

## 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 2008–09 where the value of the services is \$10,000 or more. The contract price includes GST.

The selection process for each consultancy, described below, is consistent with the Commonwealth Procurement Guidelines (December 2008).

**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 generally sought from 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. This procurement process may only be used under certain defined circumstances.

**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, initially selected through an open tender process, may each supply property or services to an agency as specified in the panel arrangements. Quotes 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 supply of goods and services may be provided for a pre-determined length of time, usually at a pre-arranged price.

The table also shows the justification for the decision to use each consultancy, according to the following key:

- A — the skills currently unavailable within agency
- B — need for specialised or professional skills
- C — need for independent research or assessment.

**Table A10.1** Consultancy services let during 2008–09

Name of Consultant	Description	Contract price	Selection process	Justification
T4 Protective Services	Security certification	\$10,141	Select tender	B
<b>TOTAL</b>		<b>\$10,141</b>		

### Correction

The following consultancy contract was let in 2007–08, and inadvertently omitted from the 2007–08 Annual Report.

Name of Consultant	Description	Contract price	Selection process	Justification
ZOO Communications	Branding and design	\$ 25,039	Select tender	B

Table A10.2 shows the number of consultancies let by the Tribunal in the three most recent reporting years with contract value of \$10,000 or more, including GST.

**Table A10.2** Trends in consultancy services let

Year	No. of consultancies	Total contract value
2006–07	2	\$164,338
2007–08	4	\$167,014
2008–09	1	\$10,141

### Advertising and market research

Profmark Consulting Pty Limited, a market research organisation, was paid \$14,973 in 2008–09 for the conduct of a user satisfaction survey. Details on the survey are in Chapter 4 of this report.

Non-campaign advertising expenditure of \$5,172 was paid to HMA Blaze for advertising employment vacancies.

### Discretionary grants

The Tribunal does not administer any grants programs.

### Environmental performance

The Tribunal is a review body and therefore does not administer policy that has a major effect on the environment.

The Tribunal limits its impact on the environment in day-to-day administrative functions by minimising energy usage and wastage of resources. Results to date are encouraging in that energy usage is moderate compared with usage by similar organisations. General energy consumption fell by 7.63 per cent during the reporting year. Petrol consumption fell by approximately one per cent, although the number of vehicles was unchanged.

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.