



Secondary Employment and Unpaid Work (SEUW) Form Quick Reference Guide

[How to complete a SEUW application/registration](#)

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PART 1 for Declarant: Completing and submitting a SEUW

Step	Action																						
	<p style="text-align: center;">Declarants <u>MUST</u> discuss their SEUW with their supervisor before making application/registration</p>																						
A1	<p>Click on the link to open the DCJ intranet page for the Secondary Employment and Unpaid Work (SEUW) where you will find the application form.</p> <p>If you are also required to make a Senior Executive Private Interest Declaration (SEPID) declaration with this SEUW, please nominate a person who is a director level or above as your supervisor</p>																						
A2	<p>Please read the guidelines and 'tick' the box to commence the SEUW application.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">GUIDELINES</p> <p>DCJ recognises that secondary employment can contribute to an employee acquiring additional skills and knowledge. Further, DCJ applauds the generosity of spirit and the willing sacrifice DCJ employees make to volunteer for, and enrich our, communities outside their official duties as public servants.</p> <p>Employees may engage in SEUW if they meet the relevant requirements under the Government Sector Employment Regulation 2014 and the relevant requirements under the Secondary Employment & Unpaid Work Policy and Procedure.</p> <p>The policy and procedure is designed to continue the generosity and commitment DCJ employees have to the community in a manner that allows DCJ to ensure that the performance of employee's primary public duties is not adversely affected and to manage any COI that may arise. It is essential that an employee's SEUW does not interfere with or impede the functions and responsibilities of DCJ.</p> <p style="text-align: center;"><input checked="" type="checkbox"/> I have read the above guidelines</p> <p style="text-align: center;"><input type="button" value="CONTINUE"/></p> </div>																						
A3	<p>You will be required to enter your details: Full Name, Email Address and Substantive Role Title etc.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">SECONDARY EMPLOYMENT AND UNPAID WORK (SEUW) FORM</p> <p>Declarant's Details</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Full Name:</td> <td>John Smith</td> </tr> <tr> <td>Email Address:</td> <td>john.smith@dcj.nsw.gov.au</td> </tr> <tr> <td>Substantive Role Title:</td> <td>Project Officer</td> </tr> <tr> <td>Are you a Senior Executive (including TAA)?:</td> <td><input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td>Contact Number:</td> <td><input type="text"/></td> </tr> <tr> <td>Entity:</td> <td>[Select one] ▼</td> </tr> <tr> <td>District/Division:</td> <td>Select entity above... ▼</td> </tr> <tr> <td>Directorate (optional):</td> <td>e.g. Finance</td> </tr> <tr> <td>Branch (optional):</td> <td>e.g. Payroll</td> </tr> <tr> <td>Employment Status:</td> <td>[Select one] ▼</td> </tr> <tr> <td>Employment Category:</td> <td>[Select one] ▼</td> </tr> </table> </div>	Full Name:	John Smith	Email Address:	john.smith@dcj.nsw.gov.au	Substantive Role Title:	Project Officer	Are you a Senior Executive (including TAA)?:	<input type="radio"/> Yes <input type="radio"/> No	Contact Number:	<input type="text"/>	Entity:	[Select one] ▼	District/Division:	Select entity above... ▼	Directorate (optional):	e.g. Finance	Branch (optional):	e.g. Payroll	Employment Status:	[Select one] ▼	Employment Category:	[Select one] ▼
Full Name:	John Smith																						
Email Address:	john.smith@dcj.nsw.gov.au																						
Substantive Role Title:	Project Officer																						
Are you a Senior Executive (including TAA)?:	<input type="radio"/> Yes <input type="radio"/> No																						
Contact Number:	<input type="text"/>																						
Entity:	[Select one] ▼																						
District/Division:	Select entity above... ▼																						
Directorate (optional):	e.g. Finance																						
Branch (optional):	e.g. Payroll																						
Employment Status:	[Select one] ▼																						
Employment Category:	[Select one] ▼																						

A4

For the question **Are you a Senior Executive (including TAA)** please choose - (**Yes** or **No**) from the radio button.

