



# ANNUAL EXTERNAL WORK DECLARATION EWA3

**Calendar Year:**

## FORM PURPOSE

This form is to be completed by all University Academic and Professional staff on an ANNUAL basis. The completed form is to be submitted for approval to your Dean/Institute/Centre Director PRIOR to the end of February for the previous calendar year. Copies are to be retained in the School/Centre and OHR staff TRIM files for reporting purposes. Please refer to the External Work Policy for definitions: [policies.westernsydney.edu.au/index.php](http://policies.westernsydney.edu.au/index.php)

**School/Institute/Centre:**

**Surname:**

**First Name(s):**

**Employee Number:**

**Telephone:**

**Email:**

## EXTERNAL PRIVATE WORK

I declare that I have read and understand the External Work Policy and that the proposed project complies with this policy (please tick).

## CATEGORIES OF WORK UNDERTAKEN IN THIS REPORTING PERIOD

**University External Work:**

I declare that I conducted University External Work projects through REDI (please tick).

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**External Private Work:**

I declare that during the period I conducted External Private work as permitted by and in accordance with the External Work Policy (please tick).

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I declare that each project was notified to the Dean,/Institute/Centre Director and approved through an External Private Work Declaration (Form EWA2) (please tick).

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**No External Work Undertaken:**

I declare that during the last calendar year, I did not engage in any external work (please tick).

## SIGNED AND ACCEPTED

**Staff Member**

**Dean/Institute/Centre Director**

**Name (print):**

**Name (print):**

**Position:**

**Position:**

**Signature:**

**Signature:**

**Date:**

**Date:**