Independent Contractor

Assessment, approval and payment process

University of Ballarat
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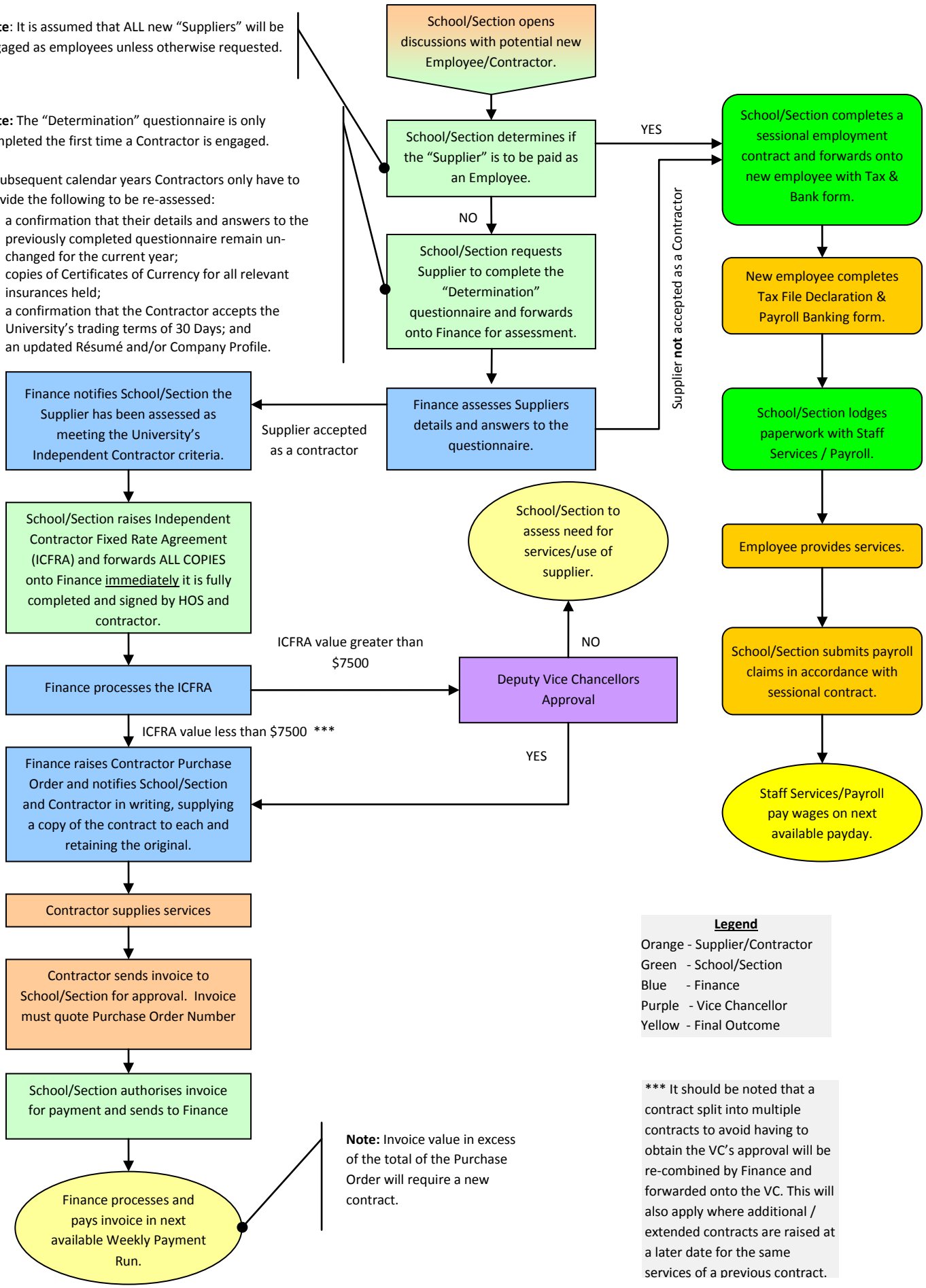
Note: It is assumed that ALL new "Suppliers" will be engaged as employees unless otherwise requested.

Note: The "Determination" questionnaire is only completed the first time a Contractor is engaged.

In subsequent calendar years Contractors only have to provide the following to be re-assessed:

- a confirmation that their details and answers to the previously completed questionnaire remain un-changed for the current year;
- copies of Certificates of Currency for all relevant insurances held;
- a confirmation that the Contractor accepts the University's trading terms of 30 Days; and
- an updated Résumé and/or Company Profile.



Note: Invoice value in excess of the total of the Purchase Order will require a new contract.

Legend

Orange - Supplier/Contractor
Green - School/Section
Blue - Finance
Purple - Vice Chancellor
Yellow - Final Outcome

*** It should be noted that a contract split into multiple contracts to avoid having to obtain the VC's approval will be re-combined by Finance and forwarded onto the VC. This will also apply where additional / extended contracts are raised at a later date for the same services of a previous contract.