure Services

Signature:



Date: 07/04/2026

Review by Line Manager – I confirm that I have received this declaration and noted the contents. Where a conflict of interest is declared, complete the next part of the form. **Note: This is only required for Employment activities not Procurement activities.**

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approved by the Manager, Capital Works		
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Conflict of interest and confidentiality agreement

Who and when?

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Name:	Austin Brewer
Position:	Water Engineer
Organisation:	Davis Ogilvie & Partners Ltd
Tender:	MajSC147
Role in the activity:	Tender Evaluation – Technical

Do you have any actual, potential or perceived conflicts of interest?

Do you have any personal interest in the decision?
(e.g. you own shares in a supplier or related company)

☐ Yes ☒ No ☐ Potentially (tick 'potentially' if others could perceive you have a conflict)

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Your declaration

Declaration – I confirm that the above details are correct to the best of my knowledge, and I make this declaration in good faith.		
Signature:		Date: 25.03.2026
Review by Line Manager – I confirm that I have received this declaration and noted the contents. Where a conflict of interest is declared, complete the next part of the form. Note: For contractors involved in Procurement, this is to be approved by the Manager, Capital Works		
Name:	Jess Curtis	
Signature:		Date: 2/04/2026
Review by Line Manager – I confirm that I have received this declaration and noted the contents. Where a conflict of interest is declared, complete the next part of the form. Note: This is only required for Employment activities not Procurement activities.		

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Name:	Savad T S
Position:	Project Manager-Infrastructure Services
Organisation:	Buller District Council
Tender:	MajSC95- Alma Road – McPadden Road Infrastructure Upgrade with no road bridge and MajSC147: Westport WWTP Upgrade.
Role in the activity:	TET

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Jess Curtis

Signature:



Date: 23/03/2026

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Name:	Trystan Banger
Position:	BDC IAF Project Manager
Organisation:	CGW Consultants
Tender:	MajSC147- Westport Wastewater Treatment Plant Upgrade
Role in the activity:	TET Chair & Scoring

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Signature:



Date: 04/04/2026

Review by Line Manager – I confirm that I have received this declaration and noted the contents. Where a conflict of interest is declared, complete the next part of the form. **Note: For contractors involved in Procurement, this is to be approved by the Manager, Capital Works**

Name:

Jess Curtis

Signature:



Date: 7/04/2026

Review by Line Manager – I confirm that I have received this declaration and noted the contents. Where a conflict of interest is declared, complete the next part of the form. **Note: This is only required for Employment activities not Procurement activities.**

Conflict of Interest Management Plan

Who and when?

The Project Manager must complete this Plan when you declare a conflict of interest. Decide how to manage the conflict and give details below.

Tender:	
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How the conflict of interest will be managed

There are five options for managing or resolving your conflict of interest:

Restrict your involvement in the process

Recruit an independent third party to oversee part or all of the process

Remove yourself from the process

Relinquish your private interest that causes the conflict

Resign from the agency

The following plan has been agreed to manage your declared conflict of interest. This takes into account the conflict's likely effect on your role and responsibilities in the procurement activity, as well as the risks to the process and the agency's reputation.

Approval – I approve the above Conflict of Interest Management Plan

Signature:		
Line Manager Note: For contractors involved in Procurement, this is to be approved by the Manager, Capital Works		Date:

Declaration – I agree to the above Conflict of Interest Management Plan

Signature:		
Person making the declaration		Date:

Resolved – the conflict of interest has now been resolved and no further action is required

Signature:		
Line Manager Note: For contractors involved in Procurement, this is to be approved by the Manager, Capital Works		Date:

Conflict of interest and confidentiality agreement

Who and when?

Anyone involved in a procurement activity must complete this agreement before developing tender documents, joining an evaluation panel, or making a decision.

Name:	Wayde Dunlop
Position:	Wastewater Coordinator
Organisation:	Buller District Council
Tender:	<u>MajSC147: Westport WWTP Upgrade</u>
Role in the activity:	Evaluator

Do you have any actual, potential or perceived conflicts of interest?

