



SHIRE OF EXMOUTH

# Attachments

Ordinary Council Meeting – 27<sup>th</sup> August 2020

**LOCAL GOVERNMENT ACT 1995  
BUSH FIRES ACT 1954**

Shire of Exmouth

**Bushfire Brigade Amendment Local Law 2020**

Under the powers conferred by the Local Government Act 1995 and by all other powers, the Shire of Exmouth resolved on \_\_\_\_\_ to make the following local law.

1. Citation

This local law may be cited as the Shire of Exmouth Bushfire Brigade Amendment Local Law 2020.

2. Commencement

This local law comes into operation 14 days after the date of its publication in the Government Gazette.

3. Bushfire Brigade Local Law 2020 amended

This local law amends the Shire of Exmouth Bushfire Brigade Local Law 2020, as published in the Government Gazette on 5 February 2020

4. Clause 2.10(1)(b) amended

Clause 2.10(1)(b) is amended to insert the words ‘clause 2.7(1)(c)(i)’ after the words ‘clauses 2.7(1)(c)(iv)

Clause 5.5 amended

Clause 5.5 is amended to delete the reference to CBFCO and replace it with ‘Chief Bush Fire Control Officer’

Dated

The Common Seal of the Shire of Exmouth was affixed by authority of a resolution of the Council in the presence of—

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Shire President

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Chief Executive Officer

Shire of Exmouth  
**PUBLIC NOTICE**

24 June 2020

## Amendment Bush Fire Brigades Local Law 2020

Notice is hereby given that the Shire of Exmouth has prepared the abovementioned local law for application.

The purpose of the proposed Shire of Exmouth Bush Fire Brigades Local Law is to make provisions about the running and control of Bushfire Brigades in the Shire of Exmouth reflective of the Memorandum of Understanding with the Department of Fire and Emergency Services

The effect of the proposed Local Law is the Department of Fire and Emergency Services will be better able to command the running of Bush Fire Brigades in the Shire of Exmouth in accordance with the Memorandum of Understanding with the Shire of Exmouth.

The proposed local law is available for inspection at the Shire of Exmouth Administration Centre, 2 Truscott Crescent Exmouth during office hours. The proposed local law is also available on the Shire's website [www.exmouth.wa.gov.au](http://www.exmouth.wa.gov.au) (*Your Council – Local Laws – Bush Fire Brigades*).

Submissions may be lodged via email: [records@exmouth.wa.gov.au](mailto:records@exmouth.wa.gov.au) (Subject line to read: Bush Fire Brigades Local Law 2020) or in writing and mailed to Shire of Exmouth, P.O. box 21 Exmouth 6707.

Submissions must be lodged by 4:00pm Monday, 10<sup>th</sup> August 2020.

Enquiries on the proposed local law should be directed to Colin Walker on tel. (08) 9949 3082 or email: [cesc@exmouth.wa.gov.au](mailto:cesc@exmouth.wa.gov.au)

Cameron Woods,  
Chief Executive Officer





**Local Govt. Tenders**

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**TENDER T19/20-93 STANDING OFFER FOR THE LAYING OF IN-SITU CONCRETE KERBS**

**TENDER T19/20-94 STANDING OFFER FOR THE SUPPLY OF RECYCLED ROADBASE MATERIALS AND REMOVAL OF RECYCLABLE MATERIAL FROM THE MILLAR ROAD LANDFILL FACILITY**

Enquiries to Mr Darren Dropulich on 9528 8511

**Tenders close at 2pm, Wednesday, 15 July 2020 at the City Administration Centre, Civic Boulevard, Rockingham**

Request for tender documents, containing full details of the work and details regarding the lodgement of tenders, will be available for collection from 10am on Monday, 29 June 2020.

**PLEASE NOTE: THE CITY HAS A NEW SYSTEM FOR THE COLLECTION OF TENDER DOCUMENTS:**

**Collection methods** - The tender documentation can be downloaded by visiting the City's Rock Port portal: <https://rockport.rockingham.wa.gov.au>. First time users will need to create a new account to request the tender documents. Existing users can log in with their existing Rock Port Account. When signed in, click on the "Open Tenders" tile, and click on the link. Complete the information and click on "Submit". The tender documents will then be available to be downloaded immediately.

To receive regular notifications on when the City advertises tenders and Quotes, update your profile in Rock Port and in "My interests" click on Tenders and Quotations.

The lowest or any tender not necessarily accepted. Canvassing of the Mayor or Councillors will lead to automatic disqualification.

**MICHAEL PARKER**  
CHIEF EXECUTIVE OFFICER

**Local Govt. Notices**

**Shire of Exmouth**

**AMENDMENT BUSH FIRE BRIGADES LOCAL LAW 2020**

Notice is hereby given that the Shire of Exmouth has prepared the above mentioned local law for implementation.

The purpose of the proposed Shire of Exmouth Bush Fire Brigades Local Law is to make provisions about the running and control of Bushfire Brigades in the Shire of Exmouth in accordance with the Memorandum of Understanding with the Department of Fire and Emergency Services.

The effect of the proposed Local Law is the Department of Fire and Emergency Services will be better able to command the running of Bush Fire Brigades in the Shire of Exmouth in accordance with the Memorandum of Understanding with the Shire of Exmouth.

The proposed local law is available for inspection at the Shire of Exmouth administration office, 2 Tuscott Crescent, Exmouth, during office hours. The proposed local law is also available on the Shire's website [www.exmouth.wa.gov.au](http://www.exmouth.wa.gov.au) (Your Council - Local Laws - Bush Fire Brigades).

Submissions may be lodged via email to [records@exmouth.wa.gov.au](mailto:records@exmouth.wa.gov.au) (Subject line to read: Bush Fire Brigades Local Law 2020) or in writing and mailed to Shire of Exmouth, P.O. box 21 Exmouth, WA 6707. Submissions must be received by the Shire by **4:00pm Monday, 10th August 2020**.

Enquiries on the proposed local law should be directed to Colin Walker on tel: (08) 9949 3082 or email: [cesc@exmouth.wa.gov.au](mailto:cesc@exmouth.wa.gov.au)

**Cameron Woods**  
Chief Executive Officer

**Melville**

**PUBLIC NOTICE BY THE CITY OF MELVILLE**

**Proposed Disposition of Property**  
Section 3.58 (3) & (4) of the Local Government Act 1995

The City of Melville is considering an offer to dispose of the following residential lot at the "Gallery Estate", Willagee WA 6155.

**Address:** 13 Goodrick Loop, Willagee  
**Lot:** 9 Deposited Plan 417855  
**Purchaser:** SPG Display Developments Pty Ltd  
**Price (Consideration):** \$335,000 Inc. GST  
**Valuation:** Price has been assessed as current market value

Anyone wishing to make a submission on the proposed dispositions may do so by lodging it in writing with the City of Melville by 4.00pm 13 July 2020. Submissions should be marked "Gallery Estate Disposition of Lots" and addressed to the Chief Executive Officer at the City of Melville, Locked Bag 1, Booragoon, WA 6954 or emailed to [melinfo@melville.wa.gov.au](mailto:melinfo@melville.wa.gov.au)

**Mr Marten Tieleman**  
Chief Executive Officer



**REGIONAL PRICE PREFERENCE POLICY**

The Shire of Esperance gives notice that the Regional Price Preference Policy was adopted at their Ordinary Council Meeting of Tuesday 23 June 2020.

Copies of the Regional Price Preference Policy can be found on the Shire website at [www.esperance.wa.gov.au](http://www.esperance.wa.gov.au), or a hard copy may be requested at the Administration Building on Windich Street.

**S Burge**  
ACTING CHIEF EXECUTIVE OFFICER

**EXPRESSIONS OF INTEREST ARE SOUGHT FOR AN AUDIT MEMBER OF THE AUDIT COMMITTEE**

Expressions of Interest are sought from a suitably qualified and experienced person to join the Mindarie Regional Councils Audit Committee as an external member.

To be considered for this position you must be either a member of CPA Australia or the Institute of Chartered Accountants Australia, and demonstrate knowledge and experience of the following:

- Business or financial management/reporting
- Risk management systems and procedures
- Internal business controls
- Legislative compliance programs

Exposure to local government financial management and reporting is not essential, but will be highly regarded.

The Audit Committee meets at least twice a year and the appointment will be made by Council for a two year term ending in September 2022, with an option to extend for a further two year term by mutual agreement.

There is no remuneration payable for this position however the member can be compensated for expenses associated with enabling them to discharge the duties of the role up to an annual limit of \$1000.

Further information regarding the role is available by contacting Andrea Slater, Director Corporate Services, on 8 9306 6305.

Closing date is **Tuesday 21 July 2020**.

**Gudrun Hoppe**  
Chief Executive Officer

**SHIRE OF CUNDERDIN**  
Form 5

Local Government Act 1995  
Local Government (Financial Management) Regulation 1996 [reg. 75]  
Notice Pursuant to Schedule 6.3 of the Local Government Act 1995 of sale of land for non-payment of outstanding rates or service charges

Notice is hereby given that, under section 6.64 of the Local Government Act 1995, as rates/service charges have been owing for a period of at least 12 months, the Shire of Cunderdin is to offer for sale by public auction at 10.00am on August 27 2020 at 11:00am the land described below.

Signed for and on behalf of the Shire of Cunderdin on 27 June 2020.

**Stuart Hobbey**  
Chief Executive Officer

**Description of Land etc.**

Description of land and lot or location number: LOT 243 and 244 Stewart Street, Meckering

Plan or Diagram Number: Deposited Plan 222786

Title reference: Volume 767 Folio 34

Area: Shire of Cunderdin

Street: Stewart Street, Meckering

Descriptions of any improvements, if any: None

Name of owner: Ivy Ethel Stone

Name of other persons appearing to have an estate or interest: Ronald Bunderleigh, 6 Jasminum Place, Pinjarra WA 6208, Shirley Walker, Unit 46/19 Blackwood Avenue, Hamilton Hill WA 6163, Phil Charles and Lorraine Ethel Charles, 34 Whitlock Crescent, South Lake WA 6164, Shane Walker, Lot 243 and 244, Stewart Street, Meckering WA 6405

Rates/Service Charges Outstanding: \$7,570.32 comprising of Local Government rates, Local Government service charges, emergency services levy, recovery costs and interest.

Other Charges due on the land: NONE

**CITY OF BELMONT PUBLIC NOTICE**



Rates are critical in enabling the City to deliver essential services and projects that will sustain the community for many years to come. This year the City faces a unique set of challenges to deliver a financially responsible Budget.

The City recognises the economic impact of COVID-19 and has met the State Government's request for a zero rate revenue increase for 2020-2021.

- What are the challenges for the City of Belmont?
- The State Government's triennial GRV revaluation process will result in some properties incurring an increase in rate charges.
  - State legislation stipulates the way that local government must calculate its rate charge per property, and this prevents the City simply charging the same as last year.
  - As a result of the GRV revaluation process, the City's rate in the dollar must be adjusted to keep rate revenue the same, in accordance with the State Government expectations.
  - Keeping the same rate in the dollar as in 2019-2020, would reduce rate revenue by 14.4% (in excess of \$7 Million).
  - A reduction of this amount would severely limit the City's ability to deliver essential services, maintain parks and playgrounds, and invest in capital works projects.

- What has the City of Belmont done for its community?
- The City has consistently delivered minimal rate raises, in line with CPI, over many years.
  - The City already has one of the lowest rates in the dollar in the Perth Metropolitan Area.
  - A 5% reduction to annual Rubbish Charges has been applied for 2020-2021.
  - Inclusion of the Rubbish Charges reduction means that almost 75% of rate payers will see no increase in total charges.
  - A 5% discount is available to rate payers who pay in full by the due date.
  - A Financial Hardship Policy (COVID-19) has been adopted by Council including a provision for a contribution of up to \$250 for residential rate payers suffering hardship whose annualised rate charges have increased compared to 2019-2020 rates.
  - The City continues to invest in the local economy by continuing to support rate payers, residents and businesses – and buying local wherever possible.

To date Council's total support package to the community to address COVID-19 implications is around \$2 Million.

**NOTICE OF INTENTION TO LEVY DIFFERENTIAL RATES FOR THE YEAR ENDING 30 JUNE 2021**

In accordance with Section 6.36 of the Local Government Act 1995, notice is hereby given of the intention of the City of Belmont to adopt the following rates in the dollar for Gross Rental Value and Minimum Payments for each differential rating category in the 2020-2021 financial year.

Rate Category	Rate in the Dollar (cents)	Minimum Payments
Residential	6.5585	\$840
Commercial	6.9271	\$990
Industrial	6.9459	\$1,010

This represents a 0% change in the rate yield from Residential, Commercial and Industrial properties. Minimum payments have resulted in a 0% change for Residential, Commercial and Industrial properties.

It is also intended to levy a separate rubbish charge of \$303.00 for a full waste collection service, including a weekly green bin service, a fortnightly recycling service and up to 4 bulk bin services per year. This equates to a 5% decrease (rounded) on 2019-2020 charges. In addition to a standard weekly service the following charges apply: \$212.00 for an additional rubbish service; \$106.00 for an additional recycling service; \$106.00 for exempted commercial and industrial properties; \$212.00 per unit Apartments - shared service.

Information relating to the objectives and reasons for each proposed rate is available for inspection at the City of Belmont Civic Centre, 215 Wright Street, Cloverdale, between the hours of 8.30am and 4.45pm, Monday to Friday.

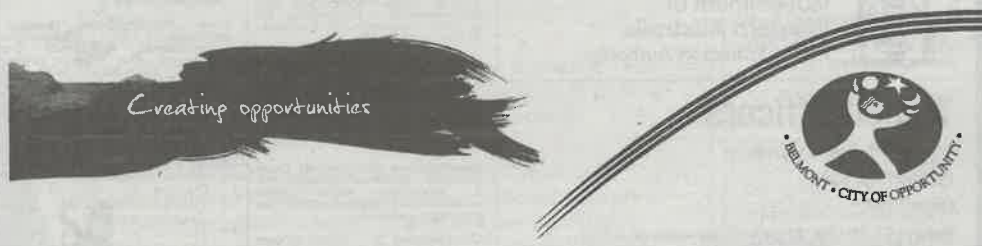
Submissions may be made by an elector or a ratepayer in respect of the proposed rates and any related matter. Submissions must be received by 4.00 pm on 20 July 2020.

Residents and ratepayers making submissions should address them to:

**The Chief Executive Officer**  
City of Belmont  
Locked Bag 379  
CLOVERDALE WA 6985

For further information, please contact City of Belmont Director Corporate and Governance Robin Garrett on 9477 7231 during office hours.

