



Dear

Thank you for your interest in Meals on Wheels.

Eurobodalla Meals on Wheels Co-operative Limited is a not-for-profit registered co-operative, managed by a volunteer Board of Management.

We help make our community stronger by providing services that contribute to the health, well-being, and independence of people.

These services are delivered by our dedicated team of volunteer and staff across the whole Eurobodalla Shire from our Moruya office.

Meals Support: Once a week clients can pick from our range of frozen meals and have these delivered to their home by our friendly volunteers.

Group Social Support: Our Out and About team of volunteers and staff can take clients on outings. Outings can include enjoying morning tea, lunch, doing craft activities, cooking, going to a restaurant or out to a movie.

Individual Social support: Our volunteers can help clients live more independently by assisting with a range of activities. These could include assistance with attending appointments, shopping assistance, visiting for a cuppa and conversation, light courtyard gardening, taking clients to the library.

In addition, we provide group social support to clients in the Eurobodalla through our Out & About Program; Individual Social Support; PALZ (Professionals with Alzheimer's) Group every two months; Wallaga Elders Social Group lunch every month

With this letter you will find:

- Police check information and a National Police Checking Service Application/Consent Form.
- Code of Conduct
- Our current programmes we are running.

All people who are paid or volunteer workers at Eurobodalla Meals on Wheels are required to undergo a national criminal record check (national police check). This is a requirement of our funding bodies as our clients are vulnerable people and we must take every care to ensure Eurobodalla Meals on Wheels minimises any risk to our clients. National criminal record checks are conducted every three years and are paid for by Eurobodalla Meals on Wheels. Accordingly, we ask that you complete and sign the attached *National Police Checking Service Application/Consent Form*.

Once we receive the completed forms, we will book you in for the volunteer induction course. Please bring the required **original documents** (as listed on the *National Police Checking Service Application/Consent Form*). Should you desire more information please contact me on 4474 4464.

Yours sincerely,

Alan Russell
Manager



- Information about this form

Terms used in this form

Nationally coordinated criminal history check	Describes both: the checking process undertaken by the ACIC and police, and the result received by the accredited body. Commonly known as a 'police check'.
You/the applicant	Individual seeking a nationally coordinated criminal history check.
Accredited body	Organisation accredited with the ACIC and responsible for submitting your nationally coordinated criminal history check.
Australian Criminal Intelligence Commission (ACIC)	Australian Government agency responsible for facilitating access to nationally coordinated criminal history checks.
Legal entity customer	Organisation the accredited body may use to collect your application, including your informed consent. This may be your employer, benefits provider or issuing body.
Third party	Organisation the accredited body is required by law to disclose your personal information and police information to.
Personal information	Information about you, including any information contained in your identity documents.
Police information	Information released as part of a nationally coordinated criminal history check.

Who completes this form?

Accredited body

The accredited body or its legal entity customer pre-populates this form with information in these sections: **How to submit this form**, **Contact details** and **question D1**.

Applicant

You are required to provide your personal details and informed consent to complete this form. You must also provide your identity documents, as detailed in **Documents required**. If you are less than 18 years of age, this form must be completed by your parent or legal guardian. You are completing this form to obtain a nationally coordinated criminal history check.

What is a nationally coordinated criminal history check?

A nationally coordinated criminal history check is conducted with your informed consent to determine your suitability for employment, a position of trust or as required by legislation. A nationally coordinated criminal history check contains your personal

information, and any relevant police information about you, according to the purpose of your nationally coordinated criminal history check.

Privacy notice

How will my information be used?

The ACIC and Australian police agencies

The ACIC and Australian police agencies use the information on this form and the applicant's identity documentation:

- to disclose police information relating to you, to the accredited body named in question D1.
- to update records held about you
- for law enforcement, including purposes set out in the *Australian Crime Commission Act 2002* (Cth)

Accredited body

The accredited body or its legal entity customer uses the personal information collected in this application to request a nationally coordinated criminal history check and to assure itself of your identity.

