
From: official information
Sent: Thursday, 3 June 2021 09:46
To: [REDACTED]
Cc: official information
Subject: Response: LGOIMA 21050 - [REDACTED] - HCC Expenditure on External Consultants
Attachments: Current Policy on External Consultants.pdf; LGOIMA 21050.xlsx

Kia Ora,

I refer to your **information request below**, Hamilton City Council is able to provide the following response.

Your Request

1. Please provide the details of all external consultancies engaged over the last three financial years (from 01 July 2017 to 30 June 2020) which cost in excess of \$1,000 to the organisation, i.e., a total of \$1,000 or more were paid to the consultants for the project. We would appreciate it if the following information could be provided in an electronic spreadsheet format (MS Excel):

- 1.1. The year in which the consultancy was engaged.
- 1.2. The name of the organisation/person engaged to carry out the consultancy.
- 1.3. The purpose of the consultancy or the type of service provided (if recorded).
- 1.4. The departments or directorates directly involved in the consultancy project (if recorded).
- 1.5. The total cost of the consultancy.
- 1.6. Whether or not tenders were invited (if recorded).

2. What was the total amount spent on external consultants and professional services across the organisation in each year?

3. Do you have a current policy on the use of external consultants? If yes, please provide a copy of this.

4. Do you have a current policy in place for determining whether external consultancies provide value for money? If yes, please provide a copy of this.

Our Response

1 & 2. Please see the attached Excel Spreadsheet titled *LGOIMA 21050*.

3. We have attached Hamilton City Councils current policy on External Consultants as a PDF. Please be aware, this policy is currently under review to be updated.

4. Hamilton City Council does not have a policy regarding this.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Kind Regards,

Tatiyana | Official Information & Legal Support Advisor
Legal Services & Risk | People and Organisational Performance
Email: officialinformation@hcc.govt.nz



Hamilton City Council | Private Bag 3010 | Hamilton 3240 | www.hamilton.govt.nz

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From: Hamilton City Council <do.not.reply@hcc.govt.nz>
Sent: Wednesday, 17 February 2021 10:59 a.m.
To: official information <officialinformation@hcc.govt.nz>
Subject: HCC Website - Official Information Request ref: HCC-QF-210217-6B061-14GN

HCC Website - Official Information Request

Reference: HCC-QF-210217-6B061-14GN

Attachment: not attached

Name: [REDACTED]

Email address: [REDACTED]

Phone number: [REDACTED]

Detailed Description of Request

This is an updated—and hopefully a more appropriate—version of an official information request submitted to your council—and later withdrawn—late last year. The information we are seeking is related to external consultants and professional services—parties external to your organisation contracted to provide a service, expertise, advice or training to any one or multiple departments or directorates in your organisation. Examples include—but are not limited to—management, HR or marketing consultants.

1. Please provide the details of all external consultancies engaged over the last three financial years (from 01 July 2017 to 30 June 2020) which cost in excess of \$1,000 to the organisation, i.e., a total of \$1,000 or more were paid to the consultants for the project. We would appreciate it if the following information could be provided in an electronic spreadsheet format (MS Excel):
 - 1.1. The year in which the consultancy was engaged.
 - 1.2. The name of the organisation/person engaged to carry out the consultancy.
 - 1.3. The purpose of the consultancy or the type of service provided (if recorded).
 - 1.4. The departments or directorates directly involved in the consultancy project (if recorded).
 - 1.5. The total cost of the consultancy.
 - 1.6. Whether or not tenders were invited (if recorded).
2. What was the total amount spent on external consultants and professional services across the organisation in each year?
3. Do you have a current policy on the use of external consultants? If yes, please provide a copy of this.
4. Do you have a current policy in place for determining whether external consultancies provide value for money? If yes, please provide a copy of this.

Note: We have submitted official information requests to all the district councils, city councils and regional territories in New Zealand. This information will be used by a team of University of Otago researchers; and won't be shared with anyone other than the research team. All the city council and regional territory names and their information will be fully anonymized, and hence, no named reference to any particular organisation or any of its employees will be made in the final publication and any (or all) the subsequent press releases made in relation to the publication.

If there are any questions or concerns, please forward them to [REDACTED]

Organisation: Otago Business School, University of Otago

Question 3: Current Policy on External Consultants

14.2 PSP Protocols

14.2.1 Using the Panel

A number of internal, Council approved protocols apply to engaging Professional Services Panel service providers.

These protocols include but are not limited to the following:

- Approval for signing off Instruction of Services cannot exceed [Financial Delegated Authority](#); -
 - <\$100K Various positions
 - <\$500K to \$1.5M General Managers.
 - <\$3M Chief Executive
 - >\$3M Relevant Council Committee or Full Council
- The requirement to publicly tender any instruction over \$100K does not apply. This has already been undertaken through the Expression of Interest process and subsequent negotiations to establish the framework agreement. The HCC PSP process has also received endorsement by NZTA for ongoing funding purposes.
- Staff seeking to engage the services of panel members may approach one or multiple members with an [Instruction for Service \(IFS\)](#).
- If the Instruction for Service is acceptable the HCC staff member, with the appropriate Delegated Authority level, must complete the IFS by signing and returning the IFS to the panel member being engaged in PDF format. The document can only be considered an Instruction for Service once fully completed, signed off by both parties and both parties have a PDF copy.
- In the case of small hourly jobs this may be in the form of an ongoing Instruction for hourly rate work although it is Council's preference to undertake as much work under the fixed price methodology as possible.
- A copy of all Instructions for Service issued to consultants on the panel must be kept in CM under the corresponding IFS number.
- The Procurement team will manage this information in a centralised register.

14.2.2 Using Providers outside the Panel

Prior written approval is required from either the appropriate General Manager or from the appropriate Unit Manager together with the General Manager City Infrastructure to engage a Professional Services Provider outside the Panel but only if one or more of the following applies: -

- There is an Instruction for Service that exists prior to the implementation of the Panel;
- specialist skills and resources are required that HCC consider are not available to source through the Panel;
- it is desirable to supplement the skills available from within the Panel (Council may engage consultants from outside of the Panel or request Panel members to engage nominated sub-consultants for the project).
- Prior written approval is required from the relevant General Manager to engage a Professional Services Provider outside the Panel where in the opinion of the appropriate General Manager there are other circumstances such as a high contract value that means Council is likely to secure better value for money in going outside the Panel.
- For projects with proposed alternative Delivery Models such as Design and Construct, Design, Construct and Maintain or Alliancing the Panel does not have to be used but Procurement is subject to the standard rules contained in this manual.