

1.	This questionnaire relates to the period of:	
2.	(a) Personal Name of contractor	
	(b) Legal Name of contractor:	
	(c) Address:	
3.	(a) Australian Business Number (ABN):	
	(b) Australian Company Number (ACN):	
4.	What types of services are provided to ARTC?	
5.	(a) Workers compensation insurer:	
	(b) Workers compensation policy no:	
	(c) Policy expiry date:	
Contractors that are also employers need to be registered as an employer with an insurer for workers compensation.		
		Please tick Yes (Y) or No (N)
6.	Will you be engaged through an employment agency (whose main business is to on-hire employees)? <b>IF THE ANSWER TO THIS QUESTION IS "YES" THEN YOU DO NOT NEED TO ANSWER QUESTIONS 7 to 20.</b>	Y      N
7.	(a) Do you run a business that provides the type of services in (4) above to other clients?	Y      N
	If yes, please list the names of at least two clients you currently service (other than ARTC) in the same financial year: .....	
	(b) Will you be contracting exclusively to ARTC?	Y      N
8.	(a) Do you normally provide your services to the general public <u>and</u> will your contract with ARTC represent less than 40% of your trading income during the financial year?	Y      N
	(b) Do you regularly advertise <u>or</u> promote your services to two or more other businesses?	Y      N
9.	(a) Will you work for ARTC for more than 90 days in total in a year (July to June)? Irrespective of the number of hours worked/day	Y      N
	(b) Will you work for ARTC on average 10 days or less per month? (when calculating the average days per month worked exclude the months in which no services were or will be provided)	Y      N
	(c) Will you be working for ARTC on a continuing basis?	Y      N
10.	Are there two or more individuals engaged by yourself to perform services required under the contract? If the contracting entity is a partnership, at least one of the persons must not be a partner.	Y      N

11.	(a) Will you provide your own equipment and materials to perform the work under the contract? (b) If yes, is the value of the equipment and/or materials more than 50% of the value of the contract? (c) If the answer to 11 (a) or (b) is 'No'; • Are you required to perform the work personally (there is not right of delegation); <u>and</u> • Payment is <u>not</u> dependent on achieving a result?	Y	N
12.	Are you allowed to delegate work to other individuals/entities that you remunerate?	Y	N
13.	(a) Are you taking a risk of making a profit or a loss from the services provided to ARTC? (b) Are you legally liable for rectifying faulty materials or workmanship? (c) Does ARTC retain the right to control the manner in which your work is carried out?	Y	N
14.	(a) Are you able to accept and/or refuse work required by ARTC? (b) Are you free to work for more than one business at a time? (c) Does ARTC define your hours and place of work?	Y	N
15.	Have you: (a) entered into an agreement with ARTC to have amounts withheld on your behalf? or (b) not quoted an ABN to ARTC?	Y	N
16.	(a) Is the contract with ARTC through an entity other than an individual? (i.e. a partnership, trust or company but not a sole trader) (b) If yes, is the contract with ARTC through a company (whether or not as trustee of a trust)?	Y	N
17.	Where the contractor is an individual, are you between 18 – 69 years of age?	Y	N
18.	Where the contractor is an individual, will ARTC make payments to you of less than \$450 (before tax) per calendar month?	Y	N
19.	Do you subcontract or employ others to carry out the work?	Y	N
20.	(a) Do you work under similar conditions to other persons classified as ARTC employees? (b) Are your work conditions governed by an enterprise agreement? (c) Are you paid regularly (weekly/fortnightly/monthly)? (d) Are superannuation payments to be made on your behalf? (e) Are you entitled to penalty or overtime payments? (f) Are you entitled to sick leave, annual leave and long service leave?	Y	N

**Signature of contractor confirming above .....**      **Date.....**