**JOHN CHRISTIE**  
CHIEF EXECUTIVE OFFICER



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in Friday's Today section **The West Australian**

**Tenders**

**PAC**  
**Shirley Strickland Reserve Redevelopment Project**  
Prices required by 03.07.20

The WA BCI Code of Conduct 2016 applies to all PACT projects  
Email: [tenders@pactconstruction.com.au](mailto:tenders@pactconstruction.com.au)  
Ph: 9340 5900 Fax: 9201 8366

**PERKINS**  
**CURRENT TENDERS**

**PERTH OFFICE**  
**RAAF LIA Refurbishment EST03925**  
Prices required 14th July 2020

**BUNBURY OFFICE**  
**Harvey Beef Carcass Chiller**  
Prices required 1st July 2020

\*The Building Code 2016 applies to all Perkins Builders Projects\*

[tenders@perkinsbuilders.com.au](mailto:tenders@perkinsbuilders.com.au)  
Phone: (08) 9240 7701

**ADCO**  
are tendering on the following:-

**The Art Gallery of WA - Elevate 2020**  
Prices Required by 30th June 2020

**Midland Saleyards - Early Learning Centre**  
Prices Required by 3rd July 2020

**Western Power, Forrestdale**  
Prices Required by 13th July 2020

[estperth@adcoconstruct.com.au](mailto:estperth@adcoconstruct.com.au)  
Phone: (08) 9211 0900, Fax: (08) 9211 0999 Level 1, 88 Colin Street, West Perth, WA 6005  
The Building Code 2016 applies to all ADCO projects.

**BGC Construction**

**PERTH OFFICE**

KATANNING MEDICAL CENTRE  
Quotes By: 29/06/2020

SHIRLEY STRICKLAND RESERVE REDEVELOPMENT PROJECT  
Quotes Due: 03/07/2020

GUILFORD VILLAGE (ST JUDES)  
Quotes Due: 03/07/2020

**SOUTHWEST OFFICE**

5X2 SENIOR UNITS, FORSTER STREET, BUNBURY  
Quotes Due: 01/07/2020  
Tel: (08) 9261 1846  
Email: [tenders@bgcconstruction.com](mailto:tenders@bgcconstruction.com)  
BGC conducts its tenders in compliance with the Building Code 2016

**EMCO BUILDING**

Subcontractors and Suppliers please submit your prices for

**AGWA ELEVATE 2020 RECURSIVE REDEVELOPMENT**  
CLOSES 29TH JUNE 2020

**SHIRLEY STRICKLAND RESERVE FACILITIES**  
CLOSES 27TH JULY 2020

**RAAF PEARCE TRANSIT LIVING REPAIRS**  
CLOSES 13TH JULY 2020

P: 9287 0100  
email: [tenders@emco.com.au](mailto:tenders@emco.com.au)  
The Building Code 2016 applies to all EMCO Projects.

**BROAD CONSTRUCTION**

IS CURRENTLY TENDERING:

**ART GALLERY OF WA ROOFTOP DEVELOPMENT**  
Prices required by 29/06/20  
Contact: Tim Andrews  
Email: [tim.andrews@broad.com.au](mailto:tim.andrews@broad.com.au)  
Phone: (08) 9238 0573

The Western Australian Building and Construction Industry Code of Conduct 2018 applies to all Broad WA projects.

Broad Construction  
202 Pier Street, Perth WA 6000

**PACT**  
**Shirley Strickland Reserve Redevelopment Project**  
Prices required by 03.07.20

The WA BCI Code of Conduct 2016 applies to all PACT projects  
Email: [tenders@pactconstruction.com.au](mailto:tenders@pactconstruction.com.au)  
Ph: 9340 5900 Fax: 9201 8366

**McCorkell**  
CONSTRUCTION WESTERN AUSTRALIA

ARE CURRENTLY TENDERING ON:

**Brabham Neighbourhood Park & Pavilion**  
Closing Tues 30th June

**Maddington Central V Mall & Entry Upgrac**  
Closing 1st July

**Shirley Strickland Res**  
Closing Tues 7th July

Please forward quotes [estimatewa@mccorkell.net.au](mailto:estimatewa@mccorkell.net.au)  
Phone 9227 9006

**PINDAN**

ARE TENDERING ON

**Brabham Neighbourhood Park & Pavilion**  
Prices by 29th June

**Mesa J HV & LV Faci**  
Prices by 9th July

**Shirley Strickland Res Redevelopment**  
Prices by 7th July

**Western Power De Forrestdale**  
Prices by 14th July

**RAAF Pearce Transit Accommodation Ref**  
Prices by 10th July

P: 9471 5300  
[tenders@pindan.com](mailto:tenders@pindan.com)

The Building Code 2016 applies to all Pindan projects.

**Attachment H**

**5T-40T EXCAVATOR RA**

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- Auger Drives

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## PUBLIC NOTICES



**SHIRE OF EXMOUTH**

### AMENDMENT BUSH FIRE BRIGADES LOCAL LAW 2020

Notice is hereby given that the Shire of Exmouth has prepared the abovementioned local law for application.

The purpose of the proposed Shire of Exmouth Bush Fire Brigades Local Law is to make provisions about the running and control of Bushfire Brigades in the Shire of Exmouth reflective of the Memorandum of Understanding with the Department of Fire and Emergency Services

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Submissions must be received by the Shire by **4:00pm Monday, 10th August 2020.**

Enquiries on the proposed local law should be directed to Colin Walker on tel. (08) 9949 3082 or email: [cesc@exmouth.wa.gov.au](mailto:cesc@exmouth.wa.gov.au)

**Cameron Woods**  
Chief Executive Officer



### LOCAL PLANNING SCHEME NO.8 APPLICATION FOR DEVELOPMENT APPROVAL Small Bar

The City of Karratha has received an application for development approval DA20111, which proposes a Small Bar to be located at No.12 HEDLAND PLACE, KARRATHA.

Details of the application are available for inspection during office hours, at the City of Karratha's Administration Office located on Welcome Road, Karratha or on the City's website: [www.karratha.wa.gov.au/public-notifications](http://www.karratha.wa.gov.au/public-notifications).

Submissions are welcome and should be made in writing to the City of Karratha, PO Box 219, Karratha WA 6714 or via email to [submissions@karratha.wa.gov.au](mailto:submissions@karratha.wa.gov.au) on or before **4:30pm Wednesday 15 July 2020.**

**Chris Adams**  
Chief Executive Officer



### ADOPTED FEES AND CHARGES FOR THE 2020/21 FINANCIAL YEAR FEES TO APPLY FROM 1 JULY 2020

Notice is hereby given pursuant to Section 1.7 in conjunction to Section 6.19 of the Local Government Act 1995, that the Shire of Ashburton has Adopted Fees and Charges for the 2020/21 financial year, effective from 1 July 2020.

The Schedule of Fees and Charges for financial year 2020/21 has been adopted by Council at the ordinary meeting held on 12 May 2020.

The fees and charges schedule is available at all Shire Offices and can also be downloaded from the website at [www.ashburton.wa.gov.au](http://www.ashburton.wa.gov.au)

**Mr Kenn Donohoe**  
Chief Executive Officer

[www.ashburton.wa.gov.au](http://www.ashburton.wa.gov.au)

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## EMPLOYMENT FULL TIME, PART TIME, CASUAL



An exciting opportunity to join the Telethon Kids Institute team and make a difference for Aboriginal families – Pilbara Project Manager position

The Telethon Kids Institute is looking for a Pilbara-based manager to coordinate the development and implementation of a new family-focused co-designed research project in partnership with the local community.

This unique opportunity would suit someone passionate about Aboriginal child and youth health and wellbeing. It requires strong community networks, and experience working with communities and families, engaging with stakeholders and staff training and mentoring.

It is a full-time position for 3 years with the possibility of extension.

Pursuant of Section 50(d) of the Equal Employment Opportunities Act 1984, the occupant of this position must be of Australian Aboriginal and Torres Strait Islander descent.

Job description and online application available at: <https://telethonkids.csood.com/ux/ats/careersite/4/home/requisition/276?c=telethonkids>

Applications can also be emailed to: [Recruitment.SMB@telethonkids.org.au](mailto:Recruitment.SMB@telethonkids.org.au)

Closing Date: 12 July 2020

Enquiries: If you would like to know more about this position, please contact Kristen White:

Email: [kristen.white@telethonkids.org.au](mailto:kristen.white@telethonkids.org.au)

Phone: (08) 6319 1788



Government of Western Australia  
Department of Primary Industries and Regional Development

### Senior Regional Agreements Officer Pool

Industry and Economic Development

Web Search Number: Pool Ref AV7193

Level/Salary: Level 6, \$102,966 - \$113,590 pa, Public Sector CSA Agreement 2019

We are seeking to establish a pool of suitably qualified applicants for the role of Senior Regional Agreements Officer. The pool will be valid for a period of twelve (12) months following finalisation of the process and may be used to fill permanent and fixed term, full time and part time opportunities that may arise in this period. Please note, being appointed to the pool does not guarantee you placement to a position. To view the full advertisement, the Job Description Form and to apply online, please visit [www.jobs.wa.gov.au](http://www.jobs.wa.gov.au) and key in the web search number.

Location: Various Regional Locations

Closing Date: Monday, 13 July 2020 at 11:45pm

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# Request for Tender

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<b>Request for Tender:</b>	<i>Ningaloo Centre Solar PV Generation Management System (GMS) Upgrade</i>
<b>Deadline:</b>	<i>4pm Monday 22 June 2020</i>
<b>Address for Delivery:</b>	<i>WALGA Preferred Supplier Panel</i>
<b>RFT Number:</b>	<i>RFT 03-2020</i>



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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 assigns 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 <i>Supply of Goods &amp; Services</i>
<b>Offer:</b>	Your offer to supply the Requirements.
<b>Principal:</b>	Shire of Exmouth
<b>Request OR RTF OR Request for Tender</b>	This document.
<b>Requirement:</b>	The Supply & Installation of Solar Power Expansion Ningaloo Centre 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.

### 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 – Specification and/or 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*).



**Part 1 READ AND KEEP THIS PART**

Part 6 – Contractor’s Occupational Safety and Health Management System Questionnaire (*complete and return this part*).

Part 7 – Tenderer’s Safety Record (*complete and return this part*).

Part 8 – Project Reference Sheet (*complete and return this part*).

Part 9 – Tenderer’s Resources Schedule (*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**

Tenderers must:

- 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>	<i>Matt Bird</i>
<b>Telephone:</b>	<i>99493000</i>
<b>Email:</b>	<i>emcc@exmouth.wa.gov.au</i>

**1.5 Tender Briefing/Site Inspection**

A Tender Briefing and Site Inspection will not be provided. See 2.15 Attachment 1 Scope of Works.

Tenderers may clarify any uncertainties with the contact person prior to the closing of the tender.

## **1.6 Customs Duty**

The Tenderer shall allow for any customs duty and primage applicable to all imported materials, plant and equipment required in connection with the works in its Tender.

## **1.7 Site Allowances**

This contract is not subject to adjustment for Site allowances.

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

The Tender must be lodged by the Deadline.

The Deadline for this request is 4pm Monday 22 June 2020.

The Tender is to be lodged through WALGA Vendor Panel.

## **1.9 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.

## **1.10 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.

## **1.11 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.

## **1.12 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.

## **1.13 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.

### **1.14 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.

### **1.15 Alternative Tenders**

All Alternative Tenders may be accompanied by a conforming Tender.

Tenders submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract must in all cases arising be clearly marked "ALTERNATIVE TENDER".

The Principal may in its absolute discretion reject any Alternative Tender as invalid.

Any printed "General Conditions of Contract" shown on the reverse of a Tenderer's letter or quotation form will not be binding on the Principal in the event of a Contract being awarded unless the Tender is marked as an "Alternative Tender".

### **1.16 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.

### **1.17 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.

### **1.18 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 to otherwise 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.

### **1.19 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.

### **1.20 Selection Criteria**

The Contract may be awarded to a sole Tenderer who best demonstrates the ability to supply and install 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 is seeking a best value for money Solar PV Generation Management System within the stated Total Fixed Budget amount \$1144892 + GST.

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. A Tender demonstrating 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.

### **1.21 Compliance Criteria**

These criteria are detailed within 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.

### **1.22 Qualitative Criteria**

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the qualitative criteria as detailed within 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.

### **1.23 Value Considerations**

#### **Non Weighted Price Criteria**



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.

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).

#### **1.24 Regional Price Reference (*optional*)**

Tenderers for the contract may be afforded a preference in accordance with Regulation 24(A-G) of the Local Government (Functions and General) Regulations and the 2.12 Regional Price preference Policy see Attachment 2, 19/12/19.

#### **1.25 Price Basis**

##### **Fixed Prices**

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.

#### **1.26 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.

#### **1.27 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.

### **1.28 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 and whose execution appears on the Offer Form in of this Request. Upon acceptance of the Tender, the Tenderer will become the Contractor.

### **1.29 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.

### **1.30 Monetary Values**

Monetary Values that appear in the Tender (such as provisional sums, prime cost amounts, value of Principal supplied items etc) are net values. They do not include Goods and Services Tax (GST).

### **1.31 In House Tenders**

The Principal does not intend to submit an In-house Tender.

## 2 Specification

### 2.1 Contract Requirements in Brief

The Principal is seeking a Best Value for Money approach within the stated Total Fixed Budget amount of \$1,144,892 + GST.

Tenderers are encouraged to provide the best system for the above amount.

A full statement of the goods/services required under the proposed contract appears in Attachment 1 - Ningaloo Visitors Centre Solar PV Generation Management System (GMS) Upgrade Scope of Works Document CPS-SEM-NC-SOW-001 and appendices.

### 2.2 Definitions

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

**Contractor's Representative:** Means any Officer or person duly authorised by the Contractor, in writing, to act on their behalf for the purpose of the Contract;

**Principal's Representative** Means any Officer of person duly authorised by the Principal, in writing, to act on their behalf for the purpose of the Contract;

**Works or Services:** Means the Services, which the Contractor is required to provide to the Principal and the Contractor under the Contract;

**Superintendent:** Shire of Exmouth

**Superintendent's Representative:** Matthew Bird

### 2.3 Scope of Work

Refer to Attachment 1 - Ningaloo Visitors Centre Solar PV Generation Management System (GMS) Upgrade Scope of Works Document CPS-SEM-NC-SOW-001 and appendices.

### 2.4 Implementation Timetable

The intent is to award the Tender at the 25 June 2020 Shire of Exmouth Council Meeting.



### 3 General Conditions of Contract

#### 3.1 Insurances

Without limiting its obligations and responsibilities, the Contractor shall take out Insurance for the entire Contract period under the following headings;

**Public Liability:**

A Public Liability policy with an Insurer approved by the Australian Prudential Regulation Authority (APRA) as per their list of Insurers Authorised to Conduct New or Renew Insurance Business in Australia.

The policy of Public Liability Insurance taken out by the Contractor is to provide a minimum limit of liability of \$10 million (AU\$20,000,000) in respect of Death, Property Damage and Bodily Injury.

