

ENGAGEMENT DETAILS

Business Unit / School:	
Budget Owner Name:	
Position Title:	
Engagement Start Date:	
Engagement End Date (if applicable):	
Individual / Supplier Name:	
ABN (if applicable):	
Engagement Type (tick one):	<input type="checkbox"/> Agency-Engaged Worker <input type="checkbox"/> Consultant / Independent Contractor <i>If Consultant/Independent Contractor, attach Contract</i>

COMPLIANCE ASSESSMENT

I confirm that I have reviewed this engagement against the Contractor / Consultant Engagement Decision Tree and that:

- The engagement is **not filling an employee-like role**
- The individual is **not a former employee performing similar duties**
- The University does **not control how, when or where** the work is performed
- The individual operates an **independent business**
- Payment is **outcome or milestone-based**, not ongoing hourly/daily labour
- The engagement is **time-limited with defined deliverables**

RISK ACKNOWLEDGEMENT

I acknowledge that incorrect classification of an individual may result in:

- ATO compliance action
- Back-payment of superannuation and payroll tax
- Penalties and interest
- Reversal of approvals and funding impacts

I understand that Procurement, Finance and/or People & Culture may require this engagement to be reclassified at any time.



DECLARATION

I declare that the information provided is accurate and complete and that this engagement complies with University policy and applicable legislation.

To be signed off by **Budget Owner**:

Full Name:	
Title:	
Signature:	
Date:	

INTERNAL REVIEW (FOR COMPLETION BY PROCUREMENT / FINANCE)

Reviewed by:	Full Name:	
	Title:	
	Signature:	
	Date:	
Classification Outcome:	<input type="checkbox"/> Approved as Consultant <input type="checkbox"/> Transition to Employment Required <input type="checkbox"/> Transition to Agency Engagement Required	
Comments / Actions Required:		

⚠ Note

Payments will not be processed where this attestation is incomplete or where the engagement is determined to be non-compliant.