



**HUMAN RESOURCES  
APPLICATION TO UNDERTAKE PROFESSIONAL AND CONSULTATIVE WORK**

Professional and Consultative Work is defined in Sections 2 and 3.2 of the [University Policy on Professional and Consultative Work](#). Please send original of the form to Human Resources and place a copy on file in work area.

**SECTION 1**

Name of Staff Member

School or Section

**Note 1:** A separate application form should be completed for each instance of professional and consultative activity undertaken under the terms of this policy. Applications for professional and consultative work may be submitted annually in the case of ongoing work for a single organisation, Section 7.2.

**Note 2:** The requirement to complete the "Application to Undertake Professional and Consultative Work" also applies to staff proposing to engage in external employment. Staff seeking such approval must indicate the employment fraction.

**Note 3:** Failure to seek approval in advance to undertake professional and consultative work, or to observe UWA policy, may be deemed misconduct and subject to disciplinary action (Section 7.2).

Nature of proposed professional and/or consultative work and the name of the organisation for which the work is to be undertaken. A brief description only is requested; however, further information can be attached.

Outline the period over which the above activity is expected to extend:

(eg one day, one week, one month, 12 months, on an ongoing basis commencing from Date/Month/Year)

Estimated time required to undertake the above activity (Please include hours per week and total hours):

**Note:** In the case of an ongoing external appointment please indicate the employment fraction (eg 0.2 = 1 day per week)

Do you intend to use University/School resources or facilities for the Consultancy?

Yes  (please provide details below)      No

I propose to undertake this work under the auspices of the University (ie as a University Consultancy) and understand that I will therefore be covered by the relevant University insurance policies. Tick whichever applies.

**Note:** In the case of an external appointment completion of Section 2 is mandatory.

Yes       No

If the response above is no, proceed to **Section 2**.

If the response above is yes, proceed directly to **Section 3**.

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**APPLICATION TO UNDERTAKE PROFESSIONAL AND CONSULTATIVE WORK (page 2)**

**SECTION 2 - UNDERTAKING FOR PRIVATE CONSULTANCY**

**Note: Please ensure that all segments within this section are fully completed.**

I undertake that:

1. Before entering into any contract, I shall give the other party notice that I am contracting in a private capacity and not for the University.
2. I shall not use either the University's name or any headed stationery of the University in any way from which it might be inferred that I am acting on behalf of the University.
3. All liabilities arising out of or in the course of the performance of the professional and consultative work shall be mine and the University shall be free of all responsibility in respect of that work (signed indemnity statement below).
4. I shall reimburse the University and School/Centre/Section for any overhead charges and expenses, direct or indirect, incurred by them for the work.
5. I shall comply with the University's rules and conditions for professional and consultative work.

In consideration of the University of Western Australia allowing me to undertake and retain income from this Private Consultancy activity, I agree to procure and maintain at my own expense:

Please circle the appropriate letter/s.

- a.\* Workers' Compensation Insurance which shall comply with the laws of the State of Western Australia
- b.\* Public Liability Insurance with a sum insured of not less than \$10,000,000
- c. Professional Indemnity Insurance to cover any professional liabilities arising out of the discharge of my private activities.

Certificates of currency for the above are to be attached to this form.

OR

- d. I agree to provide evidence that the client has indemnified me equivalent to the requirements above.

OR

- e. I agree to carry out the work described totally at my own risk.

**Indemnity Statement**

I hereby indemnify and hold harmless the University of Western Australia and its officers, employees and agents against all claims, liabilities, costs, damages and expenses of every kind and nature directly or indirectly arising out of or in connection with my private professional and consultative activities.

Signature

Witness

Date (dd/mm/yy)

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*\* Requested at the discretion of the Head of School who may wish to confirm appropriateness of cover with the University Solicitor and the Insurance and Risk Management Officer.*

**Proceed to Section 4.**

