



Shire Employees Undertaking Secondary Employment Policy

Responsible Officer	Chief Executive Officer
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Objective

To outline the Shire's position in relation to staff who seek to undertake secondary employment

Scope

The Policy Applies to all employees of the Shire

Policy

The Shire of Cocos (Keeling) Islands recognises the right of individual employees to pursue activities outside of normal work time, including secondary employment, and wishes to support its members in their every endeavour.

However, the Shire also acknowledges that there are risks to the organisation where its employees are undertaking secondary employment. These include the potential for conflict where the secondary employer is applying for an approval from the shire or providing goods or services to the shire and conflict with Occupational Health and Safety requirements, particularly through fatigue.

Shire employees, who wish to commence secondary employment, whether paid or unpaid, require the prior written approval of the Chief Executive Officer.

Employees undertaking secondary employment must:

- Ensure at all times that there is no actual (or perceived) conflict or incompatibility between their personal interest and the impartial fulfilment of their professional duties.
- Be fit for work and able to perform all of the duties of their position with the Shire
- Ensure that Shire service delivery is not adversely affected by their secondary employment.

Employees must not:

- Engage in employment with or for any person or body outside of the Shire, where such employment may actually or potentially form part of or relate to the duties or responsibilities that are reasonably expected of their employment with the Shire
- Engage in secondary employment activities during the course of their Shire work day (including sending or receiving emails or phone calls),
- Use Shire equipment or resources (including human resources) for the purpose of their secondary employment
- Use, pass on or attempt to benefit from any confidential information obtained through their Shire Employment
- Wear the Shire uniforms in the course of the secondary employment or otherwise state or imply that the secondary employment is connected to or endorsed by the Shire.

Definitions

“Secondary employment” is any employment that a person engages in, outside of their position at the Shire of Cocos (Keeling) Islands. This includes working for another employer, running their own business, working in a family business, or working as a consultant, but excludes any voluntary work for a charity / community group or emergency services group, providing there is adherence to all other criteria of this policy.

Relevant Legislation/Local Law

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations

Office Use Only				
Relevant Delegations				
Council Adoption	Date	2/12/2015	Resolution #	10.4/ A1
Reviewed/Modified	Date	30/8/2017	Resolution #	3008/05
Reviewed/Modified	Date		Resolution #	