



**HUMAN RESOURCES  
PROFESSIONAL AND CONSULTATIVE WORK  
STAFF MEMBER'S ANNUAL ACTIVITY RETURN TO THE HEAD OF SCHOOL**

**Members of Staff**

Professional and consultative work by staff is an important part of the University's community service role and may contribute to the research quantum. In order to report more accurately and plan more effectively, it is important that the University is better informed of the nature and extent of professional and consultative work undertaken by its staff.

For this reason you are asked to answer the following questions. This information is sought annually covering the twelve months to the end of December and aggregated before transmission to the Vice-Chancellor. Only the Head of School and Audit will have access to the details you provide and these will remain confidential. Do not send to Human Resources - file in work area.

Refer to Section 7.3, [University Policy on Professional and Consultative Work](#).

**SECTION 1**

Name

School/Section

I have engaged in professional and consultative work over the twelve months of  (year)

Yes

No  (Nil Return)

If your answer is no, please sign at Section 3 of the document and forward to the Head of School.

If yes, please continue to Section 2 and complete before signing and forwarding.

**SECTION 2**

I have engaged in the follow consultancies over the past 12 months (attach additional sheets if required).

	Number of contracts (if applicable)	Amount of time required to complete each contract (in 8 hour days)			
		Contract 1	Contract 2	Contract 3	Contract 4
Private Consultancy					
University Consultancy					

**SECTION 3**

Signature

Date (dd/mm/yy)