

Illawarra Shoalhaven Joint Organisation Policy Manual

Secondary Employment



1. **Scope**

This Policy applies to all employees of the Illawarra Shoalhaven Joint Organisation.

2. **Purpose**

The purpose of the Secondary Employment Policy is to provide guidance in relation to application / approval processes relating to secondary employment and the appointment of a staff member to an external Board or Committee.

It forms a central part of the ISJO's Code of Conduct Framework and ensures that appropriate mechanisms are in place to protect the integrity, security and reputation of our organisation.

3. **Policy**

1. All members of staff must not engage, for remuneration, in private employment, contract work or other business outside the service of the Joint Organisation that relates to the business of the Joint Organisation or that might conflict with the staff member's Joint Organisation duties unless:

- a) they have notified the Chief Executive Officer in writing of the employment, work or business and
- b) the Chief Executive Officer has given prior written approval for the staff member to engage in the employment, work or business.

The advice of the Chief Executive Officer should be sought in all instances in relation to secondary employment.

2. All members of staff must not take on an appointment to a Board or Committee with an organisation – when such appointment might generate a perceived or actual conflict of interest with the member of staff responsibilities as a Joint Organisation employee – unless:

- a) they have notified the Chief Executive Officer in writing of the employment, work or business and
- b) the Chief Executive Officer has given prior written approval for the staff member to engage in that activity.

The advice of the Chief Executive Officer should be sought in all instances in relation to perceived or actual conflict of interest as they might relate to Board or Committee appointments

3. The Chief Executive Officer may at any time prohibit a member of staff from engaging in, for remuneration, private employment, contract work or other business, including appointment to Boards and Committees as outlined in (2) above that is outside the service of the Joint Organisation, that relates to the business of the Joint Organisation or that might conflict with the staff member's Joint Organisation duties.
4. A member of staff must not engage, for remuneration, in private employment, contract work or other business or appointment to Boards and Committees outside the service of the Joint Organisation if prohibited from doing so.
5. Members of staff must ensure that any outside employment, work or business they engage in will not:
 - a) conflict with their official duties
 - b) involve using confidential information or Joint Organisation resources obtained through their work with the Joint Organisation including where private use is permitted
 - c) require them to work while on Joint Organisation duty
 - d) discredit or disadvantage the Joint Organisation

e) pose, due to fatigue, a risk to their health or safety, or to the health and safety of their co-workers.

6. The constituent members of the Illawarra Shoalhaven Joint Organisation are defined by legislation – [Local Government \(Regional Joint Organisations\) Proclamation 2018](#) – and comprise the four local government areas of the Illawarra Shoalhaven Region.

The Board of the Joint Organisation is made up of the Mayors of each of these local government areas, a Councillor nominated by each Member Councils and, in a non-voting capacity, the Member Council General Managers / Chief Executive Officers.

As a result of the above, the provisions within this policy applying to secondary employment also apply to any potential conflict of interest or concern arising from – but not necessarily limited to – the items listed in provision (5) above as they relate to our Member Councils.

7. Given the nature of the Joint Organisation's roles and responsibilities – and our dealings with State and Commonwealth Agencies – provisions (5)(a) and (5)(b) above also apply to information derived from State and Commonwealth Agency interactions.

4. **Definitions**

Secondary employment

Any form of paid employment (locally, interstate and overseas) in addition to a role within the Illawarra Shoalhaven Joint Organisation. It may include, but not limited to:

- working for another employer
- self-employment
- owning, operating or being a director of a private business
- being a trustee that operates a private business
- being an elected local government councillor or other local government official receiving a fee for sitting on a committee, NGO, board or other business related group etc.