



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

POLICY:
CONFERENCES AND EVENTS HOSTED OR CO-HOSTED BY
THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Purpose:	To outline the University's policy for the approval of conferences and professional development events and the distribution of any income from such events.
Responsible Executive:	University Secretary
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1 Introduction and purpose

- 1.1 This document *Conferences and Professional Development Events* (“Policy”) establishes a policy and procedure for the approval of conferences or professional development events organised, hosted or co-hosted by The University of Notre Dame Australia and the allocation of income derived from such events.
- 1.2 This Policy must be read in conjunction with any relevant University policies, procedures and other guidelines as may apply from time to time.

2 Definitions

For the purposes of this Policy:

- 2.1 **Event** means any conference or event organised, hosted or co-hosted by The University of Notre Dame Australia. For clarity, it does not include any conference or event hosted by an external party where a University staff member may be speaking or presenting;
- 2.2 **University** means The University of Notre Dame Australia, including any Schools or Departments of the University;
- 2.3 **Vice Chancellor** means the Vice Chancellor of the University.

3 Approval of Events

- 3.1 Requests to organise, host or co-host Events will only be approved where they are in furtherance of the University’s Objects.
- 3.2 Requests for the University to organise, host or co-host an Event must be made at first instance to the Dean or Executive Director of the relevant School or Department.
- 3.3 If approved by the Dean or Executive Director, the School or relevant Department must prepare a business case analysis to support the proposal which must include all relevant information including, but not limited to:
 - 3.3.1 how it is proposed the University will be involved in the Event;
 - 3.3.2 whether other organisations or companies will be involved in the Event;
 - 3.3.3 who will attend the Event;
 - 3.3.4 where the Event will be held;
 - 3.3.5 what resources will be provided by the University;
 - 3.3.6 identification of benefits to the University;
 - 3.3.7 identification of risk factors and methods of mitigation including any additional insurance that may need to be put in place for the Event;
 - 3.3.8 analysis of direct and indirect costs including, but not limited to:
 - (a) staffing (including casual staff and any overtime or time in lieu to which staff may be entitled);
 - (b) security;
 - (c) catering;
 - (d) cleaning; and
 - (e) production of promotional/marketing materials (including staff members or external providers working on design as well as production costs); and
 - 3.3.9 a proposed budget and income generation in the form prescribed by the Finance Office.

- 3.4 All Events must be planned with the intention of recovering all costs incurred by the University (including direct indirect costs and any identifiable overhead charges).
- 3.5 In special circumstances where it can be shown that there is a legitimate reason for not covering all costs, the Vice Chancellor or delegate may, at his/her sole discretion, decide to approve an Event.

Procedure for approval where all costs are to be recovered

- 3.6 Where the proposal indicates that all costs incurred will be recovered, the following procedure for approval must be followed:
 - 3.6.1 Once the proposal has been reviewed and approved by the Dean or Executive Director it must then be presented to the Campus Deputy Vice Chancellor for preliminary endorsement.
 - 3.6.2 If endorsed by the Campus Deputy Vice Chancellor, the School/Department may then provide the proposal to the Finance Office for review.
 - 3.6.3 The Finance Office will review the proposal and advise the School/Department whether the proposal will be recommended to the Vice Chancellor for approval or not.
 - 3.6.4 If the Finance Office advises the School/Department that it will not recommend the proposal for approval, the School/Department may resubmit the proposal once any issues identified by the Finance Office have been addressed.
 - 3.6.5 If the Finance Office advises the School/Department that the proposal will be recommended for approval, the School/Department must then provide the proposal to the Legal Office for review.
 - 3.6.6 The Legal Office will review the proposal and advise the School/Department whether or not the proposal will be recommended to the Vice Chancellor for approval.
 - 3.6.7 If the Legal Office advises the School/Department that the proposal will not be recommended for approval, the School/Department may resubmit the proposal once any issues identified by the Legal Office have been addressed.
 - 3.6.8 Once the proposal has been reviewed by the Finance Office and the Legal Office and both offices have advised that they will recommend approval, the School may submit the proposal to the Vice Chancellor for consideration together with a memo setting out all relevant information, attaching the proposal, and confirming that both the Finance Office and Legal Office have recommended the proposal for approval.
 - 3.6.9 The Vice Chancellor (or delegate) will make a decision whether or not to approve the proposal. The decision will be final. If approval is given, the Vice Chancellor may impose any conditions or requirements deemed necessary.

