

## S-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
<b>Council Meeting Date</b>	22 September 2020
<b>Minute Number</b>	189.09.2020
<b>Next Review Date</b>	February 2023
<b>Review History</b>	266.07.09      16 July 2009 40.02.201815    February 2018 189.09.2020    22 September 2020

### 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 be in 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.

## 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.