

*This form is used for the three yearly review of an activity on the Legal & Compliance register.
This form should be typed rather than handwritten (apart from the signature field).
Please submit the completed form to Jonathan Higginson by email at j.higginson@unsw.edu.au.*

Activity Details

Faculty / Division _____ School / Centre _____
Activity Name (brief title) _____
CAR Number _____ Finance Project Code _____

Commercial Activity Definition

Does this still qualify as a "commercial activity" under the UNSW Guidelines for Commercial Activities? _____

If so, please complete the rest of this form. If not, please submit a Commercial Activity Cessation form (CAR3) instead.

If you are unsure, please refer to the Guidelines or contact Jonathan Higginson on x59368.

Activity Review

Have there been any significant changes to the activity over the last three years? If so, please provide details.

What are the potential risks arising from the activity, and how have they been mitigated?

Has the activity been conducted in accordance with all relevant laws, policies and standards? If not, please provide details.

Can this activity be leveraged in any way (eg, by combining it with similar activities) to increase benefits or reduce costs?

Is the activity still viable? If so, please provide reasons.

Continuation Of Activity

Based on the outcomes of this review, should the activity continue? _____

If not, please submit a Commercial Activity Cessation form (CAR3) in addition to this form.

Approval

This section must be signed by an "Approval Authority" as defined in the Guidelines. Generally, this is the Dean or Division Head.

Name _____ Position _____

Signature _____ Date _____