



**SHIRE OF PEPPERMINT GROVE**

# **ATTACHMENTS**

**Ordinary Council Meeting**

27 September 2022

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## **Ordinary Council Meeting**

### **8.3.1 List of Accounts August 2022**

## Accounts Paid - August 2022

Payment / Invoice	Date	Description	Amount
<b>EFT Payment</b>			
<b>EFT Payment - EFT00478</b>			
<b>109 - Professional PC Support Pty Ltd (PPS)</b>			
22688M	15/07/22	Agreement Managed Svcs - August 2022	5,653.82
		<b>Total 109</b>	<b>5,653.82</b>
<b>2093 - SHAMROCK ELECTRICS</b>			
0040116	18/07/22	Electrical repairs - lights	1,248.50
		<b>Total 2093</b>	<b>1,248.50</b>
<b>2414 - Open Systems Technology Pty Ltd (Council First)</b>			
SI007205	18/07/22	Professional Svcs - June 2022	8,632.25
		<b>Total 2414</b>	<b>8,632.25</b>
<b>3009 - State Library of Western Australia</b>			
RI032754	13/07/22	Better Beginnings 2022-23	957.00
		<b>Total 3009</b>	<b>957.00</b>
<b>3013 - Heritage Tree Surgeons</b>			
77363	25/07/22	4 x trees as per QTRA audit	6,050.00
		<b>Total 3013</b>	<b>6,050.00</b>
<b>3045 - DORMAKABA AUSTRALIA PTY LTD</b>			
35WA993729	05/07/22	Main entry door storm maintenance	811.71
		<b>Total 3045</b>	<b>811.71</b>
<b>3051 - TEMPTATIONS CATERING</b>			
E27471	12/07/22	ABF/OCM Council Meetings Catering 2022-23	459.36
E27479	26/07/22	ABF/OCM Council Meetings Catering 2022-23	393.60
		<b>Total 3051</b>	<b>852.96</b>
<b>3055 - STRATA GREEN</b>			
144965	12/05/22	Horticulture supplies	988.98
		<b>Total 3055</b>	<b>988.98</b>
<b>3060 - BENARA NURSERIES</b>			
368378	17/05/22	Bungalow Ct planting	586.85
		<b>Total 3060</b>	<b>586.85</b>
<b>3061 - DEPT OF TRANSPORT - DOI REGO SEARCHES</b>			
8023525	30/06/22	Rego searches x23 - May 2022	98.40
		<b>Total 3061</b>	<b>98.40</b>
<b>3067 - MURPHYS ELECTRICAL CO</b>			
00112989	30/06/22	ROW solar light repairs	1,200.10
		<b>Total 3067</b>	<b>1,200.10</b>
<b>3079 - ABCO PRODUCTS PTY LTD</b>			
INV806383	23/06/22	Masks for Admin staff	297.26
		<b>Total 3079</b>	<b>297.26</b>
<b>3133 - Concept Av</b>			
12802	10/06/22	Service call - Library Microphone	143.00
		<b>Total 3133</b>	<b>143.00</b>
<b>3167 - SHINE COMMUNITY SERVICES</b>			
00113066	14/07/22	Combined councils contrib. July to Dec 2022	9,995.15
		<b>Total 3167</b>	<b>9,995.15</b>
<b>3224 - ACTION LOCK SERVICE</b>			
1061944	06/07/22	Replace & repair door & cabinet locks	655.50
		<b>Total 3224</b>	<b>655.50</b>
<b>3230 - Sontec Integrated Systems</b>			
18917	13/07/22	Annual monitoring 2022/23	686.40
		<b>Total 3230</b>	<b>686.40</b>
<b>3239 - ASSET INFRASTRUCTURE MANAGEMENT</b>			

## Accounts Paid - August 2022

Payment / Invoice	Date Description	Amount
INV-0641	24/06/22 SPG Footpath network inspection	3,861.00
INV-0647	30/06/22 Assets Managment Plan Review	10,252.00
	<b>Total 3239</b>	<b>14,113.00</b>
<b>3301 - PAPERBARK TECHNOLOGIES PTY LTD</b>		
00006938	06/07/22 Arboricultural advice	160.00
	<b>Total 3301</b>	<b>160.00</b>
<b>3431 - Salary Packaging Australia Pty Ltd (SPA)</b>		
PJ000697	28/07/22 FORTNIGHT 2023- 2 - From Payroll	358.35
25072022	25/07/22 Novated DB 25072022	10.54
	<b>Total 3431</b>	<b>368.89</b>
<b>3439 - AUSTRALIAN TRAINING MANAGEMENT PTY. LTD.</b>		
00022651	30/06/22 Front end loader / lifting boom training x 3	2,640.00
	<b>Total 3439</b>	<b>2,640.00</b>
<b>3550 - Connect Call Centre Services</b>		
00111839	15/07/22 Overcalls fee contract CA0435 - June 2022	17.16
	<b>Total 3550</b>	<b>17.16</b>
<b>3604 - Officeworks</b>		
601763911	12/07/22 Stationery order	159.35
601896684	20/07/22 Moniter drawer stands	159.90
601926728	21/07/22 Microsoft LifeCam Webcam HD 3000	517.95
601923740	21/07/22 Microsoft LifeCam Webcam HD 3000	68.00
	<b>Total 3604</b>	<b>905.20</b>
<b>3800 - DS Business Services Pty. Ltd.</b>		
INV-5444	27/07/22 Review of It Tender Documents and assist with Selection	4,257.00
	<b>Total 3800</b>	<b>4,257.00</b>
<b>3808 - Market Creations Agency</b>		
IS65-1	30/06/22 PepTalk Artwork Set up July issue	1,738.00
IS65-2	22/07/22 PepTalk Artwork Set up July issue	847.00
	<b>Total 3808</b>	<b>2,585.00</b>
<b>3818 - Custom Creative Carpentry - Michael Bargerbos</b>		
134	13/06/22 Main entry door track repairs	165.01
	<b>Total 3818</b>	<b>165.01</b>
<b>3829 - Anne-Marie Gregory</b>		
IAN FLACK PO02754	30/03/22 Ian Flack oral history interviews	350.00
KEVIN CLARKE PO02796	05/05/22 Kevin Clarke -oral history	350.00
	<b>Total 3829</b>	<b>700.00</b>
<b>3846 - Brady Australia Pty Ltd T/AS Seton Australia</b>		
9350477659	05/07/22 Depot storage bunds - A29310 Economy Spill Deck 2 Drum	766.99
	<b>Total 3846</b>	<b>766.99</b>
<b>804 - DEPT OF FIRE &amp; EMERGENCY SERVICES (DFES)</b>		
62364	15/07/22 DBA Annual Monitoring 2022/2023	1,881.00
	<b>Total 804</b>	<b>1,881.00</b>
<b>Total EFT00478</b>		<b>67,417.13</b>
<b>EFT Payment - EFT00479</b>		
<b>3029 - Australian Taxation Office</b>		
PJ000683	02/06/22 FORTNIGHT 2022-25 - From Payroll	1,378.00
PJ000688	23/05/22 FORTNIGHT 2022-25 - From Payroll	2,106.00
PJ000690	02/06/22 FORTNIGHT 2022-25 - From Payroll	14,940.00
PJ000692	16/06/22 FORTNIGHT 2022-26 - From Payroll	14,940.00
PJ000693	30/06/22 FORTNIGHT 2022-27 - From Payroll	15,048.00
	30/06/22 GST Settlement	137.00

## Accounts Paid - August 2022

Payment / Invoice	Date Description	Amount	
	30/06/22 GST Settlement	21,848.00	-\$ 21,848.00
FBT APR-JUN 2022/23 1ST QTR	30/06/22 FBT APR-JUN 2022/23 1ST QTR	4,408.00	
	30/06/22 GST Settlement	1,879.00	-\$ 1,879.00
	<b>Total 3029</b>	<b>29,230.00</b>	
	<b>Total EFT00479</b>	<b>29,230.00</b>	
<b>EFT Payment - EFT00480</b>			
<b>3000 - SuperChoice AwareWASuperannuation</b>			
PJ000695	14/07/22 FORTNIGHT 2023- 1 - From Payroll	3,890.07	
PJ000697	28/07/22 FORTNIGHT 2023- 2 - From Payroll	4,009.93	
JULY 2022	31/07/22 Superannuation Contribution	22,238.74	
	<b>Total 3000</b>	<b>30,138.74</b>	
	<b>Total EFT00480</b>	<b>30,138.74</b>	
<b>EFT Payment - EFT00481</b>			
<b>1 - Australia Post</b>			
1011731585	03/08/22 Mail and postage - July 2022	910.00	
	<b>Total 1</b>	<b>910.00</b>	
<b>162 - Western Metropolitan Regional Council</b>			
SOPG2022-23H1	01/07/22 Service Delivery Charge - 01 Jul to 31 Dec 2022	34,412.70	
M-2207424	18/07/22 Tip passes Waste Management - 1-15 July 2022	3,853.36	
VV220731-4	31/07/22 Verge Valet waste collection - July 2022	2,172.49	
M-2208124	31/07/22 Tip passes Waste Management - 16-31 July 2022	4,143.80	
	<b>Total 162</b>	<b>44,582.35</b>	
<b>2414 - Open Systems Technology Pty Ltd (Council First)</b>			
SI007231	29/07/22 STP Transactions - June 2022	27.06	
SI007213	20/07/22 Office 365 - Aug 2022	1,288.34	
SI007225	22/07/22 CF Back Office - Enterprise 2 additional users - July to Sept 22	909.88	
SI007243	10/08/22 Microsoft Azure - July 22	785.72	
SI007250	12/08/22 Professional Svcs - July 2022	12,179.75	
SI007252	16/08/22 Microsoft Office 365 - Sept 2022	1,288.34	
	<b>Total 2414</b>	<b>16,479.09</b>	
<b>300 - VEOLIA RECYCLING &amp; RECOVERY (PERTH) PTY LTD</b>			
49508956	31/07/22 Depot Waste - Skip Bin	408.88	
	<b>Total 300</b>	<b>408.88</b>	
<b>3002 - Winc Australia Pty Ltd</b>			
9040014903	10/08/22 stationery as per online selection	222.66	
	<b>Total 3002</b>	<b>222.66</b>	
<b>3007 - TOTAL PACKAGING (WA) PTY LTD</b>			
00036571	08/08/22 Dog poo bags	858.00	
	<b>Total 3007</b>	<b>858.00</b>	
<b>3012 - Bunnings Trade</b>			
2402/01746249	28/07/22 Fasteners and hardware for street furniture renewal project	29.49	
2433/01281830	04/08/22 Replacement door and fittings	293.21	
	<b>Total 3012</b>	<b>322.70</b>	
<b>3013 - Heritage Tree Surgeons</b>			
77599	28/07/22 Various tree removals as per audit	4,950.00	
	<b>Total 3013</b>	<b>4,950.00</b>	
<b>3015 - CREATION LANDSCAPE SUPPLIES</b>			
256672	26/07/22 Fill sand for verge trees	270.00	
	<b>Total 3015</b>	<b>270.00</b>	
<b>3048 - Western Australian Local Government Assoc. (WALGA)</b>			
SI-000397	21/07/22 Membership	29,808.75	

