

ADVISORY COUNCIL CODE OF CONDUCT

Purpose

This Code of Conduct supports Murray Primary Health Network (Murray PHN) Advisory Council members in understanding their individual responsibilities and obligations; and to act as a guide in setting a whole of Council approach to conducting business.

Scope and Background

The Code of Conduct is specifically for Murray PHN Advisory Council members who have been appointed to either a catchment wide clinical advisory council or community advisory council in one of the four regions within the catchment and describes the expected values and behaviours of those members. This Code of Conduct seeks to align with the organisational values and the Board's governance policies of Murray PHN.

Policy Statement

Council members will contribute to the success of the Advisory Council by:

- acting with integrity and working diligently in the fulfillment of their role in accordance with the relevant Advisory Council Terms of Reference
- being informed and active participants in Advisory Council activity
- responding to contact from Murray PHN within a reasonable time
- ensuring all engagement with other members and stakeholders reflects and upholds the Murray PHN values of leadership, collaboration, respect, accountability and innovation.
- handling all information acquired through Advisory Council membership in a secure manner and only for the purposes for which it was received and without gaining personal advantage or promoting personal interests
- ensuring any representations, statements or comments to the media (including social media platforms) or other external bodies regarding Murray PHN activities have been appropriately authorised
- enabling and encouraging respectful behaviour of other members, where the voices and participation of all individuals is valued.

Acknowledgment

I have read the Code of Conduct and have had the opportunity to ask questions and seek clarification if needed.

I confirm that I have no legal or criminal activities associated with me that will impact on the reputation of Murray PHN.

I acknowledge this Code of Conduct details my responsibilities as an Advisory Council member of Murray PHN.



I acknowledge that a breach of this Code of Conduct may result in termination of my membership of an Advisory Council.

Name *(please print)*

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Signature

Date

Document Control

This document will be reviewed every two years and approved by the Board.

Date	Author	Modification	Version
18/11/2016	Executive Director	New Form approved by Board	1.0
14/07/2020	Advisory Council Lead	Syntax update under 'Scope and Background' (pg.1) Document review aligned to biennial Policy review under 'Document Control'	1.2
March 2022	Governance Lead/Board Secretary	Re-drafted policy statement for member expectations and added termination clause to Acknowledgement	2.0 draft
18/5/2022	Consultation & Engagement Coordinator Director Strategy & Business Innovation	Updated the policy statements; reference to conflict of interest and accepting gifts removed as covered in Terms of Reference Included Chair Role Statement as Appendix with role description updated to reflect reporting lines through Strategy and Performance Unit	2.0
15/5/2023	Consultation & Engagement Coordinator Director Strategy & Business Innovation	Updated Chair Role Statement to describe engagement of Chairs at PQC meetings.	3.0

Advisory Council Chair Role Statement

Murray PHN Advisory Councils

The establishment and implementation of an advisory council structure is set out in the Standard Funding Agreement (as executed: Murray PHN SFA v3) with the Commonwealth Government.

The Board is responsible for ensuring it establishes an appropriate catchment wide structure.

Advisory Councils provide advice to the Board through their contribution to Murray PHN planning processes. Advisory member expertise, local knowledge and connection to clinical and community networks enable and inform the organisation and the Board of place-based, practice and system level improvements. Advisory Council activity is in accordance with Murray PHN strategic objectives and obligations and members act in accordance with Murray PHN values.

Purpose

The primary purpose of the Advisory Chair is to lead and facilitate positive and productive participation and culture to support the purpose and impact of the Advisory Council in a way that is aligned to Murray PHN purpose, strategy and values.

Chair Responsibilities

The Chair will:

- Facilitate inclusive, highly participatory discussions between members to inform Murray PHN strategy development and projects.
- Regularly communicate with Council members to facilitate inclusive participation and progress of Council workplan activities and objectives.
- Provide advice and contribute to Council priority setting and reporting of Council progress as required by Programs and Quality Committee.
- Be available to support Murray PHN to advocate for and communicate the work of Advisory Council as required.
- Uphold the Advisory Council Code of Conduct.
- Collaborate with the Strategy and Performance Unit to proactively support and contribute to the organisation and progress of the Council.
- Advisory Council Chairs will attend PQC meetings, where relevant. Attendance would be mutually beneficial or, where Advisory Council Chairs nominate, important to represent the needs of their region. The purpose of the attendance will be clearly articulated by the Strategy and Performance Unit and Programs and Quality Committee Chair via existing communication mechanisms.
- Advisory Council Chairs will need to be available for 2-3 online coordination meetings with the Strategy and Performance Unit.
- Must be available to undertake up to 3 x 90-minute planning sessions with the Murray PHN.
- Must be available to chair Advisory Council meetings.