

# IMT Review of Contractor Engagement and Assessment Form

## Introduction

This document provides instruction for performing the IMT Review of the details entered into the Contractor Engagement Assessment Form by a representative of the business unit interested in engaging a contractor. The purpose of this form is to gather enough details about both the contractor and the work to be performed in order for HR to determine whether the nature of the engagement requires considerations of payroll tax and superannuation.

Further information about Contractor Management can be found at the HR Contractor Management page, located here: <https://www.adelaide.edu.au/hr/recruitment/contractor-management>

## Procedure

The Immigration and Mobility Team will be required to review the details of any Contractor Engagement Assessment Form where the worker has been identified as residing offshore.

- Click on the link from the notification email

Dear Immigration and Mobility Team - HR,

Contractor Engagement Assessment 2107017 for the engagement of Offshore Contractors Ltd. has been submitted for an off-shore worker.

As you can perhaps appreciate, the engagement of off-shore workers poses a number of challenges for the University with regard to compliance. This reaches across various considerations such as the withholding of tax, the consideration of tax treaties, workers compensation insurance, superannuation, social security payments, etc., where the obligations arising from engaging these individuals as workers are varied across the globe.

These compliance issues need to be considered in working out the best way to engage the individual; as an employee, or as a contractor. As this engagement is for an off-shore entity, the Immigration & Mobility Specialist Centre of Excellence will be notified of this assessment and will advise whether further information is necessary.

The Immigration & Mobility Team may need to obtain external specialist advice to ensure compliance with taxation and other obligations relating to off-shore engagements is met. If external special advice is required, this will need to be funded by the area engaging the entity/individual.

Thank you for your patience with this process.

<https://onlinerequests-uat.adelaide.edu.au/view/2107017>

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ITDS Service Desk  
The University of Adelaide, AUSTRALIA 5005 Ph : +61 8 8313 3000  
e-mail: [servicedesk@adelaide.edu.au](mailto:servicedesk@adelaide.edu.au)

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CRICOS Provider Number 00123M

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IMPORTANT: This message may contain confidential or legally privileged information. If you think it was sent to you by mistake, please delete all copies and advise the sender. For the purposes of the SPAM Act 2003, this email is authorised by The University of Adelaide.

OR

- Log into the Online Requests interface: <https://onlinerequests.adelaide.edu.au/>
- From the navigation menu on the left-hand side, click on **Immigration and Mobility Team – HR** under **My In-Tray**

## Contact us

For further support or questions, please contact the HR Service Centre on +61 8 8313 1111 or [hrrservicecentre@adelaide.edu.au](mailto:hrrservicecentre@adelaide.edu.au)

**ONLINE REQUESTS**

DASHBOARD

**MY IN-TRAY (0)** [Logout Jodie Roma](#)

MY IN-TRAY

- There are no requests assigned to you.

**MY REQUESTS - RECENT**

Request Number	Form	Details	Requester	Status	Created	Last Updated	Delete?
<a href="#">2107018</a>	Contractor Engagement Assessment	Offshore Contractors...	Daniel Crowe	Open - for IMT Review	Fri 15 Jul 2022 at 01:39 PM	10 days ago	
<a href="#">2107055</a>	Contractor Engagement Assessment	PNG Research Service...	Daniel Crowe	Open - for IMT Review	Mon 25 Jul 2022 at 09:25 AM	4 minutes ago	

- Click on the **Request Number** to review

**IN-TRAY - IMMIGRATION AND MOBILITY TEAM - HR** [Logout Jodie Roma](#)

<a href="#">Request Number</a>	<a href="#">Form</a>	<a href="#">Details</a>	<a href="#">Requester</a>	<a href="#">Status</a>	<a href="#">Created</a>	<a href="#">Last Updated</a>	Alert Status
<a href="#">2107018</a>	Contractor Engagement Assessment	Offshore Contractors...	Daniel Crowe	Open - for IMT Review	Fri 15 Jul 2022 at 01:39 PM	10 days ago	
<a href="#">2107055</a>	Contractor Engagement Assessment	PNG Research Service...	Daniel Crowe	Open - for IMT Review	Mon 25 Jul 2022 at 09:25 AM	4 minutes ago	

## Requester Details section

This section contains information about who, and which business area, is intending to engage a contractor.

Requester Details	
<b>Requester</b>	Daniel Crowe
<b>University ID</b>	1230080
<b>Email Address</b>	daniel.crowe@adelaide.edu.au
<b>Faculty/Division</b>	Div of University Operations
<b>School/Branch/Area</b>	Department of Research and Innovation
<b>Position</b>	Business Analyst
<b>On Behalf of ID</b>	

## Contractor Information section

This section contains information about the Contractor.

<b>Contractor Information</b>	
<b>Business Name or Name of Individual</b>	PNG Research Services
<b>Business Contact Name</b>	John Brown
<b>ABN (if applicable)</b>	61249878937
<b>ACN (if applicable)</b>	
<b>Address</b>	Level 4, 50 Rundle Mall, Rundle Mall Plaza, The University of Adelaide, SA, 5005, Australia
<b>Phone Number</b>	8313 3000
<b>Email Address</b>	servicedesk@adelaide.edu.au

## Engagement Details section

This section contains details about the nature of the engagement and relationship with the University.

## Acknowledgement of Responsibility

This section is required so that the requester understands their responsibility to providing true and correct answers to all the questions on the form.

**Acknowledgement of Responsibility**

*By Submitting this form, the staff member confirms that the information provided is true and correct. There may be penalties for both the University and the individuals involved for false or misleading information.*

**I confirm that, to the best of my knowledge, the information in this form is true and correct.**      YES - Yes

## Contractor Assessment section

This section is for the assessment comments from both the Immigration and Mobility Team and HR Compliance Team (which is the next step in the assessment workflow).

- Fill out a summary of the advice received regarding this potential contractor engagement, along with a description of any necessary actions required to proceed, into the **Immigration and Mobility Comments** text box

**Contractor Assessment**

**HR Compliance Assessment**

**HR Compliance Comments**

**Immigration and Mobility Comments \***

## Attachments

This section contains attachments of paperwork relevant to the contractor engagement.

- If applicable, attach additional documents relevant to this offshore engagement

Attachment	<a href="#">Volunteer Service Agreement.pdf</a> (96.9 KB)	<a href="#">delete</a>	PDF document	Uploaded by Jodie Roma at 25/07/2022 10:07
Attachment	<a href="#">CSA Document.pdf</a> (96.9 KB)	<a href="#">delete</a>	PDF document	Uploaded by Jodie Roma at 25/07/2022 10:07
Add Attachment	<input type="button" value="Choose File"/> No file chosen			

## Submit Review

- Click the **Return Form to HR Compliance Team** button to submit the form to the HR Compliance Team for completion of the assessment of the contractor engagement



## Confirmation

- Upon successfully moving to the HR Compliance Team stage of the workflow, the form will show the following message

[Logout Jodie Roma](#)

# CONTRACTOR ENGAGEMENT ASSESSMENT #2107055

**The group HR Compliance has been notified**

You do not have permission to view the selected submission.