

WESTERN SYDNEY UNIVERSITY



ANNUAL REPORT ON ADDITIONAL WORK – ACADEMIC STAFF

In accordance with Clause 39 (14-15) of the Academic Staff Agreement, all academic staff members must provide an annual report (including a nil report) by the end of November each year, in relation to additional work undertaken by them.*

This form must be lodged with the Dean of your School (or Deputy Vice-Chancellor if you report to a DVC) by 30 November each year

Name:	Position:		
School/Unit:	Phone:	Email:	@westernsydney.edu.au

Did you undertake additional work between 1 December last year and 30 November this year? Yes No
If no, please sign the declaration at the bottom of this form and submit to your Dean or DVC.

Was all additional work undertaken approved by your Dean? Yes No

If you did not obtain prior approval to undertake additional work (via the Additional Work and Disclosure Form), please provide or attach an explanation of the circumstances:

Applicable gross income earned between 1 December last year and 30 November this year was: \$ _____

Please provide or attach details:

In the case of private consulting, I hereby state that:

- (a) The Dean's approval was obtained;
- (b) The work was not injurious to the reputation of the University;
- (c) The University was protected from any legal liability arising out of the additional work, and appropriate arrangements were made for public liability;
- (d) Clients were informed, in writing, that I was working in a private capacity and not carrying out the work as an employee of the University, and that the University was not responsible, nor did it provide any implied or expressed warranty or guarantee, for the work carried out by me;
- (e) Any public representations associated with private outside work did not assert that there was expressed or implied association with the University;
- (f) University resources and/or facilities were not used (except where authorised by the Executive Dean or DVC).

If the above did not apply, provide or attach details:

I certify that all answers/statements made in this annual report are true and complete.

Signed: _____

Executive Dean/DVC Signature: _____

Date: _____

Date: _____

Note: *This clause applies to all continuing and fixed-term full-time academic staff members. It also applies to academic staff members who are employed on a part-time basis where the conduct of additional work affects their ability to fulfil the duties of their employment, where there is an association with the University, or where there is a potential conflict of interest.