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1 Background and Introduction

1.1 Background

This policy has been developed to operate as a combined policy on Paid Outside Work and Community Service Voluntary Outside Work conducted by a staff member in addition to their normal contracted duties

This policy has been developed in accordance with the minimum standards established by the Audit Office of New South Wales in its Performance Audit Report on "Academics' Paid Outside Work" which was issued in February 2000 and has been reported on thereafter.

1.2 Introduction

1.2.1 These provisions apply to all full-time staff members and those part-time staff members whose appointment is at a time fraction of 0.6 or above.

1.2.2 The University accepts that Paid Outside Work and Community Service Voluntary Outside Work by staff is both appropriate and beneficial. However, parameters are required concerning the nature and extent of these activities in the interests of the University, its operations, its community of scholars and students, and the community more generally.

1.2.3 These limitations are expressed as overall guidelines rather than detailed rules covering specific projects, consultancies or activities.

1.2.4 In relation to Paid Outside Work and Community Service Voluntary Outside Work, the University must ensure that:

- the work will not impinge upon the normal operations of the University or the satisfactory performance of the responsibilities of a member of staff as an employee of the University;
- University resources are used ethically and appropriately;
- University resources are not used without prior approval regarding full compensation to the University;
- In the case of Paid Outside Work the principles of competitive neutrality are observed such that a subsidised service is not provided to the client;
- the activity or the outcome of the activity is not injurious to the reputation of the University;
- the work is not of a character, or performed under conditions that would compromise the staff member's ethical, professional or in the case of academic staff her/his independent academic status;
- the University is protected from vicarious liability in any legal action arising from the Paid Outside Work or Community Service Voluntary Outside Work activities;
- the work flows from the staff member's academic or professional expertise and is of an appropriate nature;
- the activity does not create a conflict of interest for the staff member or interfere with the efficient discharge of her/his responsibilities;
- In the case of Paid Outside Work the University does not become liable to pay Goods and Services Tax (GST) on revenue earned by staff in private consulting;
- academic staff can engage in any kind of Outside Work or Paid Inside Work for up to 48 days per year (i.e. one day for each working week discounting annual leave time) and general staff can engage in any kind of Outside Work or Paid Inside Work for up to 15 days per year (this time allowance shall be pro-rated where staff are employed on a fractional basis); and,

- any time utilised by a member of University staff for Paid Outside Work or Community Service Outside Voluntary Work shall be counted as a part of the allowance otherwise available to either an academic or general staff member under the provisions of both the separate Paid Outside Work Policy and the Paid Inside Work Policy.

1.2.5 The University places great reliance on the judgement and integrity of its staff to ensure that Paid Outside Work or Community Service Voluntary Outside Work is undertaken responsibly. However, because of the potentially serious implications of Paid Outside Work and Community Service Voluntary Outside Work on the University, its operations and its community of scholars and students, staff must obtain approval prior to accepting or agreeing to undertake the activity.

1.2.6 The manner and extent to which the staff member may engage in Outside Work depends on the category in which it falls: University-based or Private Paid Outside Work. Strict conditions are attached to Private Paid Outside Work such that it is expected that most Paid Outside Work will be conducted through the University.

1.2.7 The recommendation of all Paid Outside Work or Community Service Voluntary Outside Work is vested in the Executive Team member responsible for the work unit in which the staff member applying works. This Executive Team member will report at the end of each calendar year to the Senior Staff member responsible for the work unit.

1.2.8 Approval for Community Service Voluntary Outside Work will normally only be given for work undertaken through the University.

2 Definitions

The following words shall have the meanings given below for the purpose of this Policy:

2.1 “**Approving Officer**” means the University officeholder delegated to approve applications for paid outside work. These are:

- Deputy Vice-Chancellor (Academic) for academic and general staff in area of administrative responsibility;
- Deputy Vice-Chancellor (Research) for academic and general staff in area of administrative responsibility;
- Deputy Vice-Chancellor (Administration and Resources) for general staff whose work units report to this position; or
- in the case of the above officers, the Vice-Chancellor.

2.2 “**Community Service Voluntary Outside Work**” is Outside Work that may or may not attract income. It is altruistic in purpose being undertaken for a charitable, community or public purpose by staff members in their capacity as University employees and provided all relevant insurance coverage is in place and it has received prior approval. With prior approval also, it may make use of University resources provided this be on a cost-recovery basis.

[Typical examples of Community Service Voluntary Outside Work are lectures and tutorials for a not-for-profit community organisations; membership of review committees at other universities; strategic planning for community groups; relevant onshore/overseas aid/development activities; design of a community attitudes survey for, say, a local school, health service or parish; “pro bono” work in certain professional areas; commissioned creative works or performances and professional advice, involving minimal or no risk of litigation, rendered to a church, community, charitable or welfare group or agency. Activities undertaken for similar purposes or groups but involving significant risk of litigation will be governed by the conditions applying to University Paid Outside Work.]

2.3 “**Full Cost Recovery**” means full cost recovery as informed by the principles of the Trade Practices Act 1974 (C’tth) and as outlined by the Australian Vice-Chancellors’ Committee (AVCC), and specifically refers to the recovery of all direct and indirect costs associated with the paid outside work including overheads of Central Administration and the Faculty, the Directorate or equivalent administrative unit.

- 2.4** “**Outside Work**” means prior approved provision of professional services to an external party for a fee or other consideration. It includes teaching, consulting, non-commercial research, development activities or provision of other services.

The Policy embraces two categories of **Outside Work**:

- **University-based Paid Outside Work and**
- **Private Paid Outside Work**

- 2.5** “**Private Paid Outside Work**” means Paid Outside Work undertaken for remuneration or other consideration by a staff member in his or her personal capacity as an individual or through a partnership, private company, trust or any similar entity, and is entirely independent of the University, as opposed to work undertaken in his or her capacity as an employee of the University.

- 2.6** “**Professional Pursuits Account**” means an account established at the University into which payments received on behalf of a member of the staff of the University for conducting approved University-Based Paid Outside Work may be remitted.

- 2.7** “**University-based Paid Outside Work**” constitutes the main type of Paid Outside Work. It is the provision of professional services and products to external parties for remuneration or other consideration by a staff member in her/his capacity as a member of staff at ACU and accordingly is contracted through the University. It includes teaching, consulting, non-commercial research, development activities or other services provided by the University to other organisations. At minimum such activities should be cost neutral but they should normally generate additional income for the University.

