

PURCHASING

1. Objectives

- To provide compliance with the *Local Government Act 1995* and the *Local Government Act (Functions and General) Regulations 1996*.
- To deliver a best practice approach to all purchasing arrangements for the Town of Cottesloe and accompanying procedures to assist staff.
- To ensure consistency for all purchasing activities that integrates all of the Town of Cottesloe's operational areas.

2. Principles

The Town of Cottesloe is committed to having efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- a. Provides the Town of Cottesloe with an effective way of purchasing goods and services.
- b. Ensures that purchasing transactions are carried out in a fair and equitable manner.
- c. Ensures integrity and confidence in the purchasing system, by providing appropriate records showing the basis for purchasing decisions.
- d. Ensures that the Town of Cottesloe receives value for money in its purchasing.
- e. Ensures that the Town of Cottesloe considers the environmental impact of the purchasing process across the life cycle of goods and services.
- f. Ensures the Town of Cottesloe is compliant with all regulatory obligations.
- g. Promotes effective governance and definition of roles and responsibilities.
- h. Uphold respect from the public and industry for the Town of Cottesloe's purchasing practices that withstands probity.
- i. It is an expectation of electors that their funds are used in a way that achieves the objectives of this Policy and prudent financial management

3. Ethics and Integrity

All officers and employees of the Town of Cottesloe shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Town of Cottesloe.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- a. Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving the best value for money.
- b. All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Town of Cottesloe policies and Code of Conduct.
- c. Purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.
- d. All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements.
- e. Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed.

- f. Any information provided to the Town of Cottesloe by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

4. Value for Money

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Town of Cottesloe. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- a. All relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- b. Preference will be given to Australian made and/or locally sourced and/or recycled products in the event that all other criteria are equal and the price of the local supplier is within 5% of the lowest quote.
- c. The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality.
- d. Financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history).
- e. A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

5. Sustainable Purchasing

Sustainable Purchasing is defined as the purchasing of goods and services that have less environmental and social impacts than competing products and services.

The Town of Cottesloe is committed to sustainable purchasing and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with the Town of Cottesloe's sustainability objectives.

Practically, sustainable purchasing means the Town of Cottesloe shall endeavour at all times to identify and procure products and services that:

- a. Have been determined as necessary.
- b. Demonstrate environmental best practice in energy efficiency/and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- c. Demonstrate environmental best practice in water efficiency.
- d. Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage.
- e. Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re- manufacture or otherwise to minimise waste.
- f. For motor vehicles: select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range as per Council Policy Vehicle Fleet Administration.
- g. For new buildings and refurbishments: where available use renewable energy and technologies.

6. Purchasing Thresholds

Where the value of purchasing (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

Amount of Purchase	Quotation Requirements
Up to \$500	Direct purchase from suppliers requiring no quotations due to the minor and frequent nature of such goods.
\$501 to \$5,000	Direct purchase from suppliers requiring two verbal or written quotations*.
\$5,001 to \$50,000	Obtain at least three written quotations.
\$50,001 to \$149,999	Obtain at least three written quotations.
\$150,000 and above	Conduct a public tender process.

Appendix A to this Policy (Quotation Acceptance) should be completed for all purchase orders issued above \$250, with a summary of the verbal quotations received included in this form and/or a copy of all written quotations attached.

6.1 Exemptions

At times it may be necessary to vary from the requirements of this Policy for a number of reasons including:

- a. The need to engage short term staff to relieve existing staff when on leave.
- b. Legal expenses where a specific firm is considered to be the preferred provider of such services.
- c. Emergency situations.
- d. Urgent works such as electrical and plumbing repairs where immediate work is required to address a safety or operational issue.

In the instance where staff deems it necessary to vary from these policy requirements, the form attached as Appendix A should be completed and authorised by the Chief Executive Officer or Manager responsible for the employee.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$150,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

6.1.1 Up to \$500

Where the value of purchasing of goods or services does not exceed \$500, no quotation is required, although depending on the nature of the goods, these may still be obtained to ensure good value.

This is to provide for the purchase of goods such as milk, minor refreshments and other sundry items that are best obtained on an ongoing basis from suppliers and to obtain quotations would be an inefficient and time consuming exercise, for no real benefit.

