

All committees of management members are required to abide by the Code of Conduct for Directors* of Victorian Public Entities.

Why a Code of Conduct?

A Code of Conduct assists people within an organisation to understand the standards of behaviour and conduct they will be expected to uphold when interacting with each other and others outside the organisation.

Code of Conduct for Directors* of Victorian Public Entities

For committees of management, the Code of Conduct for Directors of Victorian Public Entities (Code of Conduct) published by the Victorian Public Sector Commission (VPSC), outlines the following seven public sector values and expected behaviours in line with these values:

- Responsiveness
- Integrity
- Impartiality
- Accountability
- Respect
- Leadership
- Human Rights

* Note: VPSC resources, including the Code of Conduct, refer to “Boards” and “Directors”. These descriptions apply to committees of management.

It is expected that all committee of management members familiarise themselves with the VPSC Code of Conduct, including the details of expected behaviours. This includes, for example, under Proper use of Position (3.6):

- “Directors use their position to promote the best interests of the public entity. They do not use their position to seek an advantage for themselves or another person or to cause detriment to the public entity.”

Accessing a copy of the Code of Conduct

The Code of Conduct for Directors of Victorian Public Entities page of the VPSC website includes:

- The full Code of Conduct available for viewing online or downloading
- An “Easy Read” version of the Code of Conduct

A “Quick Guide” summary of the Code of Conduct

A Quick Guide summary of the Code of Conduct is included as an Appendix to this Fact Sheet. It is also available as a separate document, along with other “model policies” on the committees of management section of the DELWP website.

Appendix A: “Quick Guide” to the Code of Conduct for Directors of Victorian Public Entities

Introduction

All committees of management members are required to abide by the Code of Conduct for Directors* of Victorian Public Entities (Code of Conduct or the Code) published by the Victorian Public Sector Commission (VPSC).

The Code of Conduct sets the standard of behaviour expected from committees of management.

This “Quick Guide” to the Code of Conduct will help you understand:

- What is included in the Code of Conduct
- How committees of management must follow the Code
- How to follow the Code as an individual committee member
- What happens if you don't follow the Code

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What is the Code of Conduct?

The Code of Conduct sets the standard of behaviour expected from:

- Committees of management
- Individual members of committees of management

It includes roles and values found in the Public Administration Act 2004 (the Act). The Act is a law for all public entities to follow (committees of management incorporated through the *Crown Land (Reserves) Act 1978* are public entities).

Roles and values included in the Code are:

- Committee member's obligations – things you need to do
- The committee's obligations
- Public sector values – ways a committee member should think and act

The Public Sector Values are:

- Responsiveness – offering good and quick advice to the committee
- Integrity – being open and honest
- Impartiality – making the best decisions for the committee you can
- Accountability – being responsible for what you do
- Respect – treating everyone well
- Leadership – letting everyone know about these values
- Human rights – doing the right thing by others.

Behaviour expected from committee members

The Code outlines the behaviour expected from committee members. As a committee member, you must:

- Demonstrate the public sector values listed above
- Follow the laws and rules of the committee of management
- Understand the business of the committee
- Understand the role of the committee
- Regularly attend committee meetings
- Act in the best interests of the committee and the Crown land reserve(s) the committee manages
- Promote the best interests of the committee and reserve(s)
- Use information appropriately and for its intended purpose
- Tell the committee if you plan to run as a candidate in a government election
- Act fairly
- Act in a financially responsible manner, exercising care in relation to public funds and assets and actively monitoring the committee's financial accounts
- Follow the rules about conflicts of interest and duty

How does the committee follow the Code of Conduct?

Everyone on the committee needs to make sure the committee follows the Code. The Code expects the committee to:

- Manage the operations of the committee and the Crown land reserve(s) the committee are responsible for
- Look after the committee's money carefully
- Manage the committee's reputation – what people think about the committee
- Act in the best interests of the committee to achieve public benefit from the Crown land reserve(s) in line with the reserve purpose
- Manage any possible risks
- Manage any conflicts of interest and duty
- Manage the committee's relationship with stakeholders

Consequences of behaviour in breach of the Code of Conduct

Committee members must know and understand the Code. If you don't follow the Code, you might be asked to leave the committee.

Also, a committee member who improperly uses their position to gain an advantage for themselves or someone else, or to cause detriment to the committee, may be subject to police investigation and/or legal action.

Accessing a copy of the Code of Conduct

The [Code of Conduct for Directors of Victorian Public Entities](#) page of the VPSC website includes:

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- An "Easy Read" version of the Code