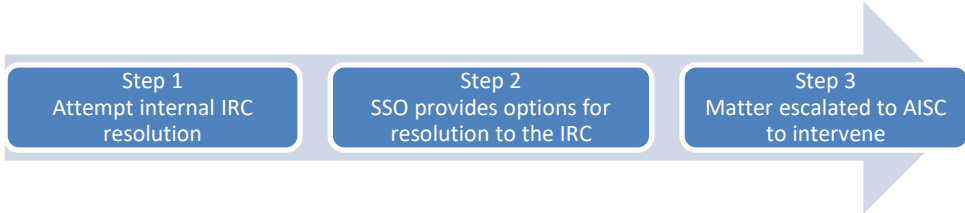


Checklist for Managing Conflicts of Interest

This Checklist provides a guide to Skills Service Organisations (SSOs) in identifying and managing actual, perceived, or potential conflicts of interest that Industry Reference Committee (IRC) members may have.

<input checked="" type="checkbox"/>	<p>Check the IRC Operating Framework and the IRCs' Conflict of Interest Policy for rules and guidance about handling or avoiding conflicts of interest. The IRC Operating Framework defines both conflicts of interest and material conflicts of interest which may need to be managed differently.</p>
<input checked="" type="checkbox"/>	<p>SSOs must record all conflicts of interest in the conflict of interest register when new members first join an IRC, as they provide updates from time to time, and when they are declared at an IRC meeting. SSOs should seek updates from members ahead of each IRC meeting and add conflict of interest to the agenda for discussion.</p>
<input checked="" type="checkbox"/>	<p>At every IRC meeting the Chair should ask if there are any conflicts to declare or if there are any changes to previously declared conflicts. SSOs should take careful minutes to record any conflicts that are disclosed, who is present for discussion and who (if anyone) did not vote on which items. SSOs are also responsible for correctly recording all conflicts in the conflict of interest register.</p>
<input checked="" type="checkbox"/>	<p>Where conflicts of interest arise, consideration should be given to whether they are a material conflict. A conflict of interest is deemed material if it: a) is considered of significant, real value to the deliberations or arrangements proposed by the IRC; and b) has a considerable possibility of influencing the decision of the IRC member.</p>
<input checked="" type="checkbox"/>	<p>A majority of non-conflicted IRC members will need to determine that a conflict of interest is material, and the reasons for the decision must be recorded in the minutes.</p>
<input checked="" type="checkbox"/>	<p>Where a member is deemed to have a material conflict of interest, they must not be present for discussions or voting. However, they will be able to provide their views, which must be recorded in the minutes by SSOs.</p>
<input checked="" type="checkbox"/>	<p>Where concerns are raised that an IRC member(s) is not compliant with the conflict of interest requirements, the following process must be followed:</p> <div style="text-align: center; margin: 10px 0;">  <pre> graph LR S1[Step 1 Attempt internal IRC resolution] --> S2[Step 2 SSO provides options for resolution to the IRC] S2 --> S3[Step 3 Matter escalated to AISC to intervene] </pre> </div> <ul style="list-style-type: none"> • Step One: In the first instance, the IRC should attempt to manage any concerns about conflicts of interest, drawing on the IRC Operating Framework, the online training modules and the IRCs' Conflict of Interest Policy • Step Two: If the matter cannot be resolved, the IRC should consult its SSO on options to manage the conflict as soon as possible. Where the SSO is unable to resolve the conflict, they should advise the Australian Industry and Skills Committee (AISC) Secretariat as soon as possible. • Step Three: The AISC Secretariat will escalate the matter to the AISC which may take any remedial action it deems necessary. This may include, without limiting any other actions, issuing guidance or written directions to the IRC or in extreme cases the removal of a member(s) from an IRC.