However, it is recommended that Officers use discretion and occasionally undertake market testing with a greater number of suppliers or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

Record keeping requirements must be maintained in accordance with record keeping policies.

6.1.2 \$501 up to \$5,000

Where the value of purchasing of goods or services exceeds \$500 but does not exceed \$5,000, purchase on the basis of at least two verbal or written quotations is permitted. However, it is recommended that Officers use discretion and occasionally undertake market testing with a greater number of suppliers or more formal forms of quotation to ensure best value is maintained.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement / specification is clearly understood by the Town of Cottesloe employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

In the event a verbal quotation is accepted, a purchase order shall only be issued after the provision of a written quote, confirming the verbal quote.

Record keeping requirements must be maintained in accordance with record keeping policies.

6.1.3 \$5,001 up to \$50,000

This category is for the purchasing of goods or services where the value of such purchasing ranges between \$5,001 and \$50,000.

At least three written quotations are required.

Where this is not practical, for example due to limited suppliers, it must be noted through records relating to the process (including Appendix A).

The general principles relating to written quotations are:

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - Written Specification
 - Selection Criteria to be applied
 - Price Schedule
 - Conditions of responding
 - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

Record keeping requirements must be maintained in accordance with record keeping policies.

6.1.4 \$50,000 to \$149,999

For the purchasing of goods or services where the value exceeds \$50,000 but is less than \$149,999, it is required to obtain at least three written quotes .

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

The general principles relating to written quotations are:

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- The request for written quotation should include as a minimum:
 - Written Specification
 - Selection Criteria to be applied
 - Price Schedule
 - Conditions of responding
 - Validity period of offer

- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

For this purchasing range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

6.1.5 \$150,000 and above

Conduct a public tender as per the requirements of the Local Government and in keeping with the principles described above.

7. Regulatory Compliance

7.1 Tender Exemption

The *Local Government Act 1995* and the *Local Government Act (Functions and General) Regulations 1996* provides for purchases which are exempt from these requirements. These are:

- An emergency situation as defined by the *Local Government Act 1995*.
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), regional council, or another local government.
- Within the last six months Council has invited tenders or expressions of interest and there was none received that met the tender specifications or satisfied the value for money assessment.
- The purchase is under auction which has been authorised by Council.
- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines.
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

7.2 Sole Source of Supply (Monopoly Suppliers)

The purchasing of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

Note: The application of provision 'sole source of supply' should only occur in limited cases and purchasing experience indicates that generally more than one supplier is able to provide the requirements.

7.3 Anti-Avoidance

The Town of Cottesloe shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$150,000, thereby avoiding the need to publicly tender.

7.4 Tender Criteria

The Town of Cottesloe shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

7.5 Advertising Tenders

Tenders are required to be advertised in a state wide publication for example, The West Australian newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The notice must include:

- A brief description of the goods or services required.
- Information as to where and how tenders may be submitted.
- The date and time after which tenders cannot be submitted.
- Particulars identifying a person from who more detailed information as to tendering may be obtained.

Detailed information shall include.

- a. Such information as the Town of Cottesloe decides should be disclosed to those interested in submitting a tender.
- b. Detailed specifications of the goods or services required.
- c. The criteria for deciding which tender should be accepted.
- d. Whether or not the Town of Cottesloe has decided to submit a tender.
- e. Whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

The above requirement is a minimum standard prescribed by the *Local Government Act 1995*. In addition, Council will place the above Notice on the Council Website, local newspapers circulating within the Town of Cottesloe and the Cottesloe Council News produced by the Town.

Depending on the nature of goods and services being purchased, other sources should also be considered to ensure the request is made known to as many potential suppliers as possible such as trade publications, direct mailing to known suppliers and others as may be appropriate to the specific purchase.

7.6 Issuing Tender Documentation

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Town of Cottesloe not to compromise its Duty to be Fair.