The accredited body may have a legislative basis for the collection, use and disclosure of your personal information and police information to a third party. If applicable, third parties are listed in question D1. The ACIC recommends you seek more information about relevant legislation from the accredited body.

The accredited body or its legal entity customer must advise you if your personal information or police information will be transferred or supplied to a location outside Australia, known as the permitted offshore transfer arrangement. If this applies, the legal name and location of the overseas entity are listed in question D1. The ACIC recommends you seek more information from the accredited body listed in D1.

You can contact the accredited body for more information on how they handle your personal information using the contact details at the end of this section.

How is my national coordinated criminal history check result determined?

Police information is disclosed in accordance with applicable spent conviction legislation and information release policies of the Australian Government and state and territory governments.

These links may help you source information on spent convictions:

Australian Government	www.legislation.gov.au
Australian Capital Territory	www.legislation.act.gov.au
New South Wales	www.legislation.nsw.gov.au
Northern Territory	www.legislation.nt.gov.au
Queensland	www.legislation.qld.gov.au
South Australia	www.legislation.sa.gov.au
Tasmania	www.thelaw.tas.gov.au
Victoria	www.police.vic.gov.au
Western Australia	www.legislation.wa.gov.au

How do I dispute my result?

If you do not agree with the results of your nationally coordinated criminal history check, contact the accredited body or, if applicable, its legal entity customer, using the contact details on page 3 and tell them you want to dispute the result. The accredited body or its legal entity customer accepts and escalates all disputes.

Providing incomplete, false or misleading information

You must take reasonable steps to ensure you provide accurate, complete and up-to-date personal information. Withholding and/or providing misleading, or false information on this form is a Commonwealth offence and you may be prosecuted under the *Criminal Code Act 1995* (Cth).

If you become aware you have provided incorrect information you must contact the accredited body as soon as possible.

Documents required

Minimum identity requirements

You must provide four documents with your completed form to confirm your identity:

- **one commencement of identity document** to confirm your birth in Australia or arrival in Australia
- **one primary use in the community document** to show the use of your identity in the community; and
- **two secondary use in the community documents**

The accredited body or its legal entity customer will use these documents to verify your identity with the personal information you have provided on this form. The personal information contained in your identity documents will be used to conduct a nationally coordinated criminal history check, as you consent to in Section D.

The documentation you provide must include evidence of your full legal name, date of birth and a photograph of you. If a photograph is not provided on the identity documents presented, a passport-style photograph certified by a person listed in Schedule 2 of the *Statutory Declaration Regulations 2018* can be accepted in addition to the four required documents.

Commencement documents

- (a) full **Australian birth certificate** (not an extract or birth card)
- (b) current **Australian passport** (not expired; however, if the Document Verification System (DVS) is used to verify the passport, it may be up to 2 years expired)
- (c) **Australian visa** current at time of entry to Australia as a resident or tourist *
- (d) **ImmiCard** issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enroll in services
- (e) **certificate of identity** issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
- (f) **document of identity** issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- (g) **certificate of evidence** of resident status.
- (h) **Australian Citizenship Certificate**.

* A Visa Entitlement Verification Online (VEVO) record may be provided. If you are a New Zealand citizen on a Special Category Visa, you can request your VEVO details from the Department of Home Affairs via their website.

Primary documents

- a) current **Australian drivers licence**, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed
- b) **Australian marriage certificate** issued by a state or territory (church or celebrant-issued certificates are not accepted)
- c) current **passport** issued by a country other than Australia with a valid entry stamp or visa
- d) current **proof of age** or **photo identity card** issued by an Australian Government agency in the name of the applicant, with a signature and photo
- e) current **shooters** or **firearms licence** showing a signature and photo (not minor or junior permit or licence)
- f) for persons under 18 years of age with no other Primary Use in Community Documents, a current **student identification card** with a signature or photo.

