

# Code of Conduct

## Chief Executive Officer Message

As an employee here at Moonee Valley City Council (MVCC) you have made a commitment to serve the local community. In doing this it is vital that we always act with integrity and follow important rules and processes to ensure that everything we do is fair, impartial, honest, ethical, transparent, and in the best interests of our community.

This Code of Conduct guide sets out clear standards that you must follow anytime you are representing the interests of MVCC.

Code of Conduct is one of the most important aspects of our business. It is not only a requirement under the Local Government Act (1989), but it is something that our community expects and demands.

Achieving good governance underpins our organisational values; in particular providing exceptional customer service, working together efficiently as one team, and being accountable for everything we do.

Thank you

Bryan Lancaster  
Chief Executive Officer



# Code of Conduct

## 1. BACKGROUND

Local Government performs an important role in our community. Residents are directly affected by MVCC decisions and activities on a wide range of matters. MVCC has developed this code as a public statement of how we conduct our business and how we treat the public, our clients and colleagues. We will continue to be a positive role model to others through being courteous, open, maintaining confidentiality, whilst upholding integrity and impartiality. Our decisions will always be fair and based upon transparent processes with a full consideration of the issues involved. We recognise that as public officers, inclusive of both Councillors and MVCC employees, it is important that we act in a manner which is consistent with the principles and obligations set out in the *Local Government Act 1989* (the Act).

## 2. OBJECTIVE

MVCC is committed to fostering a corporate culture of honesty, trust and integrity. Fraud, corruption, dishonest acts, unethical behaviour and conflicts of interest are not acceptable conduct. Employees, service providers, representatives, contractors and agency staff are required to behave in a manner consistent with the requirements outlined in this Code of Conduct (the Code).

## 3. PURPOSE

The purpose of the Code is to provide a standard that clearly outlines MVCC's expectations of acceptable conduct for Employees at all levels, and third parties involved in performing duties or acting on behalf of MVCC. The Code establishes a consistent approach to, and common understanding of, the behaviours, standards, values, and ethics we apply in our everyday work activities, and provides a link between MVCC's vision and values, policies and procedures and legislative obligations.

## 4. RELATED LEGISLATION/STANDARDS/CODES OF PRACTICE

This Code is to be read in conjunction with:

- Charter of Human Rights and Responsibilities Act 2006;
- Council's Policies and Procedures, as amended from time to time;
- Equal Opportunity Act 2010;
- Fair Work Act 2009;
- Freedom of Information Act 1982;
- Local Government Act 1989;
- Moonee Valley City Council's Enterprise Agreement;
- Occupational Health & Safety Act 2004;
- Privacy & Data Protection Act 2014;
- Protected Disclosure Act 2012; and
- Child Wellbeing & Safety Amendment (Child Safe Standards) Act 2015.

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## 5. RESPONSIBILITIES

All employees, including Directors, Managers and Coordinators are required to:

- Act in accordance with this Code;
- Report breaches of this Code; and
- Promote and enforce this Code.

Service providers, contractors, representatives, and agents are required to:

- Ensure their employees are made aware of their requirements;
- Ensure their employees do not breach these requirements when performing duties and/or acting on behalf of MVCC; and
- Report breaches of the Code involving MVCC activities or employees.

## 6. DEFINITIONS

**Chief Executive Officer** means the person appointed by MVCC to be its Chief Executive Officer, or any person acting in that position.

**Conflict of Interest** means when an employee could be influenced, or a reasonable person perceives that an employee could be influenced, by a personal interest arising out of a MVCC work matter being dealt with, or about to be dealt with, directly or indirectly by the employee. Where an Employee's personal and professional loyalty is divided, the Employee's personal interest could make it difficult to perform their duties impartially and in the public interest.

**Contractor/Agency** means contractors and agents engaged by MVCC.

**Councillor** means a person who holds the office of Councillor as defined in the Act.

**Employee or Officer** means a person employed or engaged by MVCC at any level, including service providers or representatives.

**Fraud** means the use of deception or misrepresentation to obtain an unjust advantage or to cause a disadvantage or loss to MVCC. This includes theft or misappropriation of MVCC assets or finances to the detriment of its Employees, residents and ratepayers. Fraud can also involve the misuse of confidential information, abuse of discretions, facilities or employment conditions, redirection of goods or services for personal use and inappropriate arrangements with contractors and other third parties.