7.7 Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

7.8 Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

In the event a tender is inadvertently opened prior to the close of the Tender period, then the Manager Corporate and Community Services or Chief Executive Officer is to be immediately notified. The following must also be done:

- The contents of the envelope, as well as the envelope the tender arrived in are to be completely placed in another envelope.
- A statement from the officer who opened the Tender is to be counter signed by the Manager Corporate and Community Services and sealed in the envelope. This statement shall include details as to how and why the Tender was opened. The statement shall be filed with the Tender in the Tender register. The statement shall be read aloud at the Tender opening.
- The sealed envelope is to be placed in the Tender box.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in-confidence to the Town of Cottesloe. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Town of Cottesloe Officers present at the opening of tenders.

7.9 No Tenders Received

Where the Town of Cottesloe has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- A sufficient number of quotations are obtained.
- The process follows the guidelines for seeking quotations between \$40,000 up to \$149,999 (listed above).
- The specification for goods and/or services remains unchanged.
- Purchasing is arranged within six months of the closing date of the lapsed tender.

7.10 Tender Evaluation

Tenders that have not been rejected shall be assessed by the Town of Cottesloe by means of a written evaluation against the pre- determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

7.11 Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Town of Cottesloe may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

7.12 Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Town of Cottesloe and tenderer have entered into a Contract, a minor variation may be made by the Town of Cottesloe.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

7.13 Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution.

Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

7.14 Records Management

All records associated with the tender process or a direct purchase process must be recorded and retained.

For a tender process this includes the recording of the following in the Tender Register:

- Tender documentation
- Internal documentation
- Evaluation documentation

- Enquiry and response documentation
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation
- Internal documentation
- Order forms and requisitions

Record retention shall be in accordance with the minimum requirements of the *State Records Act 2000*, and the Town of Cottesloe's internal records management policy.

8. Related Documents/Appendices

Purchase Orders Policy

Appendix A – Quotation Acceptance Template

Adopted	April 2003
Reviewed	23 April 2007
Reviewed	31 October 2011
Reviewed	2 November 2015
Expected date of review	

Quotation Acceptance

Quotations sought regarding: _____

Nature of the supply: _____

Name of supplier:	1.	2.	3.
Price (GST included):			

Project/General Ledger Code:	
Budgeted Allocation:	Financial Year:

Have you complied with the requirement of the **Purchasing Policy**? Yes/No

If no, please detail why the requirements of the Policy should be varied for this purchase. Please attach additional documentation if required.

Officer recommended supplier

Name of supplier:	
Supporting narration:	
Signed:	Date:

Manager recommended supplier

Name of supplier:	
Supporting narration:	
Signed:	Date:

Total Supplier Spend per Period

For Transactions in the 2018 Posting YEAR, All Creditor Categories Combined
Suppliers Where Spend is Below \$500.00 Have been Excluded

