

## Appendix 10: Consultancies and other reporting requirements

This appendix provides more detailed information on certain consultancies let during the reporting year and information on a range of other matters that must be included in the Tribunal's Annual Report.

### Consultancies

Table A10.1 sets out information on consultancies that were let during 2006–07

where the value of the services is \$10,000 or more (inclusive of GST).

Table A10.2 provides summary information on the number of consultancies let by the Tribunal in the three most recent reporting years where the value of the contract was \$10,000 or more (inclusive of GST). It sets out the number of consultancies and the total value of the contracts.

**Table A10.1 Consultancy services let during 2006–07 where value is \$10,000 or more (inclusive of GST)**

Name of Consultant	Description	Contract price	Selection process (1)	Justification (2)
GS Corporate Services Pty Ltd	Audit services	\$136,618	Open Tender	B
Kathy Jones & Associates Pty Ltd	Review of communication strategies and products	\$27,720	Open Tender	A
<b>TOTAL</b>		<b>\$164,338</b>		

(1) Explanation of selection process terms drawn from the *Commonwealth Procurement Guidelines* (January 2005):

Open Tender: A procurement procedure in which a request for tender is published inviting all businesses that satisfy the conditions for participation to submit tenders. Public tenders are sought from the marketplace using national and major metropolitan newspaper advertising and the Australian Government AusTender internet site.

Select Tender: A procurement procedure in which the procuring agency selects which potential suppliers are invited to submit tenders. Tenders are invited from a short list of competent suppliers.

Direct Sourcing: A form of restricted tendering, available only under certain defined circumstances, with a single potential supplier or suppliers being invited to bid because of their unique expertise and/or their special ability to supply the goods and/or services sought.

Panel: An arrangement under which a number of suppliers, usually selected through a single procurement process, may each supply property or services to an agency as specified in the panel arrangements. Tenders are sought from suppliers that have pre-qualified on the agency panels to supply to the government. This category includes standing offers and supplier panels where the consultant offers to supply goods and services for a pre-determined length of time, usually at a pre-arranged price.

(2) Justification for decision to use consultancy:

A — skills currently unavailable within agency

B — need for specialised or professional skills

C — need for independent research or assessment

**Table A10.2 Summary of consultancies let in the three most recent reporting years where gross value is \$10,000 or more (inclusive of GST)**

Year	No of Consultancies	Total Contract Value (incl GST)
2004–05	5	\$122,749
2005–06	4	\$120,916
2006–07	2	\$164,338

## Other reporting requirements

### ***Advertising and market research***

The Tribunal did not make any payments to advertising agencies, market research organisations, polling organisations or direct mail organisations in 2006–07.

Non-campaigning advertising expenditure of \$31,173 was paid to HMA Blaze Pty Ltd for advertising employment vacancies in newspapers.

### ***Contracting out***

During the reporting year, the Tribunal did not contract out the delivery of any government activities that it had previously performed.

### ***Discretionary grants***

The Tribunal has no programs involving the payment of discretionary grants.

### ***Environmental performance***

Pursuant to section 516A of the *Environment Protection and Biodiversity Conservation Act 1999*, agencies are required to report on ecologically sustainable development and environmental matters. The Tribunal is a review body and, as such, does not administer policy that has any major effect on the environment.

The Tribunal attempts to limit its impact on the environment in day-to-day administrative functions by ensuring that energy usage and wastage of resources is minimised. Results to date are encouraging in that energy usage is moderate compared with usage by similar organisations. In addition, the landlord of the Tribunal's registry in Sydney continues to actively promote energy and resource conservation within the building and seeks ongoing reduction in consumption of these items.

General energy consumption fell again by 2% per cent during the reporting year due to the efforts and diligence of staff in monitoring electricity usage. Petrol consumption fell by 11.5%, mostly due to a reduction in the number of vehicles leased.