## Accounts Paid - August 2022

Payment / Invoice	Date	Description	Amount
SI-001065	09/08/22	Cr D Jackson various WALGA Courses	2,277.00
		<b>Total 3048</b>	<b>32,085.75</b>
<b>3050 - ENVIRO SWEEP PTY LTD (EWCS)</b>			
100268	31/07/22	Contract Road Sweeping	1,471.25
		<b>Total 3050</b>	<b>1,471.25</b>
<b>3051 - TEMPTATIONS CATERING</b>			
E27472	09/08/22	ABF/OCM Council Meetings Catering 2022-23	459.36
		<b>Total 3051</b>	<b>459.36</b>
<b>3057 - CTI Couriers</b>			
CISC4502300	31/07/22	Library Courier - July 2022	508.57
		<b>Total 3057</b>	<b>508.57</b>
<b>3061 - DEPT OF TRANSPORT - DOI REGO SEARCHES</b>			
8030124	02/08/22	DOI 8x searches - July 2022	32.80
		<b>Total 3061</b>	<b>32.80</b>
<b>3079 - ABCO PRODUCTS PTY LTD</b>			
INV812508	21/07/22	Surgical masks	371.58
		<b>Total 3079</b>	<b>371.58</b>
<b>3180 - RSEA SAFETY PTY LTD</b>			
13347559	27/07/22	PPE - Depot safety boots	227.95
		<b>Total 3180</b>	<b>227.95</b>
<b>3221 - NAPOLEON PAPIER &amp; CO</b>			
1946, 1960, 1960, 1992 2016 2038 2058	31/07/22	Magazines - June/July 2022	444.83
		<b>Total 3221</b>	<b>444.83</b>
<b>3298 - LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE</b>			
MA2022 098	01/07/22	Analytical Services 2022/23	509.30
		<b>Total 3298</b>	<b>509.30</b>
<b>3357 - Fasta Couriers &amp; Taxi Trucks</b>			
268138	15/07/22	Courier agenda to Subiaco - 08/07/22	51.76
268862	31/07/22	Courier to Subiaco - 22/07/22	43.82
		<b>Total 3357</b>	<b>95.58</b>
<b>3429 - DONALD BURNETT E005</b>			
220725 REIMBURSEMENT	25/07/22	Data/ Mobile Reimbursement DB CEO	421.60
		<b>Total 3429</b>	<b>421.60</b>
<b>3431 - Salary Packaging Australia Pty Ltd (SPA)</b>			
08082022	08/08/22	Novated DB 08082022	10.54
PJ000699	11/08/22	FORTNIGHT 2023- 3 - From Payroll	358.35
		<b>Total 3431</b>	<b>368.89</b>
<b>3443 - CITY TOYOTA</b>			
JC2B090713	21/07/22	Toyota Hilux 1HFF155 20K service	491.92
		<b>Total 3443</b>	<b>491.92</b>
<b>3453 - SHRED-X PTY LTD</b>			
01850033	31/07/22	240L Security bin - 14/7/22	33.00
		<b>Total 3453</b>	<b>33.00</b>
<b>3459 - OConnor Lawnmower &amp; Chainsaw Centre</b>			
34594-8	05/08/22	Line trimmer heads, edger blades	225.60
		<b>Total 3459</b>	<b>225.60</b>
<b>3495 - AVANT EDGE CONSULTING</b>			
2022-1094	02/08/22	2021-22 Internal audit and 2020-22 issue of Internal Audit Report	7,975.00
		<b>Total 3495</b>	<b>7,975.00</b>
<b>3604 - Officeworks</b>			
602167260	04/08/22	Matrix Mesh Ergo Chair Nylon base	337.95
602164815	04/08/22	Matrix Mesh Ergo Chair Nylon base	114.90

## Accounts Paid - August 2022

Payment / Invoice	Date Description	Amount
<b>Total 3604</b>		<b>452.85</b>
<b>3611 - MICHAEL COSTARELLA E0005</b>		
REIMBURSEMENT MC 220728	28/07/22 Data and Mobile MC Reimbursement - July/Aug 2022	359.34
<b>Total 3611</b>		<b>359.34</b>
<b>3613 - QUADIENT NEOPOST FINANCE AUSTRALIA PTY LTD</b>		
2022.14550	01/08/22 Mail folding machine - Aug 2022	220.00
<b>Total 3613</b>		<b>220.00</b>
<b>3660 - Iconic Property Services</b>		
PSI021734	01/07/22 Cleaning of Depot Building	10,955.56
PSI022206	01/08/22 Cleaning of Depot Building	10,955.56
<b>Total 3660</b>		<b>21,911.12</b>
<b>3735 - Vocus Ltd</b>		
P892921	01/08/22 Library Site A - WIFI August 2022	526.90
P894420	01/08/22 Public Site A WIFI - August 2022	1,043.90
P893487	01/08/22 Council Site A WIFI - August 2022	603.90
81094-040822	04/08/22 Yealink phones - July 2022	591.32
<b>Total 3735</b>		<b>2,766.02</b>
<b>3786 - Profounder Turfmaster Pty Ltd</b>		
INV-0608	29/07/22 Mowing - Manners Hill Park	2,310.00
<b>Total 3786</b>		<b>2,310.00</b>
<b>3795 - Solmec Consultants</b>		
22-736-02	10/08/22 HVAC Upgrade	7,062.00
<b>Total 3795</b>		<b>7,062.00</b>
<b>3853 - Decimal Holdings PTYLTD T/as Humphrey Homes</b>		
220725 REFUND DECIMAL	25/07/22 Bond Refund BA2022/00025-626	2,500.00
<b>Total 3853</b>		<b>2,500.00</b>
<b>3854 - Tim Davies Landscaping Pty Ltd</b>		
220725 REFUND TIM DAVIES LANDSCAPIN	25/07/22 Bond Refund BA2022/00026 01/07/22	2,500.00
<b>Total 3854</b>		<b>2,500.00</b>
<b>3855 - Chun Yan Rao</b>		
220728 REFUND CHUN YAN RAO	28/07/22 Refund Dog Sterilisation 220210	150.00
<b>Total 3855</b>		<b>150.00</b>
<b>3856 - Diana Galindo</b>		
REFUND D GALINDO 220803	03/08/22 REFUND D GALINDO 220803 MHP Bond	550.00
<b>Total 3856</b>		<b>550.00</b>
<b>3859 - Collective Property Group</b>		
REFUND COLLECTIVE PROPERTY GROUP	15/08/22 REFUND COLLECTIVE PROPERTY GROUP - incorrect rates payment	494.66
<b>Total 3859</b>		<b>494.66</b>
<b>448 - LANDGATE</b>		
376721	21/07/22 GRV INT VALS METRO AND FESA >100,001 25/06/22-08/07/22	307.71
<b>Total 448</b>		<b>307.71</b>
<b>52 - Iron Mountain Australia Group Pty Ltd</b>		
AUD123991	31/07/22 Storage Business Ctn - August 2022	14.29
<b>Total 52</b>		<b>14.29</b>
<b>693 - Clean City Group Pty Ltd</b>		
INV-1425 PO02819	28/07/22 Residential Waste - Bin Return Service	825.00
INV-1426 PO02849	28/07/22 July 2022 delivery of PepTalk	302.50
INV-1434 PO02819	15/08/22 Residential Waste - Bin Return Service	825.00



## Accounts Paid - August 2022

Payment / Invoice	Date Description	Amount	
	<b>Total 693</b>	<b>1,952.50</b>	
	<b>Total EFT00481</b>	<b>158,277.15</b>	
<b>EFT Payment - EFT00482</b>			
<b>3029 - Australian Taxation Office</b>			
PJ000695	14/07/22 FORTNIGHT 2023- 1 - From Payroll	15,692.00	
PJ000697	28/07/22 FORTNIGHT 2023- 2 - From Payroll	16,360.81	
	01/08/22 GST Settlement	662.00	
	01/08/22 GST Settlement	23,198.00	-\$
	<b>Total 3029</b>	<b>9,516.81</b>	<b>23,198.00</b>
	<b>Total EFT00482</b>	<b>9,516.81</b>	
<b>EFT Payment - EFT00483</b>			
<b>109 - Professional PC Support Pty Ltd (PPS)</b>			
22901	11/08/22 Technician travel - Svc tkt 101359	66.00	
22927M	16/08/22 Agreement Managed Svcs - Sept 2022	5,653.82	
	<b>Total 109</b>	<b>5,719.82</b>	
<b>2414 - Open Systems Technology Pty Ltd (Council First)</b>			
SI007264	16/08/22 Avepoint Cloud Backup - August 2022	111.38	
SI007265	16/08/22 Antivirus Monthly Fee - Aug 2022	93.29	
	<b>Total 2414</b>	<b>204.67</b>	
<b>300 - VEOLIA RECYCLING &amp; RECOVERY (PERTH) PTY LTD</b>			
166327	31/07/22 Residential Waste - MSW collection	14,668.16	
	<b>Total 300</b>	<b>14,668.16</b>	
<b>3012 - Bunnings Trade</b>			
2015/01399151	10/08/22 Replacement door and closer	267.57	
	<b>Total 3012</b>	<b>267.57</b>	
<b>3013 - Heritage Tree Surgeons</b>			
73721	18/08/22 Prune sugar gums 45A View St as per arbor reports	2,420.00	
	<b>Total 3013</b>	<b>2,420.00</b>	
<b>3060 - BENARA NURSERIES</b>			
371362	02/06/22 Lilla St verge planting	556.99	
	<b>Total 3060</b>	<b>556.99</b>	
<b>3170 - AFGRI EQUIPMENT AUSTRALIA PTY LTD</b>			
2582764 REPAID	05/05/22 PO02847returned funds - amended bank details	56.60	
	<b>Total 3170</b>	<b>56.60</b>	
<b>3225 - DOMUS NURSERY (HERITAGE WAY PTY LTD)</b>			
164311	15/08/22 Tree purchases	652.19	
	<b>Total 3225</b>	<b>652.19</b>	
<b>3357 - Fasta Couriers &amp; Taxi Trucks</b>			
269561	15/08/22 Courier Agenda to Subiaco 5/8/22	42.72	
	<b>Total 3357</b>	<b>42.72</b>	
<b>3405 - PORTER CONSULTING ENGINEERS</b>			
00022528	11/08/22 Johnston St / Solomon St sump investigation	3,575.00	
	<b>Total 3405</b>	<b>3,575.00</b>	
<b>3431 - Salary Packaging Australia Pty Ltd (SPA)</b>			
22082022	22/08/22 Novated DB 22082022	10.54	
	<b>Total 3431</b>	<b>10.54</b>	
<b>3476 - Titan Ford</b>			
TMAST594840	01/07/22 Ford Ranger 1HFG788 45K service	664.00	
	<b>Total 3476</b>	<b>664.00</b>	
<b>3645 - ATOM SUPPLY</b>			
P2374024	02/08/22 Grease nipple kit	115.43	
	<b>Total 3645</b>	<b>115.43</b>	
<b>3761 - Woodlands Distributors Pty Ltd.</b>			