Secondary documents

- a) **certificate of identity** issued by DFAT
- b) **document of identity** issued by DFAT
- c) **convention travel document secondary** (United Nations) issued by DFAT
- d) **foreign government issued documents** (for example, drivers licence)
- e) **Medicare card**
- f) **enrolment with the Australian Electoral Commission**
- g) **security guard** or **crowd control photo licence**
- h) **evidence of right to an Australian government benefit** (Centrelink or Veterans' Affairs)
- i) **consular photo identity card** issued by DFAT
- j) **photo identity card** issued to an officer by a police force
- k) **photo identity card** issued by the Australian Defence Force
- l) **photo identity card** issued by the Australian Government or a state or territory government (this may take the form of a Working with Children or Vulnerable People card or a government issued occupational licence)
- m) **Aviation Security Identification Card**
- n) **Maritime Security Identification card**
- o) **credit reference check**
- p) **Australian secondary or tertiary student photo identity document**
- q) certified **academic transcript** from an Australian university
- r) **trusted referees report**
- s) **bank card, credit card or bank statement** (without recording the payment card number/s)
- t) **state/territory government rates assessment notice or Australian Taxation Office assessment notice**
- u) **Australian utility bill** showing name and address
- v) **Australian Private Health Insurance Card**
- w) **Australian Trade Association card**.

Names

All names under which you have been or are currently known will be included on the nationally coordinated criminal history check. If you are concerned about the disclosure of details relating to your previous known names, please contact the accredited body through which you are submitting your check for a nationally coordinated criminal history check for assistance.

Change of name

If you provide identity documents using a former name, you must provide evidence of your name change. This means providing a change of name certificate issued by the Australian Registry of Births, Deaths and Marriages or an Australian marriage certificate issued by a state or territory, in addition to your four identity documents. **Church or celebrant-issued certificates are not accepted.**

Special provisions for proof of identity

The ACIC recognises that in exceptional circumstances you may not be able to meet the minimum proof of identity requirements. Please contact the accredited body who will assess your ability to meet the requirements and determine the most suitable method to confirm your identity.

How to submit this form

Before submitting this form, ensure all sections are complete and that you have signed and dated the form.

Submit your completed form and identity documents using these instructions:

***Type Neat & Clear *Ensure Legal Entity Customer Details on either page 1 Or 6 filled in ** All the 4 ID requirements are met from 3 different categories**

Contact details

You can contact the accredited body or its legal entity customer for more information on the nationally coordinated criminal history check process, how your personal information is handled and how you can dispute your result.

Accredited body

Meals On Wheels NSW Ltd

Contact details

Locked Bag 1100, Surry Hills NSW 2010

Legal entity customer (if applicable)

Contact details

Section A – Personal information

A1. Please read this before answering the following questions.

You must disclose all names you have been known by throughout your life, including your full legal name, name before marriage (maiden name), and other previous names and/or alias names.

All names that you submit as part of your nationally coordinated criminal history check, will appear on the check result. If you are concerned about the disclosure of previous name, please contact

the accredited body.

With each additional name you provide, you must include your family name, first given names and other given names (if applicable).

Example:
When Lucianne was born, she was given the first name Lucianne, second given name Jane and surname of Jones. When she was married, she changed her surname to Smith. Lucianne commonly uses the name Lucy when introducing herself in the community.

As such, Lucianne has four known names—her current name, maiden name, the alias name she used before she got married and the alias name she uses now. Lucianne needs to provide all four names when completing this form, as follows:

Current name: Smith, Lucianne Jane
Maiden name: Jones, Lucianne Jane
Alias name: Smith, Lucy Jane
Previous name: Jones, Lucy Jane

Full legal name

Family name

First given name(s)

Other given name(s)

Previous known name (if applicable)

Family name

First given name(s)

Other given name(s)

Name Type Maiden Alias Previous

Previous known name (if applicable)

Family name

First given name(s)

Other given name(s)

Name Type Maiden Alias Previous

If more room is required, please list on a separate sheet, sign and attach to this form.