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**Gift** means any disposition of property made by a person to another person without consideration in money or money's worth or with inadequate consideration, including—

- a) The provision of a service (other than volunteer labour); and
- b) The payment of an amount in respect of a guarantee; and
- c) The making of a payment or contribution at a fundraising function.

**Gift disclosure threshold** means \$500 or a higher amount or value prescribed by the regulations.

**The Act** means the *Local Government Act 1989* and any supplementary amendments or inclusions to the Act.

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## 7. THE CODE:

The Code consists of the following sections:

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## 7.1 Conduct Principles and Values

The key requirements of the Code incorporate MVCC's statutory obligations, values and good governance principles. Employees are expected to be guided by our values when making decisions and taking actions on behalf of MVCC. Our values are:

**Strategic thinking** – *Looking ahead, planning for change and understanding community aspirations in the context of Council's role.* We will strive to understand the broad context in which decisions are made, including emerging issues and trends within the community, particularly the opportunities that arise from improving technology.

**Communication** – *Sharing the information and listening to each other so that we can better serve citizens.* We will communicate with each other respectfully in an open, honest and constructive way in order to improve results. We will ensure we share information and everyone has equal access to that information so people can make properly informed decisions.

**Accountability** – *Taking responsibility for our actions, reporting accurately on our activities.* We will carry out our day-to-day duties in a manner that earns the trust of each other and the community. To earn this trust we will operate transparently and accept responsibility for the success or failure of our work, learning from our mistakes. In addition, we will report to Council and the community so that they can clearly see how resources are allocated to meet the community's needs.

**Leadership** – *Showing the way by living our values.* Every person in the organisation is a leader and has the capacity to show leadership. We will each show leadership by adhering to our values, communicating with each other, acknowledging constraints, seizing opportunities and working together to improve outcomes.

**Innovation** – *Seeking new ways to achieve better outcomes.* We will focus on working to achieve goals, develop systems and solve problems more efficiently and effectively by sharing knowledge and learning.

**Teamwork** – *Helping each other is everyone's job to achieve the best outcome for citizens.* We will strive to understand each other's roles, respect the different skills, abilities and perspectives we each bring as individuals and use this diversity to achieve a better outcome. We will pitch in when others need a hand and ask for help when we need it.

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## 7.2 Professional conduct, responsibility, accountability and personal behaviour

### a) Professional conduct

Employees, service providers, representatives and agents are expected to demonstrate professional conduct, integrity and care in discharging their responsibilities on behalf of MVCC.

Employees must:

- Treat everyone with respect;
- Act honestly and with integrity;
- Be courteous;
- Act without harassment;
- Be accountable;
- Not disclose or misuse confidential information;
- Listen and value other employee's opinions;
- Conduct themselves in a respectable and professional manner; and
- Uphold MVCC's values and good reputation.

### b) Responsibility

Employees are required to maintain knowledge of, and comply with, the law, regulations, legislation and codes of practice and policies that affect MVCC's activities.

Employees are expected to perform their duties in a principled way and with a sense of responsibility for the results of their actions.

All Employees must follow any lawful directions given by a person authorised to do so. If a direction is unclear, Employees should ask for more information in order to fulfil their duties. If an Employee believes the direction could be unlawful or unethical or could contradict MVCC values, then the Employee should ask Senior Management or Human Resources for guidance.

### c) Accountability

Employees are accountable to the Chief Executive Officer through their direct Supervisor, Manager or Director. All Employees are required to build and maintain constructive working relationships with their colleagues and Supervisor, Manager or Director, and to work consistently in line with MVCC values.

### d) Personal behaviour

An Employee's behaviour at public functions, events, promotional functions or the like hosted by MVCC or any other organisation, reflects on the image and reputation of MVCC. Employees should ensure their conduct reflects the reputation and integrity of MVCC.

All Employees are required at all times to avoid improper conduct and remain polite, courteous and respectable in manner and stature.

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All Employees are to ensure that at all times they present themselves in a condition that is not influenced by consumption of alcohol or other substances, whether prescription or not, to the extent that it affects their own and MVCC's reputation.

