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1 Objective

The objectives of this Procedure are to:

- provide representatives of the University of Tasmania with a set of guidelines outlining their accountability to the University;
- define the process by which representatives will be briefed on relevant University policy positions.

2 Scope

This Procedure applies to all University staff. It does not apply to appointments made by the University Council to outside bodies.

3 Procedure

3.1 Approval

A University of Tasmania representative on outside bodies must have their appointment approved by the relevant Executive Dean, Head of Academic Unit, Head of Division. In the case of a direct report to the Vice-Chancellor, approval of the Vice-Chancellor is required.

3.2 Obligations of Representatives

Appointees to outside bodies should be made aware of the fact or perception that they represent the University in any views they express or the way in which they conduct their duties. Appointees should ensure that, in carrying out the functions of such an appointment, that their acts or views do not conflict, or appear to conflict, with the interests of the University. If an individual is aware of any potential conflict of interest they are required to disclose that conflict to the relevant senior office in accordance with the Conflict of Interest Policy.

Representatives owe a professional obligation to the University and must not allow their activities to detract from their obligations to the University.

These obligations are not intended to detract from the concept and practice of academic freedom, which is regarded by the University as fundamental to the proper conduct of teaching, research and scholarship.

3.3 Use of University Resources whilst Serving on an Outside Body

University resources should only be used in the course of official University business. Other use of equipment must be within established guidelines and must be undertaken only with appropriate authorisation.
3.4 Public Comment

A representative on an outside body must ensure that in making written or oral comments which purport to represent the views or authority of the University and which might reasonably be expected to become public are in accordance with the Media Communication Policy.

4 Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Academic Unit</td>
<td>Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.</td>
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</tbody>
</table>
| College | (a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure  
(b) the University College  
(c) |
| Executive Dean | Means: (a) the Executive Dean of the relevant College, or  
(b) in relation to the University College, the Principal of the University College |
| Head of Academic Unit | Means the head of the relevant Academic Unit |
| Organisational Unit | College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise. |

5 Supporting Documentation

- Conflict of Interest Policy
- Conflict of Interest Procedure
- Media Communications Policy
- Gift Policy

6 Versioning

<table>
<thead>
<tr>
<th>Former Version(s)</th>
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<tbody>
<tr>
<td>Version 1 – University Representation on Outside Bodies; approved April 2000</td>
<td></td>
</tr>
<tr>
<td>Version 2 – University Representation on Outside Bodies Procedure; approved October, 2014. Amended in December 2016 to incorporate Colleges.</td>
<td></td>
</tr>
<tr>
<td>Current Version</td>
<td>Version 3 – <em>University Representation on Outside Bodies Procedure</em>; approved October 14, amended in December 2017 to incorporate the final academic structure.</td>
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