

### 3.1 CONSULTANCY REPORT

Responsible Officer: Danny Wain, Chief Financial Officer

#### **RECOMMENDATION**

*That Council notes the attached summary of Consultancy engagements completed for the 6 month period ending 30 June 2019.*

#### **INTRODUCTION**

Council's Procurement Policy requires that a Consultancy Register be maintained and updates to the register are circulated to the Council bi-annually in January and July of each year.

#### **BACKGROUND**

Council's Procurement Policy Clause 2.3.2.3 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;
- Routine accounting, audit, taxation services; and
- 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;

The Consultancy register is to be circulated to the Council biannually in January and July.

#### **CONCLUSION**

Consultancy engagements completed for the 6 months ending 30 June 2019 are attached for noting by Council.

**Consultancy engagement projects completed for the 6 months ending 30 June 2019.**

Description of Project	Consultancy	Principal Consultant	Initial Approved Value (Ex GST)	Total Cost (Ex GST)	Start Date	Completion Date	Responsible Director
Clayton Activity Centre Precinct Plan	TRACT CONSULTANTS PTY LTD	Deiter Lim	\$315,000	\$315,000	29/03/2018	30/06/2019	City Development
Huntingdale Activity Centre Precinct Plan	PRICEWATERHOUSECOOPERS CONSULTING PTY LTD	James Van Smeerdijk	\$289,761	\$289,761	3/04/2018	30/06/2019	City Development
Emissions Reduction Target Feasibility Study	IRONBARK SUSTAINABILITY	Paul Brown	\$49,740	\$36,300	1/02/2018	20/02/2019	Infrastructure
Sports Surfaces Condition Audit and Improvement Plan	2MH CONSULTING	Mick Hassett	\$44,900	\$44,900	31/5//2018	27/03/2019	Community Development and Services
MARC Needs Analysis	MICHELLE READ	Michelle Read	\$49,275	\$49,275	17/09/2018	30/06/2019	Community Development & Services
Digital & Business Technology Strategies	VOTAR PARTNERS	Mark Williamson	\$69,700	\$70,000	19/11/2018	19/06/2019	Chief Operating Officer
Energy Performance	ECOSAVE PTY LTD	Robin Archibald	\$24,750	\$24,750	1/11/2018	30/06/2019	Infrastructure
Libraries Internal Signage Audit and Recommendation	MEZA ARCHITECTURAL WAYFINDING SIGNAGE	Zahin Ali	\$19,250	\$19,250	17/05/2019	30/06/2019	Community Development & Services
Conduct short Pulse Survey on community satisfaction with Council 2018	JWS RESEARCH PTY LTD	Mark Zuker	\$22,000	\$22,000	1/01/2019	13/06/2019	Executive Manager Communications
Auditing and Management Training program for Active Monash	BON LEISURE	Michael Ryle	\$21,750	\$21,750	1/02/2019	30/06/2019	Community Development & Services
Asset Protection Process Improvement Project	CHASE CONSULTING GROUP	Craig Peacock	\$20,518	\$20,518	5/03/2019	30/04/2019	Director Infrastructure