

# SNAPSHOTS

## D18 – REQUEST TO ENGAGE IN ADDITIONAL EMPLOYMENT

The AMA (WA) has recently been fielding an increased number of enquiries relating to the ability of public sector employees to engage in outside employment, and the need to complete D18 forms.

Whilst each health service has their own "other", "outside" or "additional" employment policy, there are a number of common features, including the following:

1. All practitioners are required to complete a D18 form if they want to engage in any work beyond that covered by their contract with any of the WA health service providers (HSPs).
2. "Work" has a very broad meaning, and includes not only work at another HSP, but also work in private practice (other than private practice under arrangement A), at a private hospital, or indeed any other employed or self-employed role outside of their HSP. "Work" may even cover activities undertaken as a trustee or director of a corporate trustee in a self-managed superannuation fund.
3. The requirement to complete a D18 also applies to employees joining an HSP, where the other employment pre-dated the appointment to the health service. This specific requirement will be set out in the N2 New Employment Details form sent out by Health Support Services (HSS).
4. If permission to engage in other work is granted, employees will be required to advise their health service of any changes to the existing arrangements by submitting a new D18.
5. Requests by full-time employees to engage in additional outside work will be carefully reviewed and are more likely to be refused.
6. Where an actual, perceived or potential conflict of interest exists as a result of the additional work, the employee must also complete a Conflict of Interest form (refer to your site policy).
7. If an employee seeks to engage in any form of employment during periods of approved leave, permission will also need to be sought through completion of a D18.



Practitioners are encouraged to familiarise themselves with their respective policy.

## A PRACTICAL MEMBERSHIP WIN: SMHS UNDERPAYMENTS CORRECTED

It is important to share the tangible outcomes your membership delivers. The AMA (WA) identified a significant underpayment at South Metropolitan Health Service (SMHS), where a subsidiary agreement had not been applied correctly.

Our Industrial Relations team pursued the matter and, once it became clear the issue was broader, the review expanded across the affected department – resulting in \$698,000 in back pay, including higher rates and entitlements. That is real money back in members' pockets, and accountability where systems fail. ■

### ANY WORKPLACE QUERIES?

The AMA (WA) Industrial Relations team is here to help all members.

For advice or support, please contact us via the IR Query form – simply scan the QR code or go to [amawa.com.au/industrial-relations-query](https://amawa.com.au/industrial-relations-query).

