

Form B

MONASH UNIVERSITY

Declaration prior to undertaking private paid outside work.

If undertaking the work in a Private Capacity, I make the following declaration:

- that before entering into any contract, I shall give the other party written notice that I am contracting in my private capacity and not for the university;
- I shall not use either the university’s name, or in any way imply that I am acting for the university;
- all liabilities arising out of or in the course of the performance of the work, if approved, shall be mine and the university shall be free of all responsibility in respect of the work;
- I shall reimburse the university for any charges and expenses direct or indirect incurred by or payable to it for the work and accept that the university may set rates for these charges and expenses at its sole discretion;
- I have instructed the other party to direct postal, computer and telephone communications to a place other than the university;
- I have registered with the Australian Taxation Office for Goods and Services Tax (GST) purposes and will be charging the other party the appropriate GST amount and fulfilling the necessary reporting and administrative responsibilities;
- I shall comply with the university’s rules and conditions for the private paid outside work.

Signed:

(staff member)

Date: ___/___/___

I have sighted the above signed declaration and understand the conditions pertaining to the Monash University staff member undertaking this work in a private capacity

Signed:

(Signatory must be a member of organisation authorised to sign contracts)

For:

(contracting organisation)