

COMMUNITY HOSPITALS PROGRAM: COMMUNITY CONSULTATIVE COMMITTEE

Code of conduct

As a representative of the community hospital community consultative committee, I agree to:

- attend community consultative committee meetings and provide apologies in advance where attendance is not possible
- act in an advisory capacity by sharing information within the community as appropriate and providing insight and advice into community perspectives on the project
- always seek to obtain and represent the views of the broader community
- 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 community consultative committee
- allow the department to promote my participation in the community consultative committee to facilitate community feedback provision
- not disseminate confidential information that is discussed at the community consultative committee meetings such as issues related to resident privacy, or matters of a sensitive commercial nature
- not make any media comment in relation to the project on behalf of the community consultative committee, unless first receiving approval from the chair, who is the agreed spokesperson for the group and the broader community.

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

Signature: **Date:**

Name:

Privacy collection notice

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 community hospital 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 community hospital consultative committee terms of reference
- names of members in meeting agendas and minutes
- any other reports that may be required through the term of the community hospital consultative committee.

To administer and to process findings from the community hospital consultative committee, we may share the personal information you provide in your capacity as a committee member with external parties such as external consultants engaged by the department and other Victorian Government agencies.

You must not provide personal information of anyone other than yourself to the community hospital 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](#) at <<https://dhhs.vic.gov.au/publications/privacy-policy>>

You may access your information that you provide to the department. The department can be contacted [by email](#) at <communityhospitals@dhhs.vic.gov.au> or you may contact the department's [Privacy unit](#) by emailing <privacy@dhhs.vic.gov.au>

To receive this publication in an accessible format, email the [Community Hospitals program](#) <communityhospitals@dhhs.vic.gov.au>

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