**If you are sitting in a senior executive position. – “YES” (Director level and above)*

**If you are NOT sitting in a senior executive position – You Must Select “NO”*

SECONDARY EMPLOYMENT AND UNPAID WORK (SEUW) FORM

Declarant's Details

Full Name:	John Smith
Email Address:	john.smith@dcj.nsw.gov.au
Substantive Role Title:	Project Officer
Are you a Senior Executive (including TAA)?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Contact Number:	
Entity:	[Select one]
District/Division:	[Select entity above...]
Directorate (optional):	e.g. Finance
Branch (optional):	e.g. Payroll
Employment Status:	[Select one]
Employment Category:	[Select one]

A5

For the question **Are you required to make a SEPID declaration?** Please choose - (**Yes** or **No**) from the radio button.

**If you answer “YES” you will need to nominate a person who is a director level or above as your supervisor who will be the final approver.*

**If answer “NO” please nominate your line manager as your supervisor. The supervisor will then nominate a delegated officer (director level or above) who will be the final approver.*

SECONDARY EMPLOYMENT AND UNPAID WORK (SEUW) FORM

Declarant's Details

Full Name:	John Smith
Email Address:	john.smith@dcj.nsw.gov.au
Substantive Role Title:	Project Officer
Are you a Senior Executive (including TAA)?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you required to make a SEPID declaration?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Contact Number:	
Entity:	[Select one]
Division:	[Select entity above...]
District/Directorate:	e.g. Murrumbidgee, Far West and Western NSW
Branch (optional):	e.g. Payroll
Employment Status:	[Select one]
Employment Category:	[Select one]



If you answer “YES” to the above question “Are you required to make a SEPID declaration?”

Then you **MUST** also complete a Senior Executive Private Interest Declaration (SEPID) after you have completed a SEUW.

Your SEUW must be finalised before you can enter the approved SEUW i.d. in question 9 of the SEPID form.

A6

From the drop-down box please specify your **Entity** and **District/Division**, as well as typing in your **Directorate** and **Branch** (where Applicable)

SECONDARY EMPLOYMENT AND UNPAID WORK (SEUW) FORM

Declarant's Details

Full Name: John Smith

Email Address: john.smith@dcj.nsw.gov.au

Substantive Role Title: Project Officer

Are you a Senior Executive (including TAA)? Yes No

Are you required to make a SEPID declaration? Yes No

Contact Number: [Text Field]

Entity: [Select one] (highlighted)

Division: [Select entity above...] (highlighted)

District/Directorate: e.g. Murrumbidgee, Far West and Western NSW

Branch (optional): e.g. Payroll

Employment Status: [Select one]

Employment Category: [Select one]

A7

From the drop-down box please specify your **Employment Status**
e.g. Public Service Employee (Ongoing, Temporary/Termed), or Non-Public Service Employee (i.e. Contractors, Contingent Workforce etc.)

Directorate (optional): e.g. Finance

Branch (optional): e.g. Payroll

Employment Status: [Select one] (highlighted)

- [Select one]
- Public Service Employee (ongoing, temporary/termed)
- Non Public Service Employee (i.e. Contractors, Contingent Workforce etc.)



*Declarants MUST discuss the SEUW with the supervisor before submitting the application

A8

Please select from the drop down options, your **Employment Category**
E.g. Full time employee (35 hrs+), Part time employee, Casual employee, Volunteer, Graduate, Other.

Employment Category: [Select one] (highlighted)

- [Select one]
- Full time employee (35hrs+)
- Part time employee
- Casual employee
- Volunteer
- Graduate
- Other



By lodging the online application:

- Full-time employees (35hrs+) seek approval for their SEUW. This means any SEUW cannot be commenced until this approval is given.
- All other employment Categories (e.g. Part time, Casual, Volunteer, Graduate, other etc) will have their SEUW application registered/noted on the system.

