

### 3.1 CONSULTANCY REPORT

Responsible Officer: Danny Wain, Chief Financial Officer

#### **RECOMMENDATION**

*That Council notes the attached summary of completed and current Consultancy engagements for the period ending 31 December 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; 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;

The Consultancy register is to be circulated to the Council biannually.

#### **CONCLUSION**

Completed and current Consultancy engagements for the period ending 31 December 2019 are attached for noting by Council.

**Completed Consultancy Engagements for the period ending 31 December 2019**

Description of Project	Consultancy	Principal Consultant	Initial Approved Value (Ex GST)	Total Cost (Ex GST)	Start Date	Completion Date	Responsible Director
Playing Fair Project - Gender Equity in Playgroups - Phase 1	KELEHER CONSULTING	Emma Hutcheson & Emma Keleher	\$33,750.00	\$33,705	7/03/2019	28/07/2019	Director, Community Services
Playing Fair Project - Gender Equity in Playgroups - Phase 2	KELEHER CONSULTING	Emma Hutcheson & Emma Keleher	\$39,000.00	\$48,440	15/08/2019	27/11/2019	Director, Community Services
Annual Community Satisfaction Survey	METROPOLIS RESEARCH PTY LTD	Dale Hubner	\$45,500.00	\$45,380	1/05/2019	31/07/2019	Executive Manager, Communications
Asset Protection Structure Review	PEACOCK FAMILY TRUST T/A CHASE CONSULTING GROUP	Craig Peacock	\$24,918.00	\$24,918	17/07/2019	21/08/2019	Director, Infrastructure
Risk Advice - Montclair Multi Level Carpark	BUSINESS & RISK SOLUTIONS PTY LTD	Jason Gray	\$15,285.00	\$21,140	26/06/2019	16/10/2019	Director, City Development

**Current Consultancy Engagements for the period ending 31 December 2019**

Description of Project	Consultancy	Principal Consultant	Initial Approved Value (Ex GST)	Total Cost as at 31/12/2019 (Ex GST)	Start Date	Completion Date	Responsible Director
Mount Waverley Activity Centre Precinct Plan	TRACT CONSULTANTS PTY LTD	Deiter Lim	\$125,750.00	\$118,665	20/07/2018	In Progress	Director, City Development
Environmental land management and monitoring	AECOM AUSTRALIA PTY LTD	David Ife	\$127,477.27	\$63,529	5/12/2017	In Progress	Director, Infrastructure
Water Efficiency Feasibility study	RALF PFLEIDERER ENVIRONMENTAL CONSULTING	Ralph Pfleiderer	\$55,050.00	\$50,175	31/10/2018	In Progress	Director, Infrastructure
Waverley Women's Sports Precinct Plan - Consultancy	INSIGHT LEISURE PLANNING	Jayson Moran	\$136,800.00	\$83,400	13/05/2019	In Progress	Director, Community Services
Infrastructure Plan for inclusion of 3 year od kindergarten from 2022 onward	WYE CONSULTING	Andrew Smale	\$33,500.00	\$0	2/12/2019	In Progress	Director, Community Services
Integrated Cultural Precinct Feasibility Study	The MAYTRIX GROUP	Sharyn May	\$284,421.82	\$0	1/12/2019	In Progress	Director, Community Services
MARC Membership & Fee Structure Review and Policy Framework	THE TRUSTEE FOR R & R FAMILY TRUST	Michelle Read	\$16,200.00	\$9,720	4/10/2019	In Progress	Director, Community Services
Floodlighting Audits - AFL, Rugby & Softball Venues	D & A LIGHTING SYSTEMS	Greg Pollard	\$11,980.00	\$0	4/10/2019	In Progress	Director, Community Services
Conduct Short Pulse Survey on Community Satisfaction with Council 2019	JWS RESEARCH PTY LTD	Mark Zuker	\$25,850.00	\$11,750	1/10/2019	In Progress	Executive Manager, Communications

MARC Redevelopment Dynamic Financial Modelling	THE KINETICA GROUP PTY LTD	Dean Brostek	\$36,000.00	\$23,760	14/10/2019	In Progress	Director, Community Services
Sports Surfaces Condition Audit and Improvement Plan	SPORTSTURF CONSULTANTS AUST	Michael Robinson	\$26,610.00	\$15,240	1/10/2019	In Progress	Director, Community Services
Review of Infrastructure Division Structure and Process as part of review of SAM Manager Contract	INFRAMANAGEMENT PTY LTD	Mario Galante	\$25,000.00	\$0	20/09/2019	In Progress	Director, Infrastructure