

Community Consultative Committee code of conduct for committee members (excluding chairperson)

Application of the code

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

Standards of conduct

All committee members must demonstrate appropriate standards of behaviour to support efficient operations of the committee. This code outlines the standards of conduct expected of committee members. It is the personal responsibility of each member to comply with this code.

We have developed this code to ensure members:

- 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
 - act honestly when carrying out their functions as a committee member
 - disclose any interest (pecuniary, non-pecuniary or otherwise) that could conflict with the proper performance of their functions.
-

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
 - advising the chairperson in advance when they cannot attend a meeting
 - trying to resolve disputes and following the directions of the chairperson
-

- making sure other committee members feel valued and can take part fully
- 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 conducting committee activities is a top priority for the department, as is public safety.

Committee members 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 chairperson.

Declaration of interests

All committee members must sign a declaration of interest form before they join the committee and keep this declaration up to date, including by declaring any new interests at each meeting.

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

Gifts, benefits and hospitality

Committee members must not accept gifts, benefits or hospitality that could create an actual or perceived conflict of interest or compromise their ability to perform their duties as a committee member.

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.

Committee members 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 given on terms not available to the public.

Committee members should report all offers of gifts, benefits or hospitality to the chairperson if they believe the offer is made to influence them.

Confidential and private information

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

Members should protect the integrity and security of information and documents when requested.

Communicating with the media and third parties

Committee members must not make public comment on behalf of the committee or the department. Instead, they should ensure that any public comments made on their behalf or that of their stakeholder group are attributed to themselves, not the committee or the department.

Breach of the code

If committee members 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 member concerned and the effect it is having on the work of the committee.

Expectations of committee members

As a committee member of the
Community Consultative Committee, I agree to:

- abide by this code,
- comply with 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: