



# Hazelwood

HEALTH STUDY

## HAZELWOOD HEALTH STUDY

### Community Advisory Committee

#### Code of Conduct

## Background

This Code of Conduct is for the members of the Community Advisory Committee (CAC) of the Hazelwood Health Study (HHS). It will help to set standards for how members should conduct themselves when carrying out their duties as CAC community members and organisational representatives. It will enable the committee to decide what to do if there are breaches in the code and will help all involved to develop mutual trust with successful and productive meetings.

## Definition

**Confidential Information** means information in any form, that is, by its nature, confidential, is designated as confidential, and/or which the recipient knows or ought to know is confidential.

## Code of Conduct

- Members are expected to abide by the CAC's Code of Conduct.
- Members should not speak or write on behalf of the CAC without the prior agreement of the Chair.
- Members should disclose through the Declarations of Interests process any interest, whether personal or on behalf of any other committee they belong to, which might possibly affect or influence their approach to matters under discussion.
- Members should offer to withdraw from the meeting where a conflict of interest is clear and substantial.
- Any confidential information or items of a confidential nature must not be disclosed to anyone else apart from members of the CAC, unless prior approval is gained from the Chair.
- If a member severely breaches the CAC Code of Conduct they may be suspended from meetings or expelled from the committee by the Chair on the advice of a majority of community members and organisational representatives.
- Should the CAC be unable to reach consensus then the Principal Investigator and the Principal Co-Investigator will be consulted to resolve the conflict.

## Responsibilities of the Chair

The Chair provides leadership of the HHS Community Advisory Committee and is responsible for:

- Preparing for and presiding at CAC meetings.

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- Ensuring business is conducted efficiently and properly.
- Supporting CAC members in understanding and discharging their roles, responsibilities and accountabilities.
- Ensuring as far as possible that CAC members comply with the Code of Conduct
- Ensuring that there is an effective process for identifying and managing potential conflicts of interest issues.
- Encouraging and enabling constructive participation by all members of the CAC.
- Assisting CAC members to establish and maintain constructive relationships with the Study's Principal Investigators, researchers and project staff.
- Ensuring representation of the CAC as appropriate.
- Voicing the views of the CAC at the direction of the CAC.

## **Responsibilities of Community Members and Organisational Representatives**

Community members and organisational representatives provide community perspectives for HHS research and engagement activities, plans and projects as presented by the study's academic leads, and are responsible for:

- Understanding community implications and impacts of HHS initiatives.
- Appreciating the significance of the HHS for the community and representing their interests.
- Being genuinely interested in the HHS and the outcomes being pursued.
- Being an advocate for the HHS.
- Being committed to, and actively involved in pursuing the HHS's objectives.

In practice, this means they:

- Provide guidance and advice to the Principal CIs and the research team.
- Consider ideas and issues raised.
- Review the progress of the HHS from a community perspective.