# Private outside work application

**PRIVATE OUTSIDE WORK**

This form and process apply to academic and professional staff of Macquarie University who are seeking approval to engage in private outside professional activity. Please refer to the [Private Outside Work and University Consultancy Policy](https://policies.mq.edu.au/document/view.php?id=104) before completing this form.

**NOTE**

The University encourages academic staff wishing to engage in outside professional activity to contact their Research Partnerships Manager to ascertain if the planned activity can be undertaken as University Consultancy. The University will support staff undertaking University Consultancy in the design, budgeting and contracting of University Consultancy projects, and will manage contractual agreements on the staff member’s behalf. Please do not complete this form if you are undertaking University Consultancy and contact your Research Partnerships Manager via research.partnerships@mq.edu.au for assistance.

In circumstances, where outside professional activity cannot be undertaken as a University Consultancy, staff are required to complete this application form and obtain approval ahead of carrying out the activity, as described in Part C of the Policy.

## APPLICANT DETAILS

|  |  |
| --- | --- |
| First name | Click or tap here to enter text. |
| Surname | Click or tap here to enter text. |
| Faculty/Portfolio | Click or tap here to enter text. |
| Department/School/Office | Click or tap here to enter text. |
| Contact | Click or tap here to enter text. |

## PROPOSED PRIVATE OUTSIDE WORK

|  |  |  |
| --- | --- | --- |
| Name and type of organisation |  | |
| Dates of proposed engagement | From: | To: |
| Does the activity attract remuneration? | Yes | No |
| Nature of activity |  | |
| Do any potential conflicts of interest or other risks exist?  If yes, please provide details. |  | |

## APPLICANT DECLARATION

|  |  |
| --- | --- |
|  | I confirm that I read and understand the [Private Outside Work and University Consultancy Policy.](https://policies.mq.edu.au/document/view.php?id=104) |
|  | This activity will not affect the satisfactory performance of my normal responsibilities at Macquarie University. |
|  | I declared any potential conflicts of interest or other risks to the University arising from this activity accurately and to the best of my knowledge and will comply with the [Conflict of Interest Policy](https://policies.mq.edu.au/document/view.php?id=290). |
|  | I confirm that I read and understand the [Intellectual Property Policy](https://policies.mq.edu.au/document/view.php?id=207) and will comply with its requirements in respect to the confidential information and intellectual property. |
|  | I confirm that all parties involved in the proposed activity understand and acknowledge that this work will be undertaken in my private capacity and the University is not directly or indirectly a party to this arrangement and bears no liability for performance of my services. |
|  | I accept responsibility for the outcomes of the activity and for all financial arrangements including contracting with the relevant third party, invoicing, and collections, as well as all personal tax obligations. I will not use the University’s financial systems and facilities, including University accounts, or University Staff to invoice, pursue debtors or in any way manage the funds associated with Private Outside Work. |
|  | I accept responsibility for my own legal liability, professional indemnity, and worker’s compensation as appropriate in respect to this work. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Applicant | Click or tap here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature | | \_\_\_ / \_\_\_ / \_\_\_\_ Date |
|  | |  |  | |

ENDORSEMENT BY MANAGER/SUPERVISOR

|  |  |  |
| --- | --- | --- |
| Manager/supervisor name |  | |
| Recommendation | Recommended for approval | Not recommended for approval |
| Comments |  | |

APPROVAL

|  |  |  |  |
| --- | --- | --- | --- |
| Approval authority\*: | Click or tap here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature | \_\_\_ / \_\_\_ / \_\_\_\_ Date |
| Comments: |  | | |

\* The approval authority is as follows: for all academic staff - Executive Dean; for professional staff (HEW 1-10) - Head of Office; for senior professional staff (above HEW 10) - relevant member of the Executive Group; for members of the Executive Group - the Vice-Chancellor.