**PRIVATE PAID OUTSIDE WORK AND PAID INSIDE WORK ACTIVITY ANNUAL REPORT**

This form must be completed by all staff who have engaged in private paid outside work (within their area of expertise) and/or paid inside work in the current calendar year.

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| 1. **STAFF MEMBER DETAILS**
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| NAME: | STAFF CATEGORY⬜ Academic ⬜ Professional ⬜ Senior Staff ⬜ Other |
| FACULTY/DIRECTORATE: | CAMPUS: |
| SCHOOL/WORK UNIT: | TELEPHONE EXTENSION: |
| 1. **WORK CATEGORIES AND ACTIVITIES *(Tick all that apply)***
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| Categories:⬜ Private Paid Outside Work ⬜ Paid Inside Work | **Activities:**⬜ Professional Practice⬜ Teaching at another institution⬜ Directorship or Partnership  | ⬜ Private Consulting⬜ Other outside work (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **PAID OUTSIDE WORK ACTIVITY**
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| **Category of Work** (see above) | **Outside Organisation** (private paid outside work) **or Functional/Organisational Unit** (paid inside work) | **Nature of Work Undertaken** | **Working with Children/Vulnerable checks undertaken** | **Duration of Activity** (including to and from dates) | **University Facilities Used** (if any approved) |
|  |  |  | ⬜ Yes ⬜ No |  |  |
|  |  |  | ⬜ Yes ⬜ No |  |  |
| 1. **DECLARATION BY STAFF MEMBER**
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| Total number of days engaged in approved private paid outside work and paid inside work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days.I confirm that all private paid outside work and/or paid inside work I have undertaken has complied with relevant University policies and is consistent with the initial private paid outside work and/or paid inside work application approved by my Member of the Executive. |
| Signed: | Date: |
| 1. **PRIVACY INFORMATION**
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| Please refer to the Australian Catholic University Privacy Policy located at [www.acu.edu.au](http://www.acu.edu.au) for details as to how personal information collected on this form will be used and disclosed. |
| **Please send the completed form to your nominated supervisor and relevant Member of the Executive by end November of each calendar year.** |