## Accounts Paid - August 2022

Payment / Invoice	Date Description	Amount	
PEP1-005	01/08/22 Street furniture delivery - CAPEX	830.50	
PEP1-006	16/08/22 Park swing gates x 3 - installation	5,073.75	
	<b>Total 3761</b>	<b>5,904.25</b>	
<b>3783 - Chellew Hawley Pty Ltd t/as Sifting Sands</b>			
INV-0866	19/08/22 Keanes Point playground sand cleaning	797.50	
	<b>Total 3783</b>	<b>797.50</b>	
<b>3832 - Forms Express Pty Ltd</b>			
241254	15/08/22 Rates Notice FTP Upload Fee	206.25	
	<b>Total 3832</b>	<b>206.25</b>	
<b>3858 - Asphalt in a bag /Lenip Pty Ltd</b>			
1557	16/08/22 Asphalt in Bag - coldmix	357.50	
	<b>Total 3858</b>	<b>357.50</b>	
<b>3861 - CA &amp; CM Mowbray</b>			
REFUND C MOWBRAY 250822	25/08/22 Refund Rates overpayment - A#195 2 Columba Place	63,000.00	
	<b>Total 3861</b>	<b>63,000.00</b>	
<b>693 - Clean City Group Pty Ltd</b>			
INV-1433 PO02819	15/08/22 Residential Waste - Bin Return Service	825.00	
INV-1427 PO02819	01/08/22 Residential Waste - Bin Return Service	825.00	
INV-1424 PO02819	18/07/22 Residential Waste - Bin Return Service	825.00	
	<b>Total 693</b>	<b>2,475.00</b>	
<b>804 - DEPT OF FIRE &amp; EMERGENCY SERVICES (DFES)</b>			
154332	19/08/22 2022/23 ESL QTR 1 Emergency Svcs Levy	127,965.90	
	<b>Total 804</b>	<b>127,965.90</b>	
	<b>Total EFT00483</b>	<b>229,660.09</b>	
<b>Grand Total - EFT Payment</b>		<b>524,239.92</b>	<b>EFT Sub-total</b>
		<b>\$ 524,239.92</b>	
<b>Other - DD00339</b>		<b>\$ 2,605.56</b>	
Reversed		<b>-\$ 2,605.56</b>	
<b>Other - DD00340</b>			
<b>123 - Synergy</b>			
2017539051	13/05/22 Library Split - 12 Apr to 13 May 2022	2,605.56	
	<b>Total 123</b>	<b>2,605.56</b>	
<b>Total DD00340</b>		<b>2,605.56</b>	
<b>Other - DD00341</b>			
<b>123 - Synergy</b>			
2037572656	08/07/22 Library Split - 10 Jun to 07 Jul 2022	2,929.23	
	<b>Total 123</b>	<b>2,929.23</b>	
<b>Total DD00341</b>		<b>2,929.23</b>	
<b>Other - DD00342</b>			
<b>3062 - WATER CORPORATION</b>			
9001298815 0129	24/05/22 63 Johnston St - 21 Mar to 23 May 2022	563.21	
	<b>Total 3062</b>	<b>563.21</b>	
<b>Total DD00342</b>		<b>563.21</b>	
<b>Other - DD00343</b>			
<b>3062 - WATER CORPORATION</b>			
001300655 0106	11/07/22 Bay View Tce/ Tennis Courts - 06 May to 08 Jul 22	121.72	
	<b>Total 3062</b>	<b>121.72</b>	
<b>Total DD00343</b>		<b>121.72</b>	
<b>Other - DD00344</b>			
<b>3062 - WATER CORPORATION</b>			

## Accounts Paid - August 2022

Payment / Invoice	Date Description	Amount
9001305640 0105	11/07/22 The Esplanade - 09 May to 08 Jul 22	10.59
	<b>Total 3062</b>	<b>10.59</b>
	<b>Total DD00344</b>	<b>10.59</b>
<b>Other - DD00345</b>		
<b>3062 - WATER CORPORATION</b>		
9016499388 0069	11/07/22 Leake St - 09 May to 08 July 2022	902.95
	<b>Total 3062</b>	<b>902.95</b>
	<b>Total DD00345</b>	<b>902.95</b>
<b>Other - DD00346</b>		
<b>3377 - WESTNET PTY LTD T/AS iinet</b>		
132882390	18/07/22 Web hosting - July 2022	15.99
	<b>Total 3377</b>	<b>15.99</b>
	<b>Total DD00346</b>	<b>15.99</b>
<b>Other - DD00347</b>		
<b>3062 - WATER CORPORATION</b>		
9001298479 0058	26/07/22 Johnston St - 24 May to 25 July 2022	13.23
	<b>Total 3062</b>	<b>13.23</b>
	<b>Total DD00347</b>	<b>13.23</b>
<b>Other - DD00348</b>		
<b>3062 - WATER CORPORATION</b>		
9001298815 0130	26/07/22 63 Johnston St - 23 May to 25 July 2022	594.57
	<b>Total 3062</b>	<b>594.57</b>
	<b>Total DD00348</b>	<b>594.57</b>
<b>Other - DD00349</b>		
<b>123 - Synergy</b>		
2085580972	01/08/22 Streetlights (2) 28 June to 27 July 2022	36.16
	<b>Total 123</b>	<b>36.16</b>
	<b>Total DD00349</b>	<b>36.16</b>
<b>Other - DD00350</b>		
<b>123 - Synergy</b>		
2097558008	01/08/22 Streetlights - 25 June to 24 July 2022	3,361.95
	<b>Total 123</b>	<b>3,361.95</b>
	<b>Total DD00350</b>	<b>3,361.95</b>
<b>Other - DD00351</b>		
<b>123 - Synergy</b>		
3000180869	01/08/22 Depot - 24 Mar to 27 May 22	1,444.22
	<b>Total 123</b>	<b>1,444.22</b>
	<b>Total DD00351</b>	<b>1,444.22</b>
		<b>Direct Debit Sub-total</b>
		<b>\$ 12,599.38</b>
<b>Other - CCP00032</b>		
<b>3084 - Shire Credit Cards -NAB Visa flexi purchase</b>		
NAB VISA 29 JUNE TO 28 JULY 2022	29/07/22 Fees Nab Visa 29 June to 28 July 2022	110.00
ALS LH NAB VISA 29 JUN TO 28 JUL 22	28/07/22 ALS LH Nab Visa 29 Jun to 28 Jul 22	1,991.90
CLS SF NAB VISA 29 JUN TO 28 JUL 22	28/07/22 CLS SF Nab Visa 29 Jun to 28 Jul 22	1,989.23
DB CEO NAB VISA 29 JUN TO 28 JUL	28/07/22 DB CEO Nab Visa 29 Jun to 28 Jul 22	4,657.92
DEP RY NAB VISA 29 JUN TO 28 JUL	28/07/22 Dep RY Nab Visa 29 Jun to 28 Jul 22	573.51
DEP TW NAB VISA 29 JUN TO 28 JUL	28/07/22 Dep TW Nab Visa 29 Jun to 28 Jul 22	398.48
MCCS MCNAB VISA 29 JUN TO 28 JUL	28/07/22 MCCS MCNab Visa 29 Jun to 28 Jul 22	1,221.46
MIS DN NAB VISA 29 JUN TO 28 JUL 22	28/07/22 MIS DN Nab Visa 29 Jun to 28 Jul 22	1,472.14

## Accounts Paid - August 2022

Payment / Invoice	Date Description	Amount	
MDS JG NAB VISA 29 JUN TO 28 JUL CR/ADJ NOTE	28/07/22 MDS JG Nab Visa 29 Jun to 28 Jul 22	6.82	
SALES REVERSAL	28/07/22 CR/Adj Note sales reversal 13/07/22	21.99	-\$ 21.99
	<b>Total 3084</b>	<b>12,399.47</b>	
	<b>Total CCP00032</b>	<b>12,399.47</b>	<b>Credit Card Sub-total</b>
			<b>\$ 12,399.47</b>
<b>Other - 455</b>			
<b>3824 - Department of Finance T/as Office of State Revenue</b>			
220221 REFUND CSRWA	21/02/22 Refund A1990 Comm.State Revenue - ESL Paid twice	111.50	
	<b>Total 3824</b>	<b>111.50</b>	
	<b>Total 455</b>	<b>111.50</b>	
<b>Other - 456</b>			
<b>3101 - PETTY CASH (Shire &amp; Library)</b>			
CHQ000456 SHIRE PETTY CASH - AUG	29/08/22 CHQ000456 Shire Petty Cash - Aug 22	189.10	
	<b>Total 3101</b>	<b>189.10</b>	
	<b>Total 456</b>	<b>189.10</b>	
<b>Other - 457</b>			
<b>3101 - PETTY CASH (Shire &amp; Library)</b>			
CHQ000457 LIBRARY PETTY CASH - AUG	29/08/22 CHQ000457 Library Petty Cash - Aug 22	197.70	
	<b>Total 3101</b>	<b>197.70</b>	
	<b>Total 457</b>	<b>197.70</b>	<b>Cheque Sub-total</b>
			<b>\$ 498.30</b>
<b>Other - BPAY268</b>			
<b>3178 - DEPT OF TRANSPORT (Registration VEHICLE SERVICES)</b>			
1DST529 31/07/2023	20/06/22 1DST529 JohnDr Tracpl exp.31/07/2023	82.85	
	<b>Total 3178</b>	<b>82.85</b>	
	<b>Total BPAY268</b>	<b>82.85</b>	
<b>Other - BPAY269</b>			
<b>3178 - DEPT OF TRANSPORT (Registration VEHICLE SERVICES)</b>			
1GWK325 EXP 22/08/2023	11/07/22 1GWK325 EXP 22/08/2023 Isuzu 2019	406.70	
	<b>Total 3178</b>	<b>406.70</b>	
	<b>Total BPAY269</b>	<b>406.70</b>	
<b>Other - BPAY270</b>			
<b>3177 - ALINTA ENERGY</b>			
110001397 05 JULY 2022	05/07/22 Gas supply - Apr to Jun 2022	36.70	
	<b>Total 3177</b>	<b>36.70</b>	
	<b>Total BPAY270</b>	<b>36.70</b>	
<b>Other - BPAY271</b>			
<b>3041 - Telstra Corporation Ltd</b>			
K762471990-1	08/07/22 Depot NBN - 30 June 2022	64.99	
	<b>Total 3041</b>	<b>64.99</b>	
	<b>Total BPAY271</b>	<b>64.99</b>	
<b>Other - BPAY272</b>			
<b>3041 - Telstra Corporation Ltd</b>			
4074199284 T311 - 10 JULY 2022	10/07/22 Foreshore Parks & Enviro. 10 July to 09 Aug 2022	89.99	
	<b>Total 3041</b>	<b>89.99</b>	
	<b>Total BPAY272</b>	<b>89.99</b>	
<b>Other - BPAY273</b>			

## Accounts Paid - August 2022

Payment / Invoice	Date Description	Amount	
<b>3041 - Telstra Corporation Ltd</b>			
4074199292 T311 - 10 JULY 22	10/07/22 TW Depot - 10 July to 09 Aug 2022	109.98	
	<b>Total 3041</b>	<b>109.98</b>	
	<b>Total BPAY273</b>	<b>109.98</b>	<b>BPAY Sub-total</b>
			<b>\$ 791.21</b>
	<b>Grand Total - Other</b>	<b>26,288.36</b>	<b>\$ 26,288.36</b>
<b>Total Accounts Paid - August 2022</b>			<b>\$ 550,528.28</b>



Statement for NAB

Statement Period: 29 Jun 2022 to 28 Jul 2022

Cardholder Name: Lance Hopkinson



JSKR VISA Purchasing Card (Client Expenses)