### 7.3 Child Safe Standards

Employees are required to ensure they uphold appropriate behaviours demonstrating a zero tolerance to child abuse. Under Victorian law children and young people have the right to feel safe and be safe all of the time. It is important that each Employee supports the empowerment of children by upholding their right to be heard and responding responsibly and respectfully to children's views and concerns. Legislated child safe standards aim to protect children from abuse in organisations, including physical violence, sexual offences, serious emotional or psychological abuse and serious neglect.

Employees are responsible for creating safe environments for children and young people participating in our programs and activities. It is important that each employee promotes and protects the interests and safety of children at all times in accordance with Victorian Child Safe Standards and related legislation.

Employees are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- Listening and responding to the views and concerns of children, especially in the area of abuse.
- Taking reasonable steps to protect children from abuse and notify leadership and/or police or child protection in these cases;
- Continue to promote a culture of safety, participation and empowerment of Aboriginal, culturally or linguistically diverse background and children with a disability;
- Adhering to relatable policies and procedures.

### 7.4 Misuse of position

Employees must not use their positions to create any personal advantage for themselves or any other person, or to allow the perception of such advantage to occur, or cause detriment to MVCC.

It is important that each Employee, in their position represents themselves with integrity and creates an atmosphere of trust with all Employees. Your position is not to be used as a position of power or in a situation that degrades another Employee. If this does occur then disciplinary action may be undertaken in accordance with the MVCC Disciplinary Policy & Procedure.

Directors, Managers and Coordinators must implement policies and decisions in an impartial manner and consider whether their decisions are in accordance with the law that relates to their functions. They should also conduct themselves as an example of ethical work practices to their staff and colleagues.

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## 7.5 Fairness, equity and diversity

Employees are responsible for ensuring a safe work environment that enables them to carry out their work responsibilities, including the provision of services to the community, and to represent themselves in a manner that is inclusive and free of discrimination, harassment, victimisation and unlawful vilification.

Any person found in breach of the MVCC Equal Opportunity and Human Rights Policy may be subject to disciplinary action in accordance with the MVCC Disciplinary Policy & Procedure.

## 7.6 Workplace health and safety

Managers and Coordinators must ensure Employees and others working on behalf of MVCC know the legal obligations that affect them. All Employees are required to comply with safe systems of work and not breach them, either deliberately, negligently or by coercing another to breach those standards. If any Employee sees a hazard to others, they are required to report it immediately to their immediate Supervisor or Health and Safety Representative. MVCC has a zero tolerance approach to bullying, harassment or discriminatory behaviour. Any breaches of the Workplace Bullying Policy will be addressed in accordance with the MVCC Disciplinary Policy & Procedure.

Council also has a zero tolerance for the inappropriate use of drugs and alcohol in the workplace. It is the responsibility of every Employee to present to work ready, willing and able to perform the inherent duties of their role.

## 7.7 Appearance and presentation

All Employees are required to present themselves in a manner that is appropriate to their position and work area within MVCC. A tidy and professional appearance is to be maintained within the workplace. Personal grooming and hygiene must be of a high standard at all times.

Employees who are required to wear MVCC issued work wear must ensure that the work wear is maintained in a hygienic, tidy and well maintained condition. Employees are to be mindful that when wearing MVCC issued work wear, that it clearly represents their place of work. When Employees cease employment with MVCC, the Employee will be responsible for returning their work wear to their Supervisor.

Employees not wearing MVCC issued work wear are required to wear appropriate clothing to their position and work area. General suitable attire for office based staff may be business or professional attire such as dress pants, shirts, skirts, dresses cardigans, jackets and/or suits. Employees should seek clarification on appropriate work wear from their direct Supervisor or Human Resources.

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## 7.8 Protected Disclosure Act 2012

The Protected Disclosure Act 2012 aims to ensure openness and accountability by encouraging people to make disclosures about improper conduct, and protecting them when they do.

MVCC is committed to the aims and objectives of this Act and do not accept improper conduct by Employees and encourages the reporting of known or suspected incidences of corrupt or improper conduct.

MVCC will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure.

## 7.9 Fraud

Responsibility for fraud prevention rests with all levels of Management, Employees, Volunteers and Agency/Contract staff who represent MVCC, and who collectively must accept ownership of control relative to the Fraud Policy. MVCC is committed to developing and maintaining an organisational culture supported by appropriate controls, procedures and strategies which prevent fraud and corruption. A zero tolerance to fraud exists and MVCC is committed to detection, investigation and prosecution of individual cases (as required).