3 Implementation

The Head of School or the relevant Manager is primarily responsible for monitoring Paid Outside Work or Community Service Voluntary Outside Work activity, providing guidance to staff regarding Paid Outside Work or Community Service Voluntary Outside Work. The Executive Staff member (Executive Dean/Director) is responsible for the application of this policy within their area of responsibility and for endorsing applications for submission to the approving officer (see: Section 1.2.7)

The appropriate approving officer as defined (see: Section 2.1) has overall responsibility for monitoring implementation and operation of the policy.

The Vice-Chancellor has final authority in all matters associated with the implementation of this policy.

3.1 Overview

All Community Service Voluntary Outside Work and most Paid Outside Work by staff members of the University is governed by this policy. In the case of Paid Outside Work this includes non-commercial research and development work undertaken for external parties. Commercial Research for external parties is covered by the University’s Policy on Commercial Research administered by University Research Services.

- 3.1.1** On taking effect, this policy supersedes all other arrangements for Outside Work arrangements or Community Service Voluntary Outside Work that have operated previously at the University.

- 3.1.2** All staff engaged in Paid Outside Work or Community Service Voluntary Outside Work at the time that this policy takes effect will be required to ensure that they have appropriate approvals for this Paid Outside Work or Community Service Voluntary Outside Work within three months of the implementation of this policy. Failure to obtain such approval in the stated period could result in disciplinary action being taken against a staff member who, thereafter, is involved in Paid Outside Work or Community Service Voluntary Outside Work without approval.

- 3.1.3** This Policy embraces two categories of Paid Outside Work and two categories of Community Service Voluntary Outside Work:

- University-based Paid Outside Work

- University-based Community Service Voluntary Outside Work
- Private Paid Outside Work
- Private Community Service Voluntary Outside Work.

3.1.4 University-Based Community Service Voluntary Outside Work must be arranged through the University and University-Based Paid Outside Work must be contracted through the University.

3.1.5 Private Paid Outside Work and Private Community Service Voluntary Outside Work may be undertaken by a staff member only with the specific written permission of the appropriate approving officer as defined (See: Section 2.1) upon the recommendation of the relevant Head of School/Manager and the relevant Executive Staff member. Such permission may be given either for a specific Private Paid Outside Work or Private Community Service Voluntary Outside Work activity or for a class of Private Paid Outside Work or Private Community Service Voluntary Outside Work activities, as the need dictates.

Separate conditions and protocols attach to each of the sub-categories.

3.1.6 Community Service Voluntary Outside Work regardless of category will normally be altruistic in purpose and involve little or no risk of litigation. In circumstances where, despite the altruistic character of the work, there is a risk of litigation, it must be contracted directly through the University.

4 University-Based Paid Outside Work and University-Based Community Service Voluntary Outside Work

University-based Paid Outside Work and University-based Community Service Voluntary Outside Work includes specific professional or academic work undertaken for a party external to the University. In the case of Paid Outside Work this is undertaken on a fee for service contractual basis for a client outside the University. University-based Paid Outside Work and University-based Community Service Voluntary Outside Work is initiated by an individual staff member or by a functional or organisational unit such as a Faculty, School, Research Centre, Flagship or Directorate.

Appropriate University-based Paid Outside Work and University-based Community Service Voluntary Outside Work, involving the application of the knowledge and expertise of staff both upholds the distinctive Mission of ACU and results in important benefits to the University and to the community. These benefits include:

- providing ACU Mission supportive Community Service opportunities for University staff;
- enriching the skills and knowledge base of University staff;
- making specialised knowledge, skills and facilities available to the wider community at home or abroad; and,
- facilitating collaboration with industry, government departments, church organisations and community groups at home or abroad.
- Paid Outside Work can provide the University, its Faculties, Schools, Research Centres, Flagships or Directorates with additional financial resources.

The type of work undertaken should be consistent with the purposes of the University, and should be such as to enhance the standing of the University and the professional reputation of its staff.

The types of professional/academic activities covered here include, but are not limited to, for example:

- testing, and carrying out evaluative and other studies, drafting of documents;
- preparation of reports;
- consultancy projects; and,

- continuing education, conferences, non-award short courses, overseas award and other courses, study tours, workshops and professional development activities conducted by bodies external to the University.

These activities will generally be regarded as being carried out as part of the 48 days per year allowed to academic staff or the 15 days per year allowed to general staff for any outside or inside work other than their normal contracted work (See: Section 1.2.4).

4.1 Application for and Approval of Paid Outside Work or Community Service Voluntary Outside Work

4.1.1 Eligibility

These provisions apply to all full-time and part-time staff members whose appointment is at a time fraction of 0.6 or above. In the case of academic staff members, they may, with prior approval, undertake such work as a part of their normal workload and their work unit may be recompensed for their absence from income earned from the outside work activity. In the case of general staff, the activities should not otherwise be covered by the overtime arrangements prescribed by the University enterprise agreement. These arrangements do not apply for part-time staff members employed at a time fraction below 0.6 and casual staff members. Other arrangements may be negotiated on a case-by-case basis to cover the terms upon which such staff may participate in University-based Paid Outside Work or Community Service Voluntary Outside Work, as defined in this policy.

Academic or general staff who wish to carry out a University-based Paid Outside Work or Community Service Voluntary Outside Work activity may only do so with the prior approval of the University and if such work can be accommodated without disrupting the operations of the School or work unit. General staff may in certain circumstances be required to take appropriate leave or make up the time over an agreed period.

All applications for University-based Paid Outside Work or University-based Community Service Voluntary Outside Work are to be submitted on the appropriate University-based Paid Community Service Voluntary Outside Work or University-based Paid Outside Work application form (Application forms are provided as attachments 1 and 3).

4.1.2 Authorisation/Approval Procedures

University-based Paid Outside Work and University-based Community Service Voluntary Outside Work is to be arranged with an external party by the University and shall be deemed to be approved only when a standard form (Application forms are provided as attachments 1 and 3) has been completed. University-based Paid Outside Work shall only be approved when a standard agreement (provided by the University) has been completed. In the case of academic staff, the Head of School/Research Centre/Flagship or, in the case of general staff, the Manager or other senior officer to whom the applying officer reports will be kept fully informed of all negotiations with individual staff of that School or Directorate. Alternatively, the School or Directorate may initiate University-based Paid Outside Work or Community Service Voluntary Outside Work activities that are then contracted through the University. The Executive Team member overseeing the University-Based Paid Outside Work or Community Service Voluntary Outside Work activity will report annually to the Senior Staff member responsible for the work unit on relevant Paid Outside Work or Community Service Voluntary Outside Work activities for reporting annually to the Vice-Chancellor. The University, through the Finance Directorate, will from time to time undertake audits of financial cost centres to ensure compliance with this policy.

