

Outside Work Policy – General FAQ for all staff

Question	Answer
Outside Work – General	
When does the Outside Work Policy apply to staff?	The policy applies to staff who undertake work external to the University. Outside work means paid or unpaid work performed by a staff member for any external party (including any controlled entity of the university).
Does it apply to all staff?	The policy applies to all outside work and to all staff members. This includes full time, part time, continuing or fixed term contract staff. Casual staff are only subject to the requirements of clauses 6 and 8.2 of the policy.
How does the policy relate to the Personal Risk Activities Guidelines?	The Personal Risk Activities Guidelines have been disestablished, and this policy now governs all externally-focused work.
Can a staff member engage in outside work?	Yes, as long as the outside work is aligned with this policy and in a way that addresses the risks associated with such arrangements.
What types of outside work does this policy relate to?	The policy provides definitions and guidance on what obligations apply for different outside work circumstances, namely University Practice, Private Practice, Outside Directorships and Unrelated Outside Work.
What if a staff member receives a request to undertake outside work on once off occasion and in their own time?	Staff should still consider their obligations outlined in the policy. For example, whether the work is related or unrelated to university work and whether there are any factors as included in clause 6.1 that would fit the 'not allowed' category.
What should a staff member do if they are unsure about whether an activity is within scope of this policy?	Staff should raise any potential conflicts with their Executive Dean, Director or line manager.
When should a staff member seek approval to work outside the University and how should they do it?	<p>This will depend on the activity, as outlined below:</p> <p><u>University Practice</u> is subject to normal performance development and management discussions. Initial discussions should be raised immediately with the supervisor.</p> <p><u>Private Practice</u> requires the staff member to obtain written approval using the '<i>Application for Approval to Conduct Private Practice</i>' from the relevant Executive Dean, Director or senior manager before the activities commences.</p> <p><u>Outside Directorships</u> requires the staff member to obtain written approval prior to commencement using the 'Outside Directorships Form (FS33)'.</p> <p>Please note: The Vice Chancellor must approve an Outside Directorship where the staff member is a University of South Australia nominee or appointee.</p> <p>Where an outside directorship is not part of the staff member's university duties, the requirements of Private Practice apply.</p>

	Unrelated Outside Work may be undertaken by staff without the need to seek approval provided that the work meets the criteria set out in clause 10.1 of the policy.
Can casual staff members work for other universities in Adelaide?	Working for a competing university would often be regarded as a conflict of interest, but the university recognises that it is reasonable for casual staff to seek employment at more than one university. See the explanatory notes to section 3 of the policy. For other staff, see clause 8.4 of the policy and its explanatory notes.
What if a staff member is already participating in Outside Work?	The staff member should notify the Executive Dean, Director or line manager and seek confirmation or approval for continuing with the same arrangement (unless it is unrelated outside work and there is no breach of the policy).
How do Executive Deans, Directors or senior managers assess whether there is risk in the Outside Work?	Outside work may expose the university to risks, including unauthorised use of university resources, breaches of the Code of Ethical Conduct such as conflict of interest, potential legal liability and damage to the university's reputation. To review the risks, consider the details outlined in part 6 of the policy.
Can staff use the titles granted by the University (e.g. 'professor', 'associate professor' and 'director') when engaged in Outside Work such as Private Practice?	Prior written approval from the relevant senior manager is required prior to using a title and the name of the University. For more information, please see the explanatory note to clause 8.2.1.
What is a personal conflict of interest?	The policy refers to situations where there is a conflict (real or perceived) between their 'duty' or obligations to the University and any 'personal interest' they may hold which could detract or deflect them from their duty or cause a detriment to the University. There are examples in the explanatory notes to clause 3 of the policy.
What are considered to be 'University Resources'?	'University Resources' means any resources of the university, including the staff member's university work arrangements, work time or duties (as set out in a position description or enterprise agreement), equipment, facilities, finance and other systems, IT networks, other staffing resources and the university's name and logo or any other identifying mark of the university.
What if a staff member does not comply with the policy?	A breach of the policy may be dealt with by the relevant senior manager and can include: <ul style="list-style-type: none"> placing conditions on the approval for the outside work withdrawing approval to conduct the outside work referring the matter to the Executive Director: PTC to consider whether action should be taken under the misconduct/serious misconduct provisions in the relevant enterprise/collective agreement or by any other action considered necessary by the Vice Chancellor.
How are complaints handled	If the complaint is about the process undertaken to approve or not

in relation to this policy?	approve their outside work arrangement, the staff member may appeal through the provisions contained in the applicable industrial agreement.
Directorships	
What's the difference between service on a board and an Outside Directorship?	<p>Service on a board can be any service on a board or committee of management with some sort of governance function. For example, it might be being a member of the board of a local sporting club.</p> <p>For the purpose of this policy, an Outside Directorship is service on a board that is <i>related to the staff member's university duties</i>.</p>
When is an Outside Directorship considered part of a staff member's duties?	<p>An Outside Directorship is considered part of a staff member's duties if:</p> <ul style="list-style-type: none"> It has been approved by the Vice Chancellor under clause 9.2 of the policy OR It has been approved by the relevant Executive Dean, Director or senior manager and recorded in the staff member's performance management plan*. <p>*the position would fit with the staff member's position description/role, and attendance at meetings may be paid on University time.</p>
When should a staff member seek approval for Outside Directorship and how?	<p>For an Outside Directorship to be considered part of the staff member's role, the staff member must obtain written approval using the 'Outside Directorships Form (FS33)'. Normally, this would be done as part of Performance Development and Management discussions and prior to commencing the Director position.</p> <p>Please note: The Vice Chancellor must approve of an Outside Directorship where the staff member will be a University of South Australia nominee or appointee.</p> <p>Where an outside directorship is not part of the staff member's university duties, the requirements of Private Practice apply. The staff member will need to obtain written approval using the 'Application for Approval to Conduct Private Practice' from the relevant Executive Dean, Director or senior manager before the activities commences.</p>
What if the staff member already holds an Outside Directorship?	The staff member should notify the Executive Dean, Director or senior manager and seek confirmation or approval for continuing with the same arrangement.
When does university insurance cover Outside Directorships?	<p>University insurance only covers Outside Directorships where:</p> <ul style="list-style-type: none"> the staff member is a University Nominee (VC approval) or it is part of the staff member's performance plan (Executive Dean, Director or senior manager approval) <p>University insurance does not apply to Outside Directorships undertaken as Private Practice.</p> <p>University insurance does not apply to board service that is not related to university duties.</p>

Where can I find out more?

You can ask your local People, Talent and Culture Business Partner, but the policy also has a series of explanatory notes that give useful examples.