Contractor Engagement Assessment Process - Accountability Matrix

	Responsibilities	Actions
Local Area	• Complete the contractor engagement assessment form with all questions answered prior to the engagement of the individual/worker. • Provide supporting documentation and attachments including a Consultancy Services Agreement (CSA), quote, invoice and email trails.	• Liaise with the individual/worker and obtain all details that are required to complete a thorough contractor engagement assessment Form prior to engagement.
Individual/Worker	• Provide local area with all personal details required for completing the contractor engagement assessment form correctly. • Provide local area with quote/invoice for work to be completed. • Provide ABN if relevant or Statement by Supplier form if they do not have an ABN. • Provide banking and superannuation details promptly if deemed a contingent worker. • Do not commence work/engagement until approved to do so by local area.	• Liaise with the local area and provide all details required to complete a thorough contractor engagement assessment form. • Provide additional Superannuation details promptly if required.
Quality & Compliance Team - HR Services	• Receive and review all contractor engagement assessment forms. • Provide a determination and response to the local area relating to which method of payment is appropriate for the individual/worker. • Provide specialist advice and general support on contingent worker and contractor engagements.	• Communicate with the local area to seek additional information related to the engagement. • Communicate with the local area the appropriate payment method and classification of the individual/worker based on information provided. • Communicate with Legal if advice is required. • Communicate with Finance and HR Operations/Payroll if required.
Legal Services (HR/Industrial Relations)	• Provide legal support and advice to the Contractor Compliance Officer if required on specific scenarios.	• Communicate any support or advice to HR – Quality and Compliance if required.
Finance	• Finance will facilitate payment with appropriate evidence of the contractor assessment form outcome. • Appropriate payment method may be through Accounts Payable or Other Payments.	• Finance may communicate with the Contractor Compliance Officer if there are any additional questions/queries/clarification. • Finance will communicate with the local area if requests are made without supporting documentation from the Contractor Compliance Officer.
HR Operations **Payroll**	• HR Operations will liaise with the individual/worker if deemed a Contingent Worker to obtain Superannuation details and set up a contingent worker record. • Payroll will assist with facilitating payment through the Contingent Worker payment form.	• HR Operations or Payroll may communicate with the Contractor Compliance officer if there are any additional questions/queries/clarification. • HR Operations will communicate with the individual/worker if the individual/worker is deemed a Contingent Worker. • Payroll will communicate with the Contractor Compliance Officer once a contingent worker record has been created.
HR Service Centre	• General enquiries relating to HR recruitment, employment and contracting. • First point of contact for payroll enquiries. • First point of contact for changes in personal, banking, and superannuation details.	• Communicate and triage enquires as required.