

Contractor and consultant request form – variation

Use this form when you wish to extend an existing engagement with a contractor or consultant type resource. Review by Human Resources and approval by the relevant 'Head of' is required for all contractor or consultant extensions. If you have a new request to engage a contractor or consultant, use the [Contractor and consultant request form – new request](#).

Refer: [Contractors and consultants policy](#)

1 Background

Please provide information relating to the original engagement that an extension is being sought for.

| | | | |
|--------------------------|-------------------------------|---|-----------------------|
| Role title | EOI Participant Support | | |
| Business group | Te Tumu Whakarae | Reporting Manager | Louise Hornabrook |
| Business unit | Office of the Chief Executive | Team name | Organisational Change |
| LINZ CMS contract number | D02680 | Objective link to original approved documentation | Objective link |
| Name of the supplier | Inside Virtual Limited | Name of the person performing the role | [s 9(2)(a)] |
| Contract type | CSO | If Other contract type | N/A |

2 Resource requirement

| | | | |
|---|---|------------------------|-----|
| The planned effective date of the variation | 11 March 2024 Note: must be on or before the current expiry date of the Contract. | | |
| Planned end date | 5 April 2024 | | |
| Contract variation type | CSO | If Other contract type | N/A |
| Resource requirements | A small amount of additional funding (\$ [s 9(2)(b)(i)]) is required to enable EOI to be provided to Organising Ourselves Part 3 participants. The original scope is extended by the provision of an additional workshop(s) and a limited number of one-on-one support sessions for participants between 11 March and 5 April 2024. | | |
| Rationale for extension | Consultant preferred to make independent Expression of Interest (EOI) process support available to those participating in the Part Three EOI processes to assist them with preparing their expressions of interest, and preparing for panel discussions. This is providing support consistent to that offered to those in Part Two. | | |
| Consequence of not progressing | Less consistent, targeted support for those participating in the EOI process and more support needed for individuals from their leaders at varying capability and capacity. Risk of challenge on the basis of inconsistency and lack of independent support. | | |
| Conduct / Security | No. | | |

3 Consultation

| | | | |
|--|--|--|--|
| Management Accountant | [s 9(2)(a)] Business Partner - Finance Consultation is required on the Financial information for this extension in section 4. | | |
| Organisational Effectiveness functional leader | Jonny McKenzie, Head of People | | |
| Chief Information Officer (if IS&D related resource) | N/A | | |

4 Financial information

Speak to your management accountant if unsure of the cost code details.

| | | | | | |
|---|---|---|-------------------|-----------------|------------------------------|
| Rate type | Fixed | If Other rate type | N/A | | |
| Has a rate change been agreed as a part of this extension | No | Maximum rate \$ excl. GST | \$ [s 9(2)(b)(i)] | | |
| Est. hours/days per week | N/A | Total est. number of hrs/days (refer to online calculator) | N/A | | |
| The total estimated cost of this extension, \$ excl. GST | | | | | |
| The cost associated with this extension only. (The total WOLC information is detailed below). | | | | | |
| OPEX, \$ excl. GST | \$ [s 9(2)(b)(i)] | CAPEX, \$ excl. GST | \$ or N/A | | |
| The whole of life cost of the Contract (WOLC) | The WOLC is the total cost of all contracts (including all previous contracts, extensions for same/similar services and this request) –delete any rows/table that do not apply. | | | | |
| | | Start date | End date | Duration | Cost |
| | Original Contract | 5 June 2023 | 1 October 2023 | | \$ [s 9(2)(b)(i)] (excl GST) |
| | Variation 1 | 18 March 2024 | 5 April 2024 | | \$ [s 9(2)(b)(i)] |
| | Variation 2 | Enter a date | Enter a date | | \$ |
| | This request | Enter a date | Enter a date | | \$ |
| | Total contract cost | | | | \$ [s 9(2)(b)(i)] |
| In addition to the above, If there has been any other engagements with this temp, contractor or consultant for similar or non-related work include here or N/A. | | | | | |
| Funding appropriation | Departmental | | | | |
| Project code | 103598 | Cost centre | 7050 | | |
| Activity code | F023 | Natural account | 7602 | | |

5 Risk assessment - Health and safety (H&S)

[Check the H&S risk rating tool.](#) The default H&S risk rating for desk-based services is **Low**.