## 7.10 Outside employment

Employees are permitted to perform work outside of MVCC, provided that it does not conflict or interfere with the performance of their official duties.

Employees are not permitted to use MVCC resources, commercially sensitive knowledge, or confidential information relating to or gained through their employment with MVCC, whilst working in outside employment.

Employees are not permitted to accept payment from sources other than MVCC, for activities which would be regarded as part of their normal duties as an employee of MVCC.

During employment with MVCC the Employee must not, for any reason directly or indirectly, in any capacity, be involved with:

- Receiving payment from another business which renders services to MVCC;
- Tenders or is in the process of tendering or entering into a contractual relationship with MVCC; or
- In competition with MVCC.

To ensure that you are not placed in conflict of interest situation, you should advise your Manager and Director of any outside employment. The Director is responsible for informing the Chief Executive Officer.

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## 7.11 Appropriate use and preservation of assets and resources

Assets and resources must be used effectively and stored securely so that they perform appropriately over a reasonable life span. MVCC will take action against any Employee who steals, misappropriates, or adapts MVCC, community or customer assets for private use.

MVCC's assets and resources are to be used for MVCC purposes. They may be used for private purposes only if they are supplied as part of a condition of employment (such as a mobile telephone or personal computer) or if a Director authorises its use.

Information about MVCC's assets are stored on the Asset Register which is maintained by the Finance Department. The register shows which work area has the use of it and which Manager is responsible for the asset. This person authorises its use, ensures it is secure and in good condition, and that there is, if necessary, training in its use. This Manager may delegate day-to-day administration of the use of the equipment to other Employees, however, they are still responsible for the assets.

If an asset is damaged, lost or stolen, the responsible manager should be notified immediately so that they can arrange for its repair or replacement, and investigate if required. Certain kinds of damage or loss may be subject to an insurance claim and in this case the Manager should inform the appropriate Insurance & Risk Advisor or Coordinator Risk Management as soon as possible.

Appropriate methods of preserving assets and resources include, planning projects and business activities so that existing resources are used efficiently, thinking imaginatively about alternatives, seeking suppliers whose practices are sustainable and using and maintaining existing assets and resources with care.

## 7.12 Use of information, recordkeeping and intellectual property

### a) Use of information

All Employees must treat confidential information with discretion. No Employee may make a statement on behalf of MVCC to the media or public, unless authorised to do so. Ordinarily, communications with the media are done so by the Communications department with the authorisation of the Chief Executive Officer.

Certain legislation governs the use and disclosure of information. Employees must not use official information for personal profit or gain, or access another person's information without authorisation. MVCC's conditions of employment specify an Employee's responsibilities in relation to confidential information. Where an individual believes, or suspects their interests could be furthered by information gained as an Employee of MVCC, the individual shall declare such interest/s to the Chief Executive Officer immediately.

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**b) Recordkeeping**

Good recordkeeping is essential. Proper recordkeeping allows others to understand the reasons why a decision was made, reason an action taken or provides transparency and can guide future decisions. All significant decisions or actions should be documented to a standard that would withstand scrutiny.

**c) Intellectual property**

All rights, title and interest in, on, under or derived from the intellectual property created by an Employee during or arising out of the Employee's employment with MVCC, whether or not created during normal business hours or using MVCC's premises or equipment shall remain the property of MVCC.

An Employee has no ownership of, or interest in, the intellectual property created by them during or arising out of their employment with the MVCC.

**7.13 Staff Reimbursement:**

MVCC is committed to conserving public funds and maintaining accountability and transparency in regard to the payment of expenses, travel, and attendance of Employees at conferences, seminars and other official MVCC activities.

All activities for which expenses are reimbursed, and all travel and attendance at conferences and seminars, will be related to authorised MVCC business.

All claims for reimbursement of expenses must be made on the prescribed form and must be sufficiently detailed and/or accompanied by appropriate documentary evidence in the form of a receipt and/or invoice.

**7.14 Conflict of Interests:**

**a) Council Employees**

Employees may have personal interests that conflict or may be perceived to conflict with the interests of the organisation. A conflict of interest can be direct or indirect, actual or perceived.