4.1.3 University-based Paid Outside Work or Community Service Voluntary Outside Work shall be deemed to be approved only when a standard form has been completed including all of the following (Application forms are provided as attachments 1 and 3):

- A brief description of the University-Based Paid Outside Work or University-Based Community Service Voluntary Outside Work activity;
- Details of external parties to which services are being provided;
- Where applicable, financial information including costing (with demonstration of Full Cost Recovery) and pricing details or "in kind" or related arrangements;

- The signature of the staff member proposing to provide the University-Based Paid Outside Work or University-based Community Service Voluntary Outside Work;
- Authorisation by the Executive Team member responsible for the work unit, including a statement to the effect that the staff members concerned are satisfactorily performing their normal duties of employment in accordance with their contract of employment; and that the approving officer has no justifiable objection to the staff member carrying out the proposed University-based Paid Outside Work or University-based Community Service Voluntary Outside Work;
- Approval by the approving officer shall be exercised as appropriate (see: [Section 2.1](#)).

4.1.4 The signed standard form for University-Based Paid Outside Work provides information which assists in preparation of the contract with the external party. Contracts must be signed by the appropriate Executive Team member (see [Section 2.1](#)). Where the proposed arrangement involves a project valued in excess of \$250,000, the contract must be signed by the relevant Senior Staff member who retains a signed copy on file.

4.1.5 University-based Community Service Voluntary Outside Work is to be fully documented or contracted, in cases where there is a risk of litigation, directly through the University through the office of the Senior Staff member to whom the proposer reports. The signed standard form provides information which assists in preparation of the agreement or contract with the external party. Such contracts must be signed by the appropriate Executive Team member (see [Section 2.1](#)).

4.1.6 The work of the staff member performing the University-based Community Service Voluntary Outside Work may be compensated for through workload adjustment.

4.2 Activities for Which Approval for Paid Outside Work is Not Required

The following activities are specifically exempt from the requirement to complete and sign the standard form:

- receipt of an honorarium or royalty for examination of theses;
- assessment of staff classification or promotion;
- attending meetings;
- writing or publishing conventional scholarly works in the staff member's field of expertise (such as books, chapters, articles, reviews, editing);
- honorary service on editorial boards;
- speaking engagements;
- exhibitions;
- performances;
- membership of government commissions, councils, trusts or boards, school/college boards or Catholic Education Office advisory committees.

In these cases notification to the Executive Team member to whom the staff member reports will suffice. Such notification may be useful for assisting monitoring of such activities. Exemption of other activities may be approved from time to time by the Vice-Chancellor.

4.3 Disbursement of Income Earned From Paid Outside Work

4.3.1 The work of a staff member who generated the income will be:

- compensated for through workload adjustment; or
- paid as an appropriate entitlement in her/his Professional Pursuits Account which may be called upon by her/him for legitimate professional activities; or,
- may be paid into the staff member's private bank account, after deduction of tax.
- In the case of payment, staff must indicate how any such income is to be assigned at the time approval is sought to undertake the activity.

[NB: For information on Professional Pursuits Accounts see separate policy titled: Professional Pursuits Accounts.]

4.3.2 Income generated by additional professional and academic work conducted through the University will incur both a University and a Faculty or Directorate overhead deduction to cover costs and provide a moderate return for the University and Faculty/Directorate.

4.3.3 All income deposited in a Professional Pursuits Account will incur a standard University overhead deduction of 15%.

5 Budget Costs and Recovery for Community Service Voluntary Outside Work

5.1 Costs Associated with Community Service Voluntary Outside Work

As defined, Community Service Voluntary Outside Work may or may not attract income or some other "in kind" return for the University or the staff member performing the Community Service Voluntary Outside Work.

5.2 Cost Neutrality

In cases where no income or "in kind" return is received by the University, any Community Service Voluntary Outside Work arrangements entered into should be cost neutral.

In cases where income is received, it may only be used to cover the cost of a project activity. No profit may be made and no income may be derived from the project/activity for the University or the staff member(s) involved.

5.3 Budget Preparation

A budget will be prepared for all University-based Community Service Voluntary Outside Work initiated by an administrative unit where the use of University resources is involved.

5.4 Budget Development

All budgets prepared in relation to University-based Community Services Outside Work conducted through the University will be accurately costed by recourse to the budget proforma (The budget proforma is provided as attachment 5) to assist accurately cost proposals. Costing should, as relevant, for example, include a 'facility charge' (where University facilities are used); cost of consumables, and equipment hire, and payment for sponsoring administrative unit administration services (e.g. secretarial assistance, photocopying, telecommunication, postage, faxes, etc.) where these apply.

6 Budget Costs and Returns Paid Outside Work

This section addresses the distribution of the costs and returns arising from University-based Paid Outside Work that will be attributed to the University and administrative unit and allowable under this section of the policy.

6.1 University-Initiated University-Based Paid Outside Work

6.1.1 Budget Submission

A budget will be submitted for all University-initiated Paid Outside Work initiated by an administrative unit.

6.1.2 Budget Development

- All budgets prepared in relation to University-based Paid Outside Work conducted through the University will be accurately costed by recourse to the budget proforma (The budget proforma is provided as attachment 5) Budgets should be developed on the pro
- University overhead - 15% of gross revenue for general administration; Faculty/Directorate payment – 15% of gross revenue;
- an appropriate return for the administrative unit organising the project (in responding to 'tender' calls this return may need to be built into the cost); and,

- a 'facility charge' (where University facilities are used); cost of consumables, equipment, travel and fieldwork related to the project; and payment for sponsoring administrative unit administration services (e.g. secretarial assistance, photocopying, telecommunication, postage, faxes, etc.).

6.1.3 Return to the Administrative Unit sponsoring the University-Based Paid Outside Work

After all University and administrative unit direct and indirect costs have been paid, the remaining revenue will stay with the administrative unit sponsoring the University-based Paid Outside Work.

6.2 Staff-Initiated University-Based Paid Outside Work

6.2.1 Costs levied by the University

- 6.2.1.1** The University will receive 15% of gross revenue for all staff-initiated University-based Paid Outside Work covered by this policy for general administration and insurance costs, including professional indemnity and an official report by the office of the Director of Finance and/or independent auditor, when required.

Whilst this is the general rule, flexibility will be maintained in cases where, for example, contracting parties do not allow a university overhead or in cases where the total monetary allocation or parts of it are directly controlled by the agency funding the project (e.g. airfares or accommodation). In such cases the 15% will be determined on the basis of revenue paid to the University, not of the gross project value.