**Workers Compensation or Personal Accident Insurance Cover:**

The Contractor shall effect and keep in effect during the currency of the Contract such Insurance as may be necessary to adequately protect the Contractor and the Principal in respect of liability for payment of compensation to any Employee of the Contractor or of a Subcontractor of the Contractor under the *Workers' Compensation and Injury Act 1981* or at Common Law.

**Professional Indemnity:**

Where the Contract involves the provision of professional services and/or advice, the Contractor is to take out a Professional Indemnity Insurance policy with an Insurer approved by the Australian Prudential Regulation Authority (APRA) as per their list of Insurers Authorised to Conduct New or Renew Insurance Business in Australia.

The policy of Professional Indemnity Insurance taken out by the Contractor will have a limit of Liability based upon a figure agreed by the Principal and Contractor as per the attached Schedule however; the limit of Liability will not be less than \$5 million (AUD\$5,000,000).

**Product Liability:**

Product liability Insurance taken out by the Contractor is to provide a minimum limit of liability of \$10 million (AU\$20,000,000) in respect of any one occurrence and for an unlimited number of claims.

The Contractor is to provide the Principal with Certificates of Currency and/or a copy of the Policy wording confirming as laid down within the tender document (if not mentioned, within seven (7) days) that the above Insurance policies are in place for the entire Contract period.

### **3.2 Period of Contract and Termination**

The Contract is to be completed on supply of the Requirements.

## **4 Special Conditions of Contract**

### **4.1 Advertisements and Promotions on Site**

The Contractor may erect on the Site or permit to be erected on Site only those signs:

- a) required by law;
- b) specified in the Contract documents; and
- c) required to identify the Contractor's premises

The Contractor shall not erect on Site, or permit to be erected on site, any other sign, advertisement, promotion or other display without the written approval of the Superintendent.

### **4.2 Description of the Works**

The works comprise a best value for money Solar PV Generation Management System within the stated Total Fixed Budget amount \$1144892 + GST.

The Ningaloo Centre will be occupied during the currency of the contract.

The Contractor must ensure minimal inconvenience and disturbance to the occupants.

### **4.3 Publicity**

The Contractor shall not issue any information, publication, document or article for publication in any media which includes details of the work under the Contract without the written approval of the Principal.

### **4.4 Documents Generally, Drawings and Specifications**

#### **4.4.1 Copies of Documents**

Refer to Attachment 1 - Ningaloo Visitors Centre Solar PV Generation Management System (GMS) Upgrade Scope of Works Document CPS-SEM-NC-SOW-001 and appendices.

### **4.5 Environmental Protection**

#### **4.5.1 Site Control**

The Contractor shall, at all times:

- a) Comply with the regulations and restrictions imposed by the Superintendent relating to the storage of materials, the routing of construction traffic, the interruption of existing services and facilities and any other regulations in force on the Site;
- b) Comply with all statutes, regulations and bylaws relating to the protection of the environment;



- c) Obtain written approval from the Superintendent for the formation of any temporary roads, the erection of temporary structures or any Site clearing not specifically documented;
- d) Ensure that no trees or shrubs shall be removed or destroyed without the written approval of the Superintendent;
- e) Ensure that no fire shall be lit without the written approval of the Superintendent; and
- f) Store flammable or explosive products in accordance with the relevant statutes and to the approval of the Superintendent.

#### **4.5.2 Dust, Dirt, Water and Fumes**

The contractor shall prevent any nuisance occurring through the discharge of dust, dirt, water, fumes and the like onto persons or property.

#### **4.5.3 Vehicles**

All debris, spoil, rubbish or materials shall be suitably contained and covered in vehicles during transportation to or from the Site to prevent spillage or contamination of adjoining and other areas or property.

The Contractor shall maintain vehicles, wheels and tracks in a suitable clean condition to prevent transfer of mud onto adjacent streets or other areas.

#### **4.5.4 Refuse Disposal**

All Site refuse (including foodstuffs) shall be handled and disposed of in accordance with the requirements of relevant statutes and to the approval of the Superintendent.

#### **4.5.5 Smoking on Construction Sites**

The Contractor shall at all times ensure that all workmen and visitors on the construction Site comply with the following Smoking Policy;

In respect of Ningaloo Centre, smoking is prohibited: in and around Ningaloo Centre apart from signed Designated Smoking Areas

#### **4.6 Contractor's Representative**

The Contractor's Representative shall have sufficient command of the English language and of Australian construction and technical terminology, to be able to read, converse and receive instructions in English.

#### **4.7 Existing Improvements**

Where, within the Site there are a range of existing improvements, roads, drainage and other services, the Contractor shall protect and maintain the same throughout the Contract.

The Contractor shall allow for all traffic control measures to maintain the roads in a safe trafficable condition.

## **4.8 Materials and Work**

### **4.8.1 Regulations**

The Contractor shall comply with the Occupational Safety and Health Act 1984 (the "Act") and the Occupational Safety and Health Regulations 1996 (the "Regulations") and with any amendments that may be made to the Act and Regulations from time to time.

The Contractor shall be solely responsible for ensuring that wherever practicable, its employees and those of the Sub-contractors and employees of Separate Contractors, the Principal, Superintendents, and visitors to the Site, are not exposed to hazards.

Attention is drawn to the requirement to supply manufacturers/suppliers "Material Safety Data Sheets". These sheets should be consistent with the "Work Safe" information and format.

A copy of all "Material Safety Data Sheets" shall be supplied to the Superintendent with another copy kept on Site by the Contractor.

### **4.8.2 Chemical Information**

The use of chemicals specified or required during the currency of this Contract shall comply with the requirements of the Act and associated Regulations concerning information on chemical substances.

The Contractor shall ensure manufacturers, importers and suppliers of chemical substances for use on the works, are responsible for providing information on those substances to be used, refer to Section 23(3) of the Act.

Copies of all information supplied shall be kept on the Site.

The Contractor is responsible for passing on information supplied by manufacturers; importers and suppliers of chemical substances to workers on Site refer to Section 19(1)(B) of the Act.

### **4.8.3 Trade Names**

Where a trade name, brand or catalogue number is referred to in the Contract, the Contractor may substitute equivalent material or equipment provided that in the opinion of the Superintendent the characteristics of type, quality, finish, appearance, method of construction and performance are not less than that specified, and are approved by the Superintendent.

Such approval shall not be anticipated because of similar approval having been given in a previous contract.

#### **4.8.4 Safety Management Plan**

The Contractor shall, throughout the Works, implement and maintain a "Safety Management Plan".

The Contractor shall prepare the Safety Management Plan in conjunction with a person suitably experience and qualified in safety matters.

Prior to the commencement of the Works, the Contractor shall supply to the Superintendent in writing, its Safety Management Plan.

#### **4.8.5 Induction Training**

Employees of the Contractor and its Subcontractors and Employees of Separate Contractors shall not commence work on the Site until they have been inducted.

Upon commencement of work on the Site, the Contractor shall further induct each employee with regard to all significant hazards associated with their particular activity and area of employment on the Site and where relevant shall include the use of powered plant, tools and equipment.

#### **4.8.6 Pre-Job Planning**

Where legislation or codes of practice identify particularly hazardous activities including but not limited to work in confined spaces, asbestos removal, demolition work, excavation work, working near power lines and live conductors and working at heights, the Contractor shall supply to the Superintendent a Safe Work Procedure prior to the commencing such activity or type of work on the Site.

The Contractor shall induct its employees and its Subcontractors and Separate Contractors with regard to Safe Work Procedures and shall prepare "Training Session Attendance" sheets signed by each attendee verifying that such induction has occurred.

#### **4.8.7 Site and Public Security**

Notwithstanding the Contractors' obligations to Site and public security as stated elsewhere in this Contract the Contractor shall monitor and control wherever practical, the access of all persons to the Site.

The Contractor shall ensure that no persons, including without limitation friends and relatives (particularly children) of employees and the representative of organisations unrelated to the Contractor, enter the Site without the express permission of the Contractor.

#### **4.8.8    Occupied Sites**

In the event of the Site being a partially occupied Site, the Contractor is to liaise with the occupier regarding Safety and Health requirements.

The Superintendent will arrange a safety co-ordination meeting between the occupiers and the Contractor. The occupiers will provide to the Contractor their occupation requirements on and/or adjacent to the Site to assist the Contractor in the development of a Site specific Safety Management Plan addressing the Contractors and occupiers operational interface requirements. The Safety Management Plan shall incorporate the Contractor's own operations and the interface with the occupiers operations.

The Contractor shall be responsible for the implementation of the Safety and Health standards on the occupied Site for the duration of the Contract and shall co-ordinate and integrate the Works.

#### **4.8.9    Materials to be Supplied by the Principal**

The materials stated in the specification to be supplied by the Principal will be supplied free of charge to the Contractor for use only in the execution of the work under the Contract. The Contractor shall take delivery of the materials under the Conditions set out in the Contract.

#### **4.8.10   Services Installation**

The mechanical, electrical, plumbing, and similar service installations, equipment and their associated services shall be installed in such order that will ensure they are located as shown on the drawings and that all essential components and parts are accessible for the purposes of maintenance and replacement.

The Contractor shall be responsible for co-ordination between the various service installers in attaining the required locations and tolerances.

#### **4.8.11   Working Hours**

The Work to be performed under the contract shall be subject to execution within certain restricted working hours and the Contractor shall observe the following requirements:

For the purpose of the preservation of the amenity of the area and, in particular, for the protection of residents from noise and disturbance, the hours during which building works are to be performed on the site are limited to the following:

Monday-Friday	7.00 a.m. to 6.00 p.m.
Saturday	7.00 a.m. to 4.00 p.m.
Sunday	No noisy work to be performed on the site.

Setting out and other such works that do not require the use of noise or vibration emitting plant/equipment may occur outside the above hours.

The Contractor shall be liable for any additional costs the Principal may incur as a result of work outside the normal hours programming of the works

#### **4.8.12 Goods and Services Tax (GST)**

For the purposes of this clause:

- a) "GST" means goods and services tax applicable to any taxable supplies as determined under the GST Act.
- b) "GST Act" means A New Tax System (Goods and Services Tax) Act 1999 and (where the context permits) includes the Regulations and the Commissioner of Taxation's Goods and Services Tax Rulings and Determinations made thereunder and any other written law dealing with GST applying for the time being in the State of Western Australia.
- c) "Supply" and "taxable supply" have the same meanings as in the GST Act.

Where the Requirement's, the subject of this Request, or any part thereof is a taxable supply under the GST Act, the price, fee or rates tendered by the Tenderer shall be inclusive of all applicable GST at the rate in force for the time being.

In evaluating the Tenders, the Principal shall be entitled (though not obliged) to take into account the effect of the GST upon each Tender.



## 5 Tenderer's Offer

### 5.1 Form of Tender

The Chief Executive Officer  
Shire of Exmouth  
Ningaloo Centre 2 Truscott Crescent WA 6707

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

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

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

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

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

#### **In response to Request for Tender (RFT) 03 - 2020 Ningaloo Centre Solar Expansion**

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: \_\_\_\_\_

## 5.2 Selection Criteria

### 5.2.1 Compliance Criteria

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

Description of Compliance Criteria	
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 respond to each item as detailed in Appendix A1.0 RFT Response Deliverables of the Ningaloo Visitors Centre Solar PV Generation Management System (GMS) Upgrade Scope of Works Document CPS-SEM-NC-SOW-001.	Yes / No

### 5.2.2 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.

<p><b>A. Technical solution</b></p> <p>As detailed in technical schedules;</p> <p><i>2.1 PV GMS – sizing (PV system and BESS)</i></p> <p><i>2.2 PV GMS – equipment data</i></p>	<p><b>Weighting</b></p> <p><b>60%</b></p>
---	---

**Part 9 COMPLETE AND RETURN THIS PART**

*2.3 Product history*

**B. Costing schedules**

As detailed in costing schedules;

*4.1 PV GMS – cost summary*

*4.2 Costed summary maintenance schedule for major equipment*

*4.3 Local content*

**Weighting**

**10%**

**C. Capability Schedules**

As detailed in capability schedules;

*5.1 Company capability statement*

*5.2 Management plans*

*5.3 Personnel list*

**Weighting**

**30%**

20 YEARS



# Ningaloo Visitor Centre Solar PV Generation Management System (GMS) Upgrade Scope of Works

**Document No.** CPS-SEM-NC-SOW-001

**CPS Reference** 8881333 **Rev Number** 1

**Project Name** PV Scope of Works (SOW)

**Project Description** Grid Connect Solar PV GMS (Feed-in Management)

**Client Name** Shire of Exmouth

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## **i ACRONYMS**

<b>Acronym</b>	<b>Description</b>
BESS	Battery Energy Storage System
BMS	Battery Management System
BOL	Beginning of Life
BSS	Battery Storage System
CEC	Clean Energy Council
Contractor	Entity to whom the PV GMS RFT contract is awarded
DOD	Depth of Discharge
ELV	Extra Low Voltage
EMC	Electro Magnetic Compatibility
EOL	End of Life
ESS	Energy Storage System
NCFAT	Factory Acceptance Tests
GMS	Generation Management System
GST	Goods and Services Tax
HD	Heavy Duty
HVAC	Heating, Ventilation and Air-Conditioning System
ITP	Inspection and Test Procedure
ITR	Inspection and Test Record
NCA	Nickel Cobalt Aluminium
Ningaloo Centre	Ningaloo Visitor Centre
NMC	Nickel Manganese Cobalt
OEM	Overseas Equipment Manufacturer
PCS	Power Conditioning System
PLC	Programmable Logic Controller
PMP	Project Management Plan
PMS	Power Management System
POI	Point of Interconnection
Principal	Shire of Exmouth and officially designated representative(s)
PV	Photovoltaic
QA	Quality Assurance
QMP	Quality Management Plan
RFT	Request for Tender
SAT	Site Acceptance Tests
SDS	Safety Data Sheet
SMU	Safety Monitoring Unit
SOW	Scope of Works
STC	Small-scale Technology Certificate
WHS	Work Health and Safety

## **SECTION 1. INTRODUCTION AND BACKGROUND**

### **1.1 Purpose**

The purpose of this Scope of Works (SOW) is to describe the works to be delivered by the Contractor for the Shire of Exmouth, Ningaloo Visitor Centre (Ningaloo Centre) Solar PV with Generation Management System (GMS) Upgrade project in Exmouth, Western Australia. The Works to be provided under this SOW shall be inclusive of all obligations to fully comply with the requirements of the Shire of Exmouth to undertake due diligence on the proposed solution. The Works include:

- the facilities, equipment and services that comprise the Ningaloo Centre project as defined in this SOW and as shown in the applicable drawings and documents in section 3.
- any other activities and works necessary to complete the works.

This SOW outlines the general minimum requirements for the quality of materials, workmanship, and the minimum standard of service for the fully constructed Works to be handed over to the Shire of Exmouth (the Principal).

