Contractor Management Pre-Assessment Information Guide

This document is a suggested list of questions to help support the pre-engagement of labour-based contractors. You will need to make available the answers to the questions below to provide accurate information to the online Contractor Assessment Form. Please refer to [Contractor Management Website](https://www.adelaide.edu.au/hr/contractor-management) for more detailed information on the process and access to the online Contractor Assessment Form.

Contractor Name (Business Name) ………………………………………………………………………………………………………………………………

ABN/ACN……………………………………………………………. Phone Number……………………………………………………………………………...

Address…………………………………………………………………………………………………………………………………………………………………………

Email…………………………………………………………………………………………………………………………………………………………………………….

***Please ask the contractor the following highlighted questions.***

Has the contractor supplied services to the University of Adelaide within the last 12 months? Yes/No

If yes, are the services of this engagement the same as the previous occasion? Yes/No

GST Registered? Yes/No

Entity Type:  Company  Partnership  Trust  Individual Sole Trader

Does the contractor have a current Workers Compensation Policy? Yes/No ***If Yes, request a copy of the Certificate of Coverage and attach it to the online assessment.***

If No, and they are a Company, please advise why?

***The UOA staff member (‘the requestor’) will need to provide answers to the following questions***

Are 2 or more persons involved in the work? Yes/No

Will the services be provided on more than 90 working days per year Yes/No

Will the contractor be responsible for any losses due to poor workmanship or negligence? Yes/No

Will the work to be performed as directed by the University? The contractor does not have much

control over how the work is done? Yes/No

Will the contractor be permitted to delegate work to another person or entity at your expense? Yes/No

Which of the 3 options will the contractor need to bring to the workplace to perform the work?

Tools or minor equipment (hand held tools, computer/laptop) Heavy machinery and/or specialised equipment (large truck, forklift) Motor vehicle (ute to transport work tools)

Will the contractor be paid an allowance or reimbursement to cover any expenses incurred? Yes/No

***IMPORTANT:******For compliance and auditing purposes, documented evidence of specific deliverable outcomes (scope of works) is necessary for all engagements regardless of the value of the service.***

Ask for a quote or provide a draft Contract Service Agreement to include as an attached file for the online [Contractor Engagement Assessment](https://onlinerequests.adelaide.edu.au/submit/contractor_engagement_assessment_csv_dload).

If the engagement is low in value and no formal quote exists, an email trail can be supplied as an attachment to support the agreed cost of the pending service.

If no attachment is provided to support the [Contractor Engagement Assessment](https://onlinerequests.adelaide.edu.au/submit/contractor_engagement_assessment_csv_dload), the case will be pushed back to ***‘the requestor’*** seeking further information.

Additional guidance can be referenced via the following link

* [Contract Management Handbook](https://www.adelaide.edu.au/legalandrisk/legal/contracts/contract-management-handbook)

Divisions/Faculties should use their own judgement based on the policies and procedures outlined in the above handbook to ascertain if a Contractor Service Agreement is required.

* First line Contractor Management questions can be direct via hrservicecentre@adelaide.edu.au or Ext 33111
* Contractor Engagement [Frequently Asked Questions](https://www.adelaide.edu.au/hr/contractor-management/contractor-engagement)
* [Webinar Contractor Engagement Changes](https://www.youtube.com/watch?v=ilo-HrgsaBk)

***IMPORTANT:* Teaching** and **related duties** are required to be facilitated by way of an **HR employment contract**. Exceptional circumstances will be considered by the Executive Director, HR, via the contractor management project team.