

Consultancy Procedure



University of
Southern
Queensland

1 Purpose

This procedure aims to support University of Southern Queensland (UniSQ) Employees to partner with industry, government and other organisations to enable their specialised skills to be used to the benefit of our society.

2 Scope

This procedure applies to Consultancy arrangements with a commencement date of **1 July 2026** and later, and does not apply to:

- Outside Work arrangements (Outside Work Procedure);
- grant-funded Research projects; and
- any arrangement that is not a Consultancy.

3 Procedure Overview

This procedure:

- defines a Consultancy;
- describes the categories of Consultancies;
- sets out the terms and conditions relating to Consultancies including:
 - pricing;
 - administration; and
 - use of Consultancy funds.
- provides a process for seeking approval to undertake a Consultancy.

4 Procedures

All Employees are required to prioritise their employment with UniSQ and to devote their ordinary hours of work to their service of UniSQ, in accordance with the terms and conditions of their employment agreement, UniSQ's Enterprise Agreement, and their performance goals set during the performance planning and review process.

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4.1 Definition of a Consultancy

A Consultancy is an agreement whereby UniSQ enters into a contract with a third party to collect a fee for services rendered to that third party by an Employee of UniSQ.

4.2 Consultancy types

Consultancies are either:

- Research Consultancies; or
- General Consultancies.

A Consultancy is a Research Consultancy if either of the following criteria is met:

- **\$20K** or more of the arrangement's Revenue is attributable to Research, as defined for Higher Education Research Data Collection (HERDC) purposes; or
- **20%** or more of the arrangement's Revenue is attributable to Research, as defined for HERDC purposes.

A General Consultancy is any Consultancy that is not a Research Consultancy.

Where a Consultancy contains Research Revenue, but is classified as a General Consultancy, a copy of the Consultancy contract, and the amount of Research Revenue should be provided to the Business Advisory Team assigned to supporting Research areas, as well as to the Office of Research for the purpose of capturing the HERDC income.

4.3 Commencement / termination of employment

Where a new Employee wishes to transfer a Consultancy from another university to UniSQ, they must make this request, and the proposed terms attached to this request, to the hiring manager who must obtain the approval as set out at 4.5.

If an Employee who is responsible for delivering a Consultancy leaves UniSQ before the Consultancy is completed, the person responsible for Decisions to approve a Consultancy at 4.5 below must ensure appropriate arrangements are made to:

- maintain UniSQ's ability to meet contractual obligations;
- manage client communications in accordance with the Consultancy contract;
- complete a handover of deliverables, records and relevant project Information to an authorised replacement responsible person (where applicable); and
- ensure ongoing Financial Management of the project and any surplus in accordance with this procedure.

If a Consultancy cannot be transferred to another University Employee/s, the decision maker at 4.5 below can approve the transfer of the Consultancy to another institution. Where such a transfer takes place, any funding received, less Expenditure to date (including teaching buyout), will be made available for transfer to the other institution.

4.4 Application to undertake a Consultancy

Employees must obtain prior written approval to undertake a Consultancy by completing the approved form, which includes the application of the appropriate costing and pricing procedure (either Costing and Pricing (Research) Procedure or Costing and Pricing (General) Procedure).

Employees are required to provide sufficient details of the Consultancy to enable UniSQ to identify, assess, and fully consider and respond to the Employee's request for undertaking a Consultancy. The latest controlled version can be found in UniSQ's Policy and Procedure Library.

All Consultancies are to be undertaken within an Employees ordinary hours of work (in-load), and will:

- for Research Consultancies, be absorbed into the Research profile, with the amount of the Consultancy contributing to the determination of the Research increment.
- for General Consultancies, be absorbed into the service/engagement standard profile.

Where an activity that would otherwise be treated as a Consultancy cannot be accommodated in-load, the activity may be considered under the Outside Work Procedure.

4.5 Decision

Following discussion with the Employee, and upon receipt of the Employee's request for a Consultancy, the relevant Category 3 Human Resources Delegate will either:

- refer the Employee's request for a Consultancy back to the Employee for further details to address any concerns arising from the application for a Consultancy; or
- approve the Employee's request for a Consultancy; or
- deny the Employee's request for Consultancy on the basis that it does not meet the requirements of this Procedure and/or is inconsistent with the Employee's other obligations.