		\$	#
545	Department of Fire & Emergency Services	-\$ 1,418,544.79	4
602	WA Treasury Corporation	-\$ 744,428.08	9
55	Shire of Peppermint Grove	-\$ 685,758.90	6
2283	Department of Education	-\$ 550,000.00	1
2067	Solo Resource Recovery t/as Solo Waste Aust Pty Ltd	-\$ 549,876.39	11
85	Western Metropolitan Regional Council	-\$ 463,457.60	42
1903	Click Super	-\$ 433,366.99	261
656	Surf Life Saving Western Australia	-\$ 240,601.41	7
1576	Edinger Real Estate	-\$ 173,345.81	8
1398	LGIS	-\$ 166,968.51	11
600	Procott Incorporated	-\$ 123,566.30	1
610	Construction Training Fund	-\$ 123,054.74	16
88	Managed IT Pty Ltd	-\$ 119,141.80	54
645	Cobblestone Concrete	-\$ 109,299.37	22
2341	Electricity Generation and Retail Corporation	-\$ 105,419.85	25
1520	Department of Commerce Building Commission	-\$ 104,661.98	15
2124	West Tip Waste Control Pty Ltd	-\$ 96,927.18	3
2296	HiTech Security (WA) Pty Ltd	-\$ 91,776.60	7
1927	Michael Page International (Australia) Pty Ltd	-\$ 86,541.51	51
514	Shine Community Services	-\$ 84,550.00	2
1479	Environmental Wastewater C S Pty Ltd	-\$ 78,405.91	10
1915	Marketforce Pty Ltd	-\$ 77,101.76	87
1245	Nu-Trac Rural Contracting	-\$ 74,839.00	10
91	Claremont Asphalt	-\$ 64,735.00	32
1844	Blue Tang (WA) Pty Ltd atf The Reef Unit Trust T/As E	-\$ 61,518.35	11
110	Synergy	-\$ 61,299.55	13
1965	LSV Borrello Lawyers	-\$ 60,943.50	28
82	Civica Pty Ltd	-\$ 60,599.37	15
544	B M Pember	-\$ 59,688.75	15
22	Landgate - VGO	-\$ 58,818.50	12
1721	Business Fuel Cards Pty Ltd	-\$ 54,394.30	9
1340	F J Fitzsimmons & Co	-\$ 53,532.60	2
939	Sea View Golf Club	-\$ 52,800.00	1
159	John Parker Vactor Jet Rodding	-\$ 51,263.00	22
951	Melville Subaru	-\$ 48,449.36	3
118	Water Corporation	-\$ 46,152.13	129
122	Jackson McDonald Services Pty Ltd	-\$ 43,269.35	12
37	Winc Australia Pty Limited	-\$ 42,954.11	61
1758	Crest Personnel Pty Ltd	-\$ 42,521.62	29
210	Hays Specialist Recruitment (Aust.) P/L	-\$ 41,576.09	25
2023	Fines Enforcement Registry	-\$ 40,887.00	50
61	City of Nedlands	-\$ 38,486.80	6
19	McLeods Barristers & Solicitors	-\$ 37,261.63	37
1462	AD Engineering International Pty Ltd	-\$ 36,628.90	1
153	LGIS Insurance Broking	-\$ 36,172.32	5
84	West Australian Local Government Assoc.	-\$ 34,292.84	38
784	Western Australian Electoral Commission	-\$ 32,238.19	1
2486	Buick Holdings Pty Ltd	-\$ 31,844.20	1
505	Melville Mazda	-\$ 31,700.01	1
1719	P Angers	-\$ 31,024.77	3
128	Total Packaging (WA) Pty Ltd	-\$ 30,201.60	6
2401	Perth Auto Alliance Pty Ltd t/as Lynford	-\$ 29,861.78	1
2063	Arbor Carbon	-\$ 28,531.25	4
1115	Green Skills Inc	-\$ 28,043.40	5

