

<b>SUBJECT:</b> <i>EMPLOYEE OUTSIDE WORK ACTIVITIES POLICY</i>	<b>FILE NO:</b>	PER/1200
<b>ADOPTED BY COUNCIL ON:</b> 16 July 2009	<b>MINUTE NO:</b>	266.07.09
<b>AMENDED BY COUNCIL ON:</b>	<b>MINUTE NO:</b>	

**Introduction**

Any Flinders Council employee, who undertakes work or other activities outside Council, where that work or activity may adversely affect the performance of that staff member, or image of Flinders Council, should seek approval from the General Manager.

**Objectives**

Employees are able to perform work outside of Council provided this work does not conflict or interfere with the performance of their official duties. Employees must obtain permission, in writing from the General Manager before engaging in outside employment.

Permission should also be received from the General Manager, in writing, with respect to Council Officers using Council resources for non-Council purposes.

**Related Legislation, Regulations and Policies**

*Workplace Health & Safety Act 1995*

**Responsibilities**

Employees are responsible for notifying the General Manager of any changes to external occupation/s or activities as and when required.

The responsibility of this Policy rests with Department Managers.