

APPENDIX 1

Expectations of EIS Health Limited Representatives

All representatives appointed to committees established and operated by EIS Health Limited or appointed as an EIS representative to a committee or working group established and operated by organisations external to EIS Health Limited are required to conduct themselves at all times in accordance with the following principles:

- Provide their expertise and commitment when representing EIS and or Central and Eastern Sydney PHN
- Act ethically, with honesty and integrity in the best interests of EIS at all times.
- Attend a majority of meetings; to promote continuity, or where attendance is not possible, submit an apology.
- Prepare for each meeting by reading and considering the agenda items, papers circulated and other relevant documents before the meeting.
- Provide a written report of the significant issues of interest using the External Meeting Report template.
- Remain informed of EIS Board Key Messages and CESP HN Strategic Plan.
- Participate fully and frankly in deliberations and discussions; to encourage a diversity of opinion.
- Make decisions fairly, impartially and promptly, considering all available information.
- Not harass, bully or discriminate against colleagues, members of the public and/or employees of EIS Health Limited.
- Not improperly influence other committee members.
- Declare any actual or potential conflicts of interest (see below) and note this in their written report.
- Maintain and respect confidential discussions as appropriate.

Conflicts of interest

Representatives have a responsibility to declare any actual or potential conflicts of interest and ensure they do not affect the activities or decisions of the committee. Conflict of interest may be regarded as:

- Real – the representative is in a position to be influenced by their personal interests in the carrying out of their duties.
- Perceived – the representative appears to be influenced by their personal interests in the carrying out of their duties.
- Potential – the representative is in a position where they may be influenced in the future by their personal interests in the carrying out of their duties.

It is expected that representatives will:

- Openly declare any matters of private interest and record any issues with the potential for conflict or perceived conflict to ensure they are transparent and capable of review.
- Where appropriate, disqualify themselves from discussions and decisions where a conflict of interest occurs.

- Not allow personal or financial interests, or the interests of any associated person, to conflict with the interests of Central and Eastern Sydney PHN.
- Where conflicts of interest do arise, ensure they are managed in the public interest and advise how any conflict of interest was managed.

Current Rate

The current hourly rate for representation is \$130. The rate may vary from time to time as approved by the Executive Management team of EIS Health Ltd. Any rate change will be published in the latest version of this policy.