A9

Please read and complete the “Declaration” section. You **MUST** agree to all the terms and conditions to indicate that you give permission, understand and acknowledge the requirements of the SEUW.

I declare the following

- I have read and understand my responsibilities under the [Code of Ethics and Conduct for NSW government sector employees](#), including the obligation to declare all my private interests (financial, business, personal or other interests or relationships) known to me at the time of completing this form.
- I attest compliance with the requirements outlined in the [Secondary Employment and Unpaid Work \(SEUW\) Policy & Procedure](#).
- I acknowledge that the information provided in this form is to assist in the appropriate visibility, oversight and management of my secondary employment/unpaid work.
- I understand that personal and health information collected, managed and disclosed on this form will comply with the requirements of the NSW Privacy Laws as outlined in the Department’s Privacy Management Plan.
- I give permission for DCJ to contact my SEUW employer identified below in relation to this application.

I believe the SEUW for which I am seeking approval will not:

- interfere with my role within DCJ
- be undertaken during my normal working hours
- be varied without further application
- exceed hours of work or work demands that may compromise work health and safety

I acknowledge that my SEUW:

- will expire on 30 November each year, irrespective of when the last approval was granted
- is conditional on the above undertakings continuing and I must reapply if these circumstances change



Note* if you do not tick all the boxes, you will not be able to submit the application. However you can still save it as a DRAFT and come back to it later.

A10

You must enter the details of your direct supervisor.

Supervisor’s Details

Supervisor’s Name:

Supervisor’s Role Title:

Supervisor’s Email Address: You cannot select yourself

Supervisor’s Contact Number:



* The icon indicates a mandatory field.

*You cannot enter your own details as the Supervisor. The declarant and Supervisor cannot be the same person.

A11

From the radio button; select the “**Application type**” and the “**Type of work**”

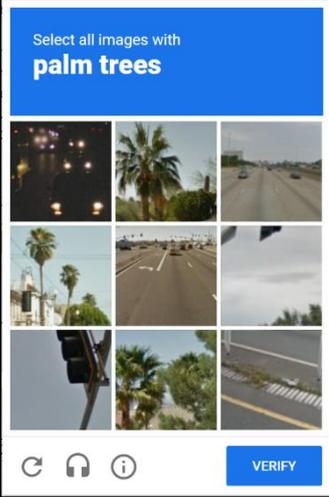
Application Type

Application type:

- New application/registration
- Application/registration to continue an existing arrangement
- Amend/update and existing arrangement/registration

Type of work:

- Secondary Employment
- Unpaid Work

<p>A12</p>	<p>Please complete and fill out the details of the proposed SEUW Application details.</p> <div style="border: 1px dashed gray; padding: 10px;"> <p>Application Details</p> <p>Name of Employer: <input type="text"/></p> <p>Nature of business: <input type="text"/></p> <p>Status of work: <input type="text" value="[Select one]"/> Employment type: <input type="text" value="[Select one]"/></p> <p>Location: <input type="text"/></p> <p>Proposed hours of work: <input type="text"/> Frequency: <input type="text" value="[Select one]"/> Commencement Date: <input type="text"/></p> <p>Type of work to be undertaken: <input type="text" value="eg: Brief description of nature of work"/></p> <p>Work pattern: <input type="checkbox"/> Morning shift <input type="checkbox"/> Day shift <input type="checkbox"/> Evening shift <input type="checkbox"/> Overnight shift <input type="checkbox"/> Weekend shift <input type="checkbox"/> On-call shift <input type="checkbox"/> Other</p> <p>Hours break: <input type="text"/> On average, how many hours break will there be between your primary role and commencing this work?</p> <p>Conflict of interest: <input type="radio"/> Yes <input type="radio"/> No Does this work create any actual, potential or perceived conflicts of interest with your primary work within the Stronger Communities cluster?</p> </div>
<p>A13</p>	<p>Using the radio options, please complete the “Checklist to identify any adverse effects the SEUW may have on your public duties of the employee”</p> <div style="border: 1px dashed gray; padding: 10px;"> <p>Checklist to identify any adverse effects the SEUW may have on the public duties of the employee</p> <p>To assist with a risk assessment the SEUW may have on the public duties of the employee, the following should be considered:</p> <p>Is there a potential for employee fatigue?: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p>Is there a potential for consecutive shifts or double shifts worked?: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p>Is there a potential for excess travel to and from the private/secondary employment including long periods of driving?: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p>Is there a potential for the employee to work excessive hours?: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Is there a potential for the employee to NOT have at least an 8 hour CONTINUOUS break within a 24 hour period?: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Is there a potential for this work to affect any pre-existing medical condition or current return to work rehabilitation plan?: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p>Is there a return to work plan in place?: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A</p> <p>Will this work create any health or safety concerns?: <input type="radio"/> Yes <input type="radio"/> No</p> </div> <p>* The  icon indicates a mandatory field.</p>
<p>A14</p>	<p>After completing ALL the required questions.</p> <p>Tick the box to indicate you are not a robot, select the correct “Captcha” square image.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid gray; padding: 10px; text-align: center;">  <p>SAVE DRAFT SUBMIT DECLARATION</p> </div> <div style="border: 1px solid gray; padding: 10px;"> <p>Select all images with palm trees</p>  <p>VERIFY</p> </div> </div> <p>Once you have completed all the required fields, you can “Submit” your SEUW application or Save it as a “Draft” and come back to it at a later stage/time to finish it.</p>

