



# Dandjoo Bidi-Ak Aboriginal Reference Group

## Member Code of Conduct

### 1. Respect Each Other

- The Dandjoo Bidi-Ak Aboriginal Reference Group (ARG) members for the duration of the meetings, will be respectful and conduct themselves in a way that will not bring the ARG nor their fellow peers into disrepute.
- Leave differences and politics outside.
- Treat fellow ARG members and Department of Justice (Department) officers with courtesy and respect.
- Don't make disparaging remarks about other ARG members, Department officers or other individuals.
- Faithfully represent issues and speak without fear or favour.
- Make sure everyone gets a fair go in speaking at meetings.
- Acknowledge the past and work towards the future.

### 2. Deal with Business

- Read and consider papers circulated with the agenda before the meeting.
- Make time to read papers circulated at the meeting.
- Participate actively in meeting discussions.
- Work cooperatively and focus on the business of the meeting.
- Make time in meetings to ask questions and reflect on how things are going.
- Observe time limits to get business done.
- Deal with any conflicts as they arise.
- Apologise if you have to leave the meeting when it is in session.
- Recognise that the business of ARG does not extend to the administration of Department staff, including decisions about their recruitment.

### 3. Respect Confidentiality

- Ensure confidential information, both in paper and electronic form, under your control is kept in a secure manner.
- Respect confidential information and observe any restrictions agreed to by ARG.
- Maintain confidentiality and do not divulge information considered confidential or sensitive.
- Do not use information obtained in the course of ARG duties for personal gain, or to do harm to other people or ARG.
- Respect the privacy of individuals.
- Seek direction from the Chair of ARG if you are uncertain about whether information is confidential.

#### **4. Manage Conflicts of Interest**

- Keep clear in your mind whose interests you are representing in relation to your view or opinion about any matters discussed at ARG. While you may have information or views that come from your work or personal life, these should be kept separate from your role of community members at ARG meetings.
- Be aware that there may be conflicts between your role as an ARG member and your job and/or your personal interests. Examples of possible conflicts are:
  - Situations where you or any organisation you are involved with or work for stands to make a financial or other gain from an ARG decision
  - Where a member of your family or a close associate could directly benefit from an ARG decision
  - Where your community representative role overlaps with or appears to be influenced by your job or your employers
  - Where you accept a gift or reward that may be perceived to influence your representative role.
- Be aware that conflicts of interest can be about what others perceive rather than whether factually you have a conflict of interest.
- Openly declare at meetings any matters that may conflict or be perceived to conflict with your role as an ARG member.
- Leave the meeting for the duration of an agenda items where you have a conflict of interest such that you are not able, or there is a perception that you are not able, to make an objective decision or contribution.

#### **5. Being Accountable**

- Be involved in the reporting back to the Steering Committee and Aboriginal Justice Advisory Committee (AJAC), via Briefing Notes and other formal documents, to support the reporting of the work of ARG.
- Make sure reporting is done faithfully and responsibly and does not talk about matters that are confidential or private.
- Tell the ARG Chair if you know of actions, comments, or decisions that have or may harm ARG or any member of ARG.
- Use resources provided for your attendance at meetings only for the purposes they are provided for.
- Undertake a criminal clearance check in accordance with policy and procedures established by ARG.
- Don't use your position as an ARG member – or allow perceptions to arise that you are using your position – for personal gain or reward.