

# Outside Work Policy

## Section 1 - Purpose

(1) To specify how Outside Work is approved.

### Background

(2) This Policy supports the process for approval of Outside Work as determined by the Macquarie University [Enterprise Agreements](#).

### Scope

(3) This Policy applies to staff employed under the Macquarie University [Enterprise Agreements](#).

(4) It is of particular relevance to all Professional Staff, all full-time Academic Staff Members and all part-time Academic Staff Members whose part-time appointment is at a time fraction of 0.8 or above.

## Section 2 - Policy

(5) An Academic Staff Member must obtain the University's written consent prior to engaging in any activity for which they derive a benefit, which has a monetary value.

(6) A Professional Staff Member must obtain the University's written consent prior to engaging in any Monetary Activity during work time.

(7) Executive Deans / Heads of Office must approve, as appropriate, all Outside Work applications submitted within their Faculty or Office.

### Compliance and Breaches

(8) The University may commence applicable disciplinary procedures if a person to whom this Policy applies breaches this Policy (or any of its related procedures).

## Section 3 - Procedures

(9) Refer to the [Outside Work Procedure](#).

## Section 4 - Guidelines

(10) Nil.

## Section 5 - Definitions

(11) Commonly defined terms are located in the University [Glossary](#). The following definitions apply for the purposes of this Policy:

- a. Outside Work means any activity that a staff member performs for any person or entity (other than the University except where this is part of any University Consultancy), for which the staff member derives a benefit, which has a monetary value (Monetary Activity).
- b. University Consultancy means any services provided by a staff member as part of any agreement between the University (or a related body corporate as defined in the [Corporations Act 2001](#)) and a third party (including a third party of which the University is a member), whether the staff member is a party to that agreement or not.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	22nd February 2021
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<b>Approval Authority</b>	Vice-President, People and Services
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<b>Expiry Date</b>	16th March 2022
<b>Responsible Executive</b>	Nicole Gower Vice-President, People and Services
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