Date	Details	Approval	Receipt Amount (\$AUD)		
GL Code	CC Code	Department	Net	Tax	Gross
28 Jun 2022	Woolworths/Cottesloe Grov Cottesloe	Approval Req'd		<input checked="" type="checkbox"/>	\$6.30
28770	139	1106	\$5.73	\$0.57	\$6.30
	Purchase Woolworths/Cottesloe Grov JP supplies				
30 Jun 2022	W.A. Library Supplie Forrestdale	Approval Req'd		<input checked="" type="checkbox"/>	\$134.80
27250	139	1106	\$122.55	\$12.25	\$134.80
	Purchase W.A. Library Supplie date labels/ barcode protectors				
05 Jul 2022	Peppermint News Agc Peppermint Gr	Approval Req'd		<input checked="" type="checkbox"/>	\$246.80
27180	139	1106	\$224.36	\$22.44	\$246.80
	Purchase Peppermint News Agc monthly newspapers				
05 Jul 2022	Soundcloud Yearly Pro Unl Berlin	Approval Req'd		<input checked="" type="checkbox"/>	\$145.00
28535	129	1005	\$131.82	\$13.18	\$145.00
	Purchase Soundcloud Yearly Pro Unl sound cloud renewal				
07 Jul 2022	Coles Express 6919 Mosman Park	Approval Req'd		<input checked="" type="checkbox"/>	\$20.01
28360	139	1106	\$18.19	\$1.82	\$20.01
	Purchase Coles Express 6919 Staff car fuel				
11 Jul 2022	Collins Booksellers Cottesloe	Approval Req'd		<input checked="" type="checkbox"/>	\$700.86
28470	139	1106	\$637.15	\$63.71	\$700.86
	Purchase Collins Booksellers adult books				
11 Jul 2022	Collins Booksellers Cottesloe	Approval Req'd		<input checked="" type="checkbox"/>	\$186.23
28470	139	1106	\$169.30	\$16.93	\$186.23
	Purchase Collins Booksellers adult books				
11 Jul 2022	Apple Online Au Sydney	Approval Req'd		<input checked="" type="checkbox"/>	\$149.00
28545	129	1005	\$135.45	\$13.55	\$149.00
	Purchase Apple Online Au apple developer licence				
13 Jul 2022	Freshwaters Peppermint Gr	Approval Req'd		<input checked="" type="checkbox"/>	\$13.80
28770	139	1106	\$12.55	\$1.25	\$13.80
	Purchase Freshwaters WSLG managers meeting				
14 Jul 2022	Adobe Creative Cloud Sydney	Approval Req'd		<input checked="" type="checkbox"/>	\$43.99
28545	129	1005	\$39.99	\$4.00	\$43.99
	Purchase Adobe Creative Cloud adobe monthly fee				
21 Jul 2022	Sp Jb Hi-Fi Online Southbank	Approval Req'd		<input checked="" type="checkbox"/>	\$329.69
28473	139	1106	\$299.72	\$29.97	\$329.69
	Purchase Sp Jb Hi-Fi Online adult DVDs				
26 Jul 2022	Woolworths/Cottesloe Grov Cottesloe	Approval Req'd		<input checked="" type="checkbox"/>	\$8.60
28770	139	1106	\$7.82	\$0.78	\$8.60

Purchase Woolworths/Cottesloe Grov  
kitchen supplies

28 Jul 2022	Account Fees		<b>No Appr Req'd</b>	<input checked="" type="checkbox"/>	\$6.82
27130	129	1106	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee bank charges					
<b>Total for this period:</b>					<b>\$1,991.90</b>

**Cardholder Declaration**

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature  Dated 17 / 08 / 2022

Employee ID: 60

**Approved By.**

Signature  Dated 17/08/2022 / \_\_\_\_\_

**On Completion**

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 29 Jun 2022 to 28 Jul 2022
Cardholder Name: Stewart Farley



JSKR VISA Purchasing Card (Client Expenses)

Table with columns: Date, Details, Approval, Receipt, Amount (\$AUD). Rows include transactions from 02 Jul 2022 to 20 Jul 2022, such as 'Big W/Rockingham Road Spearwood' and 'Bookdepository.Com'.



28471	139	1106	\$121.08	\$12.11	\$133.19
Purchase Bookdepository.Com junior book purchases					
28 Jul 2022	Account Fees		<b>No Appr Req'd</b>	<input checked="" type="checkbox"/>	\$6.82
27130	139	1106	\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee Account Fees					
<b>Total for this period:</b>					<b>\$1,989.23</b>

**Cardholder Declaration**


I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature 

Dated 11 / 08 / 2022

Employee ID: 63

**Approved By**

Signature 

Dated 11 / 08 / 2022

**On Completion**

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



**FlexiPurchase  
Account Statement**

**Statement for NAB**

**Statement Period:** 29 Jun 2022 to 28 Jul 2022  
**Cardholder Name:** Donald Burnett

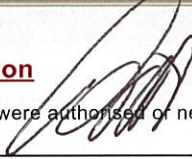


**JSKR VISA Purchasing Card (Client Expenses)**

Date	Details		Approval	Receipt		Amount (\$AUD)
	GL Code	CC Code		Department	Net	
28 Jun 2022	28280	Cellarbrations	Cottesloe	Approved	<input checked="" type="checkbox"/>	\$24.00
	190	Purchase Cellarbrations	0401	\$21.82	\$2.18	\$24.00
		catering for Citizenship ceremony				
28 Jun 2022	28280	Woolworths/Cottesloe Grov	Cottesloe	Approved	<input checked="" type="checkbox"/>	\$5.50
	190	Purchase Woolworths/Cottesloe Grov	0401	\$5.00	\$0.50	\$5.50
		catering for Citizenship ceremony.				
29 Jun 2022	27140	Jaycar - Mandurah	Mandurah	Approved	<input checked="" type="checkbox"/>	\$119.90
	190	Purchase Jaycar - Mandurah	0403	\$109.00	\$10.90	\$119.90
		evacuation equipment for admin wardens				
29 Jun 2022	27140	Woolworths/Sholl St Mandurah	Mandurah	Approved	<input checked="" type="checkbox"/>	\$35.45
	190	Purchase Woolworths/Sholl St	0403	\$32.23	\$3.22	\$35.45
		Admin evacuaition equipmnet for wardens				
27 Jun 2022	27140	Adobe Acropro Subs Sydney	Sydney	Approved	<input checked="" type="checkbox"/>	\$21.99
	190	Purchase Adobe Acropro Subs	0403	\$19.99	\$2.00	\$21.99
		adobe fees				
04 Jul 2022		Local Governement Mana East	Perth	Approval Req'd	<input type="checkbox"/>	\$860.00
	<i>Not Coded</i>	<i>Not Coded</i>	<i>Not Coded</i>	\$781.82	\$78.18	\$860.00
		Purchase Local Governement Mana				
06 Jul 2022		Local Governement Mana East	Perth	Approval Req'd	<input type="checkbox"/>	\$531.00
	<i>Not Coded</i>	<i>Not Coded</i>	<i>Not Coded</i>	\$482.73	\$48.27	\$531.00
		Purchase Local Governement Mana				
12 Jul 2022		Woolworths/Cottesloe Grov	Cottesloe	Approval Req'd	<input type="checkbox"/>	\$13.20
	<i>Not Coded</i>	<i>Not Coded</i>	<i>Not Coded</i>	\$12.00	\$1.20	\$13.20
		Purchase Woolworths/Cottesloe Grov				
12 Jul 2022		Local Governement Mana East	Perth	Approval Req'd	<input type="checkbox"/>	\$550.00
	<i>Not Coded</i>	<i>Not Coded</i>	<i>Not Coded</i>	\$500.00	\$50.00	\$550.00
		Purchase Local Governement Mana				
13 Jul 2022		Coles 0311 Mandurah	Mandurah	Approval Req'd	<input type="checkbox"/>	\$13.00
	<i>Not Coded</i>	<i>Not Coded</i>	<i>Not Coded</i>	\$11.82	\$1.18	\$13.00
		Purchase Coles 0311				

18 Jul 2022	Metromap.Com.Au Glynde	<i>Not Coded</i>	<i>Not Coded</i>	<i>Not Coded</i>	<b>Approval Req'd</b> <input checked="" type="checkbox"/>	\$1,584.00
	Purchase Metromap.Com.Au	\$1,440.00	\$144.00	\$1,584.00		
21 Jul 2022	Adobe Sydney	<i>Not Coded</i>	<i>Not Coded</i>	<i>Not Coded</i>	<b>Approval Req'd</b> <input checked="" type="checkbox"/>	\$21.99
	Purchase Adobe	\$19.99	\$2.00	\$21.99		
24 Jul 2022	Adobe Creative Cloud Sydney	<i>Not Coded</i>	<i>Not Coded</i>	<i>Not Coded</i>	<b>Approval Req'd</b> <input checked="" type="checkbox"/>	\$871.07
	Purchase Adobe Creative Cloud	\$791.88	\$79.19	\$871.07		
28 Jul 2022	Account Fees	<i>Not Coded</i>	<i>Not Coded</i>	<i>Not Coded</i>	<b>No Appr Req'd</b> <input checked="" type="checkbox"/>	\$6.82
	Account Fees Cc Fp User Fee	\$6.20	\$0.62	\$6.82		
<b>Total for this period:</b>						<b>\$4,657.92</b>

**Cardholder Declaration**

I declare that all purchases were authorised or necessarily incurred on behalf of the company.  
 Signature  Dated 9 / 8 / 22

Employee ID: 5

**Approved By**

Signature  Dated \_\_\_ / \_\_\_ / \_\_\_

**On Completion**

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 29 Jun 2022 to 28 Jul 2022
Cardholder Name: Robert Young



JSKR VISA Purchasing Card (Client Expenses)

Table with columns: Date, Details, Approval, Receipt, Amount (\$AUD). Rows include transactions from Coles Express, Boya Equipment Pty L, and Bunnings, ending with a total for the period of \$573.51.

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company. Signature [Signature] Dated 29 / 7 / 2022

Employee ID: RY

Approved By

Signature [Signature] Dated 01 / 08 / 2022

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 29 Jun 2022 to 28 Jul 2022
Cardholder Name: Tim Whitham



JSKR VISA Purchasing Card (Client Expenses)

Table with columns: Date, Details, Approval, Receipt, Amount (\$AUD). Rows include transactions for 19 Jul 2022 (Bunnings), 20 Jul 2022 (Ampol), and 28 Jul 2022 (Account Fees), plus a total for the period of \$398.48.

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.
Signature [Signature] Dated 1 / 08 / 2022

Employee ID: TW

Approved By

Signature [Signature] Dated 01 / 08 / 2022

On Completion

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 29 Jun 2022 to 28 Jul 2022
Cardholder Name: Michael Costarella



JSKR VISA Purchasing Card (Client Expenses)

Table with columns: Date, Details, Approval, Receipt, Amount (\$AUD). Rows include transactions for Harvey Norman Online Homebush West, Local Government Mana East Perth, Post Cottesloe Post Co Cottesloe, Officeworks 0604 Fremantle, Adobe Acropro Subs Sydney, Local Government Mana East Perth, and Account Fees. Total for this period: \$1,221.46

Cardholder Declaration

I declare that all purchases were authorised or necessarily incurred on behalf of the company.
Signature [Signature] Dated 05 / 08 / 2022

Employee ID: E0005

Approved By

Signature [Signature] Dated / 9/08/2022



Statement for NAB

Statement Period: 29 Jun 2022 to 28 Jul 2022

Cardholder Name: Joel Lee Gajic



JSKR VISA Purchasing Card (Client Expenses)

Date	Details		Approval	Receipt Amount (\$AUD)		
	GL Code	CC Code		Department	Net	Tax
28 Jul 2022	Account Fees		No Appr Req'd		<input checked="" type="checkbox"/>	\$6.82
27130	190	1002		\$6.20	\$0.62	\$6.82
Account Fees Cc Fp User Fee monthly fee						
<b>Total for this period:</b>						\$6.82

**Cardholder Declaration**

I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature 

Dated 31 / 08 / 2022

Employee ID: E0020

**Approved By**

Signature 

Dated 31/08/2022

**On Completion**

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



Statement for NAB

Statement Period: 29 Jun 2022 to 28 Jul 2022  
Cardholder Name: Donovan Norgard



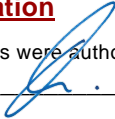
JSKR VISA Purchasing Card (Client Expenses)

