

Community Consultative Committee code of conduct for Chairpersons

Application of the code

This code of conduct (the code) applies to all chairpersons of community consultative committees and should be read in conjunction with the *Community consultative committee guideline: State Significant Projects 2023*.

Standards of conduct

Chairpersons must demonstrate appropriate standards of behaviour to ensure efficient operations of the committee. This code outlines the standards of conduct expected of chairpersons. It is the personal responsibility of each chairperson to comply with this code.

We have developed this code to ensure chairpersons:

- have a clear understanding of their role and responsibilities
 - act consistently within the scope and purpose of the committee
 - communicate and act in a respectful manner towards all members.
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General conduct

Chairpersons must:

- act honestly when carrying out their functions as an independent chairperson
 - disclose any interest (pecuniary or otherwise) that could conflict with the proper performance of their functions.
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Respect and inclusion

Respect and inclusion are fundamental to a harmonious, productive and psychologically safe environment where people feel able to speak up about concerns.

The department has no tolerance for bullying, harassment, victimisation or discrimination. All committee members are responsible for:

- treating people with dignity and respect, and contributing to a positive and productive space
 - making sure committee members feel valued and can participate fully
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- not discriminating against, harassing or victimising anyone on any grounds
- demonstrating inclusive behaviours and language
- not interrupting when another member is speaking
- preventing bullying.

Work health and safety

The department has a duty of care to committee members under the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2011*. Ensuring committee members feel safe when doing committee activities is a top priority for the department, as is public safety.

Chairpersons are responsible for:

- adopting practices that help keep everyone safe and well
- looking for hazards, and taking action if a safety risk is identified and it is safe to do so
- reporting all work health and safety incidents, including near misses, to the department and the proponent.

Declaration of interests

A chairperson has a duty to declare any private interest that may affect their impartiality. The chairperson must make a declaration to the department at the beginning of their term and as soon as practical when an interest arises.

The declaration of interest form gives examples of pecuniary and non-pecuniary interests. You can also refer to section 4.11 of the Community consultative committee guideline.

Gifts, benefits and hospitality

Chairpersons must not accept gifts or benefits that could place them under an actual or perceived financial or moral obligation to another organisation or individual.

Hospitality offers can include food, drinks, or entertainment, free or subsidised meals, or tickets to sporting events and functions. While basic hospitality such as tea, coffee and refreshments is acceptable, other types of hospitality can carry greater risk.

Chairpersons should not accept the following types of gifts, benefits or hospitality:

- restaurant meals over \$50
- tickets to corporate boxes at events
- concert or sporting tickets
- invitations that extend to family members, friends, and associates
- free or discounted products for personal use provided on terms not available to the public.

Chairpersons should report all offers of gifts, benefits or hospitality to the department if they believe the offer is made in an effort to influence them.

Confidential and private information

During their duties, chairpersons might have access to sensitive, personal and or commercially confidential information. Such information could include written information, stored information, verbal information and e-documents.

All personal information collected must be secure and disposed of when no longer required. Chairpersons should also protect the integrity and security of other information and documents when requested. The information must not be used or shared by the Chairperson for any purpose other than administering the committee.

Communicating with the media and third parties

From time to time, the chairperson may speak to the media or to the wider community, including stakeholder groups.

Only the chairperson may speak publicly to the media on behalf of the committee.

If communicating on behalf of the committee, the chairperson should:

- seek agreement from committee members before the release of any statement or before attending any event
- accurately reflect the committee's view
- inform committee members of any media engagement or other briefings, including giving copies of any media releases or presentations used and details of who will receive this information.

Breach of the code

If chairpersons do not adhere to the code of conduct or are seen to behave in an ethically inappropriate way, the department may take appropriate action.

Any action the department takes will consider the seriousness of the breach, if there is a pattern of such conduct, the intent of the chairperson concerned, and the effect it is having on the work of the committee.

Expectations of a committee chairperson

As the independent chairperson of the
Community Consultative Community, I agree to:

- abide by this code, and
- comply with and carry out the requirements of the *Community consultative committee guideline: State Significant Projects 2023* (and any subsequent updates).

Signed declaration

Given name and family name:

Address:

Signature:

Date:

Privacy statement

Your personal information is being collected for the purpose of assessing your appointment to the community consultative committee. All data will be stored by the department in accordance with the [Privacy and Personal Information Protection Act 1998](#) and disposed of when no longer required. For more information, please view the [department's privacy statement](#).