A15	<p>You will have successfully submitted your SEUW application/registration.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>SECONDARY EMPLOYMENT AND UNPAID WORK (SEUW) FORM</p> <p>SEUW form submitted.</p> <p>You will receive a confirmation email via the address you provided. If you do not receive the confirmation email, please contact the Business Ethics and Compliance Unit.</p> <p>You can now close this window/tab.</p> </div>
A16	<p>You will receive an auto email confirmation that your application has been submitted to your Supervisor for review.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  SEUW-32.pdf 66 KB </div> <div style="border: 1px solid black; padding: 10px;"> <p>Hi John Smith,</p> <p>This is to advise that your Secondary Employment and Unpaid Work (SEUW) Application has been submitted to Mary Jones for review.</p> <p>Regards, Business Ethics & Compliance Unit</p> <p><i>NB: You can view all Business Ethics and Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard. To access the Business Ethics & Compliance Unit Dashboard, click here. You will need to use your email address and BECU Forms Password to access the dashboard.</i></p> <p><i>The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.</i></p> </div>
A17	<p>You will also receive an auto email confirmation once your application has been approved by the delegated officer (director level or above).</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  SEUW-32.pdf 66 KB </div> <div style="border: 1px solid black; padding: 10px;"> <p>Hi John Smith,</p> <p>This is to advise that your SEUW has BEEN SUPPORTED by the delegated officer, Jane Citizen.</p> <p>The delegated officer has determined that this SEUW should be reviewed monthly.</p> <p>Regards, Business Ethics & Compliance Unit</p> <p><i>NB: You can view all Business Ethics & Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard. To access the Business Ethics & Compliance Unit Dashboard, click here. You will need to use your email address and BECU Forms Password (see above) to access the dashboard.</i></p> <p><i>The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.</i></p> </div>