Date	Details	Approval	Receipt	Amount (\$AUD)	
GL Code	CC Code	Department	Net	Tax	Gross
29 Jun 2022	Officeworks 0623 Belmont	Approval Req'd	<input checked="" type="checkbox"/>	\$598.00	
28845	129	1104	\$543.64	\$54.36	\$598.00
	Purchase Officeworks 0623 Depot office chairs x 2				
27 Jun 2022	Bp Exp Myaree 1840 Myaree	Approval Req'd	<input checked="" type="checkbox"/>	\$165.29	
28360	129	1104	\$150.26	\$15.03	\$165.29
	Purchase Bp Exp Myaree 1840 Fuel				
03 Jul 2022	Adobe Acropro Subs Sydney	Approval Req'd	<input checked="" type="checkbox"/>	\$21.99	
28845	129	1104	\$19.99	\$2.00	\$21.99
	Purchase Adobe Acropro Subs Adobe				
05 Jul 2022	Bp Exp Myaree 1840 Myaree	Approval Req'd	<input checked="" type="checkbox"/>	\$118.38	
28360	129	1104	\$107.62	\$10.76	\$118.38
	Purchase Bp Exp Myaree 1840 Fuel				
10 Jul 2022	Bp Exp Myaree 1840 Myaree	Approval Req'd	<input checked="" type="checkbox"/>	\$51.64	
28360	129	1104	\$46.95	\$4.69	\$51.64
	Purchase Bp Exp Myaree 1840 Fuel				
11 Jul 2022	Bp Allway Motors 1862 Albany	Approval Req'd	<input checked="" type="checkbox"/>	\$97.91	
28360	129	1104	\$89.01	\$8.90	\$97.91
	Purchase Bp Allway Motors 1862 Fuel				
14 Jul 2022	Riverside Roadhouse Bannister	Approval Req'd	<input checked="" type="checkbox"/>	\$154.16	
28360	129	1104	\$140.15	\$14.01	\$154.16
	Purchase Riverside Roadhouse Fuel				
20 Jul 2022	Ampol Mosman Pa 55363f Mosman Park	Approval Req'd	<input checked="" type="checkbox"/>	\$137.92	
28360	129	1104	\$125.38	\$12.54	\$137.92
	Purchase Ampol Mosman Pa 55363f Fuel				
28 Jul 2022	Account Fees	No Appr Req'd	<input checked="" type="checkbox"/>	\$6.82	
27130	129	1104	\$6.20	\$0.62	\$6.82
	Account Fees Cc Fp User Fee Bank fees				
25 Jul 2022	Ampol Mosman Pa 55363f Mosman Park	Approval Req'd	<input checked="" type="checkbox"/>	\$120.03	
28360	129	1104	\$109.12	\$10.91	\$120.03
	Purchase Ampol Mosman Pa 55363f Fuel				



**Cardholder Declaration**


I declare that all purchases were authorised or necessarily incurred on behalf of the company.

Signature  \_\_\_\_\_

Dated 01 / 08 / 2022

Employee ID: 169

**Approved By**

Signature  \_\_\_\_\_

Dated 01/08/2022

**On Completion**

ALL Receipts should be attached to this form and then forwarded to your P-Card Administrator



## **Ordinary Council Meeting**

### **8.3.3 Provision of Information Technology Services**

- E Quote PGIT/2022/1



Shire of  
Peppermint Grove

## Request for E-Quote

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<b>Request for Tender:</b>	<b><i>Provision of Information Technology Services</i></b>
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<b>Deadline:</b>	<b><i>29 JULY 2022- 11.00AM (WST)</i></b>
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<b>Address for Delivery:</b>	<b><i>EQUOTE WALGA PORTAL</i></b>
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<b>RFT Number:</b>	<b><i>PGIT/2022/1</i></b>
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## 1 Conditions of Tendering

### 1.1 Definitions

Below is a summary of some of the important defined terms used in this Request:

<b>Attachments:</b>	The documents you attach as part of your Tender.
<b>Contractor:</b>	Means the person or persons, corporation or corporations who's Tender is accepted by the Principal, including the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
<b>Deadline:</b>	The deadline for lodgement of your Tender as detailed on the front cover of this Request.
<b>General Conditions of Contract:</b>	Means the General Conditions of Contract for the Provision of Information technology Services for the Shire of Peppermint Grove in Part 3.
<b>Offer:</b>	Your offer to supply the Requirements.
<b>Principal:</b>	Shire of Peppermint Grove
<b>Request OR RTF OR Request for Tender</b>	This document.
<b>Requirement:</b>	The Provision of Information Technology Services requested by the Principal.
<b>Selection Criteria:</b>	The Criteria used by the Principal in evaluating your Tender.
<b>Special Conditions:</b>	The additional contractual terms.
<b>Specification:</b>	The Statement of Requirements that the Principal requests you to provide if selected.
<b>Tender:</b>	Completed Offer form, Response to the Selection Criteria and Attachments.
<b>Tenderer:</b>	Someone who has or intends to submit an Offer to the Principal.
<b>Tender Open Period:</b>	The time between advertising the Request and the Deadline.

## 1.2 Tender Documents

This Request for Tender is comprised of the following parts:

Part 1 – Conditions of Tendering (*read and keep this part*).

Part 2 – Statement of Requirement includes Specification and any plans/drawings (*read and keep this part*).

Part 3 – General Conditions of Contract (*read and keep this part*).

Part 4 – Special Conditions of Contract (*read and keep this part*).

Part 5 – Tenderer's Offer (*complete and return this part*).

### Separate Documents

- a) Addenda and any other special correspondence issued to Tenderers by the Principal.
- b) Any other policy or document referred to but not attached to the Request.

## 1.3 How to Prepare Your Tender

- a) Carefully read all parts of this document;
- b) Ensure you understand the Requirements;
- c) Complete and return the Offer (Part 3) in all respects and include all Attachments;
- d) Make sure you have signed the Offer form and responded to all of the Selection Criteria; and
- e) Lodge your Tender before the Deadline.

## 1.4 Contact Persons

Tenderers should not rely on any information provided by any person other than the person listed below:

<b>Name:</b>	Michael Costarella
<b>Telephone:</b>	08 92868607
<b>Email:</b>	michael.costarella@peppermintgrove.wa.gov.au

## 1.5 Requests for Clarification

Tenderers may submit a written request for clarification on any part of the RFT documents prior to lodgement of their Tender.

No requests for information or clarification to the RFT Documents will be accepted later than 21 days prior to the Deadline of this Request.

## **1.6 Tender Briefing/Site Inspection**

Attendance at this meeting is not mandatory however, Tenderers are encouraged to visit the Administration and Library areas to view the current equipment.

The site visit will provide Tenderers with the opportunity to clarify any uncertainties with the contact person prior to the closing of the tender.

Please confirm with the contact person Michael Costarella, by email [Michael.costarell@peppermintgrove.wa.gov.au](mailto:Michael.costarell@peppermintgrove.wa.gov.au) or telephone 92868607 your attendance at this meeting no later than 15 July 2022.

## **1.7 Lodgement of Tenders and Delivery Method**

In preparing a Tender for the WALGA Equote portal, Tenderers must agree to the following conditions:

- a) In submitting a Tender electronically, Tenderers represent that they have taken reasonable steps to ensure that electronic Tender files are free of viruses, worms and other disabling features which may affect the Tendering portal and/or the Principal's computing environment. Tenders found to contain viruses, worms or other disabling features may be excluded from the evaluation process.
- b) Tenderers should allow sufficient time for Tender lodgement, including time that maybe required for any problem analysis and resolution prior to the Deadline.
- c) Where electronic submission of Tender has commenced prior to the Deadline and is not completed successfully by the Deadline, the Tender will not be accepted and will be deemed to be a late Tender.
- d) Tenderers acknowledge that although the Principal has implemented security measures, the Principal does not warrant that unauthorised access to information and data transmitted via the Internet will not occur.
- e) Tenderers acknowledge that:
  - a. Lodgement of their Tender on time and in accordance with these Conditions of Tender is entirely their responsibility; and
  - b. The Principal will not be liable for any loss, damage, costs or expenses incurred by Tenderers or any other person if, for any reason, a Tender or any other material or communication relevant to this Request is not received on time, is corrupted or altered or otherwise is not received as sent, cannot be read or decrypted, or has its security or integrity compromised.



## **1.8 Rejection of Tenders**

A Tender will be rejected without consideration of its merits in the event that:

- a) It is not submitted before the Deadline; or
- b) It is not submitted at the place specified in the Request; or
- c) It may be rejected if it fails to comply with any other requirements of the Request.

No web links or hyperlinks will be considered as part of any submission.

## **1.9 Late Tenders**

Tenders received:

- a) After the Deadline; or
- b) In a place other than that stipulated in this Request;

will not be accepted for evaluation.

## **1.10 Acceptance of Tenders**

Unless otherwise stated in this Request, Tenders may be for all or part of the Requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

## **1.11 Disclosure of Contract Information**

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court order.

All Tenderers will be given particulars of the successful Tenderer be advised that no Tender was accepted.

## **1.12 Tender Validity Period**

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Principal's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

## **1.13 Precedence of Documents**

In the event of there being any conflict or inconsistency between the terms and conditions in this Request and those in the General Conditions of Contract, the terms and conditions appearing in this Request will have precedence.

### **1.14 Tenderers to Inform Themselves**

Tenderers will be deemed to have:

- a) examined the Request and any other information available in writing to Tenderers for the purpose of tendering;
- b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquires;
- c) satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices which will be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein;
- d) acknowledged that the Principal may enter into negotiations with a chosen Tenderer and that negotiations are to be carried out in good faith; and
- e) satisfied themselves they have a full set of the Request documents and all relevant attachments.

### **1.15 Alterations**

The Tenderer must not alter or add to the Request documents unless required by these Conditions of Tendering.

The Principal will issue an addendum to all registered Tenderers where matters of significance make it necessary to amend or supplement the issued Request documents before the Deadline.

### **1.16 Risk Assessment**

The Principal may have access to and give consideration to:

- a) any risk assessment undertaken by any credit rating agency;
- b) any financial analytical assessment undertaken by any agency; and
- c) any information produced by the Bank, financial institution, or accountant of a Tenderer;

so as to assess that Tender and may consider such materials as tools in the Tender assessment process.

Tenderers may be required to undertake to provide to the Principal (or its nominated agent) upon request all such information as the Principal reasonably requires to satisfy itself that Tenderers are financially viable and have the financial capability to provide the Services for which they are submitting and meet their obligations under any proposed Contract. The

Principal reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact you concerning the financial information that you are required to provide.

The financial assessment is specifically for use by the Principal for the purpose of assessing Tenderers and will be treated as strictly confidential.

### **1.17 Evaluation Process**

This is a Request for Tender.

Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

- a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (eg completed Offer form and Attachments) may be excluded from evaluation.
- b) Tenders are assessed against the Selection Criteria. Contract costs are evaluated (eg tendered prices) and other relevant whole of life costs are considered.
- c) The most suitable Tenderers may be short listed and may also be required to clarify their Tender, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Tenderer.

A Contract may then be awarded to the Tenderer whose Tender is considered the most advantageous Tender to the Principal.

### **1.18 Selection Criteria**

The Contract may be awarded to a Tenderer who best demonstrates the ability to provide quality products and/or services at a competitive price. The tendered prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome to the Principal.

The Principal has adopted a best value for money approach to this Request. This means that, although price is considered, the Tender containing the lowest price will not necessarily be accepted, nor will the Tender ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Tender that provides all the information requested will be assessed as satisfactory. The extent to which a Tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Tender will be used as one

of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

### **1.19 Compliance Criteria**

These criteria are detailed within *Part 4.2.1* of this document and will not be point scored. Each Tender will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Tender from consideration.

### **1.20 Qualitative Criteria**

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the qualitative criteria as detailed within *Part 4.2.2* of this document. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

It is essential that Tenderers address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel. Failure to provide the specified information may result in elimination from the tender evaluation process or a low score.

### **1.21 Value Considerations**

The non-weighted cost method is used where functional considerations such as capacity, quality and adaptability are seen to be crucial to the outcome of the contract. The evaluation panel will make a series of value judgements based on the capability of the Tenderers to complete the Requirements and a number of factors will be considered including:

- a) the qualitative ranking of each Tenderer;
- b) the pricing submitted by each Tenderer;
- c) insert any applicable policies that may affect selection (eg Regional Price Preference Policy, DAIP Plan considerations). Detail from where a copy is available; and
- d) insert any other criteria that may affect the value for money

Once the tenders have been ranked, the evaluation panel will make a value judgement as to the cost affordability, qualitative ranking and risk of each Tender, in order to determine the Tender which is most advantageous to the Principal.