- 6.2.1.2** A further 'facility/equipment charge' may be negotiated by local Campus Operations where University campus facilities/equipment are used. This charge will go to the campus where the particular facilities are housed/maintained and may be based on a schedule of charges established at the local campus level and approved by the Pro- Vice-Chancellor responsible for the campus and adjusted from time to time. Income earned from charges for equipment provided by a particular administrative unit will be paid to that administrative unit unless otherwise previously agreed.

- 6.2.1.3** Any interest earnings on Professional Pursuits Accounts will accrue to the University.

6.2.2 Costs levied by the administrative unit in which the staff member performing staff-initiated University-based Paid Outside Work

In addition to the deductions identified in Section 6.2.1, an additional 15% of gross revenue for all staff-initiated University-based Paid Outside Work will go to the administrative unit in which the staff member works. The administrative unit will determine the disbursement of this amount.

6.2.3 Return to Staff

After the deduction of University and administrative unit costs (see: Sections 6.2.1.1, 6.2.1.2 and 6.2.2), the work of staff who engage in staff-initiated University-based Paid Outside Work will establish an entitlement in the staff member's Professional Pursuits Account. Alternatively, remuneration for the work of staff may be paid into a staff member's private bank account, after deduction of PAYG (Pay As You Go) tax. Payments from the University for University-based Outside Work will only be made to a member of staff in their personal capacity. No such payments will be made to a member of staff through the agency of a business or company run by that staff member.

7 Private Paid Outside Work and Private Community Service Voluntary Outside Work

Private Community Service Voluntary Outside Work and Private Paid Outside Work may be undertaken under conditions outlined in Section 3.1.4. The University must be satisfied that the Private Paid Outside Work or Private Community Service Voluntary Outside Work will not present a real nor a potential conflict of interest with the University; be contrary to the best interests of the University; or interfere with the efficient discharge of the staff member's responsibilities or duties at the University. This is especially important as the University is entitled to have first call on its employees' work services and to expect their fidelity. It is also necessary that the individual staff

members' Occupational Health and Safety responsibilities be addressed prior to them engaging in Private Paid Outside Work or Private Community Service Voluntary Outside Work.

Private Paid Outside Work includes company directorships and partnerships. Staff members must obtain approval under this category prior to entering into a partnership, accepting the directorship of a company, or being involved in the affairs of a trust for purposes of engaging in Private Paid Outside Work, other than family affairs and the work of not-for-profit charitable companies. Activities such as staff members serving on a government commission, council, board or trust, or equivalent are considered as Community Service Outside Work. Private Paid Outside Work also includes part-time employment with external organisations.

Private Community Service Voluntary Outside Work includes non-paid company and other not-for-profit or charitable directorships. Staff members must obtain approval under this category prior to accepting a non-paid directorship of a not-for-profit or charitable company or trust for purposes of engaging in Private Community Service Voluntary Outside Work. Activities such as staff members serving on a government commission, council, board or trust, or equivalent are considered as Private Community Service Voluntary Outside Work.

Staff members must apply for permission to engage in Private Paid Outside Work on the standard Permission to Engage in Private Outside Work application form (See: Attachment 4) and must apply for permission to engage in Private Community Service Voluntary Outside Work on the standard Permission to Engage in Private Community Service Voluntary Outside Work application form (See: Attachment 2) copies are available from the local Human Resources and they will need to verify that all of the requirements of this clause are met.

7.1 Application for and Approval of Private Paid Outside Work and Private Community Service Voluntary Outside Work

7.1.1 Eligibility

These provisions apply to all full-time staff members and part-time staff members whose appointment is at a time fraction of 0.6 or above. For part-time staff members employed at a time fraction below 0.6, the terms and conditions of employment may be negotiated on a case by case basis to cover the terms upon which they may participate in Private Paid Outside Work or Private Community Service Voluntary Outside Work, as defined in this policy.

7.1.2 Prior approval for Private Paid Outside Work and Private Community Service Voluntary Outside Work must be obtained as follows:

7.1.2.1 An academic staff member with the prior approval of the appropriate approving officer as defined (See: Section 2.1) may undertake Private Paid Outside Work or Private Community Service Voluntary Outside Work where such work does not exceed 12 days in the case of academic staff, or in the case of general staff does not exceed 3 days, in each quarter of a calendar year. With prior permission, the days may be averaged over each quarter and the full calendar year within a maximum of 48 days for academic staff or 15 days per annum for general staff, as appropriate. Before giving approval, the approving officer shall ensure that the conditions in Section 1.2.4 will be met.

7.1.2.2 When it is anticipated that appropriate Private Paid Outside Work or Private Community Service Voluntary Outside Work is likely to exceed 48 days in any year, in the case of academic staff, or 15 days in the case of general staff, and all other conditions in Section 1.2.4 have been met, the appropriate approving officer as defined may approve up to 12 additional days for academic staff, or 3 additional days for general staff, for the calendar year which must be taken as recreational leave, leave without pay, long service leave, community service leave or, in the case of general staff only, time-in-lieu when such an entitlement has been accrued.

7.1.3 Prior approval is not required for such outside income earning activities as the publication of books and articles in the staff member's disciplinary field, the delivery of occasional outside lectures, the refereeing of articles for learned journals, examining and occasional radio and television performances or related activities. However, the appropriate approving officer, as defined for the staff member, should be informed of significant commitments undertaken by members of staff in such activities (NB: Media interviews of staff should take place under the guidance of the ACU Media Response Procedures available from the University Relations Directorate).

- 7.1.4** The Vice-Chancellor may grant requests that a full-time member of the academic or general staff be permitted to accept unpaid or paid appointment, as a member of a government commission, council, board or trust, or a scientific or professional body, or as an adviser or consultant to such an organisation. Where payment is made to the staff member, in the case of Private Paid Outside Work or Private Community Service Voluntary Outside Work appointments, if the work involved is such so as to require reduction in the staff member's normal University duties, arrangements may be made for part or all of any payment for such Private Paid Outside Work or Private Community Service Voluntary Outside Work to be made to the University for allocation to the work unit to compensate for the staff member's absence.
- 7.1.5** If, in the opinion of the approving officer, a project proposed as Private Paid Outside Work or Private Community Service Voluntary Outside Work requires use of University facilities or resources (with consequent resourcing implications), or involves a significant part of the working time of a member of staff, it will be referred to the appropriate approving officer as defined, for possible negotiation as a University project undertaken under contract between the sponsor and the University as a University-based Paid Outside Work activity or University-Based Community Service Voluntary Outside Work activity (See: [Section 4](#)).