### **1.2 Overview of the Scope of Works (SOW)**

As set out in further detail in **Section 5** of this SOW, and without limiting the other requirements and activities described in this SOW, the Works include:

- Design of solar system with extended ramp rate generation management system that includes feed-in management.
- Report projected LGC entitlement for the system design
- Completing the connection application; including supporting the application process throughout completion
- Carrying out roof structural capacity assessment and fixing the roof structural integrity if recommended by the structural engineer.
- Compliance with all relevant plans and procedures applicable to the Ningaloo Centre project.
- Undertaking all relevant construction management activities required to facilitate the proposed SOW, including the preparation of management plans, Quality Management Plan (QMP), Inspection Test Plans (ITPs), and all other relevant activities.
- Mobilisation and demobilisation.
- Transportation and logistics.
- Waste management and general Site housekeeping.
- Installation of photovoltaic (PV) panels.
- Installation of AC and DC circuits.
- Undertaking pre-commissioning testing and procedures.
- Undertaking commissioning.
- Completion of handover including client training for system familiarisation and O&M
- Support the Shire with training on how to register and trade LGC's.

## **SECTION 2. PROJECT OVERVIEW**

### **2.1 Project Overview**

The Ningaloo Visitor Centre (Ningaloo Centre) is located at the doorstep to the Ningaloo Coast World Heritage Area and is positioned on the main road into Exmouth. A 25kW AC / 37.2kWp solar PV system with solar smoothing and Zero Export is currently installed at the Ningaloo Centre which is connected to the Horizon Power network. This system was commissioned in March 2017. The Shire of Exmouth is seeking to expand the existing PV system to further enhance the social, environmental and economic performance of the Ningaloo Centre.



*Figure 2.1.1 Ningaloo Visitor Centre Site Layout*

### **2.2 Client Information**

Client name: Shire of Exmouth  
Business address: 2 Truscott Crescent Exmouth WA 6707 (Ningaloo Centre)  
Website: [www.exmouth.wa.gov.au](http://www.exmouth.wa.gov.au)



### **2.3 Objective**

The Ningaloo Centre request for tender (RFT) objective is to maximise the value delivered over the lifetime of a PV GMS system whose completed project cost best fits the budget of \$1,160,000 AUD excluding GST. Within the context of the RFT, value is taken to be encompassing of all key attributes of the PV GMS system including, but not limited to, technical performance, economics that accounts for return on investment, quality, social impact and environmental impact.

An important social aspect of the RFT is considered by the client to be the maximisation of local content in terms of the goods used and services engaged for completion of the project.

### **2.4 Timeframe for Completion**

Anticipated time frames for the works have been developed as shown in Table 2.4.1 below. The final baseline schedule shall be negotiated as part of the contract award and will adhere to the established time frames.

Table 2.4.1 Time Frame for Completion – Ningaloo Centre PV & GMS Upgrade

Stage	Target Date
Contract Award	01/07/2020
Construction Commencement	as soon as practicable
Hand Over Completion	31/12/2021

### **2.5 Time Line Requirement**

A timeline for the projected sequence of events and major milestones must be included in the RFT submission.

## 2.6 Site Design Specifications

Table 2.6.1 summarises the key design specifications for the installation site of the PV GMS.

Table 2.6.1 Site Design Specifications – Ningaloo Centre PV & GMS Upgrade

Item	Specification
Location	Ningaloo Centre, Exmouth
Google Earth Coordinates	21°56'11.28"S 114° 7'49.51"E
Design maximum ambient temp	50 °C
Design minimum ambient temp	3 °C
Wind Region (AS1170.2) – All Materials and Equipment	Region D; Terrain Category 2
Average annual thunder-days	0 to 0.5 flashes per square km per year
Design Relative Humidity	5 to 95 %
Altitude	Approximate ground level 7 m
Atmospheric conditions	Site located approximately 880 m from the coast with respect to salt exposure. All outdoor equipment should be rated minimum C3.
PV Mounting Type	Roof flush mounted on Ningaloo Centre and adjacent Community Centre building
PV Azimuth	Varies; refer to drawings provided
PV Tilt	5° typical
Roof Sheeting Type	RevSpan 700 0.48mm Colorbond (Revolution Roofing)
Horizon Power Connection Subcategory	Non Standard Network

## 2.7 System Design Parameters

The principal system design parameters for the PV GMS are listed in table 2.7.1. Details of the actual system design specifications must be recorded in the Technical Schedules Excel file which is to be submitted as part of the deliverables for this RFT.

Table 2.7.1 System Design Specifications – Ningaloo Centre PV & GMS Upgrade

Item	Parameter
<b>PV Estimated Total Maximum Capacity</b>	308.46 kWp (including existing PV) – It is the responsibility of the contractor to determine appropriate size keeping in mind the Shires objective of value for money
<b>PV Upgrade Estimated Maximum Capacity</b>	271.26 kWp (based upon typical industry PV module)
<b>PV Upgrade Location and Layout</b>	Refer to indicative drawing layout provided
<b>Minimum Upgrade Rated AC/DC STC Ratio</b>	0.75
<b>PV Existing Capacity</b>	37.2 kWp
<b>PV Inverter Existing</b>	1 of STP 25000TL-30 <sup>*[1]</sup> (Commissioned March 2017)
<b>BSS Extended Ramp Rate Compliant Capacity</b>	Sufficient usable power and energy to be available through to BSS EOL <sup>*[2]</sup>
<b>BSS Load Offset with Stored Excess PV</b>	To be maximised within the intent of the Project Objective; must not use the dedicated extended ramp rate design capacity of the BSS
<b>Compliance</b>	Must comply with all applicable legislation, codes of conduct, standards, industry technical rules, industry codes of best practice, client specific standards and client specific codes of best practice
<b>Aesthetics</b>	The aesthetics of the proposed PV GMS installation must be visually favourable
<b>Access</b>	Standards compliant safety and ease of access must be maintained for maintenance of existing site equipment together with the PV GMS

**\*IMPORTANT NOTES:**

1. Where the existing PV inverter is to be used in the PV GMS upgrade the compliance of that inverter with present day Horizon Power technical requirements and with all currently applicable compliance documentation in general must be addressed and validated as part of the RFT submission.
2. The GMS must disconnect the PV system from the Horizon Power Network at any time that the BSS does not have sufficient usable power and SOC to deliver one full 2 hour extended ramp down.

## **2.8 Design Life of System and Major Components**

Table 2.8.1 prescribes the minimum design life required for the PV GMS and for the major components that comprise the system. The specified design lives are subject to appropriate maintenance; refer to the Maintenance Requirements in section 2.9. Details of the actual design lives for the system and major components must be recorded in the Technical Schedules Excel file which is to be submitted as part of the deliverables for this RFT.

Table 2.8.1 Design of PV GMS and Major Components – Ningaloo Centre PV & GMS Upgrade

<b>Item</b>	<b>Minimum Required Design Life</b>
<b>PV GMS (system as a whole with maintenance)</b>	25
<b>PV Modules</b>	25
<b>PV Rack</b>	25
<b>BSS Battery Modules</b>	10 years
<b>Balance of System</b>	25

## **2.9 Maintenance Requirements**

The design lives specified for the PV GMS system and major components are subject to appropriate maintenance; refer to Design Life of System and Major Components in section 2.8. Full and clear information must be provided outlining the maintenance schedule, activities and costs involved in achieving the specified design lives; refer to the Cost Schedules Excel file which includes a maintenance sheet that must be completed as part of the submission deliverables for this RFT.

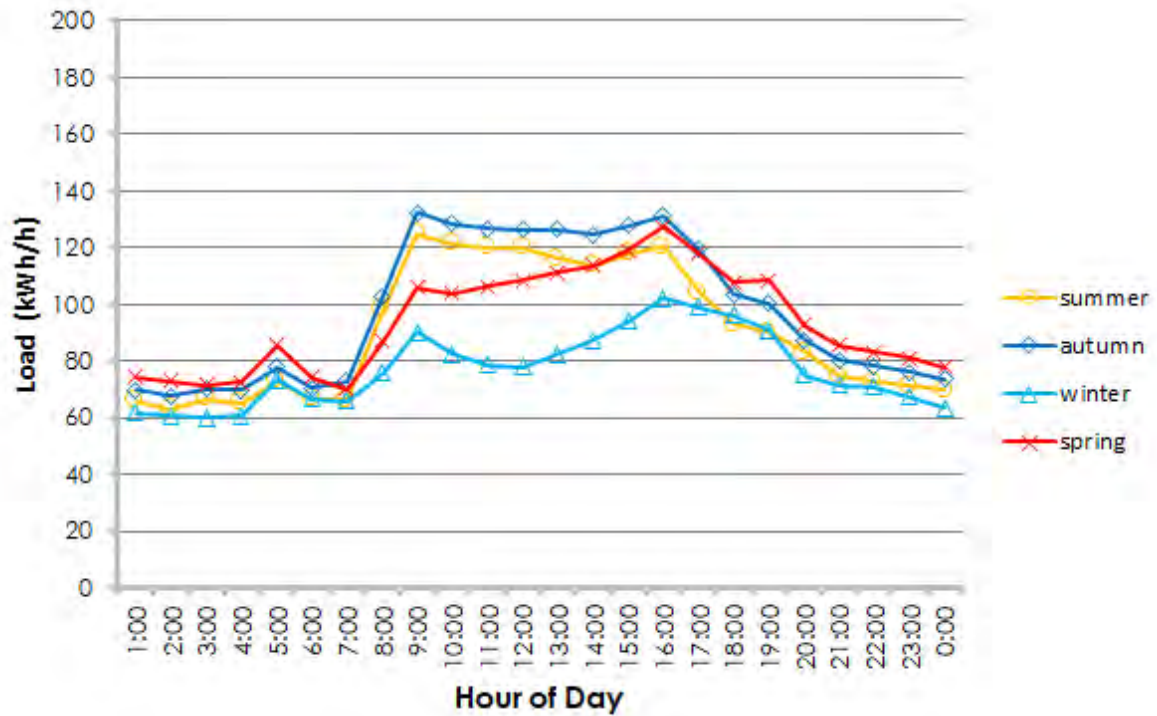
## **2.10 Manufacturer Documentation Requirement for Major Equipment**

Soft copies of the manufacturer documentation for the major items of equipment incorporated in the PV GMS are to be submitted with this RFT. The submitted manufacturer documentation must include sufficient information to complete due diligence checks on key design aspects of the RFT submission including but not limited to

- Physical design specifications
- Functional design specifications
- Design life
- Warranted life along with terms and conditions
- Maintenance requirements and procedures
- Safety Data Sheet(s) (SDS) where applicable

## 2.11 Load Profile

Figure 2.11 shows average daily load profiles by season that were derived from the load profile for which the PV GMS upgrade is to be designed. An Excel file containing the detailed hourly load profile data for the full year is included with the information provided for this RFT.



**Figure 2.11.1 Average Daily Load Profiles by Season – Ningaloo Centre Site Load Profile Data**  
(Summer Dec-Feb; Autumn Mar-May; Winter Jun-Aug; Spring Sep-Nov)

## 2.12 Drawings Provided

The drawings provided with this RFT are listed in Table 2.12.1.

Table 2.12.1 Drawings Provided with this RFT – Ningaloo Centre PV & GMS Upgrade

Item No.	Drawing No.	Drawing File Name
1	E01; E12; E13; E14; E15; E16; E24	1_Ningaloo_Centre_Drawings_Binder_Site_Layout_&_SWB_SLDs
2	A4.00-2; A5.00-5; A5.01-4	2_Ningaloo_Centre_Drawings_Binder_Building_Elevations
3	SEX2-02-A	3_Ningaloo_Centre_Tender_Site_Layout_Major Equipment
4	SEX2-01-A	4_Ningaloo_Centre_Tender_Rooftop_PV_Layout
5	FIR00026-101	5A_Ningaloo_Centre_Existing_GMS_Room_Layout_Plan_View
6	FIR00026-102	5B_Ningaloo_Centre_Existing_GMS_Room_Layout_Elevation_View



## **2.13 Drawings Required**

Table 2.13.1 lists the minimum set of drawings that is required to be submitted for this RFT.

Table 2.13.1 Minimum RFT Drawing Set to be Submitted – Ningaloo Centre PV & GMS Upgrade

<b>Item No</b>	<b>Drawing Description</b>
<b>1</b>	Site Layout of PV GMS Major Equipment
<b>2</b>	PV Array Rooftop Layout
<b>3</b>	Schematic Wiring Diagram of PV GMS Including Protection Devices for AC and DC Systems
<b>4</b>	Communications and Control Block Diagram for PV GMS

## **2.14 Local Content**

An important aspect of the project is considered by the client to be the maximisation of local content in terms of the goods used and services engaged for completion of the project; refer to the Cost Schedules Excel file which includes a Local Content sheet that must be completed as part of the submission deliverables for this RFT. In addition to supporting the local economy it is projected that use of local content will assist in the management of logistical challenges which may be experienced where the impacts of COVID 19 continue throughout the duration of the project.

## **2.15 Site Inspection and Design Refinement Contingency Cost**

Due to logical challenges following from the impacts of COVID 19 it was not possible to organise a site inspection for participants proposing to make an RFT submission. It is thereby requested that all participants include in their RFT submission separate cost contingency items for a site inspection and for the corresponding subsequent design refinements if needed; refer to the PV GMS Upgrade Project Cost Summary sheet in the Cost Schedules Excel file which includes both of these cost items that must be completed as part of the submission deliverables for this RFT.

## **SECTION 3. STANDARDS COMPLIANCE**

### **3.1 Standards and Compliance Documents**

The list in Table 3.1.1 is not all encompassing, however, is considered indicative of the key standards and other compliance documents applicable to the SOW for the PV GMS.

Table 3.1.1 Australian Standards and Other Compliance Documents Applicable – Ningaloo Centre PV GMS

<b>Compliance Document</b>	<b>Description</b>
AS/NZS 1170.2	Structural design actions, Part 2: Wind Actions
AS/NZS 1768	Lightening Protection
AS/NZS 3000	Australian/New Zealand Wiring Rules
AS/NZS 3008.1.1	Electrical installations - Selection of cables for alternating voltages up to and including 0.6/1 kV - Typical Australian installation conditions
AS/NZS 3017	Electrical Installations – Verification Guidelines
AS/NZS 4777.1	Grid Connection of Energy Systems via Inverters – Installation Requirements
AS/NZS 4801	Occupational Health and Safety Management Systems
AS/NZS 5033	Installation and Safety Requirements for Photovoltaic (PV) Arrays
AS/NZS 5139	Electrical Installations – Safety of Battery Systems for use with Power Conversion Equipment
CEC Guidelines	30-100 kW Design Guidelines for Accredited Installers; Grid-Connect, No Battery Storage; February 2106
CEC Guidelines	Install and supervise guidelines for accredited installers – version 13; April 2019
HPC-9DJ-01-0001-2012	Horizon Power Technical Rules
HPC-9DJ-13-0002-2019	Low Voltage EG Connection Technical Requirements
Industry Best Practice Guide	Best Practice Guide: Battery Storage Equipment Electrical Safety Requirements; Version 1.0; 06 July 2018

### **3.2 Company Capability Statement**

A company capability statement must be included with the RFT submission that demonstrates capability beyond reasonable doubt to deliver in all aspects of the RFT SOW requirements.