Procedure for approval where not all costs will be recovered

- 3.7 Where the proposal indicates that not all costs will be recovered by the University, the following procedure for approval must be followed:
 - 3.7.1 Once the proposal has been reviewed and approved by the Dean or Executive Director , the School/Department must present the proposal to the Campus Deputy Vice Chancellor with a memo setting out the special circumstances it believes exist in accordance with clause 3.5.
 - 3.7.2 If the Campus Deputy Vice Chancellor endorses the proposal the School/Department may then provide the proposal to the Finance Office for review, together with a memo setting out the special circumstances.

- 3.7.3 The Finance Office will review the proposal to ensure that the financial information is sufficient and correct but will not make any recommendation to the Vice Chancellor in relation to the special circumstances.
- 3.7.4 The Finance Office may require the School/Department to make amendments to the proposal before it can be submitted to the Vice Chancellor for consideration.
- 3.7.5 Once the Finance Office confirms the financial information contained in the proposal is sufficient and correct, the School/Department may submit the proposal to the Vice Chancellor together with a memo:
- (a) confirming the support of the Campus Deputy Vice Chancellor;
 - (b) confirming the Finance Office has reviewed the proposal;
 - (c) setting out the details of the costs that will not be covered; and
 - (d) setting out the special circumstances the School/Department believes warrant the approval of the proposal.
- 3.7.6 The Vice Chancellor (or delegate) will consider the proposal and if, in his/her sole discretion, he/she decides that the special circumstances may warrant approval of the proposal, will send the proposal to the Legal Office for review. If the Vice Chancellor (or delegate) does not accept that there are special circumstances sufficient to warrant approval, the School/Department will be notified and the decision will be final.
- 3.7.7 If the Vice Chancellor (or delegate) sends the proposal to the Legal Office, the Legal Office will review the proposal and make a recommendation as to whether the proposal should be approved.
- 3.7.8 If the Legal Office does not recommend approval it will advise the School/Department which may resubmit the proposal once any issues identified by the Legal Office have been addressed.
- 3.7.9 Once the Legal Office recommends approval to the Vice Chancellor, the Vice Chancellor (or delegate) will make a decision whether or not to approve the proposal. The decision will be final. If approval is given, the Vice Chancellor may impose any conditions or requirements deemed necessary.
- 3.8 No Event may be advertised or publicised until it has received approval from the Vice Chancellor (or delegate).

4 Cost of Events and Distribution of Income

- 4.1 Where a School or Department has an Event approved in accordance with this Policy, an amount equal to 40% of any surplus from the Event will be retained by the University as an infrastructure charge.
- 4.2 The remaining 60% of any surplus will be considered as income of the School or Department, on the following conditions:
- 4.2.1 the income will be restricted to use for:
- (i) Professional Development of staff members of the School or Department; and/or
 - (ii) the purchase of specialised equipment for the School or Department's use, and shall be referred to as "Restricted Income";

- 4.2.2 no staff member shall have any entitlement to the Restricted Income and it will be allocated by the relevant Dean or Executive Director as they see fit;
 - 4.2.3 the Restricted Income must be spent by the School or Department during the year in which the Event takes place or, where the Event takes place between 1 July and 31 December, by the end of the following year; and
 - 4.2.4 all University policies, procedures and guidelines related to expenditure of funds must be followed
- 4.3** Any Restricted Income not spent within the timeframe specified in clause 4.2.3 shall be considered income of the University.