Additional sheet attached? Yes No

A2. Please read this before answering the following question.

You must select the gender that best describes how you identify yourself within the community.

The gender details that you submit as part of your nationally coordinated criminal history check, will be the gender that appears on the check result.

The ACIC's processes are aligned with the Australian Government *Guidelines on the Recognition of Sex and Gender*. If these Guidelines affect you and you would like additional information specifically regarding this, please contact the ACIC directly at npcs@acic.gov.au

Your gender

- M (Male)
- F (Female)
- X (Indeterminate/intersex/unspecified)

A3. Please read this before answering the following questions.

If you cannot provide all these details, contact the accredited body or its legal entity customer.

Your date of birth

/	/	/
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Your place of birth

Suburb/town

State/territory

State/territory

Country

Country

A4. Please read this before answering the following questions.

Provide your current and previous residential addresses for the past *five years*.
If you cannot provide full details, provide as much information as possible. If you are unsure how to complete this section contact the organisation that gave you this form.

Current residential address

Street address			
Suburb/town			
State/territory		Postcode	
Country			

Dates residing at address:

From	/	/	/		To	/	/	/
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Previous residential address 1

Street address			
Suburb/town			
State/territory		Postcode	
Country			

Dates residing at address:

From	/	/	/		To	/	/	/
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Previous residential address 2

Street address			
Suburb/town			
State/territory		Postcode	
Country			

Dates residing at address:

From	/	/	/		To	/	/	/
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Previous residential address 3

Street address			
Suburb/town			
State/territory		Postcode	
Country			

Dates residing at address:

From	/	/	/		To	/	/	/
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If more room is required, please list on a separate sheet, sign and attach to this form.
Additional sheet attached? Yes No

A5. Please read this before answering the following questions.

If you have an *Australian* drivers licence and/or an Australian firearms licence, you must provide the licence number and the state or territory that issued your licence.
If you have a *foreign* drivers licence and/or a firearm licence you must provide the licence number and the country that issued your licence.
If you have a passport, you must provide the passport number and the country that issued your passport.

Drivers licence number (if available)

Drivers licence number (if available)

Issued by (state/territory)

Issued by (state/territory)

Firearm licence number (if available)

Firearm licence number (if available)

Issued by (state/territory)

Issued by (state/territory)

Passport number (if available)

Passport number (if available)

Issued by (country)

Issued by (country)

Section B - Purpose of the nationally coordinated criminal history check

The purpose for your nationally coordinated criminal history check helps determine what police information is disclosed on your result.

B1. Please read this before answering the following question.

For question B1, provide the following information:

1. position title, occupation, volunteer role or entitlement being sought
 2. proposed place of work (name of organisation or type of workplace or industry)
 3. location of the role (town and state/territory)
- Acronyms must not be used – except for the state/territory.

Example: Case worker, Youth Housing Facilities, Canberra, ACT.

Example: volunteer in canteen, St Bebes, Canberra, ACT

Your position title, occupation, volunteer role or entitlement

Your proposed place of work (name of organisation or type of workplace or industry)

The location of your work (town and state/territory)

B2. Please read this before answering the following question.

For question B2, indicate whether you will have supervised/unsupervised contact with vulnerable groups as part of the role you are applying for.

Vulnerable groups means:

- a child,
- an adult who is disadvantaged or in need of special care, support or protection because of age, disability or risk of abuse or neglect.

Contact means direct or indirect face-to-face contact, phone contact or any type of communication over the internet.

Supervision means in the presence of an adult who is responsible for the safety or care of the vulnerable person.

Unsupervised means you will not be in the presence of an adult who is responsible for the safety or care of the vulnerable person.

Select the statement that best describes the role you are applying for:

- Supervised contact with vulnerable people**
- Unsupervised contact with vulnerable people**
- No contact with vulnerable people**

Section C – Type of nationally coordinated criminal history check

C1. Please read this before answering the following question.

