

Responsibilities of University employees?

	Responsibility Matrix					
Task	Legal and Risk	Immigration and Mobility	Finance	HR	Faculty and Divisions	Contractor
Ensure there is an appropriate legal agreement between the University and an external party	C	-	-	-	R, A	
Provide advice and assessment on the University's entitlement obligations in relation to agreements with external parties	C	C	I	R, A	C, I, A	C, I
Engagement with contractors over details required for payment	-	-	R, A	R, A	C, I	C, A
Ensure appropriate payment pathways are followed and submit timely requests for payment	-	-	C	C	R, A	I
Review and provide financial approvals	-	-	-	-	R, A	-
Assess and approval HR compliance with submitted payment requests for contractors	-	-	C, I	R, A	C, I	I
Timely processing of payments via AP or HR	-	-	R, A	R, A	-	-
Superannuation payments made to clearing house	-	-	-	R, A	-	-
Reporting obligations for PAYG and PRT	-	-	C, I	R, A	-	I
Reporting obligations for GST	-	-	R, A	R	-	-

Responsible

Responsible for actually doing the task

Accountable

Will be held responsible if the task is not completed on time or delayed

Consulted

May need to be consulted before the task is complete

Informed

Need to be advised of the task and its status