7.2 Authorisation/Approval Procedures

The relevant Head of School/Manager must provide written authorisation on the standard form (Forms are provided as attachments 2 and 4) and submit the application to the Executive Staff member (Executive Dean/Director) for endorsement. It is then submitted to the appropriate officer as defined for final approval (See: [Section 2.1](#)). The following conditions must be met:

- 7.2.1** The staff member must perform the full range of their normal duties of employment in accordance with their contract of employment and ensure that the proposed Private Paid Outside Work or Private Community Service Voluntary Outside Work activity will not impede the continuing satisfactory performance of those duties.
- 7.2.2** If the Head of School/Manager is unable to support the proposed activity, she/he must provide a justifiable objection to the staff member proposing to carry out the Private Paid Outside Work or Private Community Service Voluntary Outside Work.
- 7.2.3** The staff member is a member of a relevant professional body or a certified accredited practitioner in cases where the provision of the proposed Private Paid Outside Work or Private Community Service Voluntary Outside Work would normally require such membership, certification or accreditation.
- 7.2.4** The staff member indemnifies the University against claims for loss or damage and holds evidence of current professional indemnity insurance covering all potential damage or loss sustained as the result of negligence in the course of performing services in relation to the proposed Private Community Service Voluntary Outside Work. The relevant Head of School/Manager is responsible for ensuring that the insurance coverage is adequate if the Private Paid Outside Work or Private Community Service Voluntary Outside Work is to be performed outside Australia.
- 7.2.5** The proposed Private Paid Outside Work or Private Community Service Voluntary Outside Work is not competing with services otherwise provided by the University nor within an area that would normally be offered by the University on a commercial basis. If required, in relation to academic staff, the appropriate approving officer as defined will provide advice on the matter.
- 7.2.6** The proposed Private Paid Outside Work or Private Community Service Voluntary Outside Work does not place the staff member in a conflict of interest between her or his Private Paid Outside Work and her or his normal University responsibilities or duties.
- 7.2.7** No University symbols, letterhead, stationery, postal address, phone number, fax number, e-mail address or Web address are to be used, nor is any other information to be used which might associate the University with the Private Paid Outside Work or Private Community Service Voluntary Outside Work activity in any way (in, for example, but not limited to, public announcements, advertisements, brochures or prospectuses).

- 7.2.8** The staff member will state clearly in any correspondence relating to the Private Community Service Voluntary Outside Work that she/he are not acting as an employee of the University.
- 7.2.9** The University is expressly and specifically dissociated from the Private Paid Outside Work or Private Community Service Voluntary Outside Work activity by both the staff member undertaking the Private Paid Outside Work or Private Community Service Voluntary Outside Work and the organisation involved by providing the standard clauses set out in Annexure A of this policy in any Private Paid Outside Work or Private Community Service Voluntary Outside Work contract with the external client. Such an agreement or contract must be entered into in writing. The University reserves the right to require evidence of compliance with this provision, as it deems it necessary. The executive staff member is responsible for arranging appropriate documentation for retention on the appropriate file.
- 7.2.10** No administrative or technical area of the University (including, but not limited to, the University Services, Finance, Human Resources, Information and Communication Technology Services Directorates, Library, Student Administration and Research Services) provides services for any Private Paid Outside Work or Private Community Service Voluntary Outside Work activity. Monies utilised in Private Paid Outside Work or Private Community Service Voluntary Outside Work shall not be paid into or through any University account unless they are formally donated to the University.

7.3 Fees

Fees should be appropriate to the professional field in which the Private Paid Outside Work activity is undertaken.

7.4 Business Dealings with the University

No staff member may directly or indirectly, or through any nominee, have business dealings with the University, nor shall a staff member accept paid employment with or hold a substantial beneficial interest in any firm having business dealings with the University, except with the prior written approval of the Vice-Chancellor.

7.5 Coaching of ACU Students

No member of staff may accept fees or other gratuities for giving private academic coaching to students of this University.

7.6 Use of University Facilities

University facilities or equipment may only be used for Private Paid Outside Work or Private Community Service Voluntary Outside Work with the prior written agreement of the approving officer [See: Section 2.1] who must satisfy herself/himself that such use will not interfere with normal University requirements and the University will not incur liability under occupational health and safety legislation. Where the approving officer agrees to the use of University facilities or equipment, this will be on a cost recovery basis.

7.7 Reporting Private Community Service Voluntary Outside Work

Staff members who undertake Private Paid Outside Work or Private Community Service Voluntary Outside Work of any type are required to provide to the appropriate approving officer as defined, (See: Section 2.1) a written statement annually outlining this work and certifying compliance with relevant University policies and ethical standards. A Paid Outside Work/Community Service Voluntary Outside Work Activity Reporting form is available in this document as attachment 6). The approving officer should endorse these reports as accurate with respect to the time involved.

8 Non-compliance

If a staff member is engaged, without approval, in any type of Private Paid Outside Work or Private Community Service Voluntary Outside Work activities as defined in this policy, the Executive Team member to whom the staff member reports must request that the activity cease immediately and that appropriate approval be obtained before it may be resumed.

In the event of her/his non-compliance with the directives of this policy, a staff member will be subject to the disciplinary procedures set out in the relevant enterprise agreement covering either academic and general staff at the University.

9 Review

The University may make changes to this policy and procedures from time to time. In this regard any staff member who wishes to make any comments about this policy may forward their suggestions to Director, Human Resources.

10 Further Assistance

Any staff member who requires assistance in understanding the Paid Outside Work and Community Service Voluntary Outside Work Policy and Procedures should first consult their nominated supervisor. Should further advice be needed, they should contact the Human Resources Consultant responsible for their campus.

11 ATTACHMENTS

ANNEXURE A

DISCLAIMER: Private Paid Outside Work/Private Community Service Voluntary Outside Work

Please refer to the Australian Catholic University Privacy Policy located at www.acu.edu.au for details as to how personal information collected on this form will be used and disclosed.

Disclaimer to be included in any contract entered into between a member of the ACU staff undertaking **Private Paid Outside Work/Private Community Service Voluntary Outside Work** and a commissioning organisation to disassociate the University formally from the work.

The form of the disclaimer will normally be as follows:

“..... (name of staff member) is a staff member of Australian Catholic University. She/he is permitted to carry out **private paid outside work/private community service voluntary outside work** to maintain contact with professional practice and contribute to the community. This private paid outside work/private community service voluntary outside Work is not associated with Australian Catholic University and the University has no legal responsibility for any claims which may arise as a result of the private paid outside work/ private community service voluntary outside work.