PART 2 for Supervisors: How to approve a SEUW application

Step	Action
B1	<p>Once the employee submits a SEUW application for your review, as a supervisor you will receive a notification by email.</p> <p>The email will contain the application as a PDF attachment, a link for you to click onto to access the application and also your email address and a system generated password; which you will need to enter to review the application.</p> <div data-bbox="252 600 536 667" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  SEUW-32.pdf 66 KB </div> <p>Hi Mary Jones,</p> <p>This is to advise that John Smith has submitted a Secondary Employment and Unpaid Work (SEUW) Application for your review.</p> <p>As the supervisor, please click here to review this SEUW.</p> <p>You will need to use your email address and the following BECU Forms Password to access the declaration</p> <p>Email address: mary.jones@example.nsw.gov.au BECU Forms Password: F1cfgy78A4</p> <p>Regards, Business Ethics & Compliance Unit</p> <p><i>NB: You can view all Business Ethics & Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard. To access the Business Ethics & Compliance Unit Dashboard, click here. You will need to use your email address and BECU Forms Password (see above) to access the dashboard.</i></p> <p><i>The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.</i></p>
B2	<p>You will have to type in your email address and the system generated password provided, then tick 'I'm not a robot'.</p> <div data-bbox="331 1552 1453 1921" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">SECONDARY EMPLOYMENT AND UNPAID WORK (SEUW) FORM</p> <p>Password required</p> <p>Email: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="checkbox"/> I'm not a robot </p> <p style="text-align: right;"><small>reCAPTCHA Privacy - Terms</small></p> <p style="text-align: center;"><input type="button" value="ENTER PASSWORD"/> <input type="button" value="FORGOT PASSWORD"/></p> <div style="float: right; border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="font-size: 8px; background-color: #4285f4; color: white; padding: 2px;">Select all squares with traffic lights</p>  <p style="text-align: right; font-size: 8px;"><input type="button" value="SKIP"/></p> </div> </div> <p>The online form is character sensitive so please make sure you do not have unnecessary spaces before and after the email address or password.</p> <p>To avoid any errors, it is recommended that you copy and paste the password provided.</p>



B3

You will see the details of the SEUW application.
You will need to scroll down to complete the supervisor's process.

SECONDARY EMPLOYMENT AND UNPAID WORK (SEUW) FORM

Declarant's Details

Supervisor's Details

Application Type

Application Details

Checklist to identify any adverse effects the SEUW may have on the primary, public duties of the employee

Supervisor's Recommendation

Do you support this SEUW including any WHS management strategy proposed by the applicant? Yes No

Comments (optional):

Delegated Officer (Director level or above)

Delegated Officer's Name:

Delegated Officer's Role Title:

Delegated Officer's Email Address:

Delegated Officer's Contact Number:

I declare the following:-

- I have considered any actual, potential or perceived conflicts of interest that may arise from the applicant engaging in this proposed SEUW.
- I have considered any potential WHS issues that may arise from this proposed SEUW
- Where appropriate, I have discussed this application with the applicant to make an informed recommendation. This includes considering strategies to manage any conflicts of interest or WHS issues that I believe require management.
- I am confident I have the necessary information to make a recommendation to the delegated officer for this SEUW.

SUBMIT TO DELEGATED OFFICER

B4

With the information provided by the applicant, the supervisor must provide their recommendation:

“Do you support the SEUW including any WHS management strategy proposed by the applicant,” and, if required under, provide comments.

Supervisor's Recommendation

Do you support this SEUW including any WHS management strategy proposed by the applicant? Yes No

Comments (optional): I have reviewed the SEUW application and agree there is no WHS issues that will affect the applicants duties with DCJ

B5

To nominate a delegated officer; type their details in the Delegated Officer section.
(Must be director level or above) **e.g. full name, role title, email address, contact number.**

Delegated Officer (Director level or above) - cannot be the same as the Supervisor

Delegated Officer's Name: Joe Citizen

Delegated Officer's Role Title: Director - Compliance

Delegated Officer's Email Address: joe.citizen@example.nsw.gov.au

Delegated Officer's Contact Number: 02 96212345



For the purpose of approving a SEUW, Delegated Officers are:
Director, Executive Directors, Executive District Directors, Deputy Secretaries and Secretary.

When approving a SEUW, a Supervisor and Delegated Officer **CANNOT** be the same person.