The RFT applicant must have a comprehensive HSEQ Integrated Management System; refer to the Capability Schedule Excel file which includes a Company Capability Statement sheet that must be completed as part of the submission deliverables for this RFT.

### **3.3 Management Plans**

The Contractor shall be responsible for the preparation of all management plans including all policies, procedures and processes supporting the management plans to ensure compliance with the contract; refer to table 3.3.1 for a list of the management plans that are at minimum to be complied as part of the SOW A soft copy of example company Health and Safety, Environmental and Quality management plans from comparable projects must be included with the RFT submission; refer to the Capability Schedule Excel file which includes a Management Plans sheet that must be completed as part of the submission deliverables for this RFT.

Table 3.3.1 Management Plans Required – Ningaloo Centre PV & GMS Upgrade

<b>Document Number</b>	<b>Description</b>
TBA	Project Management Plan
TBA	Design Risk Management Plan
TBA	Construction Risk Management Plan
TBA	Health and Safety Management Plan (including waste disposal)
TBA	Environmental Management Plan (including waste disposal)
TBA	Quality Management Plan
TBA	Inspection and Test Plan (including ITP and ITR sheets)
TBA	Pre-commissioning Plan
TBA	Commissioning Plan

### **3.4 Qualifications and Certifications**

All project personnel must be suitably qualified and hold valid current certifications for all works to be carried out. Table 3.4.1 lists example applicable certifications for project personnel. A list of personnel to be allocated to the project including their role and qualifications must be included with the RFT submission along with soft copies of their applicable certifications; refer to the Capability Schedule Excel file which includes a Personnel List sheet that must be completed as part of the submission deliverables for this RFT.

Table 3.4.1 Example Applicable Certifications for Personnel – Ningaloo Centre PV & GMS Upgrade

<b>Item No</b>	<b>Applicable Certification for Project Personnel</b>
1	Clean Energy Council (CEC) SPS Design and Install
2	Clean Energy Council (CEC) Grid Connect Design and Install
3	White card
4	Working at heights

### **3.5 Technical Deviations**

A complete list of any technical deviations from the SOW and supporting documentation, including compliance documentation, must be provided for consideration with the RFT submission; refer to the Technical Deviations Excel file which must be completed as part of the submission deliverables for this RFT.

## **SECTION 4. DETAILED SCOPE OF WORKS (SOW)**

### **4.1 General**

The following sections define each package of works comprising the combined Scope of Works. All Works shall be in compliance with the documentation outlined in **Sections 3.1 and 3.3**. All works defined in the following sections are to commence as soon as is practicable and in adherence with the agreed schedule upon Contract award.

#### **4.1.1 Omissions**

It is the responsibility of the Contractor to ensure that the Services and Works performed by the Contractor are fit for purpose. Where this document does not provide specific instruction, the Contractor is to ensure they identify all additional requirements (including but not limited to legislative compliance, equipment, materials, labour, plant, test equipment and any other resources for the successful completion of the Works) and include that information and/or cost in their submission to this SOW.

#### **4.1.2 Health, Safety, Environment and Administration**

All works shall comply with the relevant Australian Standards and Codes of Practice.

Environmental Acts, Regulations, Environmental Assessment Guidelines and requirements relevant to the Power Facilities and the location shall be met.

The Contractor shall provide appropriate levels of supervision to all field personnel relevant to the Health, Safety, Environmental and Quality risks associated with the tasks being carried out.

The Contractor shall ensure all Electrical Work is carried out by appropriately Licensed Electrical Workers that have attained the required training. This follows from the overarching requirement that all workers must be certified and have appropriate training for their roles in the project. Certification for working at heights will be of particular relevance for site installation works.

All works must be completed by CEC accredited responsible designers and installers with greater than 3 years industry experience and accreditation or who can demonstrate equivalent experience with designing and installing similar Horizon Power GMS installations. If the contractor is using third party equipment, the Shire seeks specific examples where the contractor has utilised that equipment previously in GMS installations.

#### **4.1.3 Project Management Plans**

The Contractor shall prepare project specific editions of all the management plans listed in table 3.2.1 of section 3.2. These plans must be submitted and approved by the Shire of Exmouth prior to commencement of the works. The Contractor is to perform all relevant inspections, tests, measurements and record keeping in accordance to the approved management plans.

#### **4.1.4 Site Meetings**

The Contractor will be required to attend a pre-construction strategic planning and scheduling site meeting prior to mobilisation.

#### **4.1.5 Mobilisation**

The Contractor shall make provisions for mobilisation of plant, equipment and personnel, including transportation and accommodation, to and from the Site.

#### **4.1.6 Site Housekeeping**

The Contractor shall make allowance to maintain all its Site facilities and construction zones for the duration of the works as per Shire of Exmouth housekeeping and hygiene standards.

#### **4.1.7 Site Logistics and Waste Removal**

The Contractor shall be responsible for handling all their plant, equipment and materials delivered to site for or in connection with the works. This includes waste management and disposal in compliance with their health, safety and environmental waste management plans.

#### **4.1.8 Relevant Documentation**

All works shall be performed in accordance with the compliance documentation, including standards, and management plans outlined in section 3.0 along with a full set of design drawings that must be approved for construction by the Shire of Exmouth prior to commencing works.

## **4.2 Detailed Scope of Works (SOW)**

The SOW includes the complete planning, design, supply, installation, testing, commissioning and handover of all components necessary to deliver a PV GMS upgrade, as specified herein, for the Shire of Exmouth Ningaloo Visitor Centre. The PV GMS upgrade must comply in full with this SOW and the supporting documentation. A list of any deviations from the SOW and supporting documentation must be included for consideration with the RFT submission; refer to section 3.5. The PV GMS upgrade must meet the objectives of the project as outlined in section 2.3, including delivering the greatest value for the prescribed project budget.

**Stage -1 Planning, Design and Approval:** Complete connection application, all management plans and a full PV GMS upgrade design based on the SOW and supporting documentation. The management plans and system design must be approved by the Shire of Exmouth (Principal) prior to proceeding with the supply and installation works. This planning and design stage includes but is not limited to:

- Compile, submit and have successfully granted a connection application for the PV GMS
- Preparation of project specific editions of all required management plans
- Full PV GMS upgrade design, including integration of the existing 3PV array, with Generation Management.
- Generation Management System design compliant with Horizon Power technical requirements including ramp down and ramp up rates for solar smoothing and featuring feed-in management.
- Balance of system (BOS) equipment including mounting systems and wiring system
- PV module and string layout optimisation
- PV racking design specification
- Battery Energy Storage System (BESS) design specification
- Cable, protection system and switchboard design specification
- Cable run design specification including cable tray and ducting paths
- Roof and wall cable penetration design specifications including locations and type
- SCADA system design specification; including remote monitoring compliant with site cyber security protocols
- Building permit (as required)
- Estimate of PV array weight including PV racking
- Structural engineering certificates for the roof zones where PV is proposed to be installed
- Structural engineering certifications for array racking and any additional structures
- Key technical specifications summary, manufacturers documentation and Safety Data Sheets (SDS) for all major equipment
- Shading analysis (for proposed PV installation zones subjected to shading)
- Energy yield estimate for the PV system
- Calculation of LGC entitlement for the PV system upgrade
- Bill of materials for the proposed system upgrade design
- List of standards and industry codes of best practice applied
- Clear description of the proposed Horizon Power Generation Management System solution specification
- Detailed list of assumptions, inclusions, exclusions and technical deviations



**Stage -2 Supply and Install:** Supply and install a SOW and supporting documentation compliant PV GMS upgrade. It will be the responsibility of the Contractor to provide all tools, clips ties and accessories for cable management required to perform the Works.

- PV array frames and PV modules (*Note: PV module shall be listed on CEC's approved list*)
- Grid connected PV inverters (*Note: Inverter(s) shall be listed on CEC's approved list*)
- AC and DC switchboards
- AC and DC protection, surge protection and isolation hardware
- All equipment is required to meet the Horizon Power connection compliance requirements (including but not limited to ramping, anti-islanding and feed-in management)
- Metering and SCADA hardware
- AC, DC, combiner boxes and SCADA enclosures
- Conduit, cable tray, glands, clips, saddles and other enabling equipment
- Connection and integration of PV GMS upgrade to existing network
- Standards compliant weather resistant signage and labelling, including cable labelling, that will endure the PV GMS design life.
- DC Isolator installation compliant with latest standards and CEC Guidelines
- Supply and installation of fully compliant PV GMS communications network.

**Stage -3 Inspection, Testing, Commissioning, Connection and Handover:** Inspect, test, commission, connect and handover a SOW and supporting documentation compliant PV GMS upgrade.

- Inspection, testing and commissioning of PV GMS
- Testing and commissioning of SCADA interface required to meet Horizon Power connection compliance (including feed-in management)
- Completed punch lists
- Electrical safety certificate of compliance
- Fully compliant connection established with Horizon Power network
- Performance Testing Completion Notice
- Building permits and structural engineering certifications
- As Built drawings (civil, structural, electrical, communication and control)
- System operation and maintenance manual; including maintenance schedules and check sheets
- Manufacturer documentation
- Safety Data Sheets (SDSs)
- Provision of onsite training for Shire of Exmouth staff
- Due diligence validation of SOW compliance and contractual agreements
- Hand Over
- Commencement of Defects Liability Period

**Stage -4 Defects Liability Period:** Demonstrate that for the full agreed defects liability period the PV GMS complies with the performance guarantees and warranty obligations approved by the Shire of Exmouth.

- 1 year defects liability period
- Operation and maintenance management of the PV GMS including repair or warranty replacement of equipment where applicable
- Proven compliant solar smoothing ramping and feed-in management response
- PV module manufacturer power output guarantee met
- Warranties for all major equipment including PV modules, PV rack, inverters and batteries transferred to the Shire of Exmouth at the end of the warranty period

### **4.3 Connection Application for Horizon Power Network**

The Contactor must compile, submit and have successfully granted a connection application for the PV GMS to the Horizon Power network. This will include but not be limited to:

- Contractor to complete and submit connection application form including all schedules
- PV GMS model information shall be provided to Horizon Power for system simulation modelling in DigSilent Power Factory
- Horizon Power completion of network impact assessment and system impact study
- Generation and or network augmentation to be funded by the Principal where required by Horizon Power as an outcome of the network impact assessment and system impact studies

#### **4.3.1 Horizon Power Network Connection Requirements**

In addition to all other applicable compliance documentation, the PV GMS design and installation must in particular comply with the Horizon Power Low Voltage EG Connection Technical Requirements (Standard Number: HPC-9DJ-13-0002-2019). This includes, but is not limited to, ensuring that the following requirements are met:

##### **1. Feed-In Management:**

- The PV GMS upgrade must include monitoring, control and communication equipment that supports the requirements for Horizon Power feed-in management
- Feed-in management is a type of Generation Control whereby an embedded generator (EG), in this case PV system, output can be curtailed or disconnected through remote communications to prevent instability of the Horizon Power network
- Additional metering is required to be installed as part of the feed-in management system to monitor the import, export and overall quality of power exchange between the site and the Horizon Power network

##### **2. Anti-Islanding:**

In the event of particularly unstable supply or power loss from the Horizon Power network, the PV GMS system must disconnect from the network and must not be capable of energising a de-energized network

- The PV GMS design and installation must include standards compliant protection arrangements that ensure both passive and active anti-islanding requirements are met
- The specific voltage, frequency and trip delay time set points that must be applied are prescribed in the Horizon Power Low Voltage EG Connection Technical Requirements standard (HPC-9DJ-13-0002-2019)

### 3. Ramp Rate Requirements

At the time of issuing this RFT, according to Horizon Power there is no Hosting Capacity available for the connection of additional renewable energy embedded generation systems to the Exmouth network. The Ningaloo Visitor Centre PV GMS connection application will thereby require to be submitted under the category of an Extended Ramp Rate Smoothing system.

- Extended Ramp Rate Smoothing systems are subject to a case by case assessment by Horizon Power.
- An Extended Ramp Rate Smoothing system must have:
  - a. a nominal ramp down time  $T_n$  of 7,200 seconds (2 hours)
  - b. a nominal ramp up time  $T_n$  of 3,600 seconds (1 hour)

## 4.4 PV System Components

### 4.4.1 PV Modules

The Contractor is to procure, deliver, install and commission PV modules in accordance with the manufacturer's specifications, relevant Australian building codes, standards and all other applicable compliance documents and be suitable for the installation environment (including wind region D).

#### Required Features:

- Minimum 25 year design life
- Procured from a reputable tier 1 manufacturer with a proven track record and Australian based warranty support.
- Provide PV module wind load testing information to demonstrate suitability for installation in cyclonic conditions at Exmouth
- Provide details on the PV module corrosion protection for Exmouth conditions
- Have the following minimum certifications:
  - a) IEC61215
  - b) IEC61730
  - c) UL1703
  - d) IEC61701
  - e) IEC62716
  - f) IEC62804
- Shall be listed on CEC approved modules list.
- Minimum manufacturer's linear performance warranty of:
  - a) 90% rated output after 10 year's operation
  - b) 80% rated output after 25 year's operation
- Suitable for DC voltage string configuration up to 1000V<sub>DC</sub>
- A minimum guaranteed electrical performance output as applicable for solar radiation conditions in Exmouth WA as follows:
  - a) Guaranteed output of 97% for first year
  - b) Guaranteed output of 90% for first 10 years
  - c) Guaranteed output of 80% for first 25 years

#### 4.4.2 PV Inverters

For design configurations that utilise “Grid Connected” PV inverters the inverters shall meet the following requirements:

Minimum 25 year design life

Sourced from a reputable manufacturer with a proven track record in Australia

Manufacturer shall have Australian based warranty and technical support

Grid following and appropriately rated to the system requirements for the site

- They are to be commercially proven, and compliant with AS/NZS 4777
- They shall be on the Clean Energy Council (CEC) approved inverters list
- The inverters’ peak efficiency must be greater than 98%, and greater than 95% at maximum output
- Minimum warranty of 5 years with warranty extension options available
- Reverse polarity protection
- Environmental protection rating IP65 and above or housed in an equivalent IP rated enclosure
- Integrated Type II Input overvoltage surge protection or equivalent external surge protection provided
- Integrated Type II Output overvoltage surge protection or equivalent external surge protection provided
- Suitable for ambient temperature range of -25°C to +50° C.
- Isolation level shall be transformerless
- Shall be CE compliant according to LV and EMC directives

#### 4.4.3 PV Array Frames

The Contractor is to design, procure, deliver, install and commission proprietary PV array frames in accordance with the manufacturer’s specifications, relevant Australian building codes, standards and all other applicable compliance documents and be suitable for the environmental conditions of the final system location.

