

3.3 CONSULTANCY REPORT

Responsible Officer: Danny Wain, Chief Financial Officer

RECOMMENDATION

That Council notes the attached summary of completed and current Consultancy engagements for the 6 months to 31 December 2022.

INTRODUCTION

Council's Procurement Policy requires that a Consultancy Register be maintained and updates to the register are circulated to the Council bi-annually.

BACKGROUND

Council's Procurement Policy Clause 2.3.2.7 states that a Consultancy register will be maintained as a record of Consultancy engagements above \$20,000.

Consultancy* is defined as a service that facilitates decision making through

- Provision of expert analysis and advice; and/or
- Development of a written report or other intellectual output

For clarity, exclusions from Consultancy include

- Building and works design, construction and related services including fit out;
- Research or project management where recommendations are not provided; and
- Routine accounting, audit, taxation services;
- Routine legal services.

*Note: this definition of Consultancy (together with the exclusions listed above) is consistent with the definition provided by the *Department of Treasury and Finance, Guidance note to Financial Reporting Direction (FRD) 22H*.

As a minimum, Council will record the following information for each Consultancy over \$20,000 that ends within the reporting period:

- brief description of the consultancy project;
- name of the consultancy firm and principal consultant;
- contract or approved value and end cost;
- start date and completion dates;

A list of completed and current consultancy engagements for the periods ending 30 June and 31 December every year are to be circulated to the Council biannually.

CONCLUSION

Completed and current Consultancy engagements for the 6 month period to 31 December 2022 are attached for noting by Council.

Completed Consultancy Engagements for the 6 month period ending 31 December 2022

Project Description	Consultancy	Initial Approved Value (Ex GST)	Total Cost (Ex GST)	Start Date	Completion Date	Responsible Director
Development of a two year Monash Innovate Reconciliation Action Plan	INDIGENOUS EMPLOYMENT PARTNERS	\$31,818	\$32,470	1/07/2021	30/07/2022	Director, Community Services
Development of Policy & Guidelines for Student and Shared Accommodation	SGS ECONOMICS & PLANNING PTY LTD	\$68,155	\$68,155	1/03/2021	21/12/2022	Director, City Development
Advice for Council's Open Space & Affordable Housing Strategies	SGS ECONOMICS & PLANNING PTY LTD	\$35,000	\$27,515	12/11/2021	20/12/2022	Director, City Development
Preparation of an Urban Design Framework for Dandenong Road and Springvale Road major boulevards	TRACT CONSULTANTS PTY LTD	\$97,500	\$101,550	28/09/2020	23/10/2022	Director, City Development
Feasibility study into the effectiveness of reusable nappy programs in Council communities to reduce waste to landfill	WSP AUSTRALIA PTY LTD	\$119,995	\$104,396 (Council Contribution only \$2,000)	1/11/2021	16/12/2022	Director, City Services
Sportsground Service Level Review including service standards, work programs and machinery	XYST AUSTRALIA PTY LTD	\$39,903	\$39,903	31/03/2022	30/07/2022	Director, Community Services
Traders and community consultation to develop outdoor dining options	JWS RESEARCH PTY LTD	\$30,000	\$30,000	14/07/2022	12/09/2022	Director, City Development

Current Consultancy Engagements for the 6 month period ending 31 December 2022

Project Description	Consultancy	Initial Approved Value (Ex GST)	Total Cost as at 31/12/2022 (Ex GST)	Start Date	Completion Date	Responsible Director
Develop and deliver service standard training to leisure centre staff, including annual monitoring and reporting on the performance of all leisure centres (3 + 3 year contract term)	BON GOLF PTY LTD	\$600,000	\$315,339	1/01/2019	In Progress	Director, Community Services
Haughton Road, Oakleigh, Public Realm Feasibility Study – Stage 2	HANSEN PARTNERSHIP PTY LTD	\$100,000	\$12,150	17/10/2022	In Progress	Director, City Development
Expert urban design advice for the Suburban Rail Loop East Environment Effects Statement (EES) process	HANSEN PARTNERSHIP PTY LTD	\$45,455	\$13,575	13/12/2021	In Progress	Director, City Development
Property Advice Suburban Rail Loop Authority	M21 ADVISORY PTY LTD	\$44,280	\$40,073	1/09/2020	In Progress	Director, City Development
Mount Waverley & Carlson Reserve pre-planning, functional brief development and funding application	OCIO	\$41,730	\$26,456	1/08/2022	In Progress	Director, Community Services
Portman Station Street Oakleigh Public Realm Feasibility Study	HANSEN PARTNERSHIP PTY LTD	\$100,000	\$8,205	17/10/2022	In Progress	Director, City Development
Professional Services for the future of School Crossings	THE AGENDA GROUP	\$32,000	\$79,529 (Council Contribution only \$14,620)	13/05/2022	In Progress	Director, City Development

Project Description	Consultancy	Initial Approved Value (Ex GST)	Total Cost as at 31/12/2022 (Ex GST)	Start Date	Completion Date	Responsible Director
Traffic impact assessment report to consider impact of proposed changes to traffic movements at O'Sullivan Road and Springvale Road intersection, Glen Waverley. This report has been requested by the Department of Transport.	SALT3	\$7,273	\$14,000	14/10/2022	In Progress	Director, City Development
Develop Strategic Aquatic Facility Development Plan for the City of Monash to determine the future facility development priorities	OTIUM PLANNING GROUP PTY LTD	\$90,000	\$37,200	21/09/2022	In Progress	Director, Community Services
Prepare Gladeswood Reserve Integrated Site Plan & Masterplan	INSIDE EDGE SPORT AND LEISURE PLANNING PTY LTD	\$117,780	\$23,556	21/09/2022	In Progress	Director, Community Services