2354	CSCH Pty Ltd t/as Charles Service Company	-\$	27,971.66	5
661	T-Quip	-\$	27,867.03	20
2066	Infocouncil Pty Ltd	-\$	27,119.44	4
2107	MEC 929 Pty Ltd T/A Murphy's Electrical Company	-\$	26,884.55	11
113	Telstra Corporation Limited	-\$	24,895.33	29
1485	Smart Parking Ltd	-\$	24,543.00	18
1464	D U Electrical Pty Ltd	-\$	24,417.47	7
1473	Eco Resources Pty Ltd	-\$	23,947.00	17
2462	Club Holdings Pty Ltd T/A Horizons West Bus & Coach	-\$	22,961.27	1
1131	Globe Australia Pty Ltd	-\$	22,728.20	10
67	Town of Cottesloe	-\$	22,221.10	27
695	Cardno (WA) Pty Ltd	-\$	22,063.25	11
1154	Burke Electrical Services Pty Ltd	-\$	22,027.50	4
574	Burgess Rawson (WA) Pty Ltd	-\$	21,321.48	3
706	ECOSCAPE	-\$	21,106.79	6
49	Charles Service Company	-\$	20,559.65	6
132	Landfill Gas & Power Pty Ltd	-\$	20,132.42	7
1098	National Australia Bank Business Visa	-\$	20,049.08	98
1597	Colgan Industries Pty Ltd	-\$	19,544.32	1
1924	TechnologyOne Ltd T/A Digital Mapping Solutions	-\$	19,424.90	3
1157	GHD Pty Ltd	-\$	18,282.00	3
46	Professional Tree Surgeons	-\$	18,023.40	21
139	Australia Post	-\$	17,986.46	12
89	Major Motors Pty Ltd	-\$	17,899.83	47
1391	Department of Transport	-\$	17,747.60	5
526	Zipform Pty Ltd	-\$	17,482.27	7
1542	Foreshore Rehabilitation & Landscaping	-\$	16,984.00	4
1933	Moore Stephens	-\$	16,775.00	4
733	J M Dawkins	-\$	16,584.66	1
2056	Scotts Scrubbing & Sweeping Services Pty Ltd	-\$	16,390.00	4
1946	M T Rodda	-\$	15,881.08	2
7	Western Chainwire	-\$	14,795.00	3
2188	Entco Australia Pty Ltd	-\$	14,541.09	2
1724	Jason Sign Makers	-\$	14,322.12	21
1931	Arthur D Riley & Co Ltd	-\$	13,815.00	3
1226	Ellenby Tree Farm Pty Ltd	-\$	13,623.50	5
1937	Assured Certification Services	-\$	13,521.75	4
1947	R J A Thomas	-\$	12,875.71	4
1490	S J Pyvis	-\$	12,825.00	2
1714	Jones Lange LaSalle Advisory Services Pty Ltd	-\$	12,801.25	5
1322	Wood & Grieve Engineers	-\$	12,760.00	4
1774	Express Salary Packaging Pty Ltd	-\$	12,658.00	40
29	Fuji Xerox Australia Pty Ltd	-\$	12,301.76	20
2355	Disabled Surfers Association of Australia Inc.	-\$	11,746.00	1
2190	Gather Consultancy	-\$	11,742.50	4
1480	IRIS Consulting Group Pty Ltd	-\$	11,725.00	6
2484	Inception WA Pty Ltd ATF Araminta Trust T/As Jackson	-\$	11,254.10	1
1782	AECOM Australia Pty Ltd	-\$	11,158.40	2
791	Sculpture by the Sea	-\$	11,000.00	1
2006	Peter Baxendale Consulting Engineer	-\$	10,758.00	5
2280	GTA Consultants (WA) Pty Ltd	-\$	10,744.12	4
2426	Valmec Australia Pty Ltd	-\$	10,688.60	1
1848	Venturecorp Pty Ltd T/A Haefeli Lysnar Survey Equipment	-\$	10,274.00	6
2400	J H Computer Services Pty Ltd	-\$	10,230.00	2
79	Perth Irrigation Centre	-\$	10,146.65	35
100	Jaymar Pumps	-\$	10,118.90	6
561	Perth Region NRM	-\$	9,155.41	3
38	Veolia Environmental Services	-\$	8,840.66	19
1309	Scott Printers Pty Ltd T/A Scott Print	-\$	8,663.30	4

