

3.1 CONSULTANCY REPORT

Responsible Officer: Danny Wain, Chief Financial Officer

RECOMMENDATION

That Council notes the attached Consultancy engagements for the projects completed in 2017-18 ending 30 June 2018.

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 in January and July.

CONCLUSION

Consultancy engagements completed for the financial year ending 30 June 2018 are attached for noting by Council.

Consultancy engagement projects completed during 2017-18 financial year.

Description of Project	Consultancy	Principal Consultant	Initial Approved Value (Ex GST)	Total Cost (Ex GST)	Start Date	Completion Date	Responsible Director
Property and Procurement advice for proposed redevelopment of Glen Waverley Central Carpark - EOI Stage	M21 ADVISORY PTY LTD	Maurice Cococcia	\$74,367	\$74,367	1/11/2014	31/08/2016	Director City Development
Property and Procurement advice for proposed redevelopment of Glen Waverley Central Carpark - RFP Stage	M21 ADVISORY PTY LTD	Maurice Cococcia	\$137,502	\$137,502	1/09/2016	31/05/2018	Director City Development
Oakleigh Activity Centre Transport Interchange Design Review	GLOBAL SOUTH PTY LTD	Simon Mcpherson	\$103,560	\$105,560	27/02/2018	27/04/2018	Director City Development
Annual Community Satisfaction Survey	METROPOLIS RESEARCH PTY LTD	Dale Hubner	\$44,045	\$44,045	1/03/2018	30/06/2018	Manager Communications
Development of Safe Guarding approach for City of Monash	AUSTRALIAN CHILDHOOD FOUNDATION	Cynan Kim-Blackmore	\$39,978	\$41,978	1/11/2016	27/10/2017	Director Community Development and Services

Description of Project	Consultancy	Principal Consultant	Initial Approved Value (Ex GST)	Total Cost (Ex GST)	Start Date	Completion Date	Responsible Officer
Development of the Mulgrave Reserve Masterplan Report	SIMON LEISURE CONSULTING	Richard Simon	\$45,750	\$45,750	31/07/2017	25/06/2018	Director Community Development and Services
Mulgrave Library Feasibility Study including analysis of demographic features and trends, advise on the relevant industry direction and innovation.	I & J MANAGEMENT SERVICES	Ian Phillips	\$34,450	\$34,450	10/10/2017	13/06/2018	Director Community Development and Services
Cultural Recreation Land Act (CRLA) Policy Review	CT MANAGEMENT GROUP PTY LTD	Michael Courtney	\$31,200	\$32,942	1/01/2018	31/05/2018	Chief Financial Officer
Collation of postal survey responses on hard waste options and charges and the preparation of analysis report 2017	JWS RESEARCH PTY LTD	Mark Zuker	\$56,035	\$55,254	24/10/2017	31/01/2018	Manager Communications
Geotechnical investigation for the proposed redevelopment of Glen Waverley Central Carpark	COFFEY SERVICES AUSTRALIA PTY LTD	Trevor Smith	\$55,603	\$57,113	19/06/2017	31/08/2017	Director City Development
Waste Management Strategy	PLC CONSULTING	Deanne Elwood	\$45,080	\$50,828	1/10/2016	14/11/2017	Director Infrastructure
Urban Biodiversity Strategy and Site Monitoring	PRACTICAL ECOLOGY PTY LTD	Lincoln Kern	\$77,930	\$80,430	20/10/2016	10/05/2018	Director City Development