

To: Matthew Berrisford, a/Assistant Secretary - OIGADF

APPROVAL TO VARY AN ARRANGEMENT

Subject: IGADF Twenty-Year Review s22 - Contract Amendment #1

RECOMMEND

That you:

AGREE to vary the contract by an additional 47D & 47G at a cost of 47D & 47G, to a total additional cost of \$99,000.00

AGREED / NOT AGREED / PLEASE DISCUSS

s22

Matthew Berrisford
a/Assistant Secretary
Office of the Inspector-General of the Australian Defence Force

11 December 2023

Key Points:

1. To complete the review, the contract requires an additional 47D & 47G. The additional 47D & 47G comes with an additional cost of \$99,000.00 (GST Inclusive), for a contract deliverable cost of \$396,000.00 (GST inclusive).
2. There is presently no change to 47D & 47G.

Contact Officer:

s47E(c)
a/Executive Director
Office of the Inspector-General of the Australian Defence Force
s47E(c)

CONTRACT VARIATION FORM

CONTRACT AMENDMENT #1

TO CONTRACT: Mr Duncan Kerr
CONTRACT REFERENCE ID: s22
AUSTENDER CONTRACT ID: CN4006450

Customer

Customer Name: Department of Defence
Customer ABN: 68 706 814 312
The person occupying the position of: Assistant Secretary – OIGADF
Currently: Matthew Berrisford
Telephone: s22
Email Address: s47E(c) defence.gov.au
Postal Address: PO Box 7924
Level 4, Building 25

Supplier

Supplier Name: Kerr, Duncan
Supplier ABN: 60 762 785 038
Name: Duncan Kerr
Position Title: Principal
Telephone: s22
Supplier Reference ID: s22 Variation #1

Contract Details

The Contract changes as verbally agreed by the Customer and the Supplier are as follows:

Contract Value

	Contract Value (GST exclusive)	GST	Total Contract Value (GST Inclusive)
Original Contract Value (AUD) (a)	\$270,000.00	\$27,000.00	\$297,000.00
47D & 47G	47D & 47G	47D &	47D & 47G
Contract Variation 47D & 47G; @ 47D & 47G (GST inc) (b)	\$90,000.00	\$9,000.00	\$99,000.00
New Subtotal (a)+(b)	47D & 47G	47D & 47G	47D & 47G
New GRAND TOTAL (a)+(b)+(t)	\$378,181.82	\$37,818.18	\$416,000.00

Description of Contract Changes

I propose to vary the Contract with Duncan Kerr as detailed in this Contract Variation Form by Increasing to the Contract Price by an additional \$99,000.00 to a total of 47D & 47G (GST Inclusive) for contract deliverables.

The GST inclusive GRAND TOTAL contract budget is \$416,000.00.

Signed for and on behalf of the **Commonwealth of Australia** as represented by Department of Defence

Customer's Contract Manager

Name: Matthew Berrisford

Signature: 

Date: 11 December 2023

Signed

Supplier's Contract Manager

Name:

Hon Duncan Kerr

Position:

Principal

Signature:

Date:

11 December 2023

To: s47E(c) a/Executive Director, IGADF

APPROVAL TO VARY AN ARRANGEMENT

Subject: s22 Amendment #2

RECOMMENDATIONS

That you:

1. **AGREE** to vary the existing Contract with the Hon Duncan Kerr, for the provision of work to complete the IGADF 20 year review and to brief senior officials as detailed below.

AGREED / ~~NOT AGREED~~ / ~~PLEASE DISCUSS~~

2. **APPROVE** the commitment of additional funds under section 23(3) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) valued at \$33,000.00 (inclusive of GST) bringing the total estimated Contract cost to \$449,000.00 (inclusive of GST) to allow for an extra^{47D & 47G} of work.

APPROVED / ~~NOT APPROVED~~ / ~~PLEASE DISCUSS~~

s22

s47E(c)
a/Executive Director
IGADF

20 / 02 / 2024

Key Points:

1. This change is required to allow for a debrief of the 20 year review to senior officials.
2. I propose to vary the Contract with Kerr, Duncan as detailed in the attached Contract Variation Form as follows:
 - a. Change the Contract value from \$416,000.00 (inclusive of GST) to \$449,000.00 (inclusive of GST) to allow for an extra^{47D & 47G} of work.
3. This proposal is consistent with the original contract and the requirements of the Commonwealth Procurement Rules.
4. You have delegation to approve these changes.
5. The proposed changes have been discussed and agreed in principle with the Supplier. I will ensure that any required AusTender reporting of the variation takes place within 42 days.

