

## 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: <a href="https://www.adelaide.edu.au/hr/recruitment/contractor-management">https://www.adelaide.edu.au/hr/recruitment/contractor-management</a>

#### **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.

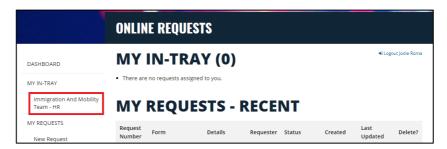
Click on the link from the notification email

| 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   |
| TOTAL COLUMN PART   |
| ITDS Service Desk The University of Adelaide, AUSTRALIA 5005 Ph: +61 8 8313 3000  |
| e-mail: servicedesk@adelaide.edu.au   |
| Like us on Facebook to receive outage notifications and other information from Information Technology & Digital Services.<br>http://www.facebook.com/UniOfAdelaide.TechnologyServices   |
| CRICOS Provider Number 00123M   |
| 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



• Click on the Request Number to review



#### **Requester Details section**

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

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

#### **Contractor Information section**

This section contains information about the Contractor.

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| Contractor Information                 |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
| Business Name or Name of<br>Individual | PNG Research Services  |  |  |  |  |  |
| Business Contact Name                  | John Brown   |  |  |  |  |  |
| ABN (if applicable)                    | 61249878937  |  |  |  |  |  |
| ACN (if applicable)                    |  |  |  |  |  |  |
| Address                                | Level 4, 50 Rundle Mall, Rundle Mall Plaza, The University of Adelaide, SA, 5005,<br>Australia |  |  |  |  |  |
| Phone Number                           | 8313 3000  |  |  |  |  |  |
| Email Address                          | 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 YES - Yes this form is true and correct.

#### **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<br>Comments * |  |  |  |  |  |  |

#### **Attachments**

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

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

| Attachment        | Volunteer Service Agreement.pdf (96.9 KB) | delete        | PDF<br>document | Uploaded by Jodie Roma at<br>25/07/2022 10:07 |
|-------------------|---|---------------|-----------------|---|
| Attachment        | CSA Document.pdf (96.9 KB)                | <u>delete</u> | PDF<br>document | Uploaded by Jodie Roma at<br>25/07/2022 10:07 |
| Add<br>Attachment | Choose File No file chosen                |               |                 |   |

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#### **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

# CONTRACTOR ENGAGEMENT ASSESSMENT #2107055

◆ Logout Jodie Roma

The group HR Compliance has been notified

You do not have permission to view the selected submission.