

Code of Conduct

Heidelberg West Consultative Committee



Code of Conduct

As a representative of the Heidelberg West Consultative Committee, I agree to:

- attend monthly consultative committee meetings and provide apologies in advance where attendance is not possible
- act in an advisory capacity to the department by disseminating authorised information within the community and providing insight and advice into community perspectives on the project
- seek at all times to obtain and represent the views of the broader community
- represent the views of my organisation, interest group or community and not individual views at odds with my organisation or group
- participate in a positive way to finding solutions to issues or concerns
- respect the ideas and beliefs of all members and provide an atmosphere where all members feel comfortable to participate
- notify the department of any potential conflict of interest that may arise in relation to the project during my participation in the consultative committee
- allow the department to promote my participation in the consultative committee in order to facilitate community feedback provision
- not disseminate confidential information that is discussed at the consultative committee meetings as advised by the independent chair, such as issues related to resident privacy or of a sensitive commercial or conceptual nature
- not make any media comment in relation to the project on behalf of the consultative committee, unless first receiving approval by the independent chair in consultation with the department’s Chief Communications Officer.

I understand that where a member disregards the Code of Conduct, as agreed by the consultative committee members, the independent chair may ask them to step down and/or their organisation may be requested to nominate a replacement.

Signature: Date:

Name:

Privacy

The Department of Health and Human Services (the department) is committed to protecting your privacy. Personal or health information that you might provide to the department in your capacity as a member of the Heidelberg West Consultative Committee will be collected and handled in accordance with the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*, as applicable.

As advised on your expression of interest form, the following information will be made publicly available on the Victorian Health and Human Services Building Authority website:

- names of members in the Heidelberg West Consultative Committee Terms of Reference
- names of members in meeting agendas and minutes
- in other reports that may be required through the term of the Heidelberg West Consultative Committee.

In order to administer and to process findings from the Heidelberg West Consultative Committee, we may share the personal or health information you provide in your capacity as a committee member with external parties such as external consultants engaged by the department and the chair of the Heidelberg West Consultative Committee and other Victorian Government agencies.

You must not provide personal or health information of anyone other than yourself to the Heidelberg West Consultative Committee unless you have previously obtained that person's consent and ensured they are aware of this privacy statement and the department's privacy policy.

For more information on the department's privacy management, please refer to the department's privacy policy or visit the [department's website](https://dhhs.vic.gov.au/publications/privacy-policy) on <<https://dhhs.vic.gov.au/publications/privacy-policy>>

You may access your information that you provide to the department. The department can be contacted on 0447 846 423 or by emailing elpi.anasta@dhhs.vic.gov.au or you may contact the department's Privacy unit by emailing privacy@dhhs.vic.gov.au