

## HR4 Employee External Employment Policy

<b>Purpose</b>	To manage risks associated with Flinders Council employees undertaking external employment.
<b>Department</b>	Human Resources
<b>File No.</b>	PER/1200
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### 1. Definitions

Employee - A person who carries out paid work for Council as an employee of Council.

### 2. Objective

To ensure that:

- 2.1. Employees do not have a conflict of interest whilst working for Council, or if one cannot be avoided, it is appropriately managed.
- 2.2. Employees are always fit to perform official duties therefore minimising health and safety risks whilst in Council employment.
- 2.3. The reputation of Flinders Council is protected.

### 3. Scope

This Policy applies to all employees of Flinders Council.

### 4. Policy

It is the policy of Flinders Council that:

- 4.1. Any Flinders Council employee who undertakes paid or voluntary employment outside Council, **must apply in writing** to the General Manager for approval to do so. **The employee must address the objectives of this Policy within their application.**
- 4.2. The General Manager **may** provide written approval for the employee to perform paid or voluntary employment outside of Council, **if satisfied that the employment will not conflict with/contravene the objectives of this Policy.**
- 4.3. The employee must receive written permission from the General Manager before engaging in outside employment.
- 4.4. **New employees are required to notify their Manager if they have existing external employment.**

## 5. Legislation

*Workplace Health & Safety Act 1995*

## 6. Responsibility

6.1. Employees are responsible for notifying the General Manager of any changes to external employment as and when required.

6.2. Approval for outside employment ceases after two years and a new application must be submitted should employees wish to continue with outside employment.

6.3. The responsibility of this Policy rests with Departmental Managers.