



Consultancy Policy

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Policy

1. Purpose

The purpose of this policy is to provide a framework for ensuring that all consultancy work carried out contributes to the fulfilment of the objectives of Unitec in a manner that advances Unitec's community and enhances public welfare and has responsible financial controls.

2. Organisational Scope

This is a Unitec-wide policy and applies to staff.

3. Use of Consultancy Services by Unitec

3.1 A consultant is a person or group of persons who provide specialist advice and professional expertise which is otherwise not available within Unitec.

3.2 The use and appointment of consultants is a sensitive issue and hence it is vitally important that evidence of the processes leading to the choice and appointment are fully documented.

a) Consultants can only be used where there is identifiable budget provision or specific authorisation from Directorate level.

- b) Justification for the selection of a particular consultant should be kept on file.
- c) Financial delegations must be observed at all times.
- d) No consultant is to be appointed without a formal letter of engagement signed by a Director which details the conditions of appointment and includes agreement on the total fees and their breakdown, the consultancy program including expected outputs and the terms of trade (payment arrangements).

4. Provision of Consultancy Services by UNITEC

- 4.1 Unitec is involved in both local and international consulting, either through a consortium arrangement with Lincoln University or through other joint ventures.
- 4.2 Unitec will usually contract with the lead consultant to supply services of particular staff members; these staff members will continue to receive their normal Unitec salary.
- 4.3 Staff members will in addition receive any daily allowance, travel and accommodation allowances as paid by the lead contractor.
- 4.4 The consulting fee charged by Unitec should generally be **at least**
 - a) (salary x 200%) divided by 200 days = \$x per day
eg salary \$50000, daily rate = \$500
An absolute minimum is (salary x 150%) divided by 200
- 4.5 The consulting fee will be allocated as follows:
 - a) Staff member (in addition to Unitec salary)
 - 10% of consulting rate for weekdays
 - 80% of consulting rate for weekends
 - b) Unitec
 - 10% of consulting income, as a contribution to Unitec overheads related to consortium etc.
 - c) Department
 - Balance of consulting income

Note: If the consulting fee is less than (salary x 200%) divided by 200 the 10% premium for weekdays should not be paid.

Revision History (*Office use only – this will be added as part of the policy management process*).

Initial approval:

Amendments (date and substance)