

POLICY NO AND TITLE	<b>1.2.1</b>	<b>Conditions of employment</b>
PROCEDURE	1.2.1(c)	Outside employment
VERSION AND DATE ADOPTED	1	
RESPONSIBLE OFFICER		Manager Human Resources

### Introduction

Council will consider applications from staff who seek to engage in part-time employment outside Council.

Staff are not to engage in any outside employment or involvement where the hours worked or the nature of the duties are :-

- such that his/her personal health or efficiency could be impaired;
- contrary to the best interests of Council; or
- in conflict with the provisions of Section 353 of the Local Government Act or with any specific term of appointment.

### Procedures/ Guidelines

Staff wishing to engage in outside employment must submit a written application to the General Manager through their Director.

Applications should include details of the nature of the work, the name of the employer, an estimate of the hours involved and an outline of any possible conflict of interest.

Council reserves the right to review any decision made should the employee's work performance become affected by the outside employment.