



Secondary Employment and External Appointments Policy

INTEGRITY AND RISK

V4.0 | November 2025



QUEENSLAND BUILDING AND
CONSTRUCTION COMMISSION

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1. PURPOSE

This Policy and the related Procedure sets out mandatory requirements for the Queensland Building and Construction Commission (QBCC) officers¹ engaged in or considering engaging in secondary employment or considering an external appointment.

This Policy must be read in conjunction with the Secondary Employment and External Appointment Procedure.

2. SCOPE

This Policy and the related Procedure apply to:

- the Commissioner/Chief Executive Officer (Commissioner), Statutory Office Holders, Senior Executive Service (SES) or equivalent officers, and employees of the Queensland Building and Construction Employing Office (QBCEO) who undertake work for the Queensland Building and Construction Commission (QBCC).

All of the above individuals are collectively referred to as “QBCC officers” in this Policy and related Procedure.

This Policy does not apply to:

- the QBCC officers engaging in volunteering (other than appointment to management positions with a volunteer organisation), however the QBCC officers have an obligation to identify, disclose, and manage any conflicts of interest arising from those volunteering activities (such as a significant commitment that could adversely impact their duties) in accordance with the QBCC’s Conflict of Interest and Insider Trading Policy and the related Procedure
- the QBCC Board members, whose Secondary Employment or External Appointments are instead subject to the conflict of interests and interests disclosure requirements detailed in the QBCC Board Charter; and
- contractors performing work for the QBCC, however, if secondary employment or external appointment gives rise to an actual, potential, or perceived conflict of interest, it should be managed in accordance with QBCC’s Conflict of Interest and Insider Trading Policy and the related Procedure.

3. AUTHORITY

This Policy and the related Procedure are established in accordance with sections 88 and 89 of the [Public Sector Act 2022](#), and the [Code of Conduct for the Queensland Public Service](#) (Code of Conduct).

4. POLICY STATEMENT AND PRINCIPLES

4.1 Policy statement

The QBCC acknowledges that the QBCC officers may wish to engage in secondary employment or to accept an external appointment. However, this needs to be balanced with the primary obligation of QBCC officers to always act in the public interest, to prevent any impact to a QBCC officer’s wellbeing (e.g., fatigue management) and the risk of conflicts of interest being created by the secondary employment or external appointment.

The QBCC officers are not permitted to engage in secondary employment or to accept an external appointment without the approval of the relevant delegate.

Approval will only be granted where the secondary employment or external appointment will not create a conflict of interest which cannot be managed, or where it will not otherwise impact adversely on their or any other QBCC officer’s ability to perform their core role and act in the public interest.

¹ Refer to section 2 for the individuals collectively referred to as ‘QBCC officers’.

A failure of a QBCC officer to obtain prior approval to engage in secondary employment or to accept an external appointment could result in:

- referral to external agencies such as the Queensland Police Service or the Crime and Corruption Commission
- disciplinary action, including possible termination of employment; and/or
- criminal prosecutions for an offence.

QBCC officers may not engage in secondary employment contracting to the QBCC, unless there is an exceptional circumstance approved by the Commissioner. This mirrors the provisions applicable to the public service under section 89 of the [Criminal Code](#).

The Policy and the related Procedure are compatible with the human rights protected by the [Human Rights Act 2019](#) and any limitations on the QBCC's officer's human rights is reasonable and justified because of the broader public interest in ensuring that the QBCC officers conduct themselves in an accountable and transparent manner, in line with legislated standards.

4.2 Principles

This Policy supports the [Code of Conduct](#), Directives and legislative obligations imposed upon the QBCC officers in adhering to the ethical principles of integrity and impartiality, promoting the public good, commitment to the system of government and, accountability and transparency, and their overriding obligation to maintain and enhance public confidence in the integrity of public administration.

4.3 What is secondary employment?

Secondary employment refers to additional paid employment performed by the QBCC officer, including during absences on approved leave, such as:

- employment or engagement as a contractor, whether on a full-time, part-time, or casual basis
- self-employment (including online trading or sales)
- involvement in a private business or partnership; or
- provision of paid consultancy services either as an individual or through a trust, partnership, or company.

Secondary employment includes employment with another Queensland public sector agency including during an approved absence on leave from the QBCC.

5. CONTACT

To seek advice or report suspected misconduct, please contact the Ethics, Standards and Complaints unit at integrity@qbcc.qld.gov.au.

6. DOCUMENT INFORMATION

INFORMATION CATEGORY	DESCRIPTION
Title	Secondary Employment and External Appointments Policy
Purpose	This Policy sets out mandatory requirements for the QBCC officers engaged in or considering engaging in secondary employment or considering an external appointment
Document Type	Policy
Category	Governance
Sub-category	Ethics Standards and Complaints
Approver	QBC Board
Author	Manager - Ethics Standards and Complaints
Owner	General Manager - Integrity and Risk
Steward	Executive Director - Governance Risk Ethics and Assurance
Version	4.0
Effective date	27 November 2025
Review date	27 November 2028 <i>(NOTE: Review the policy instrument at least every two years after publication, and every three years thereafter, unless circumstances require an earlier review.)</i>
Supporting policy documents	Secondary Employment and External Appointments Procedure

7. VERSION HISTORY

VERSION	DATE	AMENDMENT DETAILS
1.0	August 2025	New Policy
2.0	February 2020	Updated Policy
3.0	August 2023	Major review following Governance Review recommendations
4.0	27 November 2025	Biennial Review. Minor update, including separating the Policy and Procedure (i.e., creating two documents).