**(Wind Region ‘D’ certified mounting systems to be used)**

The final site specific structural engineer certified design submitted for approval shall take into account the:

- 25 year design life
- Manufacturer shall have Australian based warranty and technical support
- PV array frame components shall be anodised aluminium or other approved materials suitable for the corrosive site conditions and wind loading and fixed with stainless steel bolts and attachments
- Dissimilar metallic components shall be electrically isolated to prevent galvanic corrosion
- Strength and stiffness characteristics and engineered calculations of the Contractor’s proposed array framing
- Minimum 10 year warranty
- Provide scaled drawing showing the proposed array frame layouts, including details such as proprietary framing, rail connector fittings and feet to support the proposed string configurations
- Standards and codes compliance for all structural components by submission of the Contractor’s final certification

The structural certification of the array frame and the array frame fixing to the roof is to be provided by the Contractor to the Principal prior to the commencement of the installation works.

Note: For PV arrays that are greater than 600V<sub>DC</sub> Australian Standards require prevention of access to the PV modules and array cabling by non-qualified personal through either security locks on roof access doors, additional protective ducting or elevating the height of the array frame such that the modules and DC cabling are inaccessible..

#### **4.4.4 Roof Signage**

For PV arrays that are greater than 600V<sub>DC</sub> the contractor shall supply and install signage along all exposed edges of the roof line nearest to the PV array and at any point where access to the roof may be gained, advising of the dangers associated with the PV electrical installation on the roof. The signs shall comprise standard proprietary products of adequate size, with approved wording, permanently fixed and be compliant with AS/NZS 5033.

### **4.5 Battery Energy Storage System (BESS)**

The Contractor is to design, procure, deliver, install and commission the BESS in accordance with the manufacturer's specifications, relevant Australian building codes, standards and all other applicable compliance documents. This shall include ensuring that the BESS is suitable for the environmental conditions of the final system location.

No specific battery chemistry for the BESS is mandated by this tender. Lead acid, lithium ion or any other battery type is potentially acceptable provided it meets the requirements outlined in the SOW and supporting documents.

#### **1. General requirements**

Sourced from a reputable manufacturer with a proven track record that includes having successfully completed more than 5MW of commercial or industrial installs in Australia

Manufacturer shall have Australian based warranty and technical support

Suitable for installation in remote areas with extreme temperatures ranging from 0°C to 50° C ambient

Minimum manufacturer's warranty for 10 years' operation under the prescribed site conditions (environmental, projected planned daily charge/discharge cycle and site seasonal annual load profile)

- Battery string DC voltage up to 1000 VDC
- Should have the capability of paralleling multiple systems for future expansion
- Battery inverter (PCS) efficiency should be greater than 97% (>97%)
- Does not exceed the structural capacity of the surface or wall where it is to be installed

## 2. Battery Enclosure

The battery bank and associated equipment is to be housed in a purpose-built enclosure that

- Manufacturer shall have Australian based warranty and technical support
- Is suitably IP rated to protect the BESS and all its components in the installation location
- Incorporates standards and manufacturer specifications compliant safety ventilation, in particular as appropriate to the battery chemistry and type in use
- Provides reliable climate control (passive and or active measures) as per the battery manufacturers requirements that meet the warranty terms and conditions and will achieve SOW specified design life
- Is suitably laid out to provide standards compliant ease of access for monitoring and maintenance of BESS
- Is constructed of durable and corrosion resistant material suitable for the applicable climate region in Australia
- Includes protection measures (for example bunding where applicable) to ensure no leakage of battery contents is possible at the installation

## 3. Battery Stands/Racking

- Manufacturer shall have Australian based warranty and technical support
- Are to be fit for purpose, and constructed from hot-dip galvanized steel, High Density Polyethylene (HDPE) Resins or equivalent designs that are suitable for the weight of the batteries and the corrosive coastal tropical environment at the installation site
- Layout shall ensure battery spacing meets manufacturer and relevant standards requirements
- Layout shall include appropriate spacing for ventilation and allow adequate access to all batteries for the purpose of maintenance and or replacement

## 4. Inter-Cell Links, Post Connectors and Shrouds

- Inter-cell links, post connectors, shrouds and covers should be specific to the batteries installed, and supplied in the appropriate quantity needed to reliably complete the works
- All links are to be fully insulated and flexible-type
- Inter cell links shall be of an equal length that is suitable to the installation configuration and have the same cross-sectional area
- The links should have good efficiency and be positioned to support their heat dissipation requirements



**5. Battery Management System**

- Manufacturer shall have Australian based warranty and technical support
- A fully integrated and programmable BMS that provides reliable control of the BESS, ensures its safe operation and enables access to key BESS operating parameters for the purposes of performance analysis, troubleshooting, maintenance and general monitoring and control
- The BMS shall be fully compatible, proven and approved by the battery manufacturer for use with the battery technology installed in the BESS
- The BMS shall be reliably integrated into the general control and communications system to achieve fully compliant functionality of the PV GMS
- The system BMS should gather rack, module and cell information from the rack BMS units and reliably communicate this information with the PCS and overarching BESS SCADA system
- Should support MODBUS RTU and MODBUS TCP/IP for PCS and SCADA system communication
- Should support CANBUS for rack BMS unit communications
  - Contractor must be able to demonstrate relevant experience with BMS.
- 

**6. Battery Module / System**

- Manufacturer shall have Australian based warranty and technical support
- Have appropriate mechanical and corrosion endurance for the installation location
- Should have a demonstrated low failure rate and robust design
- All battery modules or units should have the same dimensions
- Should have high reliability and roundtrip efficiency over whole of lifetime
- Of Modular design to support easy expansion of energy storage, power and establishment of optimal operating voltage range for the PCS
- Should embody redundancy for design resilience
- The switchgear shall be compliant with the battery system design voltage
- 

**7. Battery Inverter (PCS)**

- Manufacturer shall have Australian based warranty and technical support
- Australian based engineering and technical support
- Modular design
- High reliability
- AS/NZS 4777 and Horizon Power technical requirements compliant
- Feature a graphic display interface
- Shall fully support all aspects of compliant remote monitoring and control
- Contractor must be able to demonstrate relevant experience with PCS.

## **4.6 Electrical System Requirements**

### **4.6.1 DC Combiner Boxes**

The recommended DC Combiner Boxes for this tender shall meet the following requirements:

#	Item	Requirement
1	Enclosure	<ul style="list-style-type: none"> <li>• Appropriate corrosion and UV resistance for the installation site; for example stainless steel or suitably rated polycarbonate material</li> <li>• Include escutcheon panel</li> <li>• Suitable standing enclosures</li> <li>• A minimum of IP 65 rated outdoor switchgear</li> <li>• Lockable</li> </ul>
2	Switchgear	<ul style="list-style-type: none"> <li>• Comply with AS/NZS 5033</li> </ul>
3	Cabling	<ul style="list-style-type: none"> <li>• Comply with AS/NZS 5033</li> </ul>
4	Surge Protection	<ul style="list-style-type: none"> <li>• Comply with AS/NZS 5033 in the context of the installation site</li> </ul>
5	Labelling	<ul style="list-style-type: none"> <li>• Labelling shall be provided in accordance with the requirements of AS/NZS 3000, AS/NZS 4777 and AS/NZS 5033</li> <li>• Labels shall be engraved Traffolyte or similar as appropriate to the installation environment and system design life</li> <li>• Each and every item of switchgear and control equipment in the marshalling board shall be labelled and include but not be limited to:               <ul style="list-style-type: none"> <li>• PV Marshalling Board</li> <li>• Sub Array Isolator number</li> <li>• Surge Arrestors</li> <li>• Test Link &amp; Fuses</li> </ul> </li> </ul>

#### **4.6.2 Switchboards**

- Provide switchboard to accommodate all inverters, incoming and outgoing circuit breaker chassis, circuit breakers, main switches, isolators and all other associated protection devices and controls as required
- The PV GMS control shall be arranged and connected to existing site switchboards in compliance with the WA Electrical Regulations
- The system connection shall be such that in the event of a power outage at any of the LV switchboards each inverter switches to an isolation mode to prevent any outgoing voltage from the PV system being fed back into the grid which would satisfy the Horizon Power technical requirements, including anti-islanding
- When the power supply resumes at the respective LV switchboards the inverters then return to the compliant normal operation mode
- Each inverter should have a visual indication for such occurrences
- The PV GMS system shall not be used as a backup power supply including on loss of grid
- Switchboards connection shall:
  - Be labelled with 5mm high black characters on white background for each sub circuit breaker, separate numeral for each pole
  - Be fitted with circuit breakers that are compatible with the circuit breaker manufacturers and models that are used in of the existing building switchboards; including discrimination
  - Be provided with a type written circuit schedule in a clear acrylic holder mounted inside the door accessing the distribution section

#### **4.6.3 Earthing**

- Earthing of equipment shall be in accordance with AS/NZS 3000 and AS/NZS 3008.1.1
- Array frames shall be equipotential bonded as per the requirements of AS/NZS 5033
- All earthing conductors liable to be exposed to a fault current, including a PV fault current, shall be rated to carry the maximum possible fault current
- The bonding of each PV sub array shall be continuous over the whole array frame and such that the removal of any one frame element, for example a PV module, shall not cause a disruption to the earthing bond
- Earth connections shall be appropriately corrosion resistance treated and shall not give rise to galvanic corrosion due to electrically dissimilar metals

#### **4.6.4 Cabling**

##### **4.6.4.1 General Requirements**

Cabling shall be selected and installed:

- In accordance with all applicable compliance documentation including AS/NZS 3000, AS/NZS 3008.1.1, AS/NZS 5033 and AS/NZS 4777
- Fit for purpose and to meet expected environmental and system operating conditions
- Secured and protected to maintain safety, integrity and durability of cabling systems and connected components over the PV GMS design lifetime.
- All cable entries to or from enclosures shall be through the underside of the enclosure, unless specifically approved including supporting standards compliant specifications formally demonstrated in manufacturer documentation supplied to the Principal, and fitted with glands or other appropriate seals to ensure that the IP rating of the enclosure is maintained.

#### **4.6.4.2 DC Cabling**

DC cabling shall meet the following requirements:

- PV array cabling shall be either single-core or twin-core double-insulated solar cable that complies with the requirements of AS/NZS 5033
- The end to end (overall) voltage drop of each circuit must be less than 2% at all times
- Cable sheathing is to be UV-stabilised
- Exposure of cabling to direct sunlight is to be minimised to as great extent as practical, even where the sheathing is rated and marked as being UV-stabilised
- Cables shall not be in contact with the roofing of the buildings
- Where conduit is used to protect and provide UV shielding for cabling the conduit must be appropriately UV-stabilised for the design lifetime of the PV GMS system
- All cabling under PV modules shall be routed through cable trays, conduit or trunking or use stainless steel clips or cable ties that are compatible with the design lifetime of the PV GMS
- All cabling shall be marked to enable ready identification
- Array cabling passing between different tables of PV modules on the roof shall be installed in heavy-duty solar conduit and or shielded in suitably earthed cable tray that does not impede safe movement around the PV arrays and roofs in general
- Any cable ties used in outdoor or unenclosed locations must be stainless steel or have manufacturer documentation supplied to the Principal that includes standards compliant specifications demonstrating compatibility with the design lifetime of the PV GMS
- All cable terminations are to be appropriately crimped or use standards compliant solar connectors
- Cables shall be suitably protected, including from UV and fauna, and shall be appropriately secured to frames or other fixings by means that take into account installation environment, including the wind region
- Cables must not be left lying on PV modules

#### **4.6.4.3 AC Cabling**

AC cabling shall meet the following minimum requirements:

- All cable installations must comply with all applicable compliance documentation including AS/NZS 3000 and AS/NZS 3008
- 4C & E orange PVC circular or XLPE where specified; or other core configurations and standards compliant insulation sheaths as appropriate to the installation environment
- Copper conductor
- Voltage rating: 0.6/1kVAC; or other voltages as appropriate to specific standards compliant applications
- Cable sizing as per all applicable standards
- Temperature rating appropriate to the specific standards compliant application
- In compliance with AS/NZS 4777 the overall voltage rise from the point of supply to inverter AC terminals shall not exceed 2% of the nominal voltage at the point of supply
- No cabling is to be exposed to direct sunlight, even if the sheathing is rated and marked as being UV-stabilised. All cabling that may otherwise be exposed must be routed through UV-stabilised conduit
- All AC cabling installed inside buildings shall follow existing internal cable paths and can utilise existing cable tray where space is available that does not compromise the design operation of existing cabling or cable support structures
- All cabling shall be permanently marked for ready identification
- All underground cable runs are to be in conduit and not direct buried
- Conduit buried in trenches must include appropriate trench markings as required by AS/NZS 3000
- If any communications conduit is used, it must be physically separated from power conduit by a minimum of 150mm

#### **4.6.4.4 Communications Cabling**

Communications cabling shall meet the following minimum requirements:

- All cable installations must comply with all applicable compliance documentation including AS/NZS 3000 and AS/NZS 3008
- ELV communications cabling and equipment should be separated into dedicated enclosures to support safe and convenient maintenance and troubleshooting by SCADA technicians
- ELV communications cabling shall be installed with segregation and clearances in accordance with standards requirements for safety and EMC
- Twisted pairs and earthed sheathed cabling shall be used where necessary in order to achieve EMC standards requirements
- Communications cabling shall be run in white conduit where conduit is used

#### 4.6.4.5 Cable Colour

Electrical field wiring within the installation, excluding OEM wiring where not practical, as well as for connections to marshalling switchboards shall be colour coded in accordance with the system shown in the table below.

Any cable not meeting the colour code in the table below shall be coded with heat-shrink adjacent to the connecting terminal with the correct colour heat-shrink.