The relevant Category 3 Human Resources Delegate may seek advice and guidance from the relevant Category 2 Human Resources Delegate in relation to making a Decision in accordance with this procedure.

If the Employee is a Category 3 Human Resources Delegate, then the Decision is made by the relevant Category 2 Human Resources Delegate.

4.6 Terms applicable to Consultancies

4.6.1 Costing and Pricing

The Costing, Pricing, recovery and distribution, of charges against a Consultancy is governed by:

- The Costing and Pricing (Research) Procedure in the case of a Research Consultancy.
- The Costing and Pricing (General) Procedure in the case of a General Consultancy.

4.6.2 Administration of Consultancies

Each Consultancy will be assigned a project code in the UniSQ Finance system, against which all Revenue and Expenditure will be recorded, with any funds remaining on completion forming the Consultancy's surplus.

If a Consultancy is a Research Consultancy in terms of 4.2 above, the RISE system may be used as a repository for the Consultancy contract.

4.6.3 Treatment of Surplus

A surplus from a Consultancy will be made available to the Employee/s responsible for the Consultancy, subject to 4.6.4 below.

Surpluses will only be available for a period of three years from the commencement of the Consultancy, after which any unspent surplus funds will be returned to UniSQ.

4.6.4 Use of individual consultancy accounts

Surpluses for Consultancies can only be used for UniSQ business purposes, in compliance with requirements of all UniSQ policies and procedures, and with the primary objective of supporting Research, teaching and academic-related service activities.

Expenditure of a private nature from the surplus of any in-load Consultancies is prohibited.

5 UniSQ Resources

Employees who undertake a Consultancy may access UniSQ resources to do so, provided these resources are included in the Costing of the Consultancy through the application of the Costing and Pricing (Research) Procedure, or the Costing and Pricing (General) Procedure, as applicable.

6 Health and Safety

If Consultancy activities create a Risk to the health and safety of the Employee or others, the Employee who undertakes the Consultancy must notify UniSQ as soon as they become aware of the Risk and must take appropriate steps to mitigate or eliminate the Risk.

7 Delegations

Position	Delegation
Category 2 Human Resources Delegate	Approve or Reject an Employee's request for a Consultancy when the Employee is a Category 3 Human Resources Delegate
Category 3 Human Resources Delegate	Approve or Reject an Employee's request for a Consultancy

8 Conflict of Interest

All actual, perceived or potential conflicts of interest related to Consultancy activities must be disclosed and managed in accordance with UniSQ's Conflict of Interest Policy and subordinate Procedures.

9 References

Nil.

10 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

11 Procedure Information

Accountable Officer	Chief Operating and Financial Officer
Responsible Officer	Deputy Vice-Chancellor (Academic and Research)
Policy Type	University Procedure
Policy Suite	Professional Services Policy
Subordinate Schedules	
Approved Date	

Effective Date	
Review Date	
Relevant Legislation	
Policy Exceptions	Policy Exceptions Register
Related Policies	Conflict of Interest Policy
Related Procedures	Costing and Pricing (General) Procedure Costing and Pricing (Research) Procedure Outside Work Procedure
Related forms, publications and websites	
Definitions	Terms defined in the Definitions Dictionary
	Costing Decision Delegation Employee Enterprise Agreement Expenditure Financial Management Information Margin Outside Work Pricing Research Revenue Risk

	University
	Definitions that relate to this procedure only
	<p>Consultancy</p> <p>A Consultancy is a Research Consultancy if either of the following criteria is met:</p> <ul style="list-style-type: none"> • \$20K or more of the arrangement’s Revenue is attributable to Research, as defined for Higher Education Research Data Collection (HERDC) purposes; or • 20% or more of the arrangement’s Revenue is attributable to Research, as defined for HERDC purposes. <p>General Consultancy</p> <p>A General Consultancy is any Consultancy that is not a Research Consultancy.</p>
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