

BRHS Community Advisory Committee

Code of Conduct

Purpose

The purpose of the BRHS Community Advisory Committee Code of Conduct is to describe the values and behaviours that community members of the BRHS Community Advisory Committee are expected to adhere to.

The BRHS Community Advisory Committee Code of Conduct is complemented by relevant committee background information, the BRHS Community Advisory Committee Terms of Reference and the BRHS Community Advisory Committee Member Position Description.

The BRHS Community Advisory Committee members are also expected to adhere to all BRHS policies and procedures.

Trademark Behaviours

All BRHS Community Advisory Committee members are required to adhere to the BRHS principles and demonstrate BRHS' trademark behaviours working together to:

1. Display trust & mutual respect
2. Have courage to change
3. Step up & take responsibility
4. Be positive & support others
5. Learn & apply knowledge

Expectations

BRHS Community Advisory Committee members are expected to ensure the success of the committee by:

- representing wider community views i.e. having the capacity to reflect on and present community issues, rather than focusing on personal concerns or individual issues;
- being informed and active participants in Committee activity;
- promoting and advocating for better standards of health care for people in our community and for the broader community;
- taking personal responsibility for performing the member's role on the Community Advisory Committee by making use of support resources that are provided and by actively seeking out clarification when uncertain or unclear.
- using best endeavours to avoid conflicts of interest and to declare conflicts of interest as soon as they arise;
- respecting other members and recognising and encouraging their individual values, diversity of views and experiences;
- contributing openly, honestly and constructively to the conversation of the Committee, respectfully challenging when appropriate to ensure robust conversation occurs and the Committee operates in line with the stated values;
- ensuring that personal views about government policy or other matters which are outside BRHS core business are raised and discussed with the Chair and Executive Sponsor outside of a meeting environment:

- not representing or speaking on behalf of BRHS or the Community Advisory Committee at any external forum without specific permission to do so; and
- having a strong ethical approach, including, but not limited to, honouring the confidentiality agreement. This includes handling all confidential information acquired in the course of membership of the Community Advisory Committee in a secure manner and only for the purposes for which it was received and without gaining personal advantage or promoting personal interests.

All Community Advisory Committee members are required to undertake a police check before commencing any role with BRHS.

The Community Advisory Committee will operate with an emphasis on:

- strategic issues that have a whole of BRHS impact;
- a future improvement focus rather than a focus on past activities;
- encouraging a diversity of views expressed in a safe and supportive environment;
- being aware of the wider context in which BRHS operates and the community it serves
- taking a collective responsibility for Community Advisory Committee performance; and
- continuing improvement in Community Advisory Committee and Individual member effectiveness.

Grievance Processes

A breach of the BRHS Community Advisory Committee Code of Conduct or any BRHS policy or procedure may result in membership of the Community Advisory Committee terminating, should the breach be sufficiently serious. Breaches of lesser severity will result in formal feedback being provided to the member.

If a member of the Committee believes that another member is not performing within the member expectations (outlined above), this should be raised with the Chair or Executive Sponsor.

Issues may be discussed in a formal meeting to seek the member's perspective and to establish steps to rectify and monitor through a performance review period. In a situation where the issue is more serious and is contradictory to the Committee Code of Conduct, a breach of confidentiality or behaviour is in conflict with BRHS core values and / or policies and procedures, then a formal meeting will be held with a view that the member will be asked to step down from their role on the Committee.

Meeting attendance and preparation

It is recognised that Community members of the BRHS Community Advisory Committee are linked to numerous community organisations and have additional responsibilities as consumers of health services or as carers. It is also recognised that these additional responsibilities add to the richness of the input that the BRHS Community Advisory Committee is able to provide to the BRHS Board of Directors.

- The contribution and conversations that occur in the formal meetings are critical to the success of the Committee and therefore there is an expectation that members attend meetings as regularly as they can with a minimum attendance of at least 75%

of formal meetings. Under exceptional circumstances, members may seek a leave of absence.

- If a community committee member is unable to meet the attendance requirements over a 12 month period, the member will be contacted to see if further support or assistance is needed to assist the member to attend meetings or to consider taking a leave of absence.
- Further support will continue during this leave of absence and regular contact will be maintained.
- If the member continues to experience difficulty meeting the attendance requirement, the Chair and Executive Sponsor may recommend to the BRHS Board of Directors that the community member's membership of the Community Advisory Committee should be terminated. The community committee member will be advised of a membership termination decision in writing.

Members should also:

- prepare for meetings by reading all papers and seeking clarification if needed;
- ensure they arrive promptly to allow the meeting to commence on time;
- respond to contact from the Chair, EA CEO, or Executive Sponsor within a reasonable time; and
- make an apology to the EA CEO if they are unable to attend a meeting.

Resignation

Community committee members are able to cease membership at any time by notifying their intention to the Chair and Executive Sponsor in writing. Membership will also cease at the end of a community committee member's term if they are not reappointed by the BRHS Board of Directors. Community committee members will receive written notification of their reappointment.

Assessment of community member participation

New community committee members will have a semi-formal opportunity to review their membership and performance at the end of six months from when they attend their first meeting.

This review will occur with the Chair of the Community Advisory Committee, and the Executive Sponsor. The review will consider whether the community committee member is meeting member expectations and attendance requirements. It is also an opportunity for the community committee member to provide feedback and request support or raise other needs.

All members of the Community Advisory Committee will be offered a mentor or buddy to support new members during and after meetings. The goal of any mentoring relationship is to facilitate confidence and Independence In the mentee. The relationship is to assist the mentee to achieve their goals and to provide Information and practical support.

All community committee members are expected to participate In the annual review of the BRHS Community Advisory Committee's effectiveness, which includes evaluation of the Chair and Executive performance and a self-reflection by members of their effectiveness.

If a community committee member fails to meet performance expectations at any time the

community committee member will be invited in writing to meet formally with the Chair and the Executive Sponsor. This formal meeting will be to reinforce expectations, to receive feedback and discuss additional support that the community committee member may need to meet expectations and to develop a plan of action for achieving required standards in the future. A letter or email will be forwarded to all parties that will record the action plan and individual responsibilities.

Should the community committee member continue to have difficulty meeting performance expectations, the Chair and Executive Sponsor of the BRHS Community Advisory Committee may recommend to the BRHS Board of Directors that the community committee member's membership or the Community Advisory Committee should be terminated. The community committee member will be advised of a membership termination decision in writing.

Confidentiality Agreement and Members' Code of Conduct

Upon appointment to the Committee, all community members are required to sign a BRHS Confidentiality Agreement (for consumer advisors) and to sign the BRHS Community Advisory Committee Code of Conduct.

I _____ understand the terms of this Code of Conduct and agree

Write full name

to the terms and expectations as a member of the BRHS Community Advisory Committee (CAC).

Signed:

Date: