

Consultancy and Contractor Guidelines

The following guidelines are to be used when determining consultancy or contractor arrangements.

Consultancy: An arrangement where an individual or organisation is engaged to provide within Deakin University "Deakin" all of the following:

- (i) expert analysis and strategic advice which facilitates decision making;
- (ii) specific, one-off task or set of tasks, and
- (iii) a task involving skills or perspectives which would not normally be expected to reside within Deakin

Contractor: An arrangement where an individual or organisation is engaged to:

- (i) provide goods, works or services which implement a decision;
- (ii) perform all or part of a new or existing ongoing function to assist Deakin carry out its activities;
- (iii) perform a function involving skills which would normally be expected to reside within Deakin but which Deakin has determined to outsource.

Natural Accounts to be used

The following natural accounts are to be used at all times.

Consultants	6654	>\$100,000
	6655	<\$100,000

Contractors

Contractors (employment related inc. employment agencies)	6191
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Other Contractors

Contracting arrangements involving outsourced functions are to be charged to an existing non employee account eg. security contract services use account 6235 – Security contracts.

Note: Account 6656 - Contractors Costs will be closed in due course

Examples of Consultancies

The following examples meet all the criteria for defining a consultancy:

	Account No
(i) an IT consultant engaged to assist in the development of a five year strategic ITSD Plan;	6654/6655
(ii) an independent expert engaged to advise Deakin on Higher Education reform;	6654/6655
(iii) a consultant engaged to provide strategic advice to the Logistics division and recommend major service delivery improvement initiatives.	6654/6655

Examples of Contractor Arrangements

The following examples are regarded as contracting out arrangements as they fail to meet one or more of the criteria for defining consultancy:

(i) an IT contractor on a 12 month contract to provide general maintenance programming and support of ITSD's main computer system;	6191
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This does not meet any of the criteria of a consultancy. It is a contracting out arrangement.

- (ii) an individual from an accounting firm engaged to perform certain routine accounting tasks to supplement FBSD resources as a result of a maternity leave vacancy;
This does not meet criteria (i) and (iii) of a consultancy. It is a contracting out arrangement.

6191
- (iii) a leading academic professional is sourced from an employment agency to help meet the current second semester operational core requirements of the Faculty of Business & Law;
This does not meet any of the criteria of a consultancy. It is a contracting out arrangement.

6191
- (iv) an individual or organisation engaged to provide facilitating services at a Faculty of Arts and Education training day;
This does not meet criterion (i) of a consultancy. The function has been outsourced. Use specific account.

6738
- (v) a firm engaged to provide security services to the University following a decision to outsource this function;
This does not meet criterion (i) of a consultancy. The function has been outsourced. Use specific account.

6235
- (vi) an individual or organisation engaged to carry out building repairs.
This does not meet any of the criteria of a consultancy. It is a contracting out arrangement of trade contractor services. Use specific account.

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