Contact Officer:

Mr Matthew Berrisford
a/Assistant Secretary OIGADF
IGADF
s22

Date: **CONTRACT VARIATION FORM**

CONTRACT AMENDMENT #Contract Amendment #1

TO CONTRACT: s22 - Mr Duncan Kerr
CONTRACT REFERENCE ID: s22 Amendment #2
AUSTENDER CONTRACT ID: CN4006450

For the provision of:
for the provision of work to complete 20 year review and to brief senior officials

Customer

Customer Name: Department of Defence
Customer ABN: 68 706 814 312
Address: PO Box 7924
Level 4, Building 25
Contact Officer: Mr Matthew Berrisford
Position: a/Assistant Secretary OIGADF
Branch/Division: IGADF
Telephone: s22
Email Address: s47E(c)@defence.gov.au

Supplier

Supplier Name: Kerr, Duncan
Supplier ABN: 60 762 785 038
Address: GPO Box 1696
Hobart TAS 7001
Telephone: s22
Email Address: duncan.kerr@tasbar.com.au

Contract Details

There will be no change to the Contract term as a result of other Contract changes.

The Contract changes as verbally agreed by the Customer and the Supplier are as follows:

Contract Term

Current Contract End Date:	30/04/2024
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Contract Value

	Contract Value (GST exclusive)	GST	Total Contract Value (GST Inclusive)
Previous Contract Value (AUD)	\$378,181.82	\$37,818.18	\$416,000.00
Amendment Value (AUD)	\$30,000.00	\$3,000.00	\$33,000.00
New Contract Value (AUD)	\$408,181.82	\$40,818.18	\$449,000.00

Description of Contract Changes

Additional ^{47D &}_{47G} of work to brief senior officials.

Signed for and on behalf of the **Commonwealth of Australia** as represented by Department of Defence

Customer's Contract Manager

Name:

Matthew Berrisford

Signature:

s22

Date:

20/02/2024

Signed for and on behalf of Kerr, Duncan

Supplier's Contract Manager

Name:

Hon Duncan Kerr

Position:

Principle

Signature:

Date:

20/02/2024

To: s47E(c) a/Executive Director, IGADF

APPROVAL TO VARY AN ARRANGEMENT

Subject: s22 Amendment #3

RECOMMENDATIONS

That you:

1. **AGREE** to vary the existing Contract with Duncan Kerr for the provision of a report and recommendations to Government on the IGADF as detailed below.

AGREED / NOT AGREED / PLEASE DISCUSS

2. **APPROVE** the commitment of additional funds under section 23(3) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) valued at \$66,000.00 (inclusive of GST) bringing the total estimated Contract cost to \$515,000.00 (inclusive of GST).

APPROVED / NOT APPROVED / PLEASE DISCUSS

s47E(c)
a/Executive Director
IGADF

12/03/2024

Key Points:

1. Change is required to allow for the completion of report and to communicate the report to Government
2. I propose to vary the Contract with Duncan Kerr as detailed in the attached Contract Variation Form as follows:
 - a. Change the Contract value from \$449,000.00 (inclusive of GST) to \$515,000.00 (inclusive of GST).
3. This proposal is consistent with the original contract and the requirements of the Commonwealth Procurement Rules.
4. You have delegation to approve these changes.
5. The proposed changes have been discussed and agreed in principle with the Supplier. I will ensure that any required AusTender reporting of the variation takes place within 42 days.

Contact Officer:

Matthew Berrisford
a/Assistant Secretary
IGADF

s22

CONTRACT VARIATION FORM

CONTRACT AMENDMENT #IGADF AMDT #3

TO CONTRACT: s22 - IGADF Twenty Year Review
CONTRACT REFERENCE ID: s22 - IGADF
AUSTENDER CONTRACT ID: CN4006450

For the provision of:

for the provision of a report and recommendations to Government on the IGADF.

Customer

Customer Name: Department of Defence
Customer ABN: 68 706 814 312
Address: PO Box 7924
Level 4, Building 25
Canberra BC ACT 2610
Contact Officer: Matthew Berrisford
Position: a/Assistant Secretary
Branch/Division: IGADF
Telephone: s22
Email Address: s47E(c) @defence.gov.au

Supplier

Supplier Name: Duncan Kerr
Supplier ABN: 60 762 785 038
Address: GPO Box 1696
Hobart TAS 7001
Telephone: s22
Email Address: duncan.kerr@tasbar.com.au
Supplier Reference ID:

Contract Details

There will be no change to the Contract term as a result of other Contract changes.

The Contract changes as verbally agreed by the Customer and the Supplier are as follows:

Contract Term

Current Contract End Date:	30/04/2024
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Contract Value

	Contract Value (GST exclusive)	GST	Total Contract Value (GST Inclusive)
Previous Contract Value (AUD)	\$408,181.82	\$40,818.18	\$449,000.00
Amendment Value (AUD)	\$60,000.00	\$6,000.00	\$66,000.00
New Contract Value (AUD)	\$468,181.82	\$46,818.18	\$515,000.00

Description of Contract Changes

Change the contract value from \$449,000.00 (Inclusive of GST) to \$515,000.00 (Inclusive of GST) to allow for an extra **47D & 47G** of work

Signed for and on behalf of the **Commonwealth of Australia** as represented by Department of Defence

Customer's Contract Manager

Name:

s47E(c)

Signature:

s22

Date:

12 March 2024

Signed for and on behalf of Duncan Kerr

Supplier's Contract Manager

Name:

s22

Hon Duncan Kerr

Position:

Principle

Signature:

Date:

20 March 2024