Examples of where an Employee may have a conflict of interest in a matter includes, but are not limited to, circumstances where:

- There is a reasonable likelihood that the benefits, opportunities, or circumstances of the Employee would be directly altered if the matter is decided in a particular way.
  - Without limiting the definition, reasonable likelihood covers instances where an Employee receives a direct benefit (whether financial or not), measured in financial terms if the matter is decided in a particular way or, the residential amenity of the Employee is directly affected if the matter is decided in a particular way or, prospective employment opportunities are improved if a matter is determined in a particular way.

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- An Employee has a conflicting duty created by a position held with another governing body, company, body or trustee for a person who has a direct interest in a matter;
- An employee receives a gift to the value of \$500 or more in the last five (5) years from a person, director, contractor, consultant, agent or employee of a person, company, or body that the employee knows has a direct interest in a matter, including a person who gives the gift to the employee on behalf of a person, body or company that has a direct interest in a matter;
- A family member, a relative or members of the Employee's household has a direct interest in a matter;
- The Employee is likely to receive a benefit or incur a loss measured in monetary terms as a consequence of a benefit received, or loss incurred, to another person who has an indirect interest in a matter;
- An Employee has become an interested party in a matter by initiating or becoming a party to civil proceedings in relation to a matter or exercising a right under common law, an Act or regulation to lodge an appeal, make an objection or submission in relation to a matter; or
- An Employee may have an indirect interest in a matter if there is a reasonable likelihood that the residential amenity of the person will be altered if the matter is decided in a particular way.

If an Employee believes they have an interest which should be disclosed, they must notify their Director in writing to advise that they have an interest which they would like to disclose or that there could be the possibility of one arising. This should be done as soon as the interest, or potential interest, has been identified. All personal interests that conflict, or may be perceived to conflict, must be declared in writing to the relevant Director as soon as possible. The written disclosure shall be kept in a secure place by the Legislative Services Unit.

The Director must determine whether this interest or the circumstances of the person could be perceived as compromising their capacity to carry out other duties. Information about the nature of the circumstances leading to the interest (personal, romantic, financial, relationship) need not be divulged beyond what the Director would reasonably need in order to make a determination.

Once the Director has determined whether there is an interest, the Director may:

- Authorise the person to continue their role in which the interest arose and make a record of the declaration of the interest or;
- Reorganise the duties of the person so as to remove them from participation in the matter leading to the interest or;
- If the Director considers the interest too great and that it would interfere with the performance of their duties, the Director must take steps to ensure the person with the interest is not part of any discussions or deliberations in

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relation to the matter.

Whenever a conflict, or perceived conflict, of interest has been identified, the Employee must not participate in the evaluation or approval of any contracts, grants, permits, recruitment and selection or agreements that relate to that interest. The abstention will be recorded as a demonstration of integrity and transparency.

### **7.15 Gifts, benefits and hospitality:**

Although there are circumstances in which it may be appropriate for an employee to accept a gift or hospitality, Employees should not encourage others to give such gifts or hospitality as an expression of appreciation for duties the Employee has performed. As a guiding principle, gifts should not be accepted if they are likely to be perceived by a reasonable person, as intended to, or likely to, influence the fair, impartial and efficient discharge of the recipients' duties as an employee.

It is not acceptable for an employee to accept a gift or hospitality when it is given with the expectation of favourable treatment, or when it gives rise to a conflict of interest. For example, a gift should not be accepted when the recipient is engaged in any part of a tender/contract process. It is never acceptable to accept cash or vouchers with a monetary value, or receive payments, loans or discounts for the purchase, hire or use of property or services for private purposes.

Any bequests to Employees as a direct result of their position with MVCC must not be accepted unless approved by the Chief Executive Officer or their delegate. Arrangements may be made to donate the bequest to a charitable institution in the name of the person, or returned to their immediate family.

An Employee could be offered gifts in circumstances where:

- It is a custom of the culture to bestow or exchange gifts as thanks; or
- Gifts are presented by a visiting official and duly authorised by the governing body.

An Employee could be offered hospitality which may come in the form of:

- A business meeting to discuss the organisation's interests where a meal or refreshments are provided; or
- Attendance as a representative of the organisation at promotional events.

In all situations, all gifts and hospitality must be declared and dealt with in accordance with MVCC's Acceptance of Gifts and Hospitality Policy.

