

# Outside Work Procedures

## Section 1 - Purpose and Scope

(1) These procedures are intended to give effect to the uniform implementation of the [Outside Work Policy](#).

## Section 2 - Procedures

### Application and Approval Procedure

(2) Employees wishing to engage in outside work must complete the relevant sections of an [Outside Work Application Form](#) and refer the form to their Head of School /Head, Centre /Head of Work Unit for section 3 to be completed. The application is then referred to their relevant Executive Member for consideration and recommendation to the Deputy Vice Chancellor in the case of academic employees and the Executive Director, Corporate Services for professional employees. Applications from members of Executive will be considered by the Vice Chancellor.

(3) Each defined period of proposed outside work requires a separate, specific application.

(4) Applicants will be advised of the outcome of their application in writing by the relevant authorizing officer [see clause (2)]. A copy of the approval will be forwarded to the relevant Executive Member.

(5) Employees must not commence engagement in outside work without proper written approval to do so.

(6) Employees must not commence engagement in outside work until the University has been provided with evidence of adequate personal insurance.

### Directorships/Partnerships

(7) Written declarations are to be submitted to the Deputy Vice Chancellor in the case of academic employees and the Executive Director, Corporate Services for professional employees.

(8) The Deputy Vice Chancellor or the Executive Director, Corporate Services will determine any appropriate action to be taken to mitigate the circumstances of a declared conflict of interest.

(9) Declarations are to be treated with the strictest confidence in accordance with the University's Management Plan.

### Remuneration for University Sponsored Outside Work

(10) Outside bodies will forward payments for outside work performed by employees directly to the University.

(11) The break-up of the remuneration to be received should be decided when the work is approved. The budget for the job should also indicate the agreed distribution, e.g. University or one of its controlled entities management fee if applicable (currently 12%); work unit fee (currently 15%); employee: balance (after costs and fees, which may include employee salary or the cost of relief staff).

(12) Staff may access their agreed portion of the funds in one of two ways:

- a. funds can be paid directly to staff via the University payroll system. This is done by the completion of an "Outside Duties" form. These funds are subject to normal PAYG taxation; or
- b. funds can be transferred to an Academic Pursuits Account or Other Work Expense Account. Academic Pursuits Account funds may be spent on research or academic related activities such as:
  - i. purchase of research related publications or materials;
  - ii. registration and costs of attendance at research or professionally related seminars, courses, etc.;
  - iii. purchase of research related equipment, ownership of which remains with the University; or
  - iv. employ research assistance.

(13) Funds from Other Work Expense Accounts may be spent on work-related expenses, e.g. subscriptions.

(14) Access to the funds is via a requisition approved by the relevant Executive Member.

(15) Funds remaining unspent in an Academic Pursuits Account or Other Work Expense Account prior to the end of June each year will be paid to relevant staff through the payroll system and taxed accordingly. Relevant Executive Members will be advised of the disbursement of outside work funds at the end of each financial year.

## **Costing**

(16) In order to ensure that an adequate return is being received on the resources engaged, and that the activity is fully costed and commercially competitive, University sponsored and approved outside work is to be properly priced at the outset. The contract price must take account of full costs to the University. A University-approved methodology for costing and pricing of work for outside bodies must be used to cost proposed University sponsored and approved outside work. The current costing methodology is available from the Director, Financial and Business Services.

## **Goods and Services Tax (GST)**

(17) Where University sponsored outside work is undertaken the University or one of its controlled entities will handle all GST administration. Staff should be aware that outside consultancies would in nearly all cases need to have the 10% GST added to the client's account when the work is billed to the client.

(18) Staff undertaking Private outside work will be personally liable for any GST obligations that arise from such activities.

## **Insurance**

(19) Employees undertaking university sponsored outside work in accordance with this policy will be regarded as being covered by the University's insurance for legal liability, professional indemnity and workers compensation. Where travel is involved then approval will need to be sought and recorded in accordance with the University's [Travel and Entertainment Policy](#).

(20) To ensure cover for actual or potential insurance claims it is a requirement of the University's insurers that any event that has given or might foreseeably give rise to a claim on a University policy(ies) be notified to the insurer immediately upon its occurrence or as soon as possible after it becomes known that a claim might be made. This notification should be made through the Manager, Insurance and Risk Management for public liability and professional indemnity claims or the Manager, Workplace Health and Safety (HR Services ) for workers' compensation claims.

## **Reporting**

(21) The Deputy Vice Chancellor will maintain a record of academic staff involved in outside work.

(22) The Executive Director, Corporate Services will maintain a record of professional employees involved in outside

work.

(23) The Vice Chancellor will maintain a record of Executive staff involved in outside work.

(24) The Deputy Vice Chancellor and the Executive Director, Corporate Services will submit an annual report to the Vice Chancellor on outside approvals.

### **Intellectual Property**

(25) Matters relating to intellectual property rights will be determined in accordance with the relevant University policies and/or agreements as applicable.

### **Grievances**

(26) Employees aggrieved by a decision relating to the administration of this policy may apply to the Vice Chancellor for a review of the decision. The Vice Chancellor's determination in relation to the matter will be final.

### **Failure to Comply with Policy**

(27) Employees who fail to apply for and secure approval to enter into outside work as described in this policy will be regarded as acting in contravention of established University policy and may be subject to disciplinary action.

### **Policy Review**

(28) This policy will be reviewed every two years.

## Status and Details

|                           |  |
|---------------------------|--|
| <b>Status</b>             | Historic                               |
| <b>Effective Date</b>     | 13th August 2012                       |
| <b>Review Date</b>        | 13th April 2015                        |
| <b>Approval Authority</b> | Vice Chancellor                        |
| <b>Approval Date</b>      | 10th August 2012                       |
| <b>Expiry Date</b>        | 7th October 2014                       |
| <b>Head of Work Unit</b>  | Kath Drew<br>Director, Human Resources |
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