

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 (see also Chapter 5 for information on consultancies).

Consultancies

Table A10.1 sets out information on consultancies that were let during 2009–10 with a value of \$10,000 or more. The contract price includes GST.

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

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 website.

Select tender: A procurement procedure in which the procuring agency selects which potential suppliers are invited to submit tenders (this includes tenders submitted through Multi Use Lists). 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 A10.2 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 A10.1 Consultancy services let during 2009–10

Name of Consultant	Description	Contract price	Selection process	Justification
Bendelta Pty Ltd	Staff functions and workload review	\$142,966*	Open tender	C
Total		\$142,966		

* Original contract price of \$122, 650 exceeded due to change of scope to include benchmarking against other courts and tribunals.

Table A10.2 Trends in consultancy services let

Year	No. of consultancies	Total contract value
2007–08	4	\$167,014
2008–09	1	\$10,141
2009–10	1	\$142,966

Advertising and market research

The Tribunal did not conduct any market research in 2009–10.

Non-campaign advertising expenditure of \$16,425 was paid to Adcorp Australia for advertising employment vacancies.

Discretionary grants

The Tribunal does not administer any grants programs.

Ecologically sustainable development

The Tribunal is a review body and therefore does not administer policy that has a major effect on the environment. The Tribunal gives consideration to the ecologically sustainable principles when arranging new leases and refurbishments. No leases or refurbishments were due in 2009–10.

Environmental performance

The Tribunal limits its impact on the environment in day-to-day administrative functions by implementing simple staff-based measures such as switching off lights, recycling office waste and encouraging leasing of vehicles with a higher Green rating. The Tribunal also participates in awareness raising activities such as Earth Hour.

Table A10.3 Environmental performance reporting

Theme	Steps taken to reduce effect	Measures to review and improve reducing the effect
Energy efficiency	Asking staff to switch off lights when offices and meeting rooms are not in use.	General energy consumption across the five registries for which data is available, increased by 3.89 during the reporting year. The increase in consumption is attributed to the number of hearings returning to the normal level after falling in the previous year.
Vehicles	Ensuring that the average Green rating of the Tribunal's leased vehicles is as high as possible.	Of the Tribunal's 17 leased vehicles, only five have a Green rating of less than 10, six are hybrid vehicles with a rating of 17.5. Petrol consumption across all registries fell by 17 percent during the reporting year.
Waste	Undertaking recycling of office waste.	All Tribunal registries undertake paper recycling. Two registries also recycle glass, plastics and metals, and two other registries recycle toner cartridges. Opportunities for extended recycling will be reviewed in 2010–11. As the Tribunal uses whole-of-building recycling schemes, separate data on recycling quantities is not currently available.
Water	The Tribunal installs water saving devices such as dual-flush cisterns in its fit-outs.	The Tribunal is not able to access data on water consumption in each of its tenancies, as there are no separate water meters.