You may request a volunteer check if you will hold a position or perform a role where you will not receive any salary, benefits or financial gain. This includes students undertaking compulsory vocational placements. Volunteer check type must not be selected for the Australian Government’s Work for the Dole Scheme. **You must be able to validate the charity organisation or volunteer position to support your selection of the volunteer type.**

What is the check type?

Standard

Volunteer

Section D – Informed consent

What is informed consent?

Your informed consent is needed before an accredited body can request a nationally coordinated criminal history check for you. Your informed consent means you:

- have read and understood the information provided in this form about how your personal information and any police information relevant to you will be handled and disclosed
- provide your permission for the accredited body to request a nationally coordinated criminal history check on your behalf
- provide your permission for the accredited body to disclose your information to any organisation listed in D1 of this form.

How do I provide my informed consent?

An important aspect of providing informed consent is that you understand what you are consenting to. It is important that you read the consent statements in question D2 and, where required, get clarification from the accredited body or its legal entity customer, to ensure complete understanding. You must then sign and date this form at D2, to give your informed consent.

Important: Please read this information about question D1.

The accredited body is required to complete the details at D1 before providing the form to you.

D1 provides the details of the organisations to whom your personal and police information will be disclosed to.

In question D2, you will provide your informed consent for your personal and police information to be disclosed to the ACIC, Australian police agencies, law enforcement agencies, and any organisations detailed in question D1.

D1. Organisations to whom the applicant’s personal and police information will be disclosed

Accredited Body

Accredited body (legal name)

Meals On Wheels NSW Ltd

Address

Locked Bag 1100,SURRY HILLS NSW 2010

Preferred contact details

Rezwan

ABN

87 418 074 604

Legal entity customer or related government entity

Legal entity customer or related government entity (legal name)

Address

Preferred contact details

ABN

Third parties (as required by law)

Third party 1 (legal name)

N/A

ABN

N/A

Third party 2 (legal name)

N/A

ABN

N/A

Permitted offshore transfer arrangements

Overseas entity (legal name)

N/A

Location (Country)

N/A



If more room is required, please list on a separate sheet, sign and attach to this form.

Additional sheet attached? Yes No

D2. Please read this before answering the following question.

You must provide your name, read each statement carefully and then print your name, sign and date to provide your informed consent.

Applicant's consent to submit a nationally coordinated criminal history check

I,

Family name

First given name(s)

Other given name(s)

1. acknowledge that I/the applicant understand the information on this form.
2. acknowledge that the accredited body named in D1 is collecting information in this form to provide to the Australian Criminal Intelligence Commission (ACIC) and police agencies, for a nationally coordinated criminal history check to be conducted for the purpose outlined in Section B of this form.
3. have fully and accurately completed this form, and the personal information I/the applicant, have provided relates to me/the applicant, and contains the full name and all names previously used by me/the applicant.
4. acknowledge that withholding and/or providing misleading or false information on this form and in any supplied identity documents is a Commonwealth offence and may lead to prosecution under the *Criminal Code Act 1995* (Cth).
5. acknowledge that personal information that I/the applicant provided on this form and on the supplied identity documents may be disclosed to the accredited body named in Section D of this form (including contractors, legal entity customers, related bodies or third parties named in D1 of this form in Australia or overseas, if applicable).
6. acknowledge that any information sent by mail or electronically, in relation to this form, including identity documents, is sent at my/the applicant's risk and I/the applicant, am aware of the consequences of sending information in these ways.
7. acknowledge that I/the applicant am aware that I/the applicant am providing consent for a nationally coordinated criminal history check to be conducted using all personal information provided in this form and provided in supplied identity documents.
8. understand and consent to police information relating to me/the applicant, being disclosed in accordance with the purpose identified in Section B of this form, and applicable legislation and information release policies (including spent convictions legislation described in Australian Government and state or territory legislation).
9. give consent to:
 - a. the ACIC and police agencies using and disclosing my/the applicant's personal information that I/ the applicant, have provided in this form and personal information contained in my supplied

identity documents to conduct a nationally coordinated criminal history check.

