



SUPPORTING COMMUNITIES FORUM

CODE OF CONDUCT

From the Chairperson

As Members of the Supporting Communities Forum we have a role in supporting the implementation of the Supporting Communities Policy. In doing so we are committed to:

- actively engaging with the public and community services sectors,
- collaborating with service users, government agencies and community organisations at all levels;
- being accountable and transparent in how we do this; and
- communicating the Forum's work and achievements widely.

This Code of Conduct describes the behaviours that will help Members to work in this way.

Please familiarise yourself with the Code and sign the Acknowledgement.

Michelle Scott

Chairperson

February 2018

Ethics and Accountability

This Code of Conduct explains the behavioural standards for ethical and accountable conduct.

It should be read in conjunction with the Supporting Communities Forum Board Charter and Terms of Reference.

Personal behaviour

The community expects Forum Members to carry out their roles with integrity, and with regard for both the government's policies and priorities and the public interest.

This applies during Forum meetings and when representing the Forum in the community.

Members are appointed as individuals on the basis of their experience and networks in the community services sector and not as representatives of specific organisations.

Members of the Forum will:

- be well informed about the role and purpose of the Forum;
- actively contribute to its work plan;
- engage with their personal networks to progress the work of the Forum;
- put the public interest ahead of their own and other Members' personal and pecuniary interests by acting with loyalty, in good faith, ethically and with integrity.

Communication and official information

Information regarding the Forum will be circulated widely through communiques and other channels.

Forum meetings are not confidential. Occasionally, however, specific information may be identified by the Chairperson as confidential.

Members will:

- actively communicate the work of the Forum through their personal networks;
- respect the confidentiality of information identified by the Chairperson at all times; and
- respect the boundaries of their role by not using information obtained through the Forum for personal, commercial or political gain.

Fraudulent or corrupt behaviour

Fraud is defined as dishonest activity causing actual or potential financial loss to a person or organisation.

Corrupt conduct occurs when a member uses or tries to use their position for personal advantage or to the detriment of others.

Community confidence in ethical decision making, and in the Forum, is put at risk if fraudulent or corrupt behaviour occurs.

Members will:

- not engage in fraudulent or corrupt behaviour; and
- report suspected instances of this behaviour to the Chairperson who will consider the appropriate response.

Use of public resources

We are required to use the Government's resources responsibly.

Members will:

- avoid unnecessary and/or inefficient use of public resources;
- maintain appropriate documentation to support claims for sitting fees, travel and accommodation and use of other public resources; and
- ensure that public resources are only used for Forum related business.

Record keeping and use of information

Correspondence and documents created or received relating to the Forum's business are considered to be government records, and as such are subject to the provisions of the *Freedom of Information Act 1992*.

Members will:

- ensure that recorded information under their control (in paper or electronic form) is stored safely and appropriately; and
- be diligent in handling Forum records and sensitive documents.

Conflicts of interest

When personal, social, commercial or political activities interfere or have potential to influence the Forum's work, a conflict of interest may exist that must be resolved.

A conflict of interest may be actual, perceived to exist, or potentially exist and take various forms.

For example, information received through the Forum may lead to perceived or real conflicts of interest by giving advantage to an employer or interest group.

It's not necessarily a problem to have a conflict of interest but it must be declared and managed accordingly.

Members will:

- report actual, potential or perceived conflicts of interest to the Chairperson or Director, Social Policy Unit, Department of the Premier and Cabinet, prior to a meeting; and
- ensure that relationships with individuals, organisations and groups known to them do not affect their ability to provide impartial and reasonable advice.

Reporting suspected breaches of the Code

Suspected breaches of the Code of Conduct can be reported to the Chairperson or to the Director, Social Policy Unit, Department of the Premier and Cabinet.

The Chairperson or Director will consider an appropriate response following Public Sector Commission advice.

Acknowledgement

I acknowledge and accept the Supporting Communities Forum Code of Conduct.

Name: _____

Signature: _____

Date: ___ / ____ / 2018

Note that Directors General and Commissioners are also bound by the *Public Sector Management Act 1994* and the code of conduct for their home agency. This Code reflects similar behavioural standards.