AC Active 1Ø	Red
AC Active 3Ø – Phase A	Red
AC Active 3Ø – Phase B	White
AC Active 3Ø – Phase C	Blue
AC Neutral	Black
Earth	Green / Yellow
DC Positive	Red
DC Negative	Black
Control	Multi-coloured cables should be used to assist circuit tracing

#### 4.6.4.6 Cable Protection

- Where possible, all cables shall be installed either in rigid conduit or enclosed in suitably earthed cable tray
- PV array string cabling must be securely fixed to their array frame with highly durable coated stainless steel clips or clamps to ensure longevity and support. The use of plastic cable ties is not an acceptable long-term measure unless manufacturer documentation is supplied to the Principal that includes standards compliant specifications demonstrating compatibility with the design lifetime of the PV GMS
- As far as practical all other DC array cable shall preferably be installed and fixed in enclosed cable tray
- Cable tray covers shall be of a type that will ensure no rain or moisture can pool on the top of, or wind remove, the cover and the cover must be secured to prevent inadvertent removal
- The use of corrugated conduit shall be limited to situations of necessity, such as awkward bends and connections between PV modules or PV module tables; HD conduit shall be used
- All conduits shall be securely fastened and laid out in a neat and orderly manner
- All conduits exposed to direct sunlight shall be of a standards compliant UV stabilised type that is compatible with the design lifetime of the PV GMS



#### 4.6.4.7 Cable Trays

Cable trays shall be of hot dip galvanised finish with the necessary fittings and accessory parts of the same make. Tees, crosses and joints shall be made by means of fishplates or splines. Bends of one-piece manufacture shall be provided equal in strength to the original section at all points. Butted straight ends will not be accepted. Bends shall be sized to allow the installation of the largest cable necessary without bending it at a smaller radius than permitted by standards while at all times remaining parallel with the sides of the tray. Tray shall not be less than 1mm thick up to 300mm wide and 1.6mm thick up to 600mm wide. The folded edge shall be not less than 19mm deep and radiused. Brackets shall be constructed of hot dip galvanised mild steel suitably designed for the installation. All cable tray shall be appropriately earthed in compliance with applicable standards, unless cabling is insulated from the tray in a standards compliant manner that is formally demonstrated and accepted in advance by the Principal.

#### 4.7 SCADA System Requirements

The Contractor is to design, procure, deliver, install and commission the PV GMS SCADA system in accordance with the manufacturer's equipment specifications, relevant Australian building codes, standards and all other applicable compliance documents. This shall include ensuring that the SCADA system is suitable for the environmental conditions of the final system location.

- Comply in full with the Horizon Power Low Voltage EG Connection Technical Requirements (Standard Number: HPC-9DJ-13-0002-2019)
- Install Horizon Power supplied and preconfigured gateway device to establish feed-in management interface
- Provide an enclosure and a single phase 240 V AC power supply for the Horizon Power gateway device
- Liaise with Horizon Power throughout the installation and commissioning of the Horizon Power gateway device
- Ensure all PV GMS metering, monitoring and controls are designed, procured, installed and commissioned in full compliance with Horizon Power Low Voltage EG Connection Technical Requirements (Standard Number: HPC-9DJ-13-0002-2019); this includes but is not limited to
  - Heartbeat Counter for PV GMS SCADA system
  - Metering at the site main switchboard
  - Monitoring the status of the PV GMS circuit breaker(s)
  - Configuration, monitoring and control of the all inverters along with the overall BESS
  - Configure all inverters to provide the required control and monitoring inputs to Horizon Power's gateway device
- The PV GMS, including all inverters and other major equipment that constitute the PV GMS, must have Modbus TCP protocol capabilities
- All inverters must comply with the Modbus mapping tables outlined in the Horizon Power Low Voltage EG Connection Technical Requirements (Standard Number: HPC-9DJ-13-0002-2019)
- Meet all cybersecurity requirements specified by Horizon Power
- Complete the On Site NextG Cellular Signal Strength Checklist and return the result to Horizon Power
- Complete the LV EG Connection Control System Information Sheet and return it to Horizon Power

## **4.8 Pre-Commissioning**

### **4.8.1 General Description**

The Contractor shall perform the pre-commissioning of the whole PV GMS upgrade including its integration with the existing site infrastructure. All pre-commissioning of the PV system shall be completed by CEC accredited designers and installers.

Pre-commissioning shall mean non-energised inspection and testing of the works, or specific staged portions of the works, by the Contractor and shall be in accordance with applicable approvals, standards, industry best practices and manufacturer's instructions.

For the purposes of pre-commissioning the PV GMS works shall be categorised into civil, structural, mechanical, electrical and SCADA. Scheduling of the portions of the PV GMS to be pre-commissioned shall be determined by the Contractor and shall be approved by the Principal. The following are indicative categories into which the works may be apportioned for pre-commissioning:

- Civil works (for example any cable trenching and footings for outdoor enclosures if applicable)
- Structural and mechanical works (including PV module mounting structures and foundations)
- PV array (PV modules and balance of system)
- PV Inverters
- BESS
- PV GMS control room
- Electrical system
- Communications and SCADA system

### **4.8.2 Pre-Commissioning Records**

Examples of pre-commissioning test records that will require to be provided by the Contractor include, but are not limited to:

- FAT records (if applicable)
- Civil work records/report
- Structural Engineer assessment report
- Third party certifications (if applicable)
- PV module and array records
- Inverter records
- BESS records
- GMS records
- SCADA records
- Electrical certificate of compliance
- Inspection and test records

### **4.8.3 PV Array Frames**

- The Contractor shall inspect and verify that the installation of all PV array frames is in accordance with the approved design, manufacturer's instructions and applicable standards
- Equipotential bonding and earthing of the PV array frames shall be measured, validated against standards and industry best practice guides and reported
- Manufacturer and standards compliant earthing of the PV array frames to the PV GMS earthing system shall be verified and reported

#### **4.8.4 PV Modules**

- The Contractor shall inspect and verify that the installation of all PV Modules is in accordance with the approved design, manufacturer’s instructions and applicable standards
- Sample equipotential bonding and earthing resistance measurements shall be recorded between the PV modules and PV array frame in each PV module table with the results being validated against standards and industry best practice guides

#### **4.8.5 PV Strings**

- The Contractor shall inspect and verify that the installation of all PV strings is in accordance with the approved design, manufacturer’s instructions and applicable standards
- During installation the ends of PV string cables shall be appropriately insulated, danger tagged and safely secured prior to completing connection of the PV modules into the full series circuits
- Where fused string combiner boxes are used, prior to connection of the string cabling it shall be confirmed visually that all fuses have been removed from the fuse holders in the combiner boxes
- To ensure effective testing, including insulation testing, string testing shall not be carried out until all string cabling is complete and in its as built configuration; this includes all cable clips, cable ties and other means of cable anchoring being installed in place
- Where string cabling is disturbed or modified at any point following string testing all effected strings shall be re-tested
- Test passes must be demonstrated for the earthing system before carrying out insulation testing
- PV installation testing shall be performed on all PV strings, including PV string cabling, using a calibrated PV installation tester; the insulation testing shall be measured at the standards compliant test voltage and must not exceed the maximum voltage rating of the PV modules unless approved by the module manufacturer
- IV curve tracing shall be performed on all PV Strings using a calibrated IV curve tracer
- The pre-commissioning test report shall include open-circuit voltage, short-circuit current, insulation, maximum power point voltage, maximum power point current and maximum power point power readings
- The PV string circuits shall be tested with the Inverter disconnected and following Lockout-tagout procedures
- Equipment and materials requirements include
  - PPE
  - Fuse puller
  - PV installation tester
  - IV curve tracer
  - Irradiance tester
- At minimum the following tests shall be carried out and reported by the Contractor
  - PV string open-circuit voltage test
  - PV string short-circuit current test
  - PV string maximum power point power test
  - Earthing resistance test
  - PV string insulation resistance test

#### **4.8.6 Inverters**

Pre-commissioning of inverters shall include the following:

- Inspect and verify the inverter installation against the approved design, manufacturer's instructions and applicable standards
- Adherence with the manufacturer's recommended pre-commissioning procedures
- Reporting that utilises or incorporates any reporting forms provided by the Inverter manufacturer
- Completion by the accredited inverter supplier or persons formally authorised by that supplier

#### **4.8.7 BESS**

Pre-commissioning of the BESS shall include the following:

- Inspect and verify the BESS installation against the approved design, manufacturer's instructions and applicable standards
- Adherence with the manufacturer's recommended pre-commissioning procedures
- Reporting that utilises or incorporates any reporting forms provided by the BESS manufacturer
- Completion by the accredited BESS supplier or persons formally authorised by that supplier

#### **4.8.8 Electrical System Including Earthing**

All pre-commissioning of the PV GMS electrical system, including the earthing system, shall be completed and recorded by certified electricians with applicable industry experience.

#### **4.8.9 SCADA System**

All pre-commissioning of the PV GMS SCADA systems shall

- Be completed and recorded by suitably qualified engineers and electricians with approvals from the major equipment suppliers where applicable
- Carried out in active liaison with Horizon Power to ensure full compliance with the Horizon Power Low Voltage EG Connection Technical Requirements (Standard Number: HPC-9DJ-13-0002-2019)

## **4.9 Commissioning**

### **4.9.1 General Description**

The Contractor shall perform the commissioning of the whole PV GMS upgrade including its integration with the existing site infrastructure. Implementation of the commissioning phase shall be planned as part of the overall project planning. Daily and or weekly meetings shall be held as appropriate to coordinating the various stages of the planned commissioning activities. All commissioning of the PV system shall be completed by CEC accredited designers and installers. Commissioning shall mean energised inspection and testing of the works, or specific staged portions of the works, by the Contractor and shall be in accordance with applicable approvals, standards, industry best practices and manufacturer’s instructions.

For the purposes of commissioning the PV GMS works shall primarily be categorised into electrical and SCADA. Scheduling of the portions of the PV GMS to be commissioned shall be determined by the Contractor and shall be approved by the Principal. The following are indicative categories into which the works may be apportioned for commissioning:

- PV array (PV modules and balance of system)
- PV Inverters
- BESS
- PV GMS control room
- Electrical system
- Communications and SCADA system

### **4.9.2 Commissioning Completion Notices**

The Contractor shall perform all stages of the commissioning of the PV GMS upgrade works and shall issue commissioning completion notices to the Principal together with all the required commissioning reporting documentation.

Commissioning completion notices shall be issued for:

- PV array
- PV Inverters
- BESS
- PV GMS control room
- Electrical system
- Communications and SCADA system

The commissioning reporting documentation that accompanies the commissioning completion notices shall include at minimum, but not be limited to, the following:

- Inspection and test procedure (ITP) sheets
- Inspection and test record (ITR) sheets
- Completed punch lists
- Redlined to as built drawings
- Logs of serial numbers for major equipment (including PV modules, inverters, battery modules, BMS, transformers, meters, SCADA equipment, air conditioners)
- Photographs of as installed major equipment and assemblies
- Configuration files and or lists of parameter settings for major equipment; to include Modbus mappings where applicable
- Engineering certifications
- Standards compliance documentation or approval listings where applicable

### **4.9.3 Commissioning Tests**

The Contractor shall demonstrate by suitable commissioning tests that the solar PV GMS operates safely and reliably in accordance with all manufacturer and applicable compliance documentation.

Commissioning tests shall be customised to the specific PV GMS upgrade from the Contractor's previously established standard and proven commissioning procedures.

The Contractor shall provide all the labour, equipment, equipment handling, tools and materials that are necessary to ensure the safe and reliable implementation of all commissioning tests. All requirements outlined in this SOW, manufacturer documentation and all applicable compliance documents shall be adhered to in completing the commissioning tests.

Commissioning shall be carried out by commensurately qualified, certified, competent and experienced personnel. Progression of successive commissioning tests shall be subject to stage gated approval for permission to proceed by the Principal.

### **4.10 Connection to Horizon Power Network**

Prior to Performance Testing the Contactor must complete the fully compliant connection of the commissioned PV GMS to the Horizon Power network.

### **4.11 Performance Testing**

#### **4.11.1 General Description**

The Contractor shall perform the Performance Testing of the PV GMS upgrade including its integration with the existing site infrastructure.

Performance Testing shall mean energised functional testing of the fully commissioned PV GMS by the Contractor, including feed-in management to the grid, in accordance with this SOW, specific requirements contractually agreed with the Principal, applicable technical requirements, approvals, compliance documents including standards, industry best practices and manufacturer's documentation.

#### **4.11.2 Testing Procedure**

At Handover of the PV GMS the Contractor shall provide notice to the Principal that the Performance Testing, which will span 10 business days, it to be completed over a scheduled period that is to have been agreed in advance with the Principal.

The Contractor shall thereby perform the Performance Testing of the PV GMS.

The Contractor shall issue a Performance Testing Completion Notice to the Principal, together with Performance Testing reports, for the complete PV GMS. Following receipt of the Performance Testing Completion Notice, the Principal shall have 10 business days to review the Performance Testing reports and shall accordingly issue one of the following outcomes:

- a) A Performance Testing Completion Notice Acceptance Certificate
- b) A Performance Testing Completion Notice Rejection Notification

#### **4.11.3 Performance Testing Completion Notice and Reports**

Tests covered by the Performance Testing Completion Notice shall include, but not be limited to:

- Thermographic imagery (for example of agreed equipment and switchboards)
- Functionality (of the system and major items of equipment in expected operating modes)
- Capacity, stability and availability (of the system and major items of equipment)
- Feed-in management of the PV GMS
- Yield assessment of the PV system

The outcomes of all agreed Performance Testing shall be presented to the Principal in the form of Performance Testing reports.

#### **4.11.4 Performance Testing**

Through the Performance Testing and resulting reports, the Contractor shall demonstrate to the Principal that the PV GMS operates safely and reliably in accordance with the requirements of this SOW, manufacturer documentation for major equipment and all applicable compliance documentation.

Where any mutually agreed, between the Contractor and Principal, significant defects occur during the course of the 10 business day Performance testing period, these defects shall be remedied by the Contractor within a time frame agreed with the Principal. The Performance Testing period shall subsequently be reset to such an extent as agreed necessary to reliably retest the remedied defects in the performance of the PV GMS.

At completion of the Performance Testing period the Contractor shall provide the Performance Testing reports for verification by the Principal that Performance Testing has been successfully completed.



#### **4.12 Handover**

Project completion will be achieved through sign off by the Principal acknowledging that the project handover, operational readiness review, has been completed in full. The project handover will include, but not be limited to, delivery of the following

- Completed punch lists
- As built drawings (civil, structural, electrical, communication and control)
- Pre-commissioning Completion Notice (deenergised inspection and testing)
- Commissioning Completion Notice (energised inspection and testing)
- Electrical safety certificate of compliance
- Fully compliant Horizon Power network connection completed
- Performance Testing Completion Notice
- System operation and maintenance manual; including maintenance schedules and check sheets
- Manufacturer documentation
- Safety Data Sheets (SDSs)
- Building permits and structural engineering certifications
- Operator training with competency confirmation; half a day following completion of commissioning (to take place at the installation site; safety procedures, operation and maintenance of the installed system)
- Due diligence validation of SOW compliance and contractual agreements
- Handover to the Principal for commencement of the defects liability period

#### **4.13 Defects Liability Period to Project Completion**

Following have attained from the Principal approved completion of handover the Contractor will be responsible for the successful completion of the defects liability period; refer to section 4.2 stage 4. Approved successful completion of the defects liability period shall mark formal completion of the project by the Contractor.