- b. the ACIC disclosing the police information sourced from the police agencies to other approved bodies and the accredited body named in D1 of this form.
- c. the accredited body named in D1 of this form disclosing to the legal entity customer, third parties and any permitted offshore transfer arrangements also detailed in D1, my/the applicant's personal information and police information to assess my/the applicant's suitability for the purpose identified in Section B of this form.

10. acknowledge that it is usual practice for my/the applicant's personal information and police information to be used by police agencies and the ACIC for law enforcement, including purposes set out in the *Australian Crime Commission Act 2002* (Cth).

Applicant

Print name

Signature

	Date
	/ /

Parent or legal guardian

(where the applicant is under the age of 18)

Print name

Signature

	Date
	/ /

Authorised agent

(person responsible for the applicant, such as a legal representative)

Print name

Signature

	Date
	/ /

Section E - Office use only

**** Legal entity customer declaration. (Please do not sign off unless all the fields in section E filled in)****

E1. What is the nationally coordinated criminal history check category for this check?
For example: *Employ/probity/licence.*

E2. Collected Identity Documentation

1) **Commencement of identity document:**

Type of document collected:

Name as it appears on the identity document:

Document identifier number:

2) **Primary use in the community document:**

Type of document collected:

Name as it appears on the identity document:

Document identifier number:

3) **Secondary use in the community document:**

Type of document collected:

Name as it appears on the identity document:

4) **Secondary use in the community document:**

Type of document collected:

Name as it appears on the identity document:

5) **Change of name document (if applicable):**

Type of document collected:

Previous name as it appears on the document:

Current name as it appears on the document:

E3. The accredited body or its legal entity customer declares that:

- The correct *check type* has been selected for this check and they have verified the legitimacy of this claim.
- They are satisfied as to the applicants' identity and have verified the linkage between the applicant and the claimed identity.

Staff member

Print name

Signature

	Date
	/ /

Code of Conduct

Purpose

This Code of Conduct (The Code) provides guidance about the standards of behaviour expected of Eurobodalla Meals on Wheels (EMoW) paid and unpaid workers, including Board members, and contractors working for EMoW.

We recognise that most workers know what good conduct is and are committed to the highest standard of integrity and ethical conduct. This Code supports workers in achieving those standards.

The Code reflects EMoW's Core Values of Honesty, Empathy and Commitment and supports EMoW's Code of Conduct Policy.

In its content, The Code refers to other policies and procedures. These documents supplement The Code and are available from the Moruya Office or from the Out & About Cottage.

General Principles

The Community

The community, including our clients, have the right to expect that EMoW's business is conducted with safety; honesty and integrity; respect and courtesy, and accountability for our actions and behaviour.

Our Funders

Our funders are entitled to expect impartial and accurate advice and information and prompt and efficient implementation of their policies.

Workers

I understand that I am expected to be a law abiding citizen and not participate or assist others to participate in unlawful or illegal activities.

As an EMoW worker, I understand that the EMoW Board and management is committed to provide leadership, information, resources, training and relevant policies and procedures to help me to do my job.

In line with the General Principles, I undertake to meet the terms of EMoW Code of Conduct being mindful of the following:

Personal and Professional Behaviour

I will perform my work to the best of my ability. I will strive to enhance the reputation and public image of EMoW.

I shall always:

- attend work in a clean and tidy manner
- work cooperatively as a member of the team
- support colleagues and treat everyone with respect and courtesy
- discuss ethical concerns with colleagues and managers
- project a positive image of the organisation
- maintain confidentiality

Accountability

I will:

- work towards the goals and objectives of EMoW
- follow the rules, policies and procedures of EMoW
- follow lawful directions given by the Board or the Manager or my supervisor
- act within the law
- undertake all duties in a diligent manner
- not act in a way that brings EMoW into disrepute
- take reasonable care for the health and safety of myself and others while I am at work

I may indicate my objection, but will not wilfully disobey or disregard any lawful direction or policy given by the Board, Management or Supervisors.

