Outside Employment

Head of Power

Local Government Act 2009
Public Sector Ethics Act 1994
MBRC Employee Code of Conduct

Objective

To ensure that any outside employment engaged in by employees does not adversely affect Council activities or have a detrimental effect on the performance of Council duties by those employees.

Definitions/Application

Definitions

“Employee/s” – means all employees of Council, whether employed on a permanent, temporary, or part-time basis.

“Outside employment” - means any paid employment outside of Council.

Application

This policy applies to all employees.

Policy Statement

If an employee engages in outside employment, it must:

- be kept separate from Council work;
- not lead to a conflict of interest, which cannot be managed appropriately in accordance with the Council’s Conflict of Interest Policy;
- not affect Council time or resources (including physical, technological or intellectual); and
- not interfere with the employee's ability to do Council work.

Approval of the Chief Executive Officer (CEO) or delegate is required before an employee can engage in outside employment.

Requests for approval to engage in outside employment must include details about the employer, the duties to be performed, the hours to be worked and the length of the appointment. Additional information may be requested if appropriate and approval may be revoked at any time at the discretion of the CEO.

If an employee comments publicly in connection with their outside employment, they must ensure it is clear that such comments are from the employee as a member of the public, as opposed to as an employee.

Review Triggers

This Policy is reviewed internally for applicability, continuing effect and consistency with related documents and other legislative provisions when any of the following occurs:

(1) The related documents are amended.
(2) The related documents are replaced by new documents.
(3) Amendments which affect the allowable scope and effect of a Policy of this nature are made to the head of power.
(4) Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this Policy is to be reviewed at least once every two years for relevance and to ensure that its effectiveness is maintained.

**Responsibility**

This Policy is to be:

(1) implemented by the Chief Executive Officer; and
(2) reviewed and amended in accordance with the "Review Triggers" by the Director Executive & Property Services.

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**Policy: 2150-033**

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<td>V1</td>
<td>Coordination Committee (10/362-363)</td>
<td>2.3.2010</td>
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<td>Coordination Committee (16/642)</td>
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**Related Links:**
- 2160-011: Conflict of Interest Policy
- HR Kiosk Outside Employment Form
- Conflict of Interest Form (for new employees)
- MBRC Employee Code of Conduct
- Conflict of Interest Register – embark / Organisational Reporting