



## GLEN INNES SEVERN COUNCIL Secondary Employment Policy

<b>RESOLUTION NUMBER:</b>	<b>13.06/20</b>	<b>MEETING:</b>	<b>25 June 2020</b>
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Glen Innes Severn Council is a customer service organisation. Meeting the needs of our community is Council’s top priority. In order to deliver excellent customer service, Council employees must behave in an objective, ethical and committed manner.

### AIMS

In accordance with Clause 5.19 of the *Glen Innes Severn Council Code of Conduct for Council Staff*, the aims of the Secondary Employment Policy are to ensure that, should staff engage in any outside employment, work or business activity, such activities will not:

- conflict with their official duties;
- involve the use of confidential information or resources obtained through their work with Council, including where private use is permitted;
- require them to work while on Council duty;
- discredit or disadvantage the Council; or
- create, due to fatigue or other factors, a risk to the staff member’s health or safety, or to the health and safety of their co-workers.

### RELATED DOCUMENTS AND LEGISLATION

- *Glen Innes Severn Council Code of Conduct for Council Staff*
- *Local Government Act 1993: S353 - 'Other Work'*

### DEFINITIONS

**Secondary Employment:** Remunerated activity undertaken by a Council employee outside the services of Council, including having a second job or conducting a private business.

**Conflict of Interest:** A conflict of interest relating to secondary employment exists where the paid outside work may hinder, or has the potential to hinder, the performance of the employee’s functions, duties and responsibilities.

This includes any activities that may benefit from the improper use of the employee’s knowledge of or access to Council’s records or other resources, which may compromise the employee’s or Council’s decision-making processes or business activities or lead to a situation where a reasonable and informed person might believe that decision making processes or business activities are compromised.

Reference Number:	Version Number: 1.0 Date: 25 June 2020	Review Date: June 2023	Responsible Officer: MGRCP
Related Documents: Human Resources Policy Statement Register, Code of Conduct for Council Staff			

## GUIDELINES

As a guide, the engagement in private work by Council staff is to be generally limited to work with organisations or individuals who:

- do not undertake work or provide business services for the Council;
- do not submit applications to the Council for approval or for any regulatory inspections;
- do not or are unlikely to undertake work in the Council area which would require Council approval, inspections, or enforcement of regulations; or
- do not act in a professional capacity in the alteration or development of land or property; or in relation to any matter requiring Council approval in the Glen Innes Severn Council area.

## PROCEDURES

Any employee of Council who is considering, or already involved in, outside employment or contract work that either relates to the business of the council or that might conflict with their Council duties or work hours must seek the approval of the General Manager in writing.

An application for approval of secondary employment, where applicable, must be completed on commencement of employment and then annually if the employee continues to engage in secondary employment.

Council may prohibit an employee from engaging in paid outside work where:

- the hours of work, work arrangements or nature of duties jeopardise the health, safety and / or efficiency of the employee, co-workers or members of the public; or
- the secondary employment directly or indirectly conflicts or potentially conflicts with the business of Council or with the functions, duties or responsibilities of the employee's position with Council.

The termination of paid outside work may be a condition of commencement or continuation of employment with Council.

An employee who engages in or continues to engage in paid outside work after being prohibited from doing so by the General Manager may be subject to disciplinary action.

Council's human resources section will maintain a register of all secondary employment applications and their outcomes. Copies of all processed secondary employment applications will be maintained on the employee's personnel file.

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**APPLICABILITY**

This policy applies to all staff and may be of particular relevance to those involved in building applications, development applications, subdivision applications, health enforcement, inspections, regulation enforcement and supervision of contractors.

**IMPLEMENTATION AND COMMUNICATION**

It will be the responsibility of the Manager of Governance Risk and Corporate Planning to induct all staff in this Policy.

Revised versions of the Policy that contain significant changes will be communicated to all relevant staff by the Manager of Governance Risk and Corporate Planning.

**VARIATION AND REVIEW**

This Secondary Employment Policy shall be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council.

The term of this policy does not expire on the review date, but shall continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.



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General Manager

5/8/20  
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Date

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