..... (name of staff member) is not entitled to represent herself/himself as having any actual or ostensible authority to act on behalf of the University.”

Signed:..... Date:.....
(Staff member)

Contracting Party.....

ATTACHMENT 1

UNIVERSITY-BASED COMMUNITY SERVICE VOLUNTARY OUTSIDE WORK

APPLICATION FORM

Note: This pro forma must be completed by a staff member wishing to undertake any University-based community service work outside the University as outlined in section 4 of the Paid Outside Work and Community Service Voluntary Outside Work Policy. The appropriate approval to undertake any University-based Community Service Voluntary Outside Work must be received prior to the commencement of any such activity.

Please refer to the Australian Catholic University Privacy Policy located at www.acu.edu.au for details as to how personal information collected on this form will be used and disclosed.

STAFF MEMBER'S DETAILS:

Name:	School/ Work unit:
Faculty/ Directorate:	Campus location:
Telephone extension:	

DESCRIPTION OF PROPOSED ACTIVITY:

(This description should provide sufficient information to permit evaluation of the appropriateness of the proposed activity in terms of the guidelines set out in the Paid Outside Work and Community Service Voluntary Outside Work Policy).

Duration of Activity: Start date _____ Finish date _____

Time commitment required: _____ hours per week for _____ weeks

Outside Recipient/Organisation: _____

Description of work to be undertaken:

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DECLARATION BY STAFF MEMBER:

I hereby declare that I have read and understood the University Paid Outside Work and Community Service Voluntary Outside Work Policy and the requirements contained therein and this activity will not contravene those requirements.

Signed:..... Date:

**COSTING INFORMATION RELATING TO THE ACTIVITY:
(Complete as applicable)**

	<u>Projected Budget</u>
Total cost of activity	\$
Projected Income	
Grants/contracts/fees	\$
Value of collaborator contribution	\$
Shortfall	
(Investment by University)	\$
University share cost	%
Projected Expenditure	
Indirect Costs	
(X% of gross income)	\$
Direct Costs	
Total	\$

RECOMMENDATION AND APPROVAL:

1. **The proposed activity as outlined above is supported/ not supported (strike out whichever not applicable)**

..... Date:
Head of School/Work Unit Manager

2. **The proposed activity as outlined above is recommended/ not recommended (strike out whichever not applicable)**

I am satisfied that the staff member(s) concerned are satisfactorily performing their normal duties of employment in accordance with their contract of employment and there is no justifiable objection to the staff member(s) carrying out the proposed outside work.

..... Date:
Executive Dean/Director

3. **The proposed activity is approved/not approved (strike out whichever not applicable)**

..... Date:
Deputy Vice-Chancellor / Deputy Vice-Chancellor (Administration and Resources)

ATTACHMENT 2

**PRIVATE COMMUNITY SERVICE VOLUNTARY OUTSIDE WORK
APPLICATION FORM**

This application pro forma must be completed by a staff member wishing to undertake any private community service work outside the University as outlined in section 7 of the Paid Outside Work and Community Service Voluntary Outside Work Policy. Staff intending to undertake Private Community Service Voluntary Outside Work should consult the policy prior to completion of this application. It is the responsibility of the staff member to prepare all details necessary to enable an assessment of the activity and then to submit the application to the approving officer for approval. The appropriate approval to undertake any Private Community Service Voluntary Outside Work must be received prior to the commencement of any such activity.

The application (including the signed certification by the relevant Head of School/Flagship/Centre or Manager) must be submitted to the delegated approving officer.

Please refer to the Australian Catholic University Privacy Policy located at www.acu.edu.au for details as to how personal information collected on this form will be used and disclosed.

SECTION A: (To be completed by the staff member)

STAFF MEMBER'S DETAILS

Name:	School/ Work unit:
Faculty/ Directorate:	Campus:
Telephone extension:	

DESCRIPTION OF PROPOSED ACTIVITY

(This description should provide sufficient information to permit evaluation of the appropriateness of the proposed activity in terms of the guidelines set out in the Paid Outside Work and Community Service Voluntary Outside Work Policy).

Duration of Activity: Start date _____ Finish date _____

Time commitment required: _____ hours per week for _____ weeks

Recipient/Organisation: _____

Description of work to be undertaken (if insufficient space please attach statement):

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DECLARATION BY STAFF MEMBER

I (print name) hereby declare the following:

1. I am a member of, a professional body as defined in the Paid Outside Work and Community Service Voluntary Outside Work Policy.
2. I have Professional Indemnity insurance coverage (with appropriate documentary evidence presented such as a Certificate of Currency) covering all potential damage or loss that may be sustained as the result of negligence carried out in the course of performing services in relation to the proposed Private Community Service Voluntary Outside Work activity. [**NB:** Specific attention should be given to ensuring that the insurance coverage is adequate if the Private Community Service Voluntary Outside Work activity is delivered outside Australia (especially USA and Canada)].
3. The proposed Private Community Service Voluntary Outside Work is **not** competing with services otherwise provided by the University or a University company **or** within an area that would normally be held to be offered by the University on a commercial basis. (If required, the approving officer will provide advice on the matter following the submission of a written request).
4. No University letterhead, stationery, postal address, telephone number, fax number, e-mail address or web address, etc. will be used or any other information which might associate the University with the Private Community Service Voluntary Outside Work in any way.
5. The University is expressly and specifically dissociated from the Private Paid Outside Work **by providing the standard clause set out in Annexure A of the Australian Catholic University Paid Outside Work and Community Service Voluntary Outside Work Policy incorporated in any Private Community Service Voluntary Outside Work contract/agreement with the external donor recipient.** The contract must be entered into in writing.
6. No administrative area of the University (including, but not limited to, a Library, Faculty or Directorate [or equivalent administrative unit] officer will be requested to provide services for the Private Community Service Voluntary Outside Work herein described.
7. Either no University facility (including power, space and equipment) is to be used **or** the use of such facilities will be undertaken with prior written agreement on the basis of full cost recovery by the University.

Signed:..... Date:
(Staff member)

SECTION B: (To be completed by the relevant Head of School/Centre/Flagship/Manager)

Certification by the relevant Head of School/Centre/Flagship/Manager:

I (print name) of
hereby certify that:

1. The proposed Private Community Service Voluntary Outside Work activity herein described is in accordance with section 7 of the Paid Outside Work and Community Service Voluntary Outside Work Policy;
2. The proposed Private Community Service Voluntary Outside Work activity will not impede the staff member from the performance of her/his normal duties of employment;
3. Either no University facility (including power, space, equipment) is to be used **or** the use of such facilities will be undertaken with prior written agreement on the basis of full cost recovery under the terms of a written agreement between the staff member and the Executive Dean/Director representing the University.