The tendered price will be considered along with related factors affecting the total cost to the Principal (eg the lifetime operating costs of goods or the Principal's contract management costs may also be considered in assessing the best value for money outcome).

### **1.22 Price Basis**

All prices for goods/services offered under this Request are to be fixed for the term of the Contract. Tendered prices must include Goods and Services Tax (GST).

Unless otherwise indicated prices tendered must include delivery, unloading, packing, marking and all applicable levies, duties, taxes and charges. Any charge not stated in the Tender, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

### **1.23 Ownership of Tenders**

All documents, materials, articles and information submitted by the Tenderer as part of or in support of the Tender will become upon submission the absolute property of the Principal and will not be returned to the Tenderer at the conclusion of the Tender process PROVIDED that the Tenderer be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

### **1.24 Canvassing of Officials**

If the Tenderer, whether personally or by an agent, canvasses any of the Principal's Commissioners or Councillors Officers (as the case may be) with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its absolute discretion omit the Tenderer from consideration.

### **1.25 Identity of the Tenderer**

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer will be the person, persons, corporation or corporations named as the Tenderer in Part 4 and whose execution appears on the Offer Form in *Part 4* of this Request. Upon acceptance of the Tender, the Tenderer will become the Contractor.

### **1.26 Costs of Tendering**

The Principal will not be liable for payment to the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their Offer.

### **1.27 Tender Opening**

Tenders will be opened in the Principal's offices, following the advertised Deadline. All Tenderers and members of the public may attend or be represented at the opening of Tenders.

The names of the persons who submitted the Tender by the due Deadline will be read out at the Tender Opening. No discussions will be entered into between Tenderers and the Principal's officers present or otherwise, concerning the Tenders submitted.

### 1.28 In House Tenders

The Principal does not intend to submit an In House Tender.

## 2 Statement of Requirements

### 2.1 Introduction

Following an independent review and ICT strategy development it was decided to go to market to establish a long-term ICT managed services support agreement and replace old hardware.

The goal is to put in place a suitable set of ICT services for the needs of the Shire and the Library that support the productivity of staff and the enjoyment of visitors while mitigating the increasing cyber security risks.

### 2.2 Background Information

The Shire of Peppermint Grove (The Shire) is a Local Government Authority (LGA) located in the Western Suburbs of Perth. It is the smallest LGA in Western Australia with 589 dwellings, 357 businesses and a land area of 1.36 Sq Km.

The Shire has one main building at 1 Leake Street which houses the Library and the Shire administration staff. There is also a nearby depot.

There are 16 users in the office, 3 in the Depot and 10 in the library.

The library is managed by the Shire on behalf of Mosman Park, Cottesloe and Peppermint Grove.

The Shire has a Corporate Business Plan which has 5 key themes: -

**Social:** A community enjoying high levels of wellbeing and safety

**Economic:** Diverse and flourishing local economy

**Built:** Perpetual character and inviting, accessible and connected amenities

**Environment:** Preserved natural environment and minimised environmental impact

**Governance:** Aligned and accountable Council and Community Leadership

The Shire is interested in suitable response to requirement a) or b) or both:

a) *Managed Service Provider Agreement*

- Support for all Information Communications Technology
  - i. See section 2.4.1

**Part 3 READ AND KEEP THIS PART**

- Provide an estimate for improvement initiatives
  - i. See section 2.4.2

*b) Hardware Replacement Program*

- *Replacement of IT hardware over a 3-year period*
  - i. See section 2.4.3

As part of the establishment of a more suitable long-term agreement the Shire is aiming to: -

- Improve the productivity and services available in the Library by replacing the existing hardware
- Remove local storage and server requirements
- Migrate the Library users to M365
- Improve computer controls (including policy, staff education and technical monitoring) that can demonstrate compliance to good quality security.
- Clear allocation of library costs for hardware, networks, security, maintenance and technical support.

The Shire's current ICT technical support services are on a month-to-month ad hoc agreement.

The Shire is looking to engage a single provider for their ICT support although may engage a separate provider for the hardware purchase.

## 2.3 Definitions

Below is a summary of some of the important defined terms used in this Part:

<b>Contractor's Representative:</b>	Means any Officer or person duly authorised by the Contractor, in writing, to act on their behalf for the purpose of the Contract;
<b>Principal's Representative</b>	Means any Officer of person duly authorised by the Principal, in writing, to act on their behalf for the purpose of the Contract;
<b>Works or Services:</b>	Means the Services, which the Contractor is required to provide to the Principal and the Contractor under the Contract;
<b>MSA</b>	Master Services Agreement (MSA) defines as a contract between IT-vendor and a client that outlines project expectations, responsibilities, roles, provided services, terms, and other essential agreements between parties.
<b>MSP</b>	Managed Service Provider

## 2.4 Scope of Work

### 2.4.1 Master Services Agreement (MSA)

MSPs are requested to respond to this request to partner with the Shire in an MSA. The core services to be provided would be

- Managed Services
- Helpdesk
- Service Requests
- Install or New
- Software Licencing Management
- Managed Backups
- Managed Security & Breach Detection
- Managed Mobile Device Protection
- Telephony
- Asset Management Solution

Detailed requirements can be found in section 2.5

### 2.4.2 Improvement Initiatives

The Shire has identified the following initiatives and asks vendors to provide timeframes and estimate where the information is sufficient to do so. If further investigation is required to provide an estimate on an initiative, then please outline the approach to gathering information including timelines required.

#### 2.4.2.1 Initiative 1

Conduct a review of the security policies existing within the Shire and the Library and provide suggested policy changes to be implemented by the Shire.

#### 2.4.2.2 Initiative 2

Plan and migrate the Library staff to the Shire's existing 365 environment including the migration of the existing local storage and server.

#### 2.4.2.3 Initiative 3

Conduct a DR test on the new environment

- Develop a test plan
- Execute the plan
- Provide results

### 2.4.3 Hardware Replacement Program

The Shire will be undertaking a PC hardware replacement program that will be run in three phases. The first phase will commence in the new financial year 2022/23. The second in the new financial year of 2023/24 and the third in the new financial year of 2024/25.

- 2022/23 P1 - Library Computers
- 2023/24 P2 - Apple, Devices & Additional Computers
- 2024/25 P3 - Laptops & Shire Computers



The Shire would like the first phase of hardware replacement to be complete by November 2022.

The full list of specifications can be found in Appendix 1 and the hardware quoted should be of similar specifications to that listed.

The brand of devices should be consistent and well known in the market however the Shire does not have a specific brand it requires.

Vendors are requested to provide pricing as per the following options

#### **2.4.3.1 Option 1**

*Outright purchase of Hardware with warranty for a minimum of 4 years*

- Include warranty of equipment for damage and loss. (Especially beneficial for Library which has a high risk of issues).
- Provide a schedule of payment
- Provide an option for disposal of any replaced hardware. This should be included in the price and assurances that it is environmentally friendly to comply with the standards expected from the council.

*Note: Insurance for the equipment will be provided by the Shire of Peppermint Grove*

#### **2.4.3.2 Option 2**

*Leasing arrangement*

- Option to buy the equipment at the end of an agreed period e.g. 4 years minimum
- Option to return hardware early and the costs associated with that
- Include warranty of equipment for damage and loss
- Provide an option for disposal of any replaced hardware. This should be included in the price and assurances that it is environmentally friendly to comply with the standards expected from the council

*Note: Insurance for the equipment will be provided by the Shire of Peppermint Grove*

## **2.5 Detailed Specification**

Vendors are asked to address in their MSA response their ability to perform the below items. Where they are unable to meet, they should clearly state this.

### **Core Managed Services**

- Monitoring
- Maintenance
- Updates
- IT Support Review Meeting
- IT Needs Assessment
- IT Stack Analysis
- IT Health and Security Check
- IT Quality Improvement Analysis

### **Helpdesk**

- Support of both Apple and Microsoft end user devices
- Support hours must cover WST times 8:30 – 17:00, Monday – Friday
- A support channel to be available after hours when necessary
- Ability to log an incident via phone, email or online
- Front end (First point of contact) support for applications within the Shire landscape

### **Service Requests**

- IT environment information retrieval
- Modifications to existing hardware, software, service, or configurations
- Removal or retirement of hardware, software, services, or configurations which are no longer in use.

### **Install or New**

- New computers
- New software (including M365)
- New user accounts
- New user profiles
- New features to existing software or services
- Disposal of any replaced hardware. This should be included in the price and assurances that it is environmentally friendly to comply with the standards expected from the council

### **Software Licencing Management**

- Onboarding and offboarding of licenses
- Management and optimisation
- Monthly reporting

### **Managed Backups**

- Mailbox
- Server

### **Managed Security & Breach Detection**

- Meets the Essential Eight Australian Government recommendations
- SEIM Services
  - 12 Month log retention
- SOC
  - 24X7 monitoring and alerting
- Managed Anti-Virus on all Servers and computers
- Support a 2 FA environment
- Disk Encryption
- Breach detection software
- Password management
- Cyber Security Awareness Training

## **Managed Mobile Device Protection**

- Management of the MDM (Mobile Device Management) implementation for the Shire's mobile fleet
- Ability to lock/wipe a device from the Shire's network
- Handset Setup
- Extension Setup
- Call-flow Routing Setup
- Cloud Service Provisioning

## **Asset Management Solution**

- Onboard all hardware
- Manage the onboarding and offboarding of all IT assets

## **2.6 Implementation Timetable**

Vendors to provide an overview of the transition plan including

- Timeframes
- Milestones
- Resources required to complete the transition.
- Communications strategy to staff
- Note any disruptions or impact to staff
- Expectations on the incumbent MSP

## **2.7 Service Levels**

- Have a documented Incident prioritisation matrix with SLA 's defined
  - The pricing model should be simple to read and transparent
  - There should be a named point of contact
  - Ability to purchase hardware on behalf of the Shire and invoice or support hardware purchased directly
  - Manage all Cloud licensing
- a) Reporting requirements
- Provide regular Service Management reporting
    - Incident count
    - Problem Count
    - Repeat Incidents
    - Trends
    - Resolution against SLA's
  - Initiatives underway
  - Areas identified for improvement

### 3 General Conditions of Contract

#### 3.1 Insurances

Public Liability - \$20m. (required) – All companies are required to have this insurance to protect them against claims arising from personal injury or property damage caused by the actions and operations of the insured.

Workers' Compensation or Personal Accident Insurance Cover - \$50m (required) – All employees in Australia must be insured by their employer for Workers' Compensation. Or in the case of a sole business owner or operator then Personal Accident Insurance Cover is required. The company or person appointed will be required to have the appropriate insurance in effect.

Professional Indemnity - \$10m (required) – The company or person appointed will be required to have the appropriate insurance in effect.

Product Liability - \$10m (required) – To provide the insured with protection against losses arising out of the defective nature of the insured's products. The protection provided by this policy extends to losses or damage sustained by third parties as a result of use of the insured's product.

#### 3.2 Period of Contract and Termination

The Contract will be in force for the period of four (4) years plus **two (2)** -one (1) year extension options. However, in the event of the Contractor failing in any manner to carry out the Contract to the Principal's satisfaction, the Principal may forthwith determine the Contract by written notice to the Contractor.

## 4 E-quote Offer

### 4.1 Form of E-quote

The Chief Executive Officer  
Shire of Peppermint Grove  
P O Box 221  
COTTESLOE WA 6911

I/We (Registered Entity Name): \_\_\_\_\_  
(BLOCK LETTERS)

of: \_\_\_\_\_  
(REGISTERED STREET ADDRESS)

ABN \_\_\_\_\_ ACN (if any) \_\_\_\_\_

Telephone No: \_\_\_\_\_ Facsimile No: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **In response to RFT PGIT/2022/1**

I/We agree that I am/We are bound by, and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Tendering contained in this Request signed and completed.

