

USE OF AND ENGAGEMENT OF CONSULTANTS

Approved by Board Minute: 5351

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Board Secretary

PURPOSE:

To outline the appropriate use of consultants and the process to engage consultants.

POLICY FRAMEWORK:

PCQ is managed by a small, expert, functionally organised group.

Internalising of functions will only occur if the function is to continue in the long term and if the benefits in internalising that function exceed the total cost of obtaining the services externally.

In some instances a specific or higher skill level cannot be effectively maintained with an employee. PCQ relies on expanding its capabilities by use of consultants.

APPLICATION:

This policy applies to all PCQ employees and other officers acting on behalf of PCQ.

POLICY:

Consultants will be used to expand the capabilities of PCQ and to assist PCQ in achieving its business, port and operational plans.

Consultants may be used:

- to complete specific planned and budgeted projects/work priorities
- to meet a specific skill gap in the organisation
- to provide an objective and independent opinion

The invitation method is dependant on the value of the consultancy in accordance with PCQ's Purchasing/Accounts Payable Procedures.

PCQ is required to comply with the Queensland State Procurement Policy. Procedures are reflected in PCQ's Purchasing Procedures.

There must be full disclosure of any actual or perceived potential conflict of interest in regard to the awarding of contract.

Panels of consultants for specific discipline/skill areas can be selected through a public advertisement process or consistent with a procurement plan for defined time periods to improve the efficiency of the engagement process.

Where a consultant is engaged on the basis of the expertise of particular personnel, a guarantee must be provided that those particular personnel will be assigned to fulfil the contract.

Consultants are to be engaged under the PCQ's "General Conditions of Contract - Goods and Materials or Services", together the annexure. A proforma document is held in the TRIM system.

In the annexure, the minimum amount of insurances required unless specifically decided otherwise by the relevant project manager (Clause 11 refers) will be:

- public liability - \$20M
- professional indemnity - \$2M

Contract Documentation Review

A Certificate of Correctness shall be obtained from a legal advisor for all contracts which have been changed substantially from PCQ's standard contract document.

The relevant Manager may seek an external contract law review of the documentation prior to award where it is considered warranted by the complexity, sensitivity or wider potential impacts.

Project Review

A performance review will be conducted at the end of any consultancy over \$200,000 or for lower amounts as requested by the CEO. This will include but not be limited to:

- timeliness
- cost effectiveness
- meeting of requirements of brief

This performance review will be documented in a project close-out report.

Consultation

Consultants engaged by PCQ must undertake any consultation with port users, the community and other shareholders as specified or as the need becomes apparent during the term of the engagement. Consultation plans must be provided to PCQ for review prior to implementation.

Promotion and Publicity

Promotional and publicity activities will be subject to the approval of PCQ prior to major new announcements being made. At the point new announcements have been made or approved by PCQ, consultants are then free to seek their own promotional and publicity opportunities. PCQ will have a discretion concerning the acknowledgment in promotions and publicity from consultants.

Signage

Signage on new equipment and at sites will be subject to PCQ approval. PCQ will have control of signage from the moment the consultant is engaged.

Document Storage

Where a contract is considered to be significant then the original contract document must be kept in the Document room and registered by the Principal Advisor Information and

Technology. A copy of the contract will be placed in the relevant file and a copy stored electronically in TRIM. For all other contracts the original will be placed on file and a copy stored electronically in TRIM.

PROCEDURAL IMPLICATIONS:

Refer to the Queensland Government's State Procurement Policy

Related policies:

- Use of and engagement of contractors
- Purchasing

Review Date:

This policy should be reviewed by June 2012.