4. The Private Community Service Voluntary Outside Work is in accordance with the University Paid Outside Work and Community Service Voluntary Outside Work Policy and is recommended/not recommended (strike out whichever is not applicable).

Signed: Date:
Head of School/Work Unit Manager

SECTION C: (To be completed by the Executive Dean/Director)

The Private Paid Outside Work is in accordance with the University Paid Outside Work and Community Service Voluntary Outside Work Policy and is (please tick appropriate box):

recommended

not recommended

Signed: Date:
Executive Dean/Director

SECTION D: (To be completed by the approving officer)

Approval is granted/not granted (please strike out whichever is not applicable) for the named staff member to conduct the Private Community Service Voluntary Outside Work activities outlined.

Reason(s) for permission not being granted (if applicable):

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Signed: Date:
Approving Officer

Where a Private Community Service Voluntary Outside Work activity is to be conducted by more than one staff member, each staff member must complete a separate Private Community Service Voluntary Outside Work application form.

<p>Office use only:</p> <p>Date received: Date advice issued to staff member.....</p> <p>Comments:</p> <p>.....</p> <p>.....</p>
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ATTACHMENT 3

**UNIVERSITY-BASED PAID OUTSIDE WORK
APPLICATION FORM**

Note: This pro forma must be completed by a staff member wishing to undertake any University-based paid work outside the University as outlined in section 4 of the Paid Outside Work and Community Service Voluntary Outside Work Policy. The appropriate approval to undertake any Paid Outside Work must be received prior to the commencement of any such activity.

Please refer to the Australian Catholic University Privacy Policy located at www.acu.edu.au for details as to how personal information collected on this form will be used and disclosed.

STAFF MEMBER'S DETAILS:

Name:	School/ Work unit:
Faculty/ Directorate:	Campus location:
Telephone extension:	

DESCRIPTION OF PROPOSED ACTIVITY:

(This description should provide sufficient information to permit evaluation of the appropriateness of the proposed activity in terms of the guidelines set out in the Paid Outside Work and Community Service Voluntary Outside Work Policy).

Duration of Activity: Start date _____ Finish date _____

Time commitment required: _____ hours per week for _____ weeks

Outside Employer/Organisation: _____

Description of work to be undertaken:

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DECLARATION BY STAFF MEMBER:

I hereby declare that I have read and understood the University Paid Outside Work and Community Service Voluntary Outside Work Policy and the requirements contained therein and this activity will not contravene those requirements.

Signed:..... Date:

**FINANCIAL INFORMATION RELATING TO THE ACTIVITY:
(Complete as applicable)**

	<u>Projected Budget</u>
Total cost of project	\$
Projected Income	
Grants/contracts/fees	\$
Value of collaborator contribution	\$
Shortfall	
(Investment by University)	\$
University share cost	%
Projected Expenditure	
• Indirect Costs	
(X% of gross income)	\$
• Direct Costs	
Total	\$
Profit	
(Income exceeds total cost of project)	<u>Projected Budget</u>
	\$
Disbursement of Profit	
	<u>Projected Budget</u>
70% Staff member(s)*	\$
15% Faculties/Directorates	\$
15% University	\$
Net Surplus	\$

Total budget: \$ _____

* This can be allocated to a Professional Pursuits Account at the staff member's discretion. Please indicate by ticking the box below

I wish to allocate my share of the disbursement of profit to a Professional Pursuits Account.

Signed: Date:
(Staff member)

RECOMMENDATION AND APPROVAL:

1. **The proposed activity as outlined above is supported/ not supported (strike out whichever not applicable)**

..... Date:
Head of School/Work Unit Manager

2. **The proposed activity as outlined above is recommended/ not recommended (strike out whichever not applicable)**

I am satisfied that the staff member(s) concerned are satisfactorily performing their normal duties of employment in accordance with their contract of employment and there is no justifiable objection to the staff member(s) carrying out the proposed outside work.

..... Date:
Executive Dean/Director

3. **The proposed activity is approved/not approved (strike out whichever not applicable)**

..... Date:
Deputy Vice-Chancellor

ATTACHMENT 4

PRIVATE PAID OUTSIDE WORK

APPLICATION FORM

This application pro forma must be completed by a staff member wishing to undertake any Private Paid work outside the University as outlined in section 7 of the Paid Outside Work and Community Service Voluntary Outside Work Policy. Staff intending to undertake Private Paid Outside Work should consult the policy prior to completion of this application. It is the responsibility of the staff member to prepare all details necessary to enable an assessment of the activity and then to submit the application to the authorising officer for approval. The appropriate approval to undertake any Private Paid Outside Work must be received prior to the commencement of any such activity.

The application (including the signed certification by the relevant Head of School/Flagship/Centre or Manager) must be endorsed by the Executive Dean/Director before being submitted to the delegated approving officer.

Please refer to the Australian Catholic University Privacy Policy located at www.acu.edu.au for details as to how personal information collected on this form will be used and disclosed.

SECTION A: (To be completed by the staff member)

STAFF MEMBER'S DETAILS

Name:	School/ Work unit:
Faculty/ Directorate:	Campus:
Telephone extension:	

DESCRIPTION OF PROPOSED ACTIVITY

(This description should provide sufficient information to permit evaluation of the appropriateness of the proposed activity in terms of the guidelines set out in the Paid Outside Work and Community Service Voluntary Outside Work Policy).

Duration of Activity: Start date _____ Finish date _____

Time commitment required: _____ hours per week for _____ weeks

Outside Employer/Organisation: _____

Description of work to be undertaken (if insufficient space please attach statement):

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DECLARATION BY STAFF MEMBER

I print name) hereby declare the following:

- 1. I am a member of, a professional body as defined in the Paid Outside Work and Community Service Voluntary Outside Work Policy.
- 2. I have Professional Indemnity insurance coverage (with appropriate documentary evidence presented such as a Certificate of Currency) covering all potential damage or loss that may be sustained as the result of negligence in the course of performing services in relation to the proposed Private Paid Outside Work activity. **[NB: Specific attention should be given to ensuring that the insurance coverage is adequate if the Private Paid Outside Work activity is delivered outside Australia (especially USA and Canada)].**
- 3. I am working through an enterprise registered for GST purposes. The ABN is
- 4. The proposed Private Paid Outside Work is **not** competing with services otherwise provided by the University or a University company **or** within an area that would normally be held to be offered by the University on a commercial basis. (If required, the approving officer will provide advice on the matter following the submission of a written request).
- 5. No University letterhead, stationery, postal address, telephone number, fax number, e-mail address or web address, etc, will be used or any other information which might associate the University with the Private Paid Outside Work in any way.
- 6. The University is expressly and specifically dissociated from the Private Paid Outside Work **by providing the standard clause set out in Annexure A of the Australian Catholic University Paid Outside Work and Community Service Voluntary Outside Work Policy in the contract with the external client.**
- 7. No administrative area of the University (including, but not limited to, a Library, Faculty or Directorate [or equivalent administrative unit) office will be requested to provide services for the Private Paid Outside Work herein described.
- 8. Either no University facility (including power, space and equipment) is to be used **or** the use of such facilities will be undertaken with prior written agreement on the basis of full cost recovery by the University.