An Employee may offer a gift on behalf of MVCC when cultural customs and good manners require it. Gifts may be purchased for special occasions on written approval from the relevant Director.

Wherever possible, the gift should be manufactured in Australia. When purchasing a gift consider cultural sensitivities, the interests of the recipient, and MVCC's purpose in hosting the visitor, or sending an official overseas.

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## 7.16 Councillor access to employees:

Requests for action by the Council or a Councillor are made at meetings of the Council and its committees where the reports and advice of the administration are presented for consideration by the Councillors. Directors then direct their Employees to undertake duties or actions in response to these discussions. Councillors are not expected to directly contact employees to request performance of duties or actions (as detailed in the Code of Conduct for Councillors).

Employees are required to notify their Manager or Director as soon as practicable if they have held discussions with or received any request from a Councillor.

Any Employee preparing a report for the Council or advising a Councillor must have the prior approval of their Manager or Director.

## 7.17 Compliance

Breaches of this Code, including suspected or alleged fraudulent or corrupt behaviour, will not be tolerated by MVCC. Failure to comply with the requirements of this Code will be dealt with in accordance with Council's Disciplinary Policy & Procedures or, in the case of contractors and contracted providers or representatives, under the terms and conditions set out in the agreed contract.

## 8. MVCC SUPPORTING DOCUMENTS

1. MVCC Enterprise Agreement
2. Equal Opportunity and Human Rights Policy
3. Fraud Control Policy
4. Acceptance of Gifts and Hospitality Policy
5. Disciplinary Policy & Procedure
6. Social Media Policy
7. All gifts and hospitality form
8. Employee reimbursement form
9. Child Safe Standards Policy & Guidelines
10. Child Safe Risk Checklist – Physical & Situational (including Attachment A & B)
11. Workplace Drugs & Alcohol Policy
12. Smoking in the Workplace Policy

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## 9. Employee Declaration



### Code of Conduct @ Moonee Valley City Council

This form is to be completed when each Employee is issued with the 'CODE OF CONDUCT @ MVCC' booklet and the contents have been explained to the Employee including the Code of Conduct, Acceptance of Gifts, Benefits and Hospitality procedure and Equal Opportunity and Human Rights Policy.

A signed copy of this form will be retained on the employee's personnel file.

#### EMPLOYEE DECLARATION:

I have read and understood the Code of Conduct @ MVCC Policy booklet and the contents have been explained to me. I agree to adhere to the requirements of the policies and procedures contained within the booklet including the Code of Conduct, Acceptance of Gifts, Benefits and Hospitality procedure and the Equal Opportunity and Human Rights Policy.

- I am involved in outside employment or hold office with \_\_\_\_\_ however:
  - a. I do not receive payment for activities which would be regarded as part of my normal duties as an employee;
  - b. The company does not render services to MVCC;
  - c. The company is not in the process of tendering or entering a contract with MVCC (to the best of my knowledge); and
  - d. The company is not in competition with MVCC.
  
- I am not involved in outside employment or hold office with another body, and will inform my immediate supervisor if circumstances as described above arise.
  
- I have / have not received gifts to the value of \$500.00 or more in the last five years from a person/s or company that renders services to MVCC.
  
- I will agree to, observe and adhere to the Child Safe Standards as an employee of MVCC.

<b>NAME:</b>					
<b>POSITION:</b>					
<b>SIGNATURE:</b>				<b>DATE:</b>	
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### Moonee Valley Language Line

<b>عربي</b>	Arabic	9280 0738	<b>Ελληνικά</b>	Greek	9280 0741	<b>Español</b>	Spanish	9280 0744
<b>中文</b>	Cantonese	9280 0739	<b>Italiano</b>	Italian	9280 0742	<b>Türkçe</b>	Turkish	9280 0745
<b>Hrvatski</b>	Croatian	9280 0740	<b>Somali</b>	Somali	9280 0743	<b>Việt-ngữ</b>	Vietnamese	9280 0746

All other languages 9280 0747

National Relay Service 13 36 77 or [relayservice.gov.au](http://relayservice.gov.au)

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9 Kellaway Avenue | PO Box 126 Moonee Ponds VIC 3039  
Telephone 03 9243 8888 | Facsimile 03 9377 2100  
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