

3.1 CONSULTANCY REPORT

Responsible Officer: Danny Wain, Chief Financial Officer

RECOMMENDATION

That Council notes the attached summary of Consultancy engagements for the 6 month period ending 31 December 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 6 months ending 31 December 2018 are attached for noting by Council.

Consultancy engagement projects completed for the 6 months ending 31 December 2018.

Description of Project	Consultancy	Principal Consultant	Initial Approved Value (Ex GST)	Total Cost (Ex GST)	Start Date	Completion Date	Responsible Director
Urban Biodiversity Strategy and Site Monitoring	PRACTICAL ECOLOGY PTY LTD	Lincoln Kern	\$77,930	\$84,930	20/10/2016	30/09/2018	Director Infrastructure
Oakleigh Golf Course Development Options Review	WAYPOINT PTY LTD	Greg McNally	\$24,600	\$24,600	20/03/2018	9/07/2018	Director Community Development and Services
Waste Strategy Consultation	TAME CONSULTING	Michelle Tame	\$26,562	\$24,469	24/08/2017	31/08/2018	Chief Financial Officer
Defining Benefits for Projects (PMF)	THE METASIS CONSULTING UNIT TRUST	Fletcher Douglas	\$30,455	\$33,800	3/04/2018	14/07/2018	Chief Financial Officer
Monash Open Space Contribution Strategy	SGS ECONOMICS	Lucinda Pike	\$30,000	\$33,159	6/04/2018	12/11/2018	Director City Development
Conduct short Pulse Survey on community satisfaction with Council 2018	JWS RESEARCH PTY LTD	Mark Zuker	\$19,000	\$19,000	20/08/2018	17/09/2018	Executive Manager Communications