Signed:..... Date:
(Staff member)

SECTION B: (To be completed by the relevant Head of School/Work Unit Manager)

Certification by the relevant Head of School/Work Unit Manager:

I (print name)
of hereby certify that:

- 1. The proposed Private Paid Outside Work activity herein described is in accordance with section 6 of the Paid Outside Work and Community Service Voluntary Outside Work Policy;
- 2. The proposed Private Paid Outside Work activity will not impede the staff member from the performance of her/his normal duties of employment;
- 3. Either no University facility (including power, space, equipment) is to be used **or** the use of such facilities will be undertaken with prior written agreement on the basis of full cost recovery under the terms of a written agreement between the staff member and the Executive Dean or Director representing the University.

Signed: Date:
Head of School/ Work Unit Manager

SECTION C: (To be completed by the Executive Dean/Director)

The Private Paid Outside Work is in accordance with the Paid Outside Work and Community Service Voluntary Outside Work Policy and is (please tick appropriate box):

recommended

not recommended

Signed: Date:
Executive Dean/Director

SECTION D: (To be completed by the Approving Officer)

Permission for the named staff member to conduct the Private Paid Outside Work activities outlined herein described is (please tick appropriate box):

granted

not granted

Reason(s) for permission not being granted (if applicable):

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Signed: Date:
Approving Officer

Where a Private Paid Outside Work activity is to be conducted by more than one staff member, each staff member must complete a separate Private Paid Outside Work application form.

<p>Office use only:</p> <p>Date received: Date processed:.....</p> <p>Date advice issued to staff member:</p> <p>Comments:</p> <p>.....</p> <p>.....</p>

ATTACHMENT 5

**COMMUNITY SERVICE VOLUNTARY
OUTSIDE WORK/ PAID OUTSIDE WORK BUDGET/COSTING PRO FORMA**

The budget for the proposed activity is to be prepared on the basis of full costing and submitted with the application form.

Please refer to the Australian Catholic University Privacy Policy located at www.acu.edu.au for details as to how personal information collected on this form will be used and disclosed.

Staff Members Details

Name:	School/ Work unit:
Faculty/ Directorate:	Campus location:
Telephone extension:	

Statement of Receipts/Payments/Disbursements:

	<u>Projected Budget</u>
Total cost of project	\$
Income	\$
Grants/contracts/fees	\$
Value of collaborator contribution	\$
Shortfall	
(Investment by University)	\$
University share cost	%
Expenditure	
Indirect Costs	
(X% of gross income)	\$
Direct Costs	
Academic staff salaries (attach details)	\$
General staff salaries (attach details)	\$
Temporary assistance/overtime (attach details)	\$
Postage/Courier	\$
Stationery/Office supplies	\$
University facilities charge	\$
Printing	\$
Equipment	\$
Photocopying	\$
Consumables	\$
General travel and accommodation	\$
Telephone calls/fax charges	\$
Legal fees	\$
Contributions to other administrative units (please attach details)	\$
Total	\$

Signed: Date:
(Staff member)

RECOMMENDATION AND APPROVAL

The proposed budget as outlined above is supported/ not supported (strike out whichever not applicable)

..... Date:
Head of School/ Work Unit Manager

The proposed budget as outlined above is recommended/not recommended (strike out whichever not applicable)

..... Date:
Executive Dean/Director

The proposed budget is approved/not approved (strike out whichever not applicable)

..... Date:
Delegated approving officer

ATTACHMENT 6

**PAID OUTSIDE WORK/COMMUNITY SERVICE VOLUNTARY OUTSIDE WORK
ACTIVITY REPORTING PRO FORMA**

Note: This pro forma must be completed by ALL staff who have engaged in any form of Outside Work activity in the previous calendar year and be submitted to the approving officer by no later than 28 February in each following year.

Please refer to the Australian Catholic University Privacy Policy located at www.acu.edu.au for details as to how personal information collected on this form will be used and disclosed.

STAFF MEMBER'S DETAILS

Name:(please print)

School/ Work unit:

Faculty/Directorate:

Campus: Telephone ext:

CATEGORIES OF ACTIVITY [please indicate by ticking the relevant box(es)]

- | | |
|--|--|
| 1. <input type="checkbox"/> Outside Work | 2. <input type="checkbox"/> Community Service Voluntary Outside Work |
| 1.1. <input type="checkbox"/> University-based Paid outside Work | 2.1 <input type="checkbox"/> University-Based |
| 1.2 <input type="checkbox"/> Private Paid Outside Work | 2.2 <input type="checkbox"/> Private |
| 3. <input type="checkbox"/> Paid Inside Work | |

Activities:

- | | |
|---|---|
| 1. <input type="checkbox"/> External consultancy | 5. <input type="checkbox"/> Company directorships |
| 2. <input type="checkbox"/> Private professional practice | 6. <input type="checkbox"/> Professional work (e.g. expert witness) |
| 3. <input type="checkbox"/> Membership of external bodies | 7. <input type="checkbox"/> Short courses for external clients |
| 4. <input type="checkbox"/> Other (please specify): | |

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SUMMARY REPORT ON ACTIVITIES

For each of the above activities, please supply the following information (please attach additional pages if required):

- | | |
|-----------------------------------|--|
| 1. Category of activity | 4. Duration of actual activity (including from/to dates) |
| 2. Short title of actual activity | 5. University facilities used (if any) |
| 3. Name of recipient | |

DECLARATION BY STAFF MEMBER

Total number of days (year ending 31 December) engaged in Paid or Community Service Voluntary Outside Work Activities as approved: _____ days

1. Staff member:

2. Head of School/Manager:

Name: (Please print).....

Name: (Please print).....

Signature:

Signature:.....

Date:

Date:.....