

Office of the Official Secretary to the Governor-General

2003-04 Annual Report

The following addendum to the 2003-04 Annual Report is provided to better clarify the expenditure on consultants with a value greater than \$10 000 in accordance with the annual report requirements.

Appendix G: Consultancy Contracts

Table G1 Consultancy contracts awarded in 2003–04

Consultant name	Purpose of consultancy	Contract price* \$	Publicly advertised	Selection method ^a	Justification code ^b
Allom Lovell & Associates Pty Ltd	To prepare a Conservation Management Plan for Government House, Canberra	40 500	No	Select tender	Skill
Allom Lovell & Associates Pty Ltd	To develop various concept and schematic designs for Honours Secretariat building works at Government House, Canberra	17 886 ^c	No	Select tender	Skill
Allom Lovell & Associates Pty Ltd	To develop concept and schematic designs for Caretaker's Cottage building works, Government House, Canberra	12 805 ^d	No	Select tender	Skill
Allom Lovell & Associates Pty Ltd	To develop concept and schematic designs for Government House Cottage building works, Government House, Canberra	16 760 ^c	No	Select tender	Skill
Allom Lovell & Associates Pty Ltd	To prepare a Conservation Management Plan for the interiors at Government House, Canberra	27 000	No	Select tender	Skill
Allom Lovell & Associates Pty Ltd	To prepare a strategic works plan for Government House	26 000	No	Select tender	Skill
Infront Systems	To prepare the 2003–04 Information Technology Strategic Plan	18 500	No	Select tender	Skill
Tanner & Associates Pty Ltd	To prepare a Conservation Management Plan for Admiralty House, Sydney	31 150	No	Select tender	Skill
Taylor Brammer Landscape Architects Pty Ltd	To prepare a Landscape Conservation Management Plan for Admiralty House, Sydney	12 870	No	Select tender	Value

* contract price includes GST

a. 'Select tender' means tenders were invited from a shortlist of competent suppliers; this category also includes negotiated offers or offers from sole suppliers or pre-eminent experts who have previously undertaken work for the Office.

b. 'Skill' means there was a need for specialist skills not available within the Office, and 'Value' means the contract provided best value for money.

c. time and material agreement, contract price represents actual expenditure

d. exceeded time and material agreement due to increased travel costs

Note: Does not include consultancy contracts awarded with a value less than \$10 000.