2148	DataCom IT	-\$	8,640.50	1
1959	S L Boulter	-\$	8,550.00	1
2248	Coastline Mowers	-\$	8,386.05	3
2339	M S Tucak	-\$	8,365.45	3
2282	Department of Local Government, Sport and Cultural I	-\$	7,774.80	1
720	MP Rogers & Associates Pty Ltd	-\$	7,769.30	2
1626	Young's Plumbing Service Pty Ltd	-\$	7,768.21	16
1997	Stone Supplies WA Pty Ltd T/A Creation Landscape S	-\$	7,628.34	29
2340	M Harkins	-\$	7,601.30	2
2346	H B Sadler	-\$	7,601.30	2
75	Safety Zone Australia Pty Ltd	-\$	7,596.26	12
3	Department of Human Services	-\$	7,595.84	20
1742	Onsite Rentals Pty Ltd	-\$	7,540.50	4
803	Natural Area Holdings PL T/A Envirowest	-\$	7,460.20	6
2165	Two Yacht Chefs Pty Ltd T/A Kirkwood Deli	-\$	7,314.10	22
47	Collisters Electrical	-\$	7,241.85	7
2083	StrataGreen	-\$	7,145.96	11
94	Insight CCS Pty Ltd	-\$	7,034.21	9
523	Local Government Professionals Australia WA	-\$	6,940.00	10
1993	RAMM Software Pty Ltd	-\$	6,722.99	1
1878	Syrinx Environmental Pty Ltd	-\$	6,550.50	5
2178	G D Riley	-\$	6,191.96	1
48	Cannon Hygiene Australia Pty Ltd	-\$	5,981.03	3
642	David Gray & Co Pty Ltd	-\$	5,974.80	12
1509	Mastec Australia Pty Ltd	-\$	5,943.52	2
716	Cottesloe Tennis Club	-\$	5,837.00	1
2438	J Gilmour	-\$	5,813.52	1
20	Hillmack Sales (Australia) Pty Ltd	-\$	5,597.05	14
201	The Environmental Printing Company	-\$	5,588.00	4
2195	Solaris Cancer Care	-\$	5,530.00	2
764	Pitney Bowes Australia Pty Ltd	-\$	5,507.70	3
1949	West Coast Shade Pty Ltd	-\$	5,489.00	3
21	Landgate	-\$	5,444.70	6
1361	Department of Transport	-\$	5,443.80	8
681	J S Birnbrauer	-\$	5,340.83	1
1468	K P Downes	-\$	5,340.83	1
1716	H I Burke	-\$	5,340.83	1
1099	O'Connor Lawnmower & Chainsaw Centre	-\$	5,308.00	20
188	Bob Jane T-Mart	-\$	5,284.00	11
2031	Connorsupa Pty Ltd T/A Harvey Norman O'Connor	-\$	5,229.60	10
52	Town of Claremont	-\$	5,100.00	1
1074	Freiberg Office Solutions Pty Ltd	-\$	5,079.44	1
62	Bunnings Group Ltd	-\$	5,046.98	76
215	Australian Red Cross Society	-\$	5,000.00	1
2	Australian Services Union	-\$	4,860.42	20
2034	ColleaguesNagels Pty Ltd	-\$	4,770.20	4
2132	Safeway Building and Renovations Pty Ltd	-\$	4,620.00	1
211	Apace Aid (Inc)	-\$	4,579.25	2
1458	Enware Australia Pty Ltd	-\$	4,505.60	2
2254	T & R Formwork Pty. Ltd	-\$	4,499.00	2
1503	Diamond Hire	-\$	4,418.48	16
742	Cottesloe Surf Life Saving Club Inc	-\$	4,400.00	1
1778	Western Heritage Pty Ltd	-\$	4,400.00	1
777	Audex Sound Pty Ltd	-\$	4,323.00	1
1950	Dickies Tree Service	-\$	4,246.00	3
45	Town of Mosman Park	-\$	4,244.50	2
2351	Hepworth Painting	-\$	4,191.00	1
1951	Larannark Pty Ltd T/A Corprahire	-\$	4,169.00	1
86	Statewide Line Marking	-\$	3,932.28	6