## APPENDICES

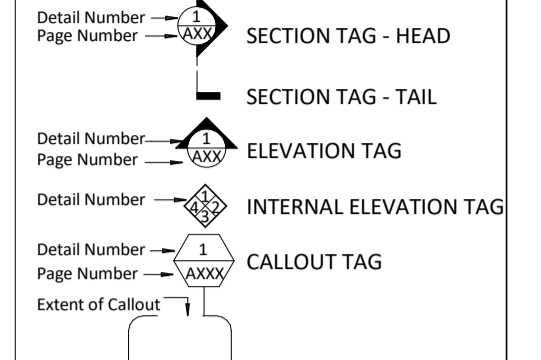
### A1.0 RFT Response Deliverables Summary Checklist

Item No	Deliverable Description
<b>1.0</b>	<b>Project Timeline</b>
<b>2.0</b>	<b>Technical Schedules;</b> including:
2.1	PV GMS – Sizing (PV system and BESS)
2.2	PV GMS - Equipment Data (PV, BESS, SCADA and overall system; including verify attachments provided for manufacturer data, warranty and SDS documentation)
2.3	Product History (PV system and BESS)
<b>3.0</b>	<b>Drawings;</b> including:
3.1	Site Layout of PV GMS Major Equipment
3.2	PV Array Rooftop Layout
3.3	Schematic Wiring Diagram of PV GMS Including Protection Devices for AC and DC Systems
3.4	Communications and Control Block Diagram for PV GMS
<b>4.0</b>	<b>Costing Schedules;</b> including:
4.1	PV GMS Cost Summary (including site inspection and design refinement contingency cost items)
4.2	Costed Summary Maintenance Schedule for Major Equipment
4.3	Local Content (Subcontractor engagement list of service providers and list of goods providers)
<b>5.0</b>	<b>Capability Schedules;</b> including:
5.1	Company Capability Statement (verify attachment provided for capability statement; list certifications for Health and Safety, Environment and Quality Management)
5.2	Management Plans (verify attachments provided for examples from comparable projects: Health and Safety, Environment and Quality Management Plan)
5.3	Personnel List (with company name, role, qualifications, applicable certifications and verify attachments provided for certifications)
<b>6.0</b>	<b>Technical Deviations</b>

## A2.0 List of RFT Documentation Supplied

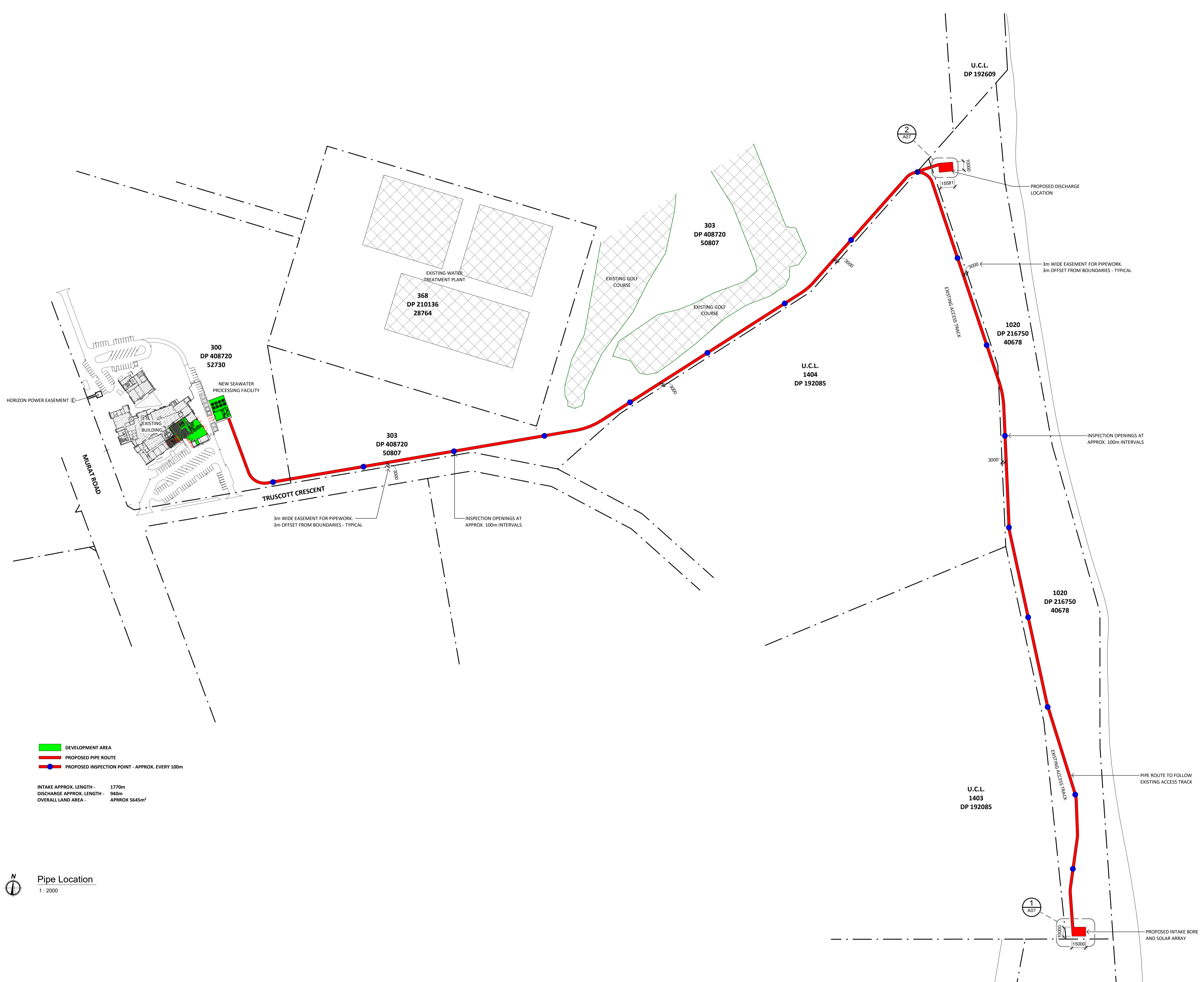
ITEM	ITEM TITLE
<b>Folder</b>	<b>Ningaloo_VC_RFT</b>
PDF	Ningaloo_Centre_Scope_of_Works
<b>Subfolder</b>	<b>1_Schedules</b>
EXCEL	1.1_Technical_Schedule
EXCEL	1.2_Costing_Schedule
EXCEL	1.3_Capability_Schedule
<b>Subfolder</b>	<b>2_Drawings</b>
PDF	2.1_Ningaloo_Centre_Drawings_Binder_Site_Layout_&_SWB_SLDs
PDF	2.2_Ningaloo_Centre_Drawings_Binder_Building_Elevations
PDF	2.3_Ningaloo_Centre_Tender_Site_Layout_Major_Equipment
PDF	2.4_Ningaloo_Centre_Tender_Rooftop_PV_Layout
PDF	2.5A_Ningaloo_Centre_Existing_GMS_Room_Layout_Plan_View
PDF	2.5B_Ningaloo_Centre_Existing_GMS_Room_Layout_Elevation_View
<b>Subfolder</b>	<b>3_Tech_Deviations</b>
EXCEL	3.1_Schedule_Tech_Deviations_Ningaloo_Centre_PV_GMS
<b>Subfolder</b>	<b>4_Site_Load_Data</b>
EXCEL	4.1_Full_Year_Hr_Load_Data_Ningaloo_Centre_Site

**GENERAL NOTES**  
 1. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH ALL OTHER DRAWINGS, CONTRACT DOCUMENTS, SPECIFICATIONS, APPLICABLE STANDARDS AND EQUIPMENT SCHEDULES  
 2. DO NOT SCALE OFF THIS DRAWING. USE FIGURED DIMENSIONS ONLY.  
 3. INFORM THE ARCHITECT OF ANY CONFLICT BETWEEN THE SITE CONDITIONS AND DOCUMENTS  
 4. ALL DIMENSIONS ARE IN MILLIMETRES (mm) UNLESS NOTED OTHERWISE  
 5. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE PRIOR TO COMMENCING WORK



**ABBREVIATIONS**

AC	AIR CONDITIONER CONDENSOR UNIT
BK	BARrier KERB
BOF	BALCONY OVER FLOW
CJ	CONTROL JOINT
COL	STEEL COLUMN - REFER TO S.E. DRAWINGS
CP	COLUMN PROTECTION
CT	COOKTOP
DPP	DOWN PIPE PROTECTION
DS	DOOR STOP
FSU	FAN COIL UNIT - REFER TO MECH. DRAWINGS
FEX	FIRE EXTINGUISHER
FHR	FIRE HOSE REEL - REFER TO HYD. DRAWINGS
FEL	FINISHED FLOOR LEVEL
FK	FLUSH KERB
FR	FRIEGE RECESS
FS	FIXED SHELF
FW	FLOOR WASTE
HB	HAND BASIN
HWU	HOT WATER UNIT - REFER TO HYD. DRAWINGS
HYD	FIRE HYDRANT
LT	LAUNDRY TROUGH
MV	MICROWAVE RECESS
OG	OBSCURED GLAZING
PC	POWDER COATED
RH	RANGEHOOD
RS	RETICULATION SLEEVE
RWP	RAIN WATER PIPE
SD	SETDOWN IN CONCRETE SLAB FOR FINISHES
S/D	SLIDING DOOR/STACKERS
SSL	STRUCTURAL SLAB LEVEL
SS	STAINLESS STEEL SINK
TAC	TACTILE INDICATORS
TR	TOWEL RAIL
TRH	TOILET ROLL HOLDER
TCC	TOP OF CONCRETE
TGG	TOP OF GRATE
TORS	TOP OF ROOF SHEETING
TOW	TOP OF WALL
TVA	TV AREA
UBO	UNDERBENCH OVEN
VB	VANITY BASIN
WC	WATER CLOSET



■ DEVELOPMENT AREA  
— PROPOSED PIPE ROUTE  
● PROPOSED INSPECTION POINT - APPROX. EVERY 100m

INTAKE APPROX. LENGTH - 1770m  
 DISCHARGE APPROX. LENGTH - 940m  
 OVERALL LAND AREA - APPROX 5645m<sup>2</sup>

N  
 Pipe Location  
 1 : 2000

REV	DESCRIPTION	DATE
C	Revised Pipe Route	04/12/19
B	Revised Pipe Route	03/12/19
A	Draft for AIMS visit	01/12/19

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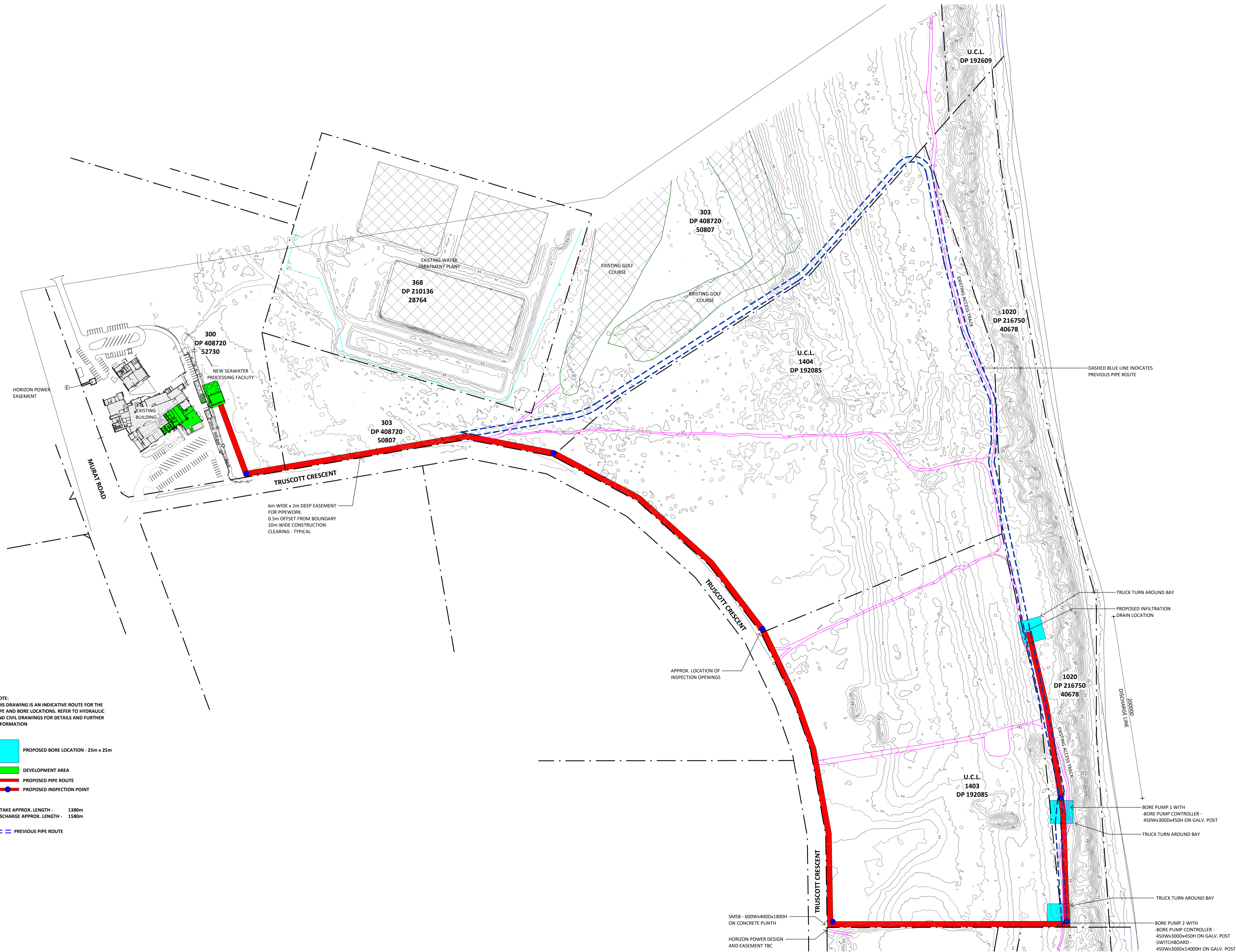
**PROJECT:**  
 Ningaloo Aquaculture Laboratory  
 Murat Road and Truscott CresCent, Exmouth

**DRAWING TITLE:**  
 Proposed Seawater Pipe Route

PROJECT No.	19149	DRAWN:	LH
DATE:	MAR 2019	APPROVED:	CW
SCALE @ A1:	1 : 2000	DRAWING No.	A01
		REV	C

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NOTE:  
THIS DRAWING IS AN INDICATIVE ROUTE FOR THE PIPE AND BORE LOCATIONS. REFER TO HYDRAULIC AND CIVIL DRAWINGS FOR DETAILS AND FURTHER INFORMATION

- PROPOSED BORE LOCATION - 25m x 25m
  - DEVELOPMENT AREA
  - PROPOSED PIPE ROUTE
  - PREVIOUS PIPE ROUTE
  - PROPOSED INSPECTION POINT
- INTAKE APPROX. LENGTH - 1380m  
DISCHARGE APPROX. LENGTH - 1580m

Pipe Location - Existing & Proposed  
1 : 2000

REV	DESCRIPTION	DATE
1	Revise Infiltration Drain Location	27/08/20
0	For Approval	19/08/20

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