

# Consultancy Services

*Achieving a Just & Secure Society*



## Policy on selection and engagement of consultants

Departmental policy requires that the approving officer must ensure that the selection processes for consultants will promote open and effective competition to the extent practicable. Departmental selection procedures detail criteria which are to be addressed and also refer to the *Commonwealth Procurement Guidelines* which outlines core policies and principles for purchasing activities, including engaging consultants. All consultants were engaged by the Department in accordance with appropriate principles and practices.

Consultancy services are one particular type of service delivered under a contract for services. They are distinguished from other contracts for services by the nature of the work performed. A consultant is an entity, whether an individual, a partnership or a corporation, engaged to provide professional independent and expert advice or services. Typically, the term consultancy services is used to describe the application of expert professional skills to: investigate or diagnose a defined issue or problem; carry out defined research, reviews or evaluations; or provide independent advice, information or creative solutions to assist the agency in management decision making.

A consultancy contract will typically define the nature and purpose of the task to be performed but not (in any detail) the manner in which the task is to be performed. By contrast, other (non-consultancy) contracts for services will typically be far more restrictive in the degree of latitude afforded to the contractor.

Details of contractors, i.e. those engaged through employment agencies for short term relief or other purposes, are not included.

## Summary of information on consultancies

Number of consultancy services contracts let during 2000–01	49
Total expenditure on consultancy services in 2000–01 (relates to continuing as well as new consultancies)	\$2 338 225

## Details in relation to new consultancy contracts of value \$10 000 or more, let during 2000–01

Name of consultant	Contract price for consultancy (\$)	Purpose	Selection key	Justification key
AusCERT	30 000	Write issues paper on establishment and operation of computer security incident reporting scheme as part of Protecting the National Information Infrastructure initiative	d	A
Australian Institute of Family Studies	22 826 +expenses	Research case studies of consumers on behalf of Family Law Pathways Advisory Group	d	A
Bond University*	44 700	Provide training in alternative dispute resolution in Indonesia	c	A
Brendan Mulhall and Associates Pty Ltd	13 636	Evaluate draft framework for crime prevention training material	f	A, E
Communications Research Institute of Australia	19 900	Focus test draft community crime prevention evaluation kit	f	A, E
Creswell, Chris	82 847	Work carried out in relation to Intellectual Property Branch issues	d	B
Crime Research Centre, University of Western Australia	28 716	Produce national profile of Australian night patrol services (jointly funded with Aboriginal and Torres Strait Islander Commission)	c	A
Deafness Forum Ltd	231 000	Facilitate involvement of, and consultation with, disability community on development of disability standards under <i>Disability Discrimination Act 1992</i>	d	A
Deloitte Touche Tohmatsu	49 900	Prepare business plan and budgeted financial statements for Administrative Review Tribunal	c	A
Donovans	44 368	Consultations with consumers and service providers on behalf of Family Law Pathways Advisory Group	e	A
Donovans	153 100 +expenses	Research related to information needs, and communications and information issues, affecting consumers in the family law system	c	A
Jakeman, Miles	10 000	DFAT tender preparation for security services	c	A
Jakeman, Miles	48 000	Marketing and launch strategy; generation of new business and training consultancies; review and update strategic plan; develop client survey; upgrade Australian Protective Services website; initiate legislative change process	a	A, F
Lawscape Communications	83 862	Database content and development and delivery of training package for the Law by Telecommunications initiative	c	A

APPENDIX 5 - CONSULTANCY SERVICES

Name of consultant	Contract price for consultancy (\$)	Purpose	Selection key	Justification key
Leader-Elliott and Associates Pty Ltd	27 000	Complete Model Criminal Code Report on Damage and Computer Offences; advice on Criminal Code legislation projects including theft, fraud, bribery and related offences; prepare Criminal Code guide in consultation with Australian Institute of Judicial Administration	e	A
Mercadier	33 656	Client database software development and client surveys (7)	e	A
Michael Miitze Management Consulting Pty Ltd	17 280	Facilitate tender selection process for primary dispute resolution projects	e	B
Michael Miitze Management Consulting Pty Ltd	64 366	Business advice and assistance for the corporate review and market testing of corporate services	f	B
MPB Chartered Accountants	19 990	Fringe Benefits Tax management	f	A
Olney, Lindsay	16 748	Edit 1999–2000 departmental Annual Report	e	A
People and Strategy (ACT) Pty Ltd	55 000	Training associated with introduction of new performance management system	d	A
Price Waterhouse Coopers	76 000	Develop business plan for security awareness program for the protection of the National Information Infrastructure	c	A, E
Price Waterhouse Coopers / Ernst & Young	28 777	Review and evaluate calculations under s.170 MX of <i>Workplace Relations Act 1996</i>	d	A
Quay Connection	16 945	Proposal for possible government sponsorship of national television program in relation to crime prevention and law enforcement issues	c	A, E
Reengineering Australia	59 310	Strategic advice for corporate review and market testing of corporate services in the areas of business process mapping, base line cost, business process re-engineering, organisational restructuring and service level agreements	c	A, E
Rees, Ann	20 000	Review family law system information	d	B
SAP Pty Ltd	17 100	System upgrade scoping proposal	e	A
Studio Seven	20 020	Project management for fitout of Arts House and Edmond Barton Building	c	B
Support Partners Pty Ltd	39 600	SAP reconciliations with Department of Finance and Administration's accounting management information system	e	A

Name of consultant	Contract price for consultancy (\$)	Purpose	Selection key	Justification key
Unity of First People of Australia	22 727	Developmental work for implementing community justice program pilot projects in New South Wales	d	A
University of South Australia	100 000	Evaluate bullying programs in Australian primary and pre-schools; develop and distribute associated materials	b	E

\* Funded by the Australian Agency for International Development under the Asia-Pacific Economic Cooperation Support Program.

#### Selection key

- a Publicly advertised.
- b Public tender.
- c Selective tender.
- d Direct engagement of recognised and pre-eminent expert.
- e Direct engagement of consultant previously undertaking closely related work for Department.
- f Direct engagement of consultant known to have requisite skills where the value of the project did not justify expense or delay associated with seeking tenders.

#### Justification key

- A Special skills not available within the Department.
- B Special skills available within the Department but consultant engaged because of other staff resource priorities.
- C Participation of outside professional is a requirement of the Department of Finance and Administration.
- D Requirement to use particular consultant a condition of conducting project for client.
- E Need for independent study or assessment.
- F Need for change agent or facilitator.
- G Need for rapid access to latest technology or experience with application.

#### Notes:

- (1) In some instances additional costs for expenses and travel have been met from ordinary departmental administrative cost allocations. Resources are not available to conduct the detailed searches of individual financial transaction records required to identify such costs.
- (2) In order to avoid duplication, the above consultancy information excludes payments to advertising agencies, market research organisations, media advertising organisations or direct mail organisations. Details of payments to these organisations appear at Appendix 6 – Advertising and Market Research.