




## Outside of Work Activities Policy

Category:	People and Culture
Adoption:	CEO
Review Period:	Three Years
Responsible Manager:	Manager People and Culture
Signed by CEO:	
Date:	6 August 2018

### 1. Purpose

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The purpose of this policy is to provide appropriate guidelines for Council staff members considering undertaking the following activities outside of their employment with Central Goldfields Shire Council:

- Paid employment with another organisation;
- Conducting a business where goods and/or services are provided and for which payment is received;
- Volunteer work with community groups and service clubs; or
- Participating on boards or committees of management, whether paid or voluntary.

### 2. Scope

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This policy applies to all Central Goldfields Shire Council staff members.

### 3. Policy

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Employment with Council brings with it a number of responsibilities, including the need to avoid conflicts of interest, the responsibility to give appropriate care and attention to Council duties and to be capable of carrying out the tasks of an employee's role. Additionally, Council wants staff to have adequate rest and recreation to be healthy and fully productive members of Council, their families and the community.

Council recognises that for a variety of reasons, staff may wish to engage with other employers, conduct a business, volunteer for a community group/service club or participate on a board or committee of management. Council respects the rights of employees to do so and encourages broader community participation.



As an employer committed to the above principles, Council believes it has a responsibility to staff and the community to ensure that any outside activities do not put those principles at risk.

The overriding principle is that staff members should not attend for work at Council in a fatigued state where other activities have rendered them unfit to perform their duties safely.

Staff will not be restricted from undertaking employment opportunities external to Council as long as there is no conflict of interest (actual, potential, or perceived) and it does not impact on their ability to perform their role effectively at Council or pose a risk to the health, safety and wellbeing of other staff or the community.

To guard against this happening, staff wishing to engage in outside activities which may impact upon their capacity to work at Council are expected to discuss this with their manager, apply and obtain the approval of their general manager in writing prior to accepting or commencing the outside of work employment or volunteer position. Examples of impacts on capacity to work at Council include where:

- there may be a financial conflict of interest or conflict of duty;
- the working hours of the external commitments may restrict or conflict with the individual's normal hours of work at Council or availability to work specific hours with Council; or
- the hours devoted to the external activity may result in the staff member not having at least the minimum rest period as specified in Council's Enterprise Bargaining Agreement before attending for work at Council.

Full details should be set out in writing, outlining any potential for conflicts of interest, or any reduction in work performance between the duties of the Council position and the employment being considered. In all cases where outside of work activities are approved, the first priority must always be the position held with Council.

Work undertaken at Council remains the intellectual property of Council. Anything created as a Council employee cannot be used as material for other employment purposes including consultancy purposes. The use of Council intellectual property or resources for another employer will be considered a conflict of interest or a misuse of Council property which may result in disciplinary action.

Staff members wishing to volunteer for leadership positions in community groups, including sporting groups, charities or fund-raising groups, or boards or committees of management, also need to apply for permission.

Where a staff member is an ordinary member of a community group, or a volunteer worker, and does not hold a committee or leadership role, they do not need to apply for permission from Council. However, they and their manager should be mindful to ensure they manage any real, perceived or potential conflicts of interest according to Council's Managing Conflicts of Interest for Council Staff Policy. Information gained during the course of employment with Council is confidential and should not be imparted to outside parties. The use of Council intellectual property or resources for a voluntary group is not permitted and will be treated and may result in disciplinary action.



## 4. Roles and responsibilities

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Person/s responsible	Accountability
Employee	<ul style="list-style-type: none"><li>• Comply with the requirements of this policy;</li><li>• Discuss this with your manager and obtain the approval of your general manager prior to accepting or commencing in the position.</li></ul>
Supervisor/Manager	<ul style="list-style-type: none"><li>• Comply with the requirements of this policy;</li><li>• Discuss this with employee and advise the general manager on approval or otherwise of the application prior to employee accepting or commencing in the position.</li><li>• Advise an applicant of the outcome of their application for outside of work activities.</li><li>• Monitor outside of work activities arrangements within their team for impact upon team and individual performance and take action where the principles of this policy are at risk.</li></ul>
General Manager	<ul style="list-style-type: none"><li>• Approve or disallow an application for outside of work activities</li></ul>

## 5. Human Rights Statement

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It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007). Central Goldfields Shire Council is committed to consultation and cooperation between management and staff. Council will formally involve elected staff representatives in any workplace change that may affect its staff.

## 6. Related Policies and Procedures

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- Staff Code of Conduct
- Application and Approval for Outside of Work Activity Form
- Managing Conflicts of Interest for Council Staff Policy

## 7. Relevant Legislation and Guidelines

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- Nil