



intermethod

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Clint Watchman

Economic Development & Urban Policy
City of Salisbury
12 James St
Salisbury SA 5108

Date: 24-Jun-20
Invoice no: **K0486**
Purchase order: **C29680**

TAX INVOICE

CITY OF SALISBURY - CITY PLAN REVISION - ENGAGEMENT

PROGRESS CLAIM

PERIOD: COMPLETION OF ENGAGEMENT

Contract tasks completed

- ◆ Task 10. Development of Stage 2 events - completed as quoted (research into options considering quarantine and draft ideas for community survey - \$2,280
- ◆ Tasks 11, 12 and 13. Replaced with other activities due to COVID-19, as detailed below
- ◆ Task 14. Stage 2 Engagement Outcomes Report - completed and issued, as quoted - \$5,720

Tasks in lieu of contract tasks 11, 12 and 13

- ◆ Review and feedback on draft City Plan - 2 hours - \$360
- ◆ Development of staff survey approach and additional questions, instead of workshops - 2 hours - \$360
- ◆ Development of Survey Monkey community and staff survey, testing and amendments - 10 hours - \$1,800
- ◆ Managing Survey Monkey surveys and regular Client feedback - 7 hours - \$1,260
- ◆ Design graphics for supporting information (Strategic Alignment and Key facts) - 6 hours - \$1,080
- ◆ Three phone interviews and data entry - 4 hours - \$720
- ◆ Task 13. Data entry and analysis (reduced hours due to no hard copy feedback) - 4 hours - \$720

Please see attached the breakdown of activities and progress claims.

In accordance with the 'Revised project activities and costs' dated 30 September 2019.

Total excl GST	GST	TOTAL
\$14,300.00	\$1,430.00	\$15,730.00

Payment due by: **8-Jul-20**

Payments can be made by cheque or direct credit into account:

BANK: Bank SA
ACCOUNT NAME: Intermethod Pty Ltd
BSB: 105-011
ACCOUNT: 104828640
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**SALISBURY CITY PLAN REVIEW - STAKEHOLDER ENGAGEMENT
PROJECT PROGRESS AGAINST BUDGET**

Contract activities		Invoice K0438 October	Invoice K0449 November	Invoice K0458 December	Invoice K0486 Stage 2	Total invoiced	Budget remaining
Stage 1 engagement							
1. Project initiation meeting	\$540	\$540				\$540	\$0
2. Review background information	\$860	\$860				\$860	\$0
3. Draft Stakeholder Engagement plan	\$1,400	\$1,400				\$1,400	\$0
4. Development of Stage 1 engagement events	\$680	\$500	\$180			\$680	\$0
5. Internal Council staff workshops (three of)	\$3,260	\$2,173				\$2,173	\$1,087
6. Stakeholder workshops (three of)	\$1,620	\$540		\$540		\$1,080	\$540
7. Two pop-up sessions	\$2,900		\$2,900			\$2,900	\$0
8. Data entry and analysis	\$2,320		\$2,320			\$2,320	\$0
9. Stage 1 Engagement Outcomes Report	\$2,640			\$2,640		\$2,640	\$0
Stage 2 engagement							
10. Development of Stage 2 events	\$2,280				\$2,280	\$2,280	\$0
11. Elected Members workshop	\$1,110						
12. Internal Council staff workshop	\$2,360				\$6,300	\$6,300	\$2,390
13. Data entry and analysis	\$5,220						
14. Stage 2 Engagement Outcomes Report	\$5,720				\$5,720	\$5,720	\$0
Contract sum	\$32,910	\$6,013	\$5,400	\$3,180	\$14,300	\$28,893	\$4,017
GST	\$3,291.0	\$601.33	\$540.00	\$318.00	\$1,430.00	\$2,889.33	\$401.67
Inc GST	\$36,201.0	\$6,614.67	\$5,940.00	\$3,498.00	\$15,730.00	\$31,782.67	\$4,418.33
Payment received on		27/11/2019	24/12/2019	29/01/2020			

Additional		Invoice K0450 November
Disbursements and variations		\$91
GST		\$3.23
Inc GST		\$94.45
Payment received on		8/01/2020