Do you have any personal interest in the decision?

(e.g. you own shares in a supplier or related company)

☐ Yes ☒ No ☐ Potentially (tick 'potentially' if others could perceive you have a conflict)

Are you a relative or close friend of someone with a personal interest in the activity or who could be personally affected by the purchasing decision?

(e.g. a family member is an employee or shareholder of a supplier)

☐ Yes ☒ No ☐ Potentially (tick 'potentially' if others could perceive you have a conflict)

Do you have any personal obligations, loyalties or bias that could influence the way you evaluate the activity?

(e.g. a close friendship with an employee of a supplier)

☐ Yes ☒ No ☐ Potentially (tick 'potentially' if others could perceive you have a conflict)

Have you recently been offered any special discounts, gifts, trips, hospitality, rewards or favours by suppliers of the goods or services being purchased?

(e.g. free travel; free samples for your own use)

☐ Yes ☒ No ☐ Potentially (tick 'potentially' if others could perceive you have a conflict)

Are you aware of anything that could give the appearance that you might be biased towards or against a particular supplier?

(e.g. you have expressed strong views about a supplier; you worked for a supplier; you use a supplier's corporate box at a sports event)

☒ Yes ☐ No ☐ Potentially (tick 'potentially' if others could perceive you have a conflict)

Confidentiality responsibilities

All of the procurement project's discussions, meetings and material (written and electronic) are confidential and I agree to keep this information safe. I will not give this information to anyone outside the immediate tender team without prior approval from the Manager, Capital Works.

Restrictions on contact with suppliers

I agree that my contact with potential suppliers is restricted during the period of the tender. I understand that until the successful supplier has been announced I will not:

- pass information or make comments to them about the tender
- receive any gift, gratuity, hospitality or any inducement from them
- meet them or have any discussion about the tender.

I will pass any requests for information and meetings from potential suppliers to the Project Manager.

Declaration of conflict of interest

Actual conflict of interest is where you already have a conflict.	If you have answered 'Yes' or 'Potentially' to any of the above questions, please provide details here. Otherwise sign the declaration below.
Potential conflict of interest is where the conflict is about to happen or could happen.	
Perceived conflict of interest is where other people might reasonably think you are not being objective.	
Perceived conflict of interest in that WestReef are a council CCO and as such returns form the entity are a return for my employer.	

☐

Your declaration

Declaration – I confirm that the above details are correct to the best of my knowledge, and I make this declaration in good faith.		
Signature:		Date: 31 March 2026
Review by Line Manager – I confirm that I have received this declaration and noted the contents. Where a conflict of interest is declared, complete the next part of the form. Note: For contractors involved in Procurement, this is to be approved by the Manager, Capital Works		
Name:	Dinesh Budhathoki – Operations Manager Infrastructure Services	
Signature:		Date: 31/03/2026
Review by Line Manager – I confirm that I have received this declaration and noted the contents. Where a conflict of interest is declared, complete the next part of the form. Note: This is only required for Employment activities not Procurement activities.		

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Conflict of Interest Management Plan

Who and when?

The Project Manager must complete this Plan when you declare a conflict of interest. Decide how to manage the conflict and give details below.

Tender:	
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How the conflict of interest will be managed

There are five options for managing or resolving your conflict of interest: Restrict your involvement in the process Recruit an independent third party to oversee part or all of the process Remove yourself from the process Relinquish your private interest that causes the conflict Resign from the agency	The following plan has been agreed to manage your declared conflict of interest. This takes into account the conflict's likely effect on your role and responsibilities in the procurement activity, as well as the risks to the process and the agency's reputation.
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Approval – I approve the above Conflict of Interest Management Plan		
Signature: Line Manager Note: For contractors involved in Procurement, this is to be approved by the Manager, Capital Works		Date:

Declaration – I agree to the above Conflict of Interest Management Plan		
Signature: Person making the declaration		Date:

Resolved – the conflict of interest has now been resolved and no further action is required		
Signature: Line Manager Note: For contractors involved in Procurement, this is to be		Date:

approved by the Manager, Capital Works		
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