<p>B6</p> 	<p>To progress the SEUW application; tick the boxes in the Supervisor’s agreement and then click the ‘SUBMIT TO DELEGATED OFFICER’ button.</p> <div data-bbox="247 280 1516 533" style="border: 1px solid black; padding: 10px;"> <p>I declare the following:-</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> I have considered any actual, potential or perceived conflicts of interest that may arise from the applicant engaging in this proposed SEUW. <input checked="" type="checkbox"/> I have considered any potential WHS issues that may arise from this proposed SEUW. <input checked="" type="checkbox"/> Where appropriate, I have discussed this application with the applicant to make an informed recommendation. This includes considering strategies to manage any conflicts of interest or WHS issues that I believe require management. <input checked="" type="checkbox"/> I am confident I have the necessary information to make a recommendation to the delegated officer for this SEUW. <div style="text-align: center; margin-top: 10px;"> <input type="button" value="SUBMIT TO DELEGATED OFFICER"/> </div> </div> <p>All SEUW applications expire on 30 November each year, irrespective of when the last approval was granted.</p>
<p>B7</p>	<p>You will receive an email confirmation once you have submitted the SEUW to the Delegated Officer.</p> <div data-bbox="256 728 539 786" style="border: 1px solid gray; padding: 2px;">  SEUW-32.pdf 66 KB </div> <p>Hi Mary Jones,</p> <p>This is to advise that the SEUW submitted by John Smith has been forwarded to Joe Citizen for review.</p> <p>Regards, Business Ethics & Compliance Unit</p> <p><i>NB: You can view all Business Ethics and Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard. To access the Business Ethics & Compliance Unit Dashboard, click here. You will need to use your email address and BECU Forms Password to access the dashboard.</i></p> <p><i>The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.</i></p>
<p>B8</p>	<p>You will also receive an email confirmation once the Delegated Officer has confirmed the SEUW application.</p> <div data-bbox="256 1417 539 1476" style="border: 1px solid gray; padding: 2px;">  SEUW-32.pdf 66 KB </div> <p>Hi Mary Jones,</p> <p>This is to advise that the SEUW application submitted by John Citizen has BEEN SUPPORTED by the delegated officer, Joe Citizen.</p> <p>This SEUW will be due for review on 31/07/2021.</p> <p>Regards, Business Ethics & Compliance Unit</p> <p><i>NB: You can view all Business Ethics and Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard. To access the Business Ethics & Compliance Unit Dashboard, click here. You will need to use your email address and BECU Forms Password to access the dashboard.</i></p> <p><i>The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.</i></p>

PART 3 for Delegated Officers: How to approve a SEUW – Review and Approval

Step	Action
C1	<p>The delegation process involves deciding if the SEUW application will be approved in accordance with the Proposed Management Plan by the Declarant and the Supervisor.</p> <p>You will receive a notification by email as shown below. The email contains the employee’s application as an attachment and a link to review and finalise the application.</p> <div data-bbox="248 618 533 680" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;">  SEUW-32.pdf 66 KB </div> <p>Hi Joe Citizen,</p> <p>This is to advise that Mary Jones has made a recommendation on a SEUW submitted by John Smith for your review.</p> <p>As the delegated officer, please click here to review this declaration.</p> <p>You will need to use your email address and the following BECU Forms Password to access the declaration</p> <p>Email address: joe.citizen@justice.nsw.gov.au BECU Forms Password: P4ssWord1238765</p> <p>Regards, Business Ethics & Compliance Unit</p> <p><i>NB: You can view all Business Ethics & Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard. To access the Business Ethics & Compliance Unit Dashboard, click here. You will need to use your email address and BECU Forms Password (see above) to access the dashboard.</i></p>
C2	<p>You will have to type in your email address and the system generated BECU password provided, then tick I’m not a robot’.</p> <div data-bbox="331 1429 1453 1798" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">SECONDARY EMPLOYMENT AND UNPAID WORK (SEUW) FORM</p> <p>Password required</p> <p>Email: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="checkbox"/> I'm not a robot</p> <p style="text-align: right;"> reCAPTCHA Privacy - Terms</p> <p style="text-align: center;"><input type="button" value="ENTER PASSWORD"/> <input type="button" value="FORGOT PASSWORD"/></p> <div style="float: right; border: 1px solid #ccc; padding: 5px; width: 150px;"> <p>Select all squares with traffic lights</p>  <p style="text-align: right;"><input type="button" value="STOP"/></p> </div> </div> <p>Then click on “ENTER PASSWORD”</p> <p>The online form is character sensitive so please make sure you do not have unnecessary spaces before and after the email address or password. To avoid any errors, we recommend that you copy and paste the password provided.</p>

