

2023

# Public Skills Australia

## CONFLICT OF INTEREST POLICY

## Conflict of Interest Policy

### Purpose

1. To outline Public Skills Australia's conflict of interest policy.
2. Public Skills Australia is committed to maintaining high levels of integrity and public trust when conducting its operations. Public Skills Australia acknowledges conflicts of interest may occur for company office holders, staff, contractors, and subcontractors, and expects that these conflicts will be identified, reported, and appropriately managed when they arise.

### Objectives

3. To create awareness of and guidance for managing actual, potential, and perceived conflicts of interest. This policy outlines the definitions of conflict of interest and the process to report conflicts, and potential actions to mitigate such conflicts.

### Scope

4. This policy is to be read in conjunction with the Constitution of Public Safety Skills Australia Limited and all Public Skills Australia policies; no policy is a standalone document.
5. All Public Skills Australia policies are to be read in conjunction with following Australian Government Department of Employment and Workplace Relations (DEWR) documents:

*Jobs and Skills Councils Code of Conduct*

*Jobs and Skills Councils Integrity Framework*

*Jobs and Skills Councils Performance Framework*

*Jobs and Skills Councils Program Guidelines*

*Performance and Monitoring Framework (under development)*

*Training Package Organising Framework (TPOF).*

6. All Public Skills Australia policies apply to staff and Company office holders, as well as contractors, subcommittees, networks, and working groups when undertaking work on behalf of Public Skills Australia.

### Conflicts of interest

7. Generally, a conflict of interest is where the private or personal interests of an individual could improperly influence or contradict their responsibilities and the best interests of Public Skills Australia.
8. Conflicts of interest may be defined as actual, potential or perceived, and may be financial or non-financial (such as those involving personal or familial relationships) in nature.
  - **Actual conflict of interest** – a real conflict exists between the private interests and professional duties and responsibilities of an individual.
  - **Potential conflict of interest** – an individual’s private interests could conflict with Public Skills Australia duties and responsibilities. This refers to situations where it is foreseeable that a conflict could arise; the risk posed by the potential conflict should be mitigated.
  - **Perceived conflict of interest** – a third party (or the general public) could form the view that an individual’s private interests could improperly influence their professional responsibilities and duties with Public Skills Australia.

### Process

9. In accordance with this policy, Public Skills Australia Company office holders, staff, contractors, and subcontractors must avoid conflicts where possible and take steps to identify, declare, and manage such actions.
  - **Identify** – Individuals should regularly consider their private interests and professional duties and responsibilities with Public Skills Australia. In particular, the impact of private relationships, including family, business, and consensual personal relationships, should be considered.
  - **Declare** – Should a conflict of interest be identified; it must be declared. Declarations should be provided to an individual’s line manager or a member of the Public Skills Australia executive team. The conflict should be declared in writing on the correct form, and a management plan should then be established. Declarations should also be made if there is a conflict identified during recruitment or procurement processes.
  - **Manage** – To manage declared conflicts of interest, an appropriate risk mitigation strategy will be put into place. Consideration will be given to the need to avoid, document or action the conflict, by assessing alternative actions and the level of impact posed by the conflict.

### Actions

10. In managing conflicts of interest, the potential actions that will be considered include:

- **documenting and recording** the details of the declared conflict
- **avoiding** the conflict through an appropriate mitigation strategy, including the individual removing themselves from their involvement in the matter
- **restricting** the individual to minimise their involvement in the matter
- **recruiting** an independent third party to oversee the process to deal with the matter
- **relinquishing** their private interest that may be creating the conflict or resigning from the Public Skills Australia position.

### Register of interests

11. Public Skills Australia maintains a register of interests that complies with the Jobs and Skills Council (JSC) Code of Conduct and documents:

- the name of the relevant individual or organisation
- details of their role in relation to Public Skills Australia
- a record and description of any declared interests or associations, including details of how this interest or association relates to any actual or potential activities of Public Skills Australia
- the date of disclosure
- an assessment of the integrity risks posed by the declared interest or association
- any steps taken to mitigate, manage, or remove the conflict (if any), including identifying any follow-up actions required.

12. Public Skills Australia has adopted the JSC Code of Conduct 'Conflict of Interest Register' (see **Appendix A**).

### Reviewing this policy

13. This policy will be reviewed when applicable and within 3 years.

## Appendix A: Conflict of Interest Policy- Conflict of Interest Register

No.	Individual/Organisation	Role	Description of declared interest or association	Date of disclosure	Assessment of integrity risk	Mitigation strategy
<b>Board</b>						
<b>Advisory committee</b>						

*Note: List advisory committee name: IAG, subcommittee, or network.*