The tendered price is valid up to ninety (90) calendar days from the date of the Tender closing or forty-five (45) days from the Council's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Tender irrespective of its outcome.

The tendered consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this Tender.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of authorised signatory of Tenderer: \_\_\_\_\_

Name of authorised signatory (BLOCK LETTERS): \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Authorised signatory Postal address: \_\_\_\_\_

Email Address: \_\_\_\_\_

## 4.2 Selection Criteria

### 4.2.1 Compliance Criteria

Please select with a “Yes” or “No” whether you have complied with the following compliance criteria:

<b>Description of Compliance Criteria</b>	
a) Tenderers are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal.	Yes / No
b) Tenderers are to provide their Business Registration	Yes / No
c) Compliance with the Specification contained in the Request.	Yes / No
d) Compliance with attendance at any mandatory Tender briefing or site inspection.	Yes / No
e) Compliance with the Quality Assurance requirement for this Request.	Yes / No
f) Compliance with the Delivery Date.	Yes / No

### 4.2.2 Qualitative Criteria

Before responding to the following qualitative criteria, Tenderers must note the following:

- a) All information relevant to your answers to each criterion are to be contained within your Tender;
- b) Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- c) Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- d) Tenderers are to address each issue outlined within a qualitative criterion.

**Part 5 COMPLETE AND RETURN THIS PART**

<p><b>A. Relevant Experience</b></p> <p>Tenderers must address the following information in an attachment and label it “<b>Relevant Experience</b>”:</p>	<p><b>Weighting</b></p> <p><b>&lt;20%&gt;</b></p>	
<p>a) <i>Provide details of similar work.</i></p> <p>b) <i>Provide scope of the Tenderer’s involvement including details of outcomes.</i></p> <p>c) <i>Demonstrate competency and proven track record of achieving outcomes.</i></p> <p>d) <i>Project reference sheet.</i></p>	<p>“<b>Relevant Experience</b>”</p>	<p><b>Tick if attached</b></p> <p><input type="checkbox"/></p>

<p><b>B. Key Personnel Skills and Experience</b></p> <p>Tenderers must address the following information in an attachment and label it “<b>Key Personnel Skills and Experience</b>”:</p>	<p><b>Weighting</b></p> <p><b>&lt;20%&gt;</b></p>	
<p>a) <i>The Tenderer’s role in the performance of the Contract.</i></p> <p>b) <i>Curriculum vitae of key staff inclusive of membership to any professional or business association, qualifications etc.</i></p>	<p>“<b>Key Personnel</b>”</p>	<p><b>Tick if attached</b></p> <p><input type="checkbox"/></p>
<p>Supply any other relevant details in an attachment and label it “<b>Key Personnel Skills and Experience</b>”.</p>		

<p><b>C. Tenderer’s Resources</b></p> <p>Tenderers must address the following information in an attachment and label it “<b>Tenderer’s Resources</b>”:</p>	<p><b>Weighting</b></p> <p><b>&lt;15%&gt;</b></p>	
<p>a) <i>Any contingency measures or backup of resources including personnel (where applicable).</i></p> <p>b) <i>OHS Survey.</i></p> <p>c) <i>Safety Record.</i></p> <p>d) <i>Resources Schedule.</i></p>	<p>“<b>Tenderer’s Resources</b>”</p>	<p><b>Tick if attached</b></p> <p><input type="checkbox"/></p>

**Part 5 COMPLETE AND RETURN THIS PART**

As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it “**Tenderer’s Resources**”.

**D. Demonstrated Understanding**

Tenderers must address the following information in an attachment and label it “Demonstrated Understanding”

**Weighting**

**<20%>**

- a) *A project schedule/timeline*
- b) *The process for the delivery of the Goods/Services.*
- c) *Training processes; and*
- d) *Demonstrated understanding of the Scope of Work.*

**“Demonstrated Understanding”**

**Tick if attached**

Supply details and provide an outline of your proposed methodology in an attachment labelled “**Demonstrated Understanding**”.

**E. Sustainability**

Attach a document of maximum 2 A4 pages in length that addresses the following (half page summary for each criterion) and label it “**Sustainability**”.

**Weighting**

**<15%>**



### 4.3 Price Information

Tenderers must complete the following “Price Schedule”. Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

#### 4.3.1 Price Basis

<b>Option A</b>	<b>Yes / No</b>
Are you prepared to offer a fixed price?	

#### 4.3.2 Price Schedule

##### Example One – Schedule of Rates – Purchase of Equipment

Item Description	Tender Unit	Estimated Usage* (P.A.)	Manufacturers Name/Item Code/Model No	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
Asset Management Solutions			Hardware Replacement Program- Phase 1			
Asset Management Solutions			Hardware Replacement Program- Phase 2			
Asset Management Solutions			Hardware Replacement Program- Phase 3			

\*The Principal offers no guarantee of quantities of the products required.

**Schedule of Rates – Lease Equipment**

Item Description	Tender Unit	Estimated Usage* (P.A.)	Manufacturers Name/Item Code/Model No	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
Asset Management Solutions			Hardware Replacement Program- Phase 1			
Asset Management Solutions			Hardware Replacement Program- Phase 2			
Asset Management Solutions			Hardware Replacement Program- Phase 3			

**Schedule of Rates – Managed Services**

No	Service Description	Tender Unit	Estimated Usage*	Price Tendered (ex GST)	GST	Price Tendered (inc GST)
1	Core Management Solutions					
2	Help Desk					
3	Software Requirements					
4.	Software Licence Management					
5.	Managed Backups					
6.	Managed Security Breaches Detection					
7.	Mobile Devices Management					

\*The Principal offers no guarantee of quantities of the products required.



## **Ordinary Council Meeting**

### 8.4.2 Cottesloe Light Spectacular



## Cottesloe Primary School P&C Association

Attention:

Shire President Rachel Thomas  
Don Burnett CEO  
Cr Charles Hohnen  
Cr Karen Farley  
Cr Douglas Jackson  
Cr Dawne Horrex  
Cr Peter Macintosh  
CR Patrick Dawkins

Re **Request for support of the 125<sup>th</sup> Anniversary Light Spectacular Fair of Cottesloe Primary School**

Dear Shire President Thomas,

Thank you kindly for the recent opportunities to speak to yourself and your fellow councillors about our school and our improvement plans. We are thrilled with the support we receive from Peppermint Grove council, and hope the feeling is mutual. We like to think of our school as an important part of Peppermint Grove's offering to young families, not only as a provider of education, but also as publicly available greenspace and a provider of before/after school activities for all children in the community.

On the 26 November 2022, our P&C Association will be hosting a fair to celebrate the milestone 125 year history of the school and to raise funds for some much needed development of the school grounds. As we discussed, we have plans to develop the dilapidated play spaces of our Early Learning Centre and create a safer, more inviting "Beeliar" pathway through our grounds.

The fair will be an afternoon for the whole community full of live performances, rides, games and stalls. Special features will include 1) an artful paper seagull installation, with each bird holding a special wish for the future of the school and community and 2) the premiere of a spectacular drone light show by Stellar Lights, who will weave a story for the community underpinning the 125 year history of the school and the more extensive history of the land and culture from which Peppermint Grove has grown. Drones have been selected for being more environmentally sensitive than traditional fireworks displays.

The fair has a budget of approx. \$40K and is anticipated to provide significant contribution to school's development plans, which are expected to cost more than \$200K over the next 5+ years.

We understand the Shire of Peppermint Grove would like to support our efforts, and we would therefore like to make the following proposal:

- For \$5,000 of support, we would acknowledge the Shire as a major sponsor at the announcement of the drone show, we would add the Shire name and logo to all promotional posters and publications, and would proudly display the Shire banners at the fair itself

Please don't hesitate to get in touch if you would like to discuss this further. We strongly appreciate your consideration and ongoing support of our school.

Kind regards

Katrina Tiller  
P&C President

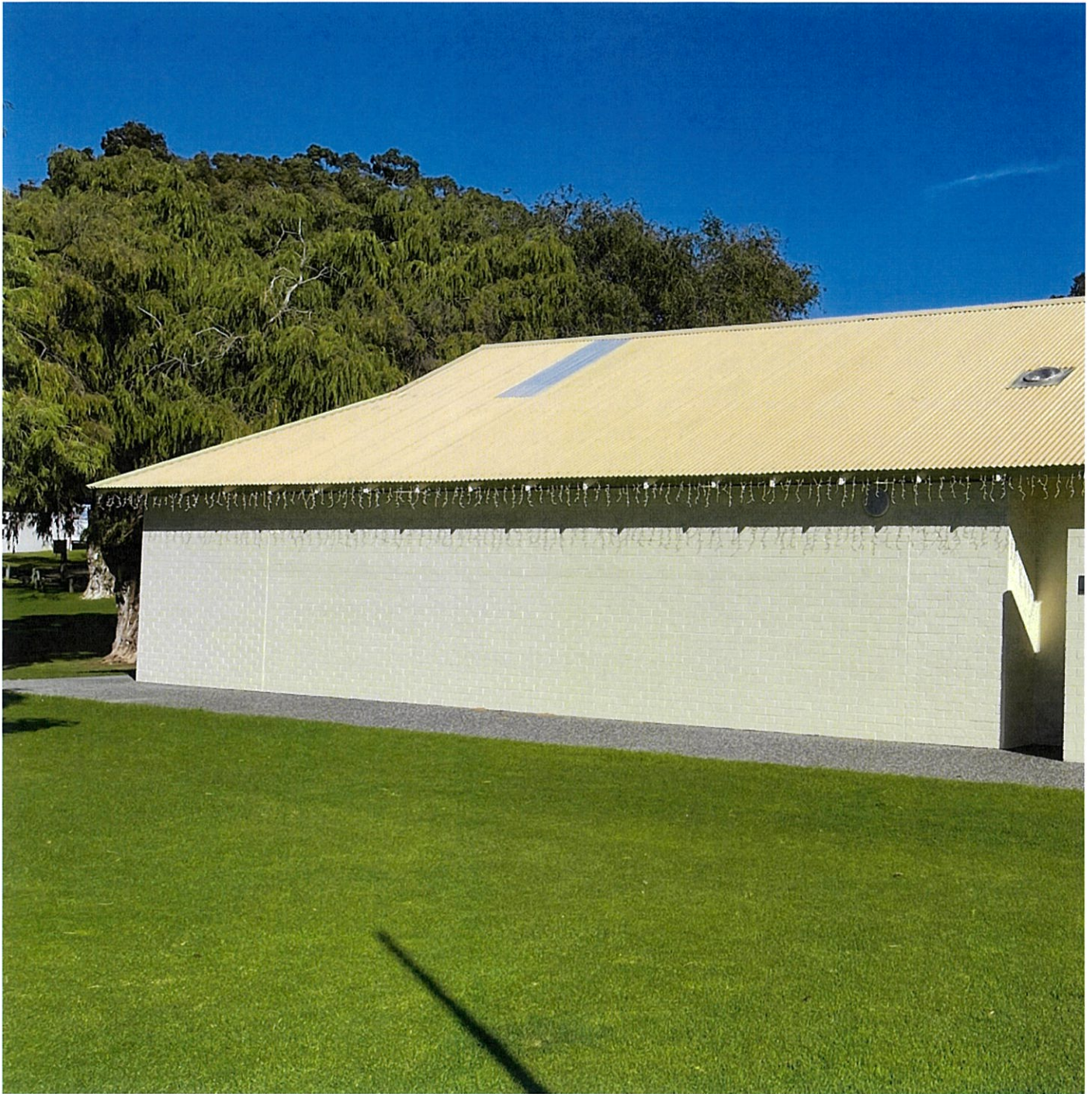
Graham Dart  
Principal





## **Ordinary Council Meeting**

### 8.4.3 Public Art Mural Project



Regards

**Donovan Norgard**  
Manager Infrastructure Services




Shire of  
Peppermint Grove

 1 Leake Street, PEPPERMINT GROVE WA 6011

 PO Box 221, Cottesloe WA 6911

 08 9286 8600

 0417 947 990

 [donovan.norgard@peppermintgrove.wa.gov.au](mailto:donovan.norgard@peppermintgrove.wa.gov.au)

 <http://www.peppermintgrove.wa.gov.au>

**MANNERS HILL PARK – PROJECT FEE PROPOSAL**

**PROJECT SCOPE**

FORM is a not for profit arts organisation and a major contributor in ensuring Western Australia is a vibrant, thriving, and connected participant in a global creative economy. Our work is world-renowned for its ability to catalyse unique cultural expression, arising from our State’s healthy and prosperous communities.