<p>C3</p>	<p>You will see the following: (read only) Employee’s details, supervisor’s details, application type, application details, WHS Checklist, and the supervisor’s recommendation.</p> <div style="border: 1px dashed gray; padding: 5px; margin-bottom: 5px;">Declarant’s Details</div> <div style="border: 1px dashed gray; padding: 5px; margin-bottom: 5px;">Supervisor’s Details</div> <div style="border: 1px dashed gray; padding: 5px; margin-bottom: 5px;">Application Type</div> <div style="border: 1px dashed gray; padding: 5px; margin-bottom: 5px;">Checklist to identify any adverse effects the SEUW may have on the primary, public duties of the employee</div> <div style="border: 1px dashed gray; padding: 5px;">Supervisor’s Recommendation</div>
<p>C4</p>	<p>As the delegated officer; you must complete the “Delegated Officer’s Review” section.</p> <ul style="list-style-type: none"> Do you support this SEUW including any WHS management strategy proposed by the applicant? “YES” or “NO” <div style="border: 1px dashed gray; padding: 5px; margin-top: 10px;"> <p>Delegated Officer’s Review</p> <p>Do you support this SEUW including any WHS management strategy proposed by the applicant? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Comments (optional): <input style="width: 100%;" type="text"/></p> </div> <p>You can also add comments (optional)</p>
<p>C5</p>	<p>You MUST decide how often the SEUW should be reviewed, by selecting the radio button</p> <ul style="list-style-type: none"> Annually Bi-annually Quarterly Monthly Not required <div style="border: 1px dashed gray; padding: 5px; margin-top: 10px;"> <p>Frequency of Review</p> <p>How often should this SEUW be reviewed?: <input type="radio"/> Annually <input type="radio"/> Bi-annually <input type="radio"/> Quarterly <input type="radio"/> Monthly</p> </div> <p>* The icon indicates a mandatory field.</p>
<p>C6</p>	<p>To confirm the declaration, you must tick the box in the Delegate’s Agreement and click on “CONFIRM SEUW”.</p> <div style="border: 1px dashed gray; padding: 5px; margin-top: 10px;"> <p>I certify the following:-</p> <p><input checked="" type="checkbox"/> I have considered any actual, potential or perceived conflicts of interest that may arise from the applicant engaging in this proposed SEUW.</p> <p><input checked="" type="checkbox"/> I have considered any potential WHS issues that may arise from this proposed SEUW.</p> <p><input checked="" type="checkbox"/> Where appropriate, I have discussed this SEUW with the applicant and/or the supervisor to make an informed recommendation. This includes considering any recommended strategies to manage any conflicts of interest or WHS issues proposed by the applicant and/or the supervisor.</p> <p><input checked="" type="checkbox"/> I am confident I have the necessary information to make a decision in relation to this SEUW.</p> </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="CONFIRM SEUW"/> </div>

C7	<p>You will have Confirmed the SEUW application/registration.</p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>SECONDARY EMPLOYMENT AND UNPAID WORK (SEUW) FORM</p> <p>Thanks.</p> <p>You can now close this window/tab.</p> </div>
C8	<p>Once you have confirmed the SEUW, you will receive an auto confirmation email attached with a PDF for your copy.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;">  SEUW-32.pdf 66 KB </div> <p>Hi Joe,</p> <p>This is to advise that you have supported the SEUW application submitted by John Smith.</p> <p>Regards, Business Ethics & Compliance Unit</p> <p><i>NB: You can view all Business Ethics and Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard.</i></p> <p><i>To access the Business Ethics & Compliance Unit Dashboard, click here.</i></p> <p><i>You will need to use your email address and BECU Forms Password to access the dashboard.</i></p> <p><i>The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.</i></p>