Do you need to apply for approval for your Outside Professional Activity (OPA)?

(refer to Part C, D & E of the OPA Policy)

No

No further action required.

Yes

What is the nature of your OPA?

(refer to Section 2 - Glossary)

Research

Contact Research Office

Non Research

Complete "Application and Approval Form for Non Research Outside Professional Activities"

Include any required attachments and submit to direct supervisor for recommendation.

Private OPA

Supervisor submit application to HR for comment.

On receipt of HR advice, supervisor to make recommendation and forward to ED/PBCM for approval.

(refer to Part N for approval criteria)

ED/PBCM Final approval –

ED/PBCM to submit to Office of Governance and Corporate Affairs for allocation of activity code and notify applicant of approval.

If further approval required (refer to Part L),

ED/PBCM forwards recommendation to the relevant Delegated Officer (DO) for approval.

DO notify applicant of final approval and submit to OAG to allocate activity code

(refer to Part L to determine if additional approval is required from a DV-C or V-C)

Office of the ED/PBCM records paperwork in TRIM and files.

University OPA

Supervisor forwards recommendation to relevant Executive Dean, Executive Director or Primary Budget Centre Manager (PBCM) for recommendation or final approval. *(refer to Part L to determine who has final approval authority)*

Not approved

Notify applicant, direct supervisor and relevant Exec Dean/Dir or PBCM. *(refer Part S)*

ED/PBCM final approval –

ED/PBCM to submit to Office of Governance and Corporate Affairs for allocation of activity code and notify applicant of approval.

ED/PBCM and applicant to complete the Service Agreement template and submit to Legal Office for review. Notify applicant of approval. *Refer Part M clause 55(g)*

Once agreement is reviewed by legal, the ED/PBCM signs 2 copies of the agreement and returns the documents to the applicant.

If further approval required (refer to Part L),

ED/PBCM forwards recommendation to the relevant Delegated Officer (DO) for approval. *(refer to Part L to determine if additional approval is required from a DV-C or V-C)*

DO and applicant to complete the Service Agreement template and submit to Legal Office for review. Notify applicant of approval. *Refer Part M clause 55(g)*

Once agreement is reviewed by legal, the DO signs 2 copies of the agreement and returns the documents to the applicant.

Applicant arranges for 3rd party to sign the agreement and provides a copy of the fully executed agreement to OAG and the original to the office of the ED/PBCM for TRIM and filing.

The Office of Governance and Corporate Affairs maintains a register of all approved Non Research OPAs. OPAs are reported annually to the Vice-Chancellor.

(refer Part M clause 55(g) and Part P)