

**CONTRACTOR CHECKLIST AND CERTIFICATION FOR INDIVIDUALS**

Contractor Officer to complete (please tick Yes or No for each item)

TRIM REF: TMD

Individual Contractor Name: .....

Trading as: .....

ABN: ..... (Attach ABN lookup search extract)

No	Questions/Statements	Yes	No	Comment
1	Does the individual have an ABN?			If no, will definitely be an employee.
2	Is the individual presently employed by the University?			If yes, must be engaged as an employee.
3	Was the individual employed by the University, within the past 3 months, to provide similar services?			If yes, must be engaged as an employee.
4	Is the individual: (a) casual, contract or temporary staff hired for the supply of labour or for work under direction or supervision of the University <b>or</b> (b) engaged to perform University core services (this includes but is not limited to lecturers, tutors, researchers, teachers, course writers or developers, editors, exam markers, supervisors, thesis markers, guest speakers and presenters— for exceptions see Clause 10 of the Contractors and Consultants procedure) <b>or</b> (c) an honorarium recipient?			If yes, must be engaged as an employee.
5	Does the University <u>control</u> (supervise), or have a right to <u>control</u> , the manner in which the individual performs the required tasks?			If yes, must be engaged as an employee.
6	Is the individual <u>integrated</u> into the business of the University (such as having a permanent office, telephone, use of office, facilities, motor vehicle) and working as part of a team with other University employees?			If yes, must be engaged as an employee.
7	Is the individual a genuine business that: (a) offers its services to the public at large and (b) services a range of clients?			If no, must be engaged as an employee.
8	Has the individual provided the required certificates of cover for insurances? If no, has a waiver been authorised by the Insurance Office as per clause 6.b of the <u>Contractors and Consultants procedure</u> .			If no, will definitely be an employee
9	Is the University <u>responsible</u> for the standard of work performed by the individual and for losses due to substandard work?			If yes, should possibly be engaged as an employee.
10	Is the contract greater than any period exceeding 180 days per calendar year?			If yes, should possibly be engaged as an employee.
11	Does the University have employees who also do the work that the individual is to be engaged to do?			If yes, should possibly be engaged as an employee.
12	Is the contract for a fixed fee and delivery of an <u>outcome</u> ?			If no, should possibly be engaged as an employee.
13	Does the individual <u>use their own equipment</u> in providing their services?			If no, should possibly be engaged as an employee.

**Contractor Officer Assessment (please circle)**

**A) Employee** - Forward necessary details to HRD.

(Must be assessed as an employee if **any** answer falls in a shaded area for **questions 1 to 8**, or **any** three or more answers fall into a shaded area for **questions 9 to 13**)

**B) Contractor** — Forward this form and the following information to the Taxation Manager for determination:

- occupation of the Individual
- an outline of the services to be provided
- evidence that the Individual provides their services to the public at large and services a range of clients (eg a business cv, internet web page information) together with the ABN lookup search extract.

Name of Contractor Officer (please print): .....

Faculty / Division: ..... Phone no: .....

Email: .....

**Signature:** ..... **Date:** .....

**Taxation Manager (or delegate) Determination (please circle)**      **A) Employee**      **B) Contractor**

Signed by authorised officer: ..... Date: .....

Date Contractor Officer advised of determination: .....

**This determination remains valid for 12 months from date authorised by FSD officer.**