



Policy

63 PRIVATE EMPLOYMENT POLICY

Version 01

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Strategic Outcome: Good government

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Responsible Officer: Director Corporate Services

1. POLICY STATEMENT

Employees of Berrigan Shire Council wishing to undertake private employment must comply with section 353 of the *Local Government Act 1993* which states:

Member of Staff (subsection 2)

“A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the Council that relates to the business of Council or that might conflict with the member’s Council duties unless he or she has notified and has obtained approval from the General Manager in writing of the employment or work.”

Conflict of Duties (subsection 3)

“The General Manager may prohibit a member of staff from engaging, for remuneration, in private employment or contract work outside the service of the Council that relates to the business of the Council or that might conflict with the member’s Council duties.”

Prohibition of Staff to Engage in Private Work (subsection 4)

“A member of staff must not engage, for remuneration, in private employment or contract work outside the service of the Council if prohibited from doing so under subsection (3).” (Conflict of Duties).

2. PURPOSE



Policy

The purpose of this policy is to establish a process to allow the Council to determine if an employee's private employment complies with the Local Government Act (the LGA) and the Council's Code of Conduct. (the "Code").

3. SCOPE

This policy applies to all staff in paid employment with the Council. This includes full-time, part-time and casual employees.

4. OBJECTIVE

This policy is designed to assist the Council meet the following Delivery Plan Objective:

2.2.1: Meet legislative requirements for Council elections, local government and integrated planning and reporting

5. DEFINITIONS

Private Employment includes the following:

- Paid work as an employee of another organisation. This includes temporary employment.
- Contract work for another organisation.
- Work, paid or otherwise, for a business owned by the employee or his/her immediate family – including work on a family farm.
- Direct sales businesses – e.g. *Tupperware, Avon, etc.*

Private employment does not include the following:

- Hobbies where income is a minor or secondary consideration
- Sport where payment for playing and/or coaching is minor in nature

6. POLICY IMPLEMENTATION

6.1 Request for approval

An employee wishing to engage in private employment must obtain the express consent of the General Manager.

Approval for private employment must be made in writing, addressed to the General Manager.

6.2 Determination

The General Manager will assess the proposed private employment to determine if the proposal complies with the requirements of the LGA and the Code. Consent



Policy

will only be given if the General Manager is satisfied the private employment complies with the requirements of the Act and the Code. The General Manager must not unreasonably withhold consent.

The employee will receive written notification of the outcome of the application from the General Manager. The Council will maintain a register of approvals for private employment.

6.3 Withdrawal of consent

Approval for private employment may be withdrawn by the General Manager where the General Manager determines that the private employment no longer complies with the Act.

Approval for undertaking private employment may be affected when an employee is absent from work due to sick leave, carer's leave or workers compensation, if there is a conflict of interest arising from fulfilling the responsibility to the primary employment with the Council.

6.4 Use of Council facilities and information

Approval for private work does not create an entitlement for an employee to make use of Council resources or information where such use breaches the Code.

Employees undertaking private employment are expected to be scrupulous in their compliance with their Code of Conduct obligations with regard to use of Council facilities and information

6.5. Breaches of this policy

Breaches of this policy by employees will be dealt with in accordance with the Code of Conduct, i.e. staff will be disciplined in line with the provisions of the Local Government (State) Award 2010.

7. RELATED POLICIES OR STRATEGIES

- *Local Government Act 1993*
- *Local Government (State) Award 2014*
- *Berrigan Shire Council Code of Conduct*
- *Guidelines for the Payment of Expenses and Provision of Facilities for staff.*