Harassment, Bullying & Discrimination

EMoW is fully committed to eliminating, as far as possible, all forms of bullying and harassment in the workplace and in its relationships with its clients through a culture of openness, support and accountability. (see Bullying & Harassment Policy)

I will not harass or discriminate against my fellow workers, clients or the wider community on the grounds of race, ethno-religious background, nationality, ethnic or national origin, gender, marital status, pregnancy, family or carer responsibilities, breast feeding, disability (physical, intellectual, psychiatric), HIV/AIDS status, age, sexual preference, transgender identity, political or religious conviction or trade union activity.

Fairness and Equity

I will make all work related decisions in a timely manner, consistently, fairly, in accordance with EMoWs policies and procedures and without discrimination.

When making decisions, I will ensure that I take all the relevant facts into consideration, have regard to the particular merits of each case and not take into account irrelevant matters or circumstances.

Confidentiality

The nature of our service requires that we collect and maintain confidential and sometimes sensitive information about our clients and workers. We all share the responsibility to ensure that this information remains confidential.

I will ensure that confidential information in my control cannot be accessed by unauthorised people and that I discuss sensitive information with only those people who are authorised.

Dealing with Clients

I will at all times respect the rights of our clients to exercise control over their lives and their homes according to their own values and choices. I realise that I must comply with EMoWs policies and procedures while assisting them.

When dealing with EMoW clients I will:

- identify myself
- provide fair and equitable professional advice and assistance
- be respectful, courteous and sensitive to their rights, feelings, cultural background and religious conviction

When dealing with EMoW clients I will NOT:

- make comments that may reasonably be interpreted by the client as an offer to purchase or request to be given, personal property from that client
- offer financial advice to clients
- ask clients to purchase raffle tickets or other products I may be selling
- accept any appointments from clients that will compromise me as an EMoW worker / *will not:*
- be a signatory to the client's bank account
- act as Power of Attorney for a client
- serve as an Executor of a client's estate

Conflict of Interest

I understand that a "conflict of interest" involves a conflict between my duties and responsibilities as a EMoW worker and my private interests or the private interests of someone close to me, which could improperly influence the performance of my duties and responsibilities.

Often I will be the only one aware of the conflict, so it is my responsibility to discuss with my supervisor who will assist me to resolve the conflict.

Dealing with Family Members

I will be careful in all dealings with my family members or relatives who are seeking EMoW service or seeking work with EMoW.

When dealing with my family members, I will not:

- undertake assessments or reviews
- participate in the employment selection process
- supervise them

Gifts and Benefits

Gifts are unsolicited and meant to demonstrate a feeling of caring or appreciation, without expecting anything in return. Token gifts in particular are usually small and insignificant, are insubstantial in value and are easily obtained or replaced.

I will report all offers of gifts to the Manager who will record it in the EMoW Gift Register, however I understand only gifts of a token nature, are permitted to be accepted.

Use of Facilities and Equipment

I understand that reasonable use of equipment for private purpose is allowed if:

- official permission is given
- it does not conflict with my work or the work commitments of other workers.
- it is undertaken in my own time and is not of significant cost to EMoW.

Reporting Corrupt Conduct

I realise that I have a responsibility to report any possible corrupt conduct or unethical behaviour of which I am aware. I understand that I can report to my supervisor, Manager or Board, the Independent Commission Against Corruption (ICAC), the Ombudsman or the Auditor- General.

Breaches of The Code

I understand that I am expected to fully comply with this Code of Conduct during my work with EMoW and that if I breach The Code of Conduct, it could result in disciplinary action or termination of my work with EMoW.