1820	Glowstix Australia Pty Ltd	-\$	3,904.50	1
1280	ICEA Ltd	-\$	3,850.00	1
1640	Bicycle Network Victoria	-\$	3,778.50	2
2463	Metal Sign & Label Pty Ltd	-\$	3,716.90	1
1654	Any Envelopes	-\$	3,690.50	1
1655	Landmark Products Ltd	-\$	3,663.00	1
2191	Air Concepts Pty Ltd TA Airflow Maintenance	-\$	3,635.19	6
183	Porter Consulting Engineers	-\$	3,575.00	2
2405	The Grid Trust t/as Heyder & Shears Catering	-\$	3,561.32	1
2465	Practical Products Pty Ltd	-\$	3,509.00	1
1174	Blackwell & Associates Pty Ltd	-\$	3,476.00	2
15	Poolegrave Engravers	-\$	3,454.00	3
2489	E Ntoumenopoulos	-\$	3,440.00	1
13	Shacks & Kerr Motors Pty Ltd	-\$	3,431.00	5
522	Dogs Refuge Home (WA) Incorporated	-\$	3,364.90	2
1817	Garage Sale Trail Foundation Ltd	-\$	3,359.40	1
2345	L Young	-\$	3,326.30	1
1235	Seaview Community Kindergarten	-\$	3,300.00	1
1620	WA Building Codes Consultancy	-\$	3,285.00	1
2466	TenderLink	-\$	3,245.00	4
540	Kerb Doctor	-\$	3,229.60	3
2322	Price Consulting Group Pty Ltd	-\$	3,185.60	1
2029	Yabrn Pty Ltd TA Snap Claremont	-\$	3,155.10	30
1239	One Fire Group	-\$	3,069.00	6
516	SAI Global Limited	-\$	3,064.17	4
2147	DN Construction Group Pty Ltd	-\$	3,057.37	3
2281	Adelphi Apparel	-\$	2,988.87	3
1457	Church of Christ	-\$	2,959.00	4
1093	DORMA Australia Pty Ltd	-\$	2,922.37	2
1558	Quality Press	-\$	2,842.40	4
1244	The Churches' Commission on Education (Inc) T/A Yc	-\$	2,750.00	1
1920	Surfing Western Australia	-\$	2,750.00	1
458	Cottesloe Primary School P & C Association	-\$	2,700.00	1
2250	The Wrought Iron Factory	-\$	2,640.00	4
1833	ACR No 1 Pty Ltd T/A Prestige Honda	-\$	2,623.35	4
2475	T Meegan	-\$	2,560.00	1
2249	1905 Catering & Blue Bean Cafe	-\$	2,522.00	11
557	Worldwide Online Printing	-\$	2,454.26	2
2485	S D Harben	-\$	2,442.10	1
2320	Comida Do Sul	-\$	2,420.00	3
390	North Cottesloe Surf Life Saving Club	-\$	2,408.50	3
1736	Matrix Productions	-\$	2,400.00	1
1663	General Lighting Services WA	-\$	2,352.35	2
2366	Market Creations Pty Ltd	-\$	2,288.00	1
1969	Fremantle Heritage Roofing Services	-\$	2,240.00	3
2219	Bright Beginnings	-\$	2,240.00	1
1229	The Planning Group WA Pty Ltd T/A TPG Town Plann	-\$	2,200.00	1
2193	Calm Holdings Pty Ltd	-\$	2,173.78	1
2052	Xorro Print & signage Specialists	-\$	2,156.00	8
539	Local Health Authorities Analytical Committee	-\$	2,120.07	1
103	Benara Nurseries	-\$	2,070.55	3
2089	Central Regional TAFE	-\$	2,022.07	2
1042	Iron Mountain Australia Group Pty Ltd	-\$	2,008.60	10
580	St John Ambulance Australia (WA) Inc	-\$	2,005.92	14
1427	Cottesloe Rugby Union Football Club Inc	-\$	2,000.00	1
1429	Westcoast Community Centre Inc	-\$	2,000.00	1
2122	Perth Pest Control Pty Ltd	-\$	1,991.00	1
2263	GK Creative Pty Ltd	-\$	1,990.00	1
2059	Dataworx Systems Australia Pty Ltd	-\$	1,980.00	1