FORM has been invited by the Shire of Peppermint Grove to manage the procurement, design and installation of a mural opportunity in Manners Hill Park, Peppermint Grove. The artwork is envisioned to gently integrate into the building’s overall design, and be reflective of the local area and amenity.

<b>PROJECT STAGE</b>	<b>DEADLINE</b>
<b>Community Engagement (Recommended)</b>	<b>TBC</b>
<b>Procurement</b>	
Develop artist’s brief - Establish selection criteria	1 week
Release EOI	3 weeks
Create artist shortlist	1 week
Invite shortlisted EOIs to submit Concept Design Proposals - Support artists in research and investigation, concept development, material selection, colours and scale	3 weeks
Assess concept design proposals and select final artist - Assist in contractual arrangements for selected artist, make any revisions to artist contract necessary	4 weeks
Artist contracted - Ongoing communication and liaison with artist - Document control and communication management - Oversee artwork budget and program - Risk assessment and management - Attend nominated project meetings (in person or via Zoom/Teams)	2 weeks
<b>Installation</b>	
Organise install - Seek necessary approvals - Confirm artist availability, installation methodology - Hire equipment and material procurement	6 – 8 weeks
Oversee delivery and installation of artwork - Site visits and inspections as necessary	4 weeks
Artwork installed - Artwork documentation submitted	2 weeks
Handover and Client sign-off	1 week

*The above timelines are indicative and negotiable.*



## ARTWORK BUDGET

FORM's fees are exclusive of GST and are based on a 20% percentage of the total artwork budget, and do not include any fees related to Artist travel and accommodation. These fees pertain to Public Art Consultancy services specifically, and any requirements beyond this scope can be discussed as needed to determine variations to the scope, budget and fees.

ARTWORK BUDGET	FORM (%)
\$0 to \$200,000	20%
\$200,000 to \$500,000	15%
\$500,000 to \$1,000,000	10%

Based on information provided by the Shire of Peppermint Grove, the cost of the mural installation is as follows:

MANNERS HILL PARK BUDGET	FEE AU(\$)
FORM Project Management Fee (20%)	\$5,050
Concept Design Proposals (3 x \$500)	\$1,500
Artist Fee	\$8,000
Paint, materials and equipment	\$15,750
<b>Total Project Budget</b>	<b>\$30,300</b>

The above budget does not cover application of a fresh undercoat of paint that is required prior to installation of the mural artwork. It is assumed this is supplied by the Shire prior to installation, however this can be organised by FORM if required for an additional fee.

Application of anti-graffiti coating is recommended for any public mural artworks. The above budget does not include anti-graffiti coating but should the Shire require help in organising this, FORM could provide this service for an additional fee.

## PAYMENT SCHEDULE

MILESTONES	FEE PERCENTAGE
Upon signing of contract	40%
Upon contracting of artists	30%
Upon scheduling of installation	20%
Upon practical completion and issue of maintenance manuals	10%

## COMMUNITY ENGAGEMENT

Due to the prominent location of the mural for the artwork right near the river, FORM recommends that the Shire engage in dedicated community engagement as an initial stage before formulating the Artist Brief. The following levels of engagement are suggested as an option:

LEVEL OF ENGAGEMENT	HOURS	FEE AU(\$)
Community survey undertaken by FORM, with database supplied by SoPG	8 hours at \$180/hr	\$1,440
Community survey undertaken by FORM, with FORM creating the engagement list	24 hours at \$180/hr	\$4,320
Community workshop – venue and refreshments/snacks to be supplied by SoPG	/	\$5,000

#### ADDITIONAL SERVICES

Professional services requested by the Client outside the defined scope shall be performed on a time and expenses basis at FORM’s current charge rates or by a negotiated fixed fee. FORM will obtain authorisation prior to commencing any work beyond the scope outlined in this document. Any additional services will be charged as per our typical hourly rates as outlined below.

STAFF MEMBER	HOURLY RATE(\$)
Executive Director	\$300.00
Project Manager/Curator/Coordinator	\$180.00

#### CONSULTANCY FEE EXCLUSIONS

These fees pertain to Art Consultancy services specifically as outlined on Page 2 and 3 of this document and any requirements beyond this scope can be discussed as needed.

The above consultancy fees do not include:

- Large run printed materials.
- Community engagement or workshop costs related to consumables or catering
- Photography - should Frasers wish to document the process and artwork outcomes, FORM are happy to provide documentation services for an additional fee.



## **Ordinary Council Meeting**

### **8.4.4 Matters for Noting**

- Building Permits Issued
- Planning Approvals
- Infringements
- Library Statistics
- Recycling and Product Tonnages
- Waste Stream and Recycling 2021-22

## Matters for Information and Noting

### Building Permits Issued August 2022

Application Number	Location	Construction Type	Delegated Authority
BA 2022 / 00036	72 Leake Street	Heritage Single Dwelling - Additions & Alterations	Delegated
BA 2022 / 00037	143 Forrest Street	Heritage Single Dwelling - Additions & Alterations	Delegated
BA 2022 / 00038	7 View Street	Additions and Alterations to Existing Dwelling	Delegated
BA 2022 / 00040	13 Venn Street	Additions and Alterations to Existing Dwelling	Delegated

### Planning Approvals and Notices Issued August 2022

Application Number	Location	Delegated Authority
DA 2022 / 00013	7B Keane Street	Council
DA 2022 / 00015	12 The Esplanade	Council
DA 2022 / 00017	139 Forrest Street	Council
DA 2022 / 00019	13 Venn Street	Council
DA 2022 / 00024	21 Johnston Street	Delegated

### Infringements August 2022

Reason	Amount
Obstructing Path or Driveway	\$100.00

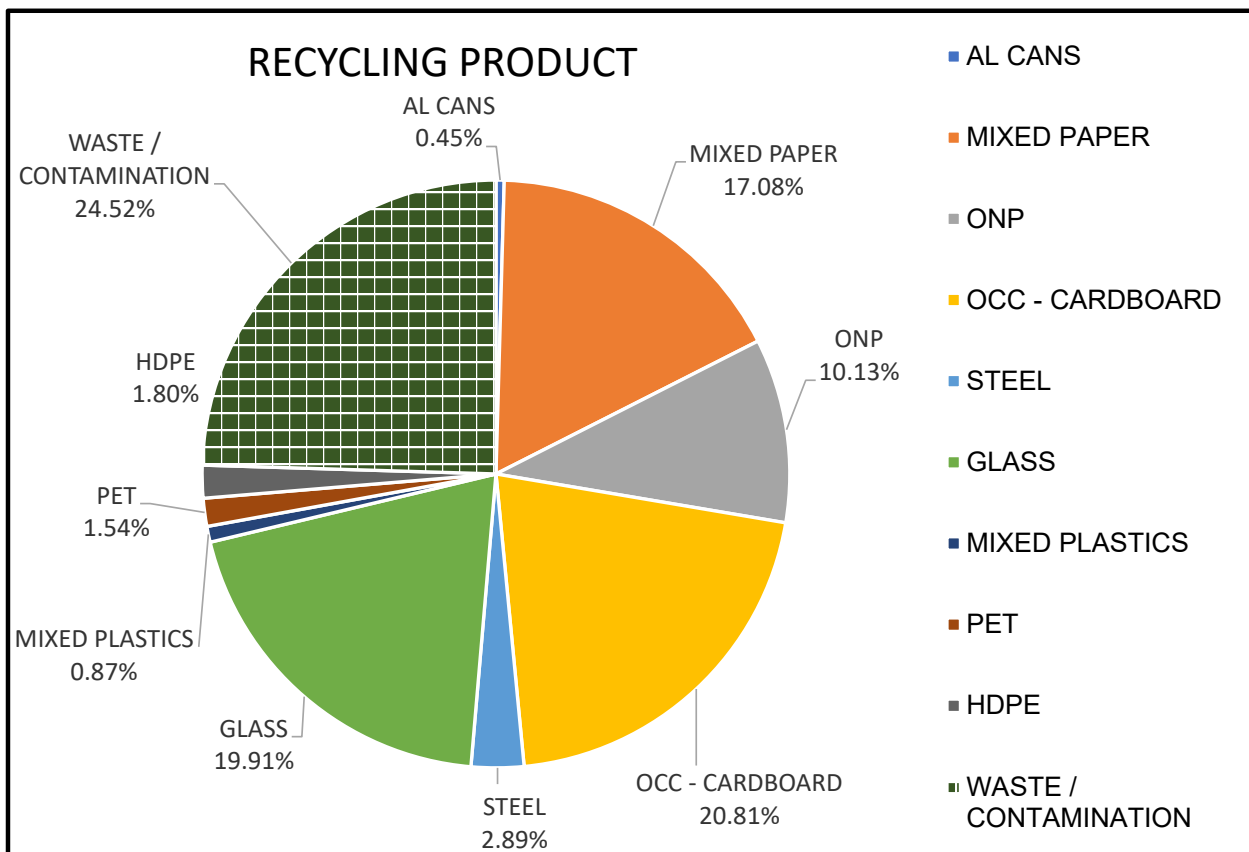
### Library Statistics 2022

Library Statistics	August 2022	August 2021	August 2020
Loans	19783	16122	17246
New Borrowers	277	290	342

# RECYCLING TONNAGES AND PRODUCT TONNAGES JUNE 2022



PRODUCT	PRODUCT Percentages	PRODUCT Tonnages
AL CANS	0.45	0.06
MIXED PAPER	17.08	2.10
ONP	10.13	1.24
OCC - CARDBOARD	20.81	2.56
STEEL	2.89	0.36
GLASS	19.91	2.45
MIXED PLASTICS	0.87	0.11
PET	1.54	0.19
HDPE	1.80	0.22
<b>TOTAL RECOVERED</b>	<b>75.48</b>	<b>9.28</b>
WASTE / CONTAMINATION	24.52	3.01
<b>MONTHLY TOTAL</b>	<b>100.00</b>	<b>12.29</b>



## SHIRE OF PEPPERMINT GROVE - WASTE STREAMS AT WEST METRO RC 2021-22

Client Name	Product Name	Net Weight (t)	Quantity Charged
Shire of Pepperm	*Bulk Waste - Tonne	47.7	47.74
Shire of Pepperm	Bulk Waste Verge Valet	31.8	31.81
Shire of Pepperm	General Waste - Tonne	489.9	489.87
Shire of Pepperm	General Waste- Other-tonne	0.9	0.88
Shire of Pepperm	Go Bin Contaminated	7.6	7.58
Shire of Pepperm	GO Bin Greenwaste	256.8	256.76
Shire of Pepperm	Green Waste - Tonne	31.8	48.93
Shire of Pepperm	Green Waste Verge Valet	34.6	34.62
Shire of Pepperm	Mattresses	0.6	6.00

Applied filters:

Date is on or after 01-Jul-21 and is before 01-Jul-22

Client Category is 41200 - Member Council - Operation or 41204 - Member Council - Resident

