



Please refer to the Paid Outside Work Portal and the ANU Policy Library for information on the Paid Outside Work (the 52-day rule) [Policy](#) and [Procedure](#) and details on how to get started.

Use this form to obtain Delegate approval if you are a member of ANU academic staff seeking to conduct Paid Outside Work under the above-mentioned Policy and Procedure (including honorary and visiting staff when operating under their ANU affiliation).

Once completed, you will need to upload this document to the [Paid Outside Work Online Records Form](#).

Staff wishing to undertake private Company Directorships, Secretaryships and Partnerships, must also follow the Disclosure of Interest Policy and Procedure.

Do not use this form for Research Projects or University Consultancies.

1. Staff member undertaking the work

<i>Full Name</i>	<i>Supervisor</i>	<i>School</i>	<i>College</i>
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2. Summary Information

<i>Name of contracting organisation</i>	<i>Key contact in organisation</i>	
<i>Address of contracting organisation</i>	<i>What type of Paid Outside Work is this? (refer to the Paid Outside Work policy glossary if unsure)</i> Personal consultancy Professional Practice Company Directorship, Secretaryship or Partnership	
<i>Start date</i>	<i>End date</i>	
<i>Number of paid outside work days for approval</i>	<i>Balance of days for calendar year (may not apply to Honorary and Emeritus staff)</i>	
	<i>This year:</i>	<i>Next year (if applicable):</i>

3. Conflict of Interest

Please refer to the [Disclosure of Interest Policy](#) and [Procedure](#) Summarise apparent or perceived Conflicts or potential Conflicts of Interest or Commitment below.

Please note that if there are conflicts of interest, you must complete a [Conflict Permission Request Form](#) (and Conflict Management Plan, if applicable) and attach it (once signed by you and your supervisor) to the Paid Outside Work Records Form together with this approval.

4. Summary of activities to be undertaken and any other relevant information

5. Staff member undertakings and acknowledgement

- a. I acknowledge and agree that:
- I am personally responsible and wholly liable for all expenses, insurances (including sickness or injury insurances and professional indemnity insurance), taxation, reports and contractual obligations arising from the Paid Outside Work.
 - The University has no responsibility for the Paid Outside Work and those activities are outside the coverage of the University's insurances.
 - I will secure insurance and provide evidence of that insurance on request.
 - I will not use ANU resources or affiliation except as allowed under the policy (via ANU Enterprise)
- b. In respect of the Paid Outside Work, I indemnify the University against any cost, claim or loss of any nature whatsoever arising directly or indirectly from use of University Resources. I understand that unauthorised use of University Resources may be a breach of the *ANU Code of Conduct*.
- c. Other than for Professional Practice where an institutional agreement is in place I undertake that the organisation I am contracting with understands that I am performing this work in a personal capacity.
- d. I undertake that all University duties, including research, teaching and service, will take priority over the Paid Outside Work.

<i>University ID</i>	<i>Full Name</i>	<i>Signature</i>	<i>Date</i>

6. Delegate approval

The Delegate for approval of Paid Outside Work is the Head of School or equivalent (D3).

As the authorised Delegate, I confirm that:

- a. The work proposed is appropriate to be undertaken privately.

- b. The work will not impinge on the staff member's completion of duties and responsibilities as an ANU employee;
- c. Any Conflicts of Interest or Commitment (potential or perceived) are declared and are manageable
- d. Any use of University resources is in compliance with the policy

Is the staff member's position externally funded? YES NO

If yes please answer (i) to (iii)

(i) Who is the funder?

(ii) What is the contract end date?

(iii) Confirm that the proposed work is consistent with contract obligations to the external funder and obligations to the University

<i>University ID</i>	<i>Full Name</i>	<i>Signature</i>	<i>Date</i>

Delegate comments:

The staff member undertaking the work must attach this form to the [Paid Outside Work Online Records Form](#)