1645	Swissclinical Australia Pty Ltd t/a SpotMe Drycleaners	-\$	1,974.00	10
2087	Australian Wide Taxation	-\$	1,870.00	2
2223	AAA Asphalt Surfaces	-\$	1,870.00	2
2469	Quercus Australia Pty Ltd ATFT Arbor Logic Unit Trus	-\$	1,859.00	1
2279	RTO Solutions Pty Ltd t/a Illuminate Group	-\$	1,820.00	3
1583	Information Proficiency	-\$	1,807.80	4
1680	Department of Fire & Emergency Services - Mon itori	-\$	1,794.14	1
2488	Institute of Public Works Engineering Australasia - W/	-\$	1,750.00	1
181	JR & A Hersey Pty Ltd	-\$	1,746.42	2
1914	Domus Nursery	-\$	1,722.21	1
1671	Work Clobber	-\$	1,712.50	12
35	Cottesloe IGA	-\$	1,662.92	52
77	Galvins Plumbing Supplies	-\$	1,626.48	11
1660	Access Unlimited International Pty Ltd	-\$	1,603.91	1
2436	Fire & Safety Australia Pty Ltd	-\$	1,600.00	1
24	ZircoDATA Pty Ltd	-\$	1,581.55	7
988	Securex Pty Ltd	-\$	1,548.50	5
738	Securepay Pty Ltd	-\$	1,540.00	1
33	Cottesloe Medical Centre	-\$	1,515.00	10
1062	Cottesloe Junior Football Club Inc	-\$	1,500.00	1
2324	Preferred Ceilings Pty Ltd	-\$	1,485.00	1
1943	Printline	-\$	1,479.84	3
1953	Australian Coastal Councils Association Inc	-\$	1,403.88	1
707	Planning Institute of Australia Ltd	-\$	1,395.00	1
2164	Plant Force Investments Pty Ltd T/A Plantrite	-\$	1,381.60	1
2472	The Grid Trust t/as Heyder and Shears Catering	-\$	1,375.00	1
1020	By Word of Mouth Pty Ltd	-\$	1,350.00	3
212	Osborne Park Volkswagon	-\$	1,331.00	1
2378	R Kendall	-\$	1,324.42	1
2272	Platinum Bags Pty Ltd	-\$	1,309.00	1
1982	Planot	-\$	1,300.00	1
1703	Photography Project Pty Ltd	-\$	1,291.40	2
2470	2 Sticks Digital Marketin Pty Ltd T/A net101	-\$	1,253.00	1
548	Keynote Conferences	-\$	1,240.00	1
80	Kennards Hire Pty Ltd	-\$	1,228.00	3
1863	Perth Aquatic, Seed, & Ecological Services Pty Ltd	-\$	1,220.00	4
2163	LYRECO Pty Ltd	-\$	1,201.74	9
1102	Betta Turf	-\$	1,166.00	2
622	Sunny Sign Company Pty Ltd	-\$	1,164.90	1
1902	Keith Heffernan Pty Ltd T/A Q Play	-\$	1,162.37	2
2028	Bug Busters	-\$	1,144.00	6
141	BOC Limited	-\$	1,133.82	3
759	Adshel Street Furniture Pty Ltd	-\$	1,122.00	2
1672	Environmental Health Australia (WA) Inc	-\$	1,117.00	3
194	Magnapower	-\$	1,112.71	1
121	Chubb Fire & Security Pty Ltd	-\$	1,074.37	2
1954	AusQ Training	-\$	1,017.00	1
2412	P A Martino	-\$	1,001.00	1
2172	S Price	-\$	1,000.00	1
1728	Pirtek (Fremantle) Pty Ltd	-\$	987.01	1
2247	Professionals The Wright Team	-\$	925.46	1
1835	Mustang Three T/A Key2Creative	-\$	913.00	1
1231	Guardian Tactile Systems	-\$	907.60	1
1842	Run, Mouse, Run	-\$	900.00	1
607	Turf Care WA Pty Ltd	-\$	880.00	1
1790	Altiform Pty Ltd	-\$	880.00	1
105	Active Transport & Tilt Tray Services WA	-\$	858.00	6
2362	CSM Fabrication	-\$	850.00	2
2399	Woodlands News	-\$	850.00	1

1684	Mondoluce (Aust) Pty Ltd	-\$	781.00	1
1897	HONMAZ	-\$	776.00	1
2424	Corsign WA Pty Ltd	-\$	770.00	1
741	Western Power	-\$	750.00	1
200	Paint Industries Pty Ltd	-\$	746.82	3
1070	Omartleb Pty Ltd T/A ENZED Perth	-\$	676.60	1
2266	P J Callaghan	-\$	665.71	1
1994	West Australian Newspaper Ltd	-\$	663.09	4
1956	Toolmart Australia Pty Ltd	-\$	638.90	2
650	Coates Hire Operations Pty Ltd	-\$	605.66	1
1610	Archival Survival Pty Ltd	-\$	601.76	1
931	Zurich Australian Insurance Limited	-\$	600.00	2
1185	Waterlogic Australia Pty Ltd	-\$	594.00	3
1584	Ozwashroom - R & R Dawood Trading Pty Ltd	-\$	560.00	1
1725	Rusted Solutions	-\$	557.30	1
515	Cottesloe Child Care Centre Inc	-\$	550.00	1
543	Australia Day Council of WA Inc T/As Auspire	-\$	550.00	1
2151	JK Foster & B Quinn T/A Whitford Marquee & Party Hi	-\$	550.00	1
2464	Stephanie Baily Paper Conservator	-\$	528.00	1
1845	E G Nicholls	-\$	503.59	4
2173	M J Wilson	\$	1,000.00	1
		-\$	9,664,086.81	2685