



Psychotherapy & Counselling
Federation of Australia

Code of Conduct

for PACFA Board, Committees, Leadership Groups and Panel members

MESSAGE FROM THE PRESIDENT

A high standard of professional and ethical conduct is expected of all Board members, Committees, Leadership Groups and Panel members in PACFA. Clarity on roles and expectations will assist PACFA and its Board members, Committees, Leadership Groups and Panels to function more effectively and efficiently.

This Code of Conduct sets out the expectations for the conduct of Board members, Committees, Leadership Groups and Panels, and applies to all aspects of the roles undertaken to represent PACFA. All office bearers and members of Committees, Leadership Groups and Panels are encouraged to take responsibility for contributing in constructive and positive ways to PACFA's endeavours, to enhance good governance and the reputation of PACFA.

VALUES OF PACFA

In all our operations and relationships we model and promote:

- The profession: human rights, equity, justice for and empowerment of the communities we serve
- Members: client focus, self-awareness, integrity, competence, valuing and reflecting the diversity of human experience
- Governance: transparency, accountability, and representation
- Operations: effectiveness and efficiency

CONDUCT IN PACFA

Personal behaviour

Board members, Committees, Leadership Groups and Panels will:

- act ethically and with integrity;
- act according to the legislative requirements, organisational plans, policies and ethical codes that apply, including the PACFA Constitution, Strategic Plan, and Code of Ethics;

- make decisions fairly, impartially and promptly, considering all available information, legislation, plans, policies and procedures;
- interact with PACFA members, PACFA Member Associations, their members, members of the public, stakeholders of PACFA, other Board, Committee, Leadership Group and Panel members, and PACFA employees, with respect, courtesy, honesty and fairness, and have due regard for their interests, rights, safety and welfare;
- not harass, bully or discriminate against PACFA members, PACFA Member Associations, their members, members of the public, stakeholders of PACFA, other Board, Committee, Leadership Group and Panel members, and PACFA employees;
- contribute to a harmonious, safe and productive organisational environment in all our meetings, and in professional relationships;
- fulfil the Objects of PACFA as set out in the Constitution, and our statutory requirements as an incorporated association;
- keep confidential all matters discussed and dealt with in the Board, Committees, Leadership Groups and Panels and not discuss confidential matters with anyone outside of these meetings; and
- be prepared for PACFA meetings by reading all materials required prior to meetings, participating actively in discussions, challenging views without causing distress to other members by physical or verbal intimidation or other means.

Communication and official information

Board members, Committees, Leadership Groups and Panels will:

- keep confidential information and documents acquired through our work in PACFA, other than where documents or information are in the public domain;
- respect the confidentiality and privacy of all PACFA information as it pertains to individuals.
- not misuse PACFA information for personal or commercial gain for themselves or others; and
- adhere to the PACFA Communication Strategy and other relevant policies.

Fraudulent and corrupt behaviour

Board members, Committees, Leadership Groups and Panels will:

- not engage in fraud or corruption, or any behaviour that results in material gain for themselves;
- report any fraudulent or corrupt behaviour by other Board, Committee, Leadership Group and Panel members or employees in line with the complaints or Whistleblower policy; and
- report any breaches of the Code of Conduct by other Board, Committee, Leadership Group and Panel members in line with the complaints or Whistleblower policy.

There may be exceptions to the prohibition on behaviours that result in personal material gain, for example where payments to volunteers are approved by the PACFA Board, where there are transparent tender processes, or where a personal benefit to a volunteer is allowed to volunteers under PACFA policy, for example as in PACFA's Professional Development Policy & Procedures for Leadership Group Members.

Use of PACFA resources

Board members, Committees, Leadership Groups and Panels will:

- be accountable for expenditure in their PACFA roles;
- use PACFA funds and resources diligently and efficiently. This includes office facilities and equipment, hired venues, cab charge vouchers, and travel expense claims;
- not use PACFA Office time or resources for personal activities or for personal gain, financial or otherwise; and
- ensure that any travel for PACFA is only undertaken when teleconferences or web conferencing is not adequate for the purpose of the meeting.

Record keeping and use of information

Board members, Committees, Leadership Groups and Panels will:

- record actions and reasons for decisions to ensure transparency;
- ensure the secure storage of sensitive or confidential information in electronic and hard copy forms by using password protected computer and email access and locked filing cabinets;
- report regularly to the Board and Council on decisions and actions;
- hand over to the relevant Chair person all documents and emails relating to involvement in the PACFA Board, Committees, Leadership Groups or Panels after the end of that involvement and destroy any copies of these documents and emails once they have been handed over.

Conflicts of interest

Board members, Committees, Leadership Groups and Panels will:

- ensure their personal, professional or financial interests do not conflict with their ability to perform PACFA roles and tasks in a professional and objective manner, or their selection to perform roles and tasks for PACFA;
- professionally manage and declare any conflict between PACFA and their other professional roles; and
- ensure any conflicts of interest that arise are managed in the interest of PACFA, its members, Member Associations, stakeholders and the public.

CIRCULATION

The Secretary on the PACFA Board, Committee Chairs and Leadership Group Convenors are responsible for making the Code of Conduct available to new members of the Board, Committees, Leadership Groups and Panels.

Any conduct in breach of this Code of Conduct will be dealt with in line with our dispute process as outlined in the PACFA Constitution and/or by relevant legislation.

RELATED DOCUMENTS

- PACFA Communication Strategy
- PACFA Code of Ethics
- PACFA Complaints and Feedback Policy
- PACFA Whistleblower Policy (currently being developed)
- PACFA Professional Development Policy & Procedures for Leadership Group Members

AUTHORISATION



Zoe Krupka
PACFA Secretary
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Responsible person	Secretary	Scheduled review date	25 June 2022