

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 10.1 sets out information on consultancies that were let during 2005–06 where the gross value of the services is \$10,000 or more.

TABLE 10.1 CONSULTANCIES LET IN 2005–06 WHERE GROSS VALUE IS \$10,000 OR MORE (INCLUDING GST)

Name of Consultant	Description	Contract price for consultancy (incl. GST) (\$)	Selection process ^a	Justification ^b
Fellowes Medlock and Associates	Independent review of staffing structure	23,825	Select tender (below public tender threshold)	C
Mercer Human Resource Consulting	Independent advice on remuneration for members	18,480	Direct sourcing (urgent timeframe to meet externally set deadlines)	C
T4 Protective Security	Security Risk Review	64,211	Direct sourcing (limited to agency with specific expertise and familiar with Tribunal business)	B
Volante	IT Systems Review	14,400	Select tender (below public tender threshold)	B

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

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.

b **Justification:**
 A — skills currently unavailable in agency
 B — need for specialist or professional skills
 C — need for independent research or assessment

Table 10.2 provides summary information on the number of consultancies let by the Tribunal in the past three reporting years. It sets out the number of consultancies and the total value of the contracts.

TABLE 10.2 SUMMARY OF CONSULTANCIES LET IN THE LAST THREE YEARS WHERE GROSS VALUE IS \$10,000 OR MORE (INCLUDING GST)

Year	No. of Consultancies	Aggregated Contract Value (incl GST)
2003–04	9	\$457,265 ^a
2004–05	5	\$122,749
2005–06	4	\$120,916

a Please note that this figure differs from the figure provided in previous annual reports. The Tribunal inadvertently reported the value of the consultancy let to United KFPW in 2003–04 as \$100,000 which was twice its actual value. This figure has been revised to reflect the true value of that consultancy.

OTHER REPORTING REQUIREMENTS

Advertising and market research

The Tribunal made total payments of \$29,686 to advertising and market research organisations in 2005-06.

Profmark Consulting Pty Ltd, a market research organisation, was paid \$17,820 in relation to the conduct of a survey into the satisfaction levels of tribunal users. Non-campaign advertising expenditure of \$11,866 was paid to hma Blaze Pty Ltd for advertising employment vacancies in newspapers.

The Tribunal would like to correct the information provided in its 2004-05 Annual Report in relation to payments made to advertising and market research organisations in 2004-05. The total payments made to advertising and market research organisations in that year was in fact \$22,051. This comprised expenditure of:

- \$15,100 paid to Profmark Consulting Pty Ltd in relation to the conduct of the survey of tribunal users; and
- \$6951 paid to hma Blaze Pty Ltd for newspaper advertising of employment vacancies and tenders.

The payment to Profmark Consulting was not included in last year's Annual Report.

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 detrimental 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.

The Tribunal is a partner in the development of an environmental management system (EMS) for Commonwealth Law Courts buildings nationally. An EMS review of several Commonwealth Law Courts buildings has been conducted. A management scheme maximising energy savings and waste recycling has been introduced into the buildings where the Tribunal is located. 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 five per cent during the reporting year due to the efforts and diligence of staff in monitoring electricity usage. Petrol consumption rose slightly due to a change in fleet composition. As the number of executive cars is small, changes in car models can affect general consumption levels. The Tribunal has no cars for general office use.