

## Policy and Procedure Register updates – Summary of changes to:

### Notification of other employment procedure

<b>1. Reason for new/updated policy or procedure</b> (select all that apply)		
<input type="checkbox"/> Change to legislation/delegations <input type="checkbox"/> Audit/review recommendation <input checked="" type="checkbox"/> Due for review <input type="checkbox"/> Change of policy/procedure requirements <input type="checkbox"/> Other		
<p>The updated procedure aims to support key elements of the department's Integrity and Governance Reforms 90-day Action Plan (90-day Plan) and to reflect recent reform recommendations to improve clarity, simplify language and assist readers to make a clear and informed decision.</p>		
<b>2. Summary of changes</b>		
<p>Key changes from the current procedure are:</p> <p>The updated procedure:</p> <ul style="list-style-type: none"> <li>• does not apply to employees engaged by the Queensland Curriculum and Assessment Authority (QCAA) to undertake assessor roles in the delivery of Queensland Certificate of Curriculum Education, as principals and teachers provide formal notification of other employment and declare considerations relating to relevant employer Col requirements through the QCAA on-line portal</li> <li>• includes unpaid work and volunteering in its definition of 'other employment'</li> <li>• specifies that records associated with the notification of other employment (NOE) process must be managed in accordance with departmental record keeping requirements under the <i>Information Privacy Act 2009</i> and the <i>Public Records Act 2002</i>.</li> </ul>		
<b>1. Impacts to roles and responsibilities</b>		
1.1 Does the new/updated content change staff roles/responsibilities <i>in any way</i> ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1.2 If yes, select the type of change (select all that apply):		
<input checked="" type="checkbox"/> Revised responsibilities <input checked="" type="checkbox"/> New/additional responsibilities <input type="checkbox"/> Removed responsibilities		
Position title	Summary of change	Page #
Managers	The updated procedure requires managers to:	
	<ul style="list-style-type: none"> <li>• immediately inform Integrity and Employee Relations if any suspected fraud, misconduct or corrupt conduct is identified in relation to other employment</li> </ul>	2
	<ul style="list-style-type: none"> <li>• save records of all assessments and decisions made in relation to NOE in a local register, rather than on the employees personnel file as required by the previous procedure</li> </ul>	3
All employees	The updated procedure requires employees to:	
	<ul style="list-style-type: none"> <li>• save all records of assessments and decisions made in relation to declared NOE conflicts of interest in the local register.</li> </ul>	2
	<ul style="list-style-type: none"> <li>• Not take any action or further action relating to an other employment matter that may be affected by a conflict of interest unless authorised by the department.</li> </ul>	3

## 2. Communication and support for implementation

New supporting resources have been developed to provide further guidance to employees and managers, including an NOE Fast Facts and Checklist; and an [NOE Form](#).

The department's Mandatory All Staff Training will be updated to reflect the changes to this procedure.

A comprehensive communication campaign is planned for Q3 and Q4 2021.

The Integrity and Employee Relations Unit is available to provide support and advice to employees seeking clarification about any aspect of the updated procedure.

### **For further assistance, please contact:**

- Implementation contact: Ms Marija Hall, Director Integrity, (07) 305 52959, [marija.hall@qed.qld.gov.au](mailto:marija.hall@qed.qld.gov.au)
- Policy/procedure contact: Integrity and Employee Relations.
  - For advice about integrity matters, email: [integrity@qed.qld.gov.au](mailto:integrity@qed.qld.gov.au).
  - To report alleged misconduct and corrupt conduct, email; [intake@qed.qld.gov.au](mailto:intake@qed.qld.gov.au).