Outside Work Procedure

Section 1 - Purpose

(1) To specify how requests for Outside Work are considered and approved.

Scope

(2) This Procedure requires actions by the following:

a. Executive Dean;
b. Head of Office;
c. Staff Member; and
d. Supervisor.

Section 2 - Policy

(3) Refer to the Private Outside Work and University Consultancy Policy.

Section 3 - Procedures

Responsibilities and Required Actions

Staff Member

(4) Discuss the proposed Outside Work opportunity with your supervisor before commencing Outside Work.

(5) Complete Outside Work Approval Form to seek approval of this Outside Work from your supervisor.

(6) If you are currently performing Outside Work and have not reported it, immediately seek approval.

Supervisor

(7) Do the following:

a. examine details of the Outside Work;
b. make any suggestions for changes, taking into account the impact of the proposed Outside Work on the staff member's performance and development plans; and
c. make a recommendation to the Executive Dean / Head of Office.

Executive Dean / Head of Office

(8) Decide whether or not to approve the Outside Work or approve in a revised form.

(9) Provide reasons if the decision is not to approve. Such reasons may include, but are not limited to, conflicts of

interest, the activity will impinge upon satisfactory performance of the staff member's University duties or the activity is injurious to the reputation of the University.

(10) Inform the staff member whether the Outside Work is approved.

Staff Member

(11) If changes to the Outside Work occur after approval by the Executive Dean / Head of Office, you must seek re-approval of these changes.

Section 4 - Guidelines

(12) Nil.

Section 5 - Definitions

(13) Commonly defined terms are located in the University Glossary. Definitions specific to this Procedure are contained in the Private Outside Work and University Consultancy Policy.

Status and Details

Status	Historic
Effective Date	22nd February 2021
Review Date	1st December 2021
Approval Authority	Vice-President, People and Services
Approval Date	10th June 2010
Expiry Date	17th March 2022
Responsible Executive	Eric Knight Deputy Vice-Chancellor (People and Operations)
Responsible Officer	Eric Knight Deputy Vice-Chancellor (People and Operations)
Enquiries Contact	Nick Crowley Head, Employee Relations +61 2 9850 9768

This document may be varied, withdrawn, or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Policy Central (https://policies.mq.edu.au) for the latest version.