

**University of Queensland**

**Application for Permission to Undertake Related Outside Work -  
University or Controlled Entity**

This application should be completed in accordance with the provisions of the University’s policy on *Outside Work and Business Interests for University Staff*. Staff intending to undertake a Related Outside Work through the University or a University controlled entity should consult the policy, located on the web at <http://www.uq.edu.au/hupp/>, prior to completion of this application.

**Related Outside Work – University or Controlled Entity** usually takes the form of a consultancy or service and involves buying the skills and expertise (pre-existing know-how or intellectual property) of university staff and/or equipment to work on a specific task or project. It is administered through the University or one of its controlled entities (Uniquest, IMBcom or JKTech). The work may be undertaken by one or more members of staff and usually involves the use of University resources.

**Section A: To be completed by the Staff Member Proposing to Undertake Related Outside Work**

Related Outside Work Proposed By		
Title	Name	Organisational Unit
<b>Other Staff Involved</b>		

**Brief description of the proposed Related Outside Work:**

.....  
.....  
.....  
.....  
.....  
.....

**Total Time Involved** (maximum 200 hours per six month period)

.....hours

Date From: ..... Date To: .....

**Proposed Use of University Resources** (equipment, facilities or other resources and time required): See details in Appendix 1 to this application.

**Certification by Staff Member Proposing to Undertake Related Outside Work – University or Controlled Entity:**

I, (name).....hereby certify that:

1. The proposed Related Outside Work is **not**:
  - competing with services otherwise provided by the University, **nor** within an area that would normally be held to be offered by the University on a commercial basis, or;

- creating unfair competition with a profession outside the University, or with any external community activity.
2. The work shall not interfere with the efficient discharge of my duties and those of any other staff involved.
  3. The work shall be conducted in such a way that academic responsibilities always remain paramount.
  4. University resources will be used in the performance of the work, only as approved and paid for in accordance with the Related Outside Work Costing and Disbursements at Appendix 1 to this application.
  5. Contractual arrangements for the conduct of the activity will be put in place through:

(Tick as applicable)

	Uniquet Pty Ltd, or		Legal Office & Office of the Secretary & Registrar
	specify other UQ controlled entity:		

6. The time involved in undertaking this activity on my part and that of any other staff involved will be accommodated or recompensed by:

(Tick as applicable)

	Reallocation of Duties or Workload Agreed by Supervisor				
	Funding of Replacement Staff (as set out below)				
	Name	Rate/Hour	Hours	Amount	Account No
	Payment of additional remuneration <sup>1</sup> (as set out below)				
	Name	Rate/Hour <sup>2</sup>	Hours	Amount	Account No

Signed:.....Date:.....  
(Staff Member)

**Section B: To be completed by the Head of School/University/Faculty Centre Director**

**Certification**

I(name).....hereby certify that:

- (i) The activity described in Section A is Related Outside Work in accordance with the University’s policy on *Outside Work and Business Interests For University Staff*. The Costing and Disbursements for this activity are set out in Appendix 1 to this application.
- (ii) The applicant and any other staff involved are satisfactorily performing their normal University duties in accordance with their contract of employment.

<sup>1</sup> If the related outside work cannot be accommodated by workload reallocation or hiring of replacement staff, additional remuneration may be paid up to a maximum of 200 hours work per six month period through the University payroll, with the proviso that there is no offsetting reduction in normal workload. Staff should be informed about and agree to the remuneration arrangement before undertaking the work.

<sup>2</sup> For academic staff, any payment will automatically attract the Superannuation Guarantee Contribution (SGC) component of superannuation, as well as normal oncosts. For general staff, the minimum requirement is to pay for additional hours worked at the applicable overtime rate.

- (iii) University resources will be used and paid for in the conduct of the Related Outside Work as specified in Appendix 1 to this application.
- (iv) Any funding of replacement staff or payment of additional remuneration to the staff involved will be as specified in Section A, if applicable.
- (v) The staff member proposing the activity in Section A will be held responsible for concluding appropriate contractual arrangements with the client, through the University or one of its controlled entities indicated above, coordinating the conduct of the activity and ensuring that the client is correctly billed for the activity.

**Approved/Not Approved**

Signed ..... Date: .....

Name: .....

Appointment: .....

Appendix:

1. Related Outside Work Costing and Disbursements