Contractors assessed as providing services as a **Medium** or **High** H&S risk do not require H&S accreditation. However, contractors are Toitū Te Whenua's responsibility and are subject to internal Health and Safety practices.

Consultants assessed as providing services as **Medium** or **High** H&S risk require [H&S accreditation](#).

If H&S risk is assessed as Medium or High, or you have any questions, please [contact the Health and Safety team](#).

| | |
|--|-----|
| Health & Safety assessment | Low |
| If assessed as medium or high risk, provide further details. | N/A |

Additional risks

Provide details of any additional risks which were not included in the original contractor and consultant request form:

| Risk area | Description of risk | Mitigation(s) |
|---|---|---|
| Contractor vs Employee | If a person is hired as a Contractor/Consultant when they should be classified as an employee (either intentionally or accidentally); LINZ may later be held liable for extra costs, including unpaid PAYE tax, unpaid minimum wages, and holiday and leave entitlements. | HR advice considers the real nature of the working relationship rather than the label the parties are calling it. |
| Increased scope / more work / budget required | The work takes longer than required, or new requirements are identified, resulting in a longer engagement and more budget required. | The contract manager will monitor this on an ongoing basis with performance management and monitoring internal requirements and resource planning. If an extension is required, HR will be engaged within a reasonable timeframe before the expiry of the Contract to discuss options. |
| Intellectual property | The Contractor/Consultant is developing new intellectual property that LINZ will utilise. The contractor/consultant solely holds key knowledge. | Legal review of contract terms and conditions to ensure ownership and licensing terms align with the intent of LINZ and the Contractor/Consultant. The Contract will expressly describe the future use of the Contractor/Consultant's New IP. The reporting manager will ensure continuous knowledge transfer from the contractor/consultant throughout the engagement. |
| Sensitive information | Confidentiality of sensitive information is not maintained. | Will only provide access to sensitive information onsite at LINZ or via Objective Connect. The Contractor/Consultant will be required to sign a Non-Disclosure Agreement before viewing any sensitive information. |
| Scope creep | Due to the interlinked nature of the change process there is potential for the scope to extend to other deliverables as the work develops. | Regular fortnightly reviews and reports of the work from the consultant to enable oversight of the scope of work. |

6 Reviews and approvals

Complete all fillable names, titles and comments before seeking manual signatures and dates.

| Role | Comments | Signatures |
|--|--|--|
| Requester Confirmation , the person requesting the variation to contractor / consultant engagement. | By signing this form the Requester confirms that the contractor / consultant is performing well and is suitable for the ongoing requirements of the engagement. (Insert comments, if any) | Louise Hornabrook Signature and Date: [s 9(2)(a)] 8/02/2024 |
| People Review , compulsory for all engagements. Head of Support , required for the engagement of a contractor or consultant resource. | Advice to the relevant Head of : Recruitment or Contract The type of independence and expertise is not available internally and would be difficult to fill by an employee given the immediate need and level of knowledge and experience sought. | Jonny McKenzie, Head of People Signature and Date: 09/02/24 [s 9(2)(a)] |
| | If the proposed contractor/consultant is known, are they ex-employee of Toitū Te Whenua? | N/A |

| | | |
|--|--|--|
| <p>Commercial Review, <u>only</u> required for engagements not using AOG panel and over \$100k WOLC.</p> | <p>N/A</p> | <p>N/A</p> |
| <p>Delegated Contract Authority (DCA) and Kaihautū Confirmation, the person with the financial authority to sign the Contract.</p> | <p>By signing this form the DCA confirms that there is sufficient funding for this variation. (Insert comments, if any)</p> | <p>[s 9(2)(a)] Signature and Date: 15/2/2024</p> |

***After Head of signature is obtained, email this CCRF Variation to Commercial@linz.govt.nz**

Reminders for Reporting Manager:

All contractor and consultant engagements require a contract in the CMS. Use the information from this form to register the contract variation in the CMS. Send a scanned, signed copy of (1) this form and (2) the Contract to CMS@linz.govt.nz.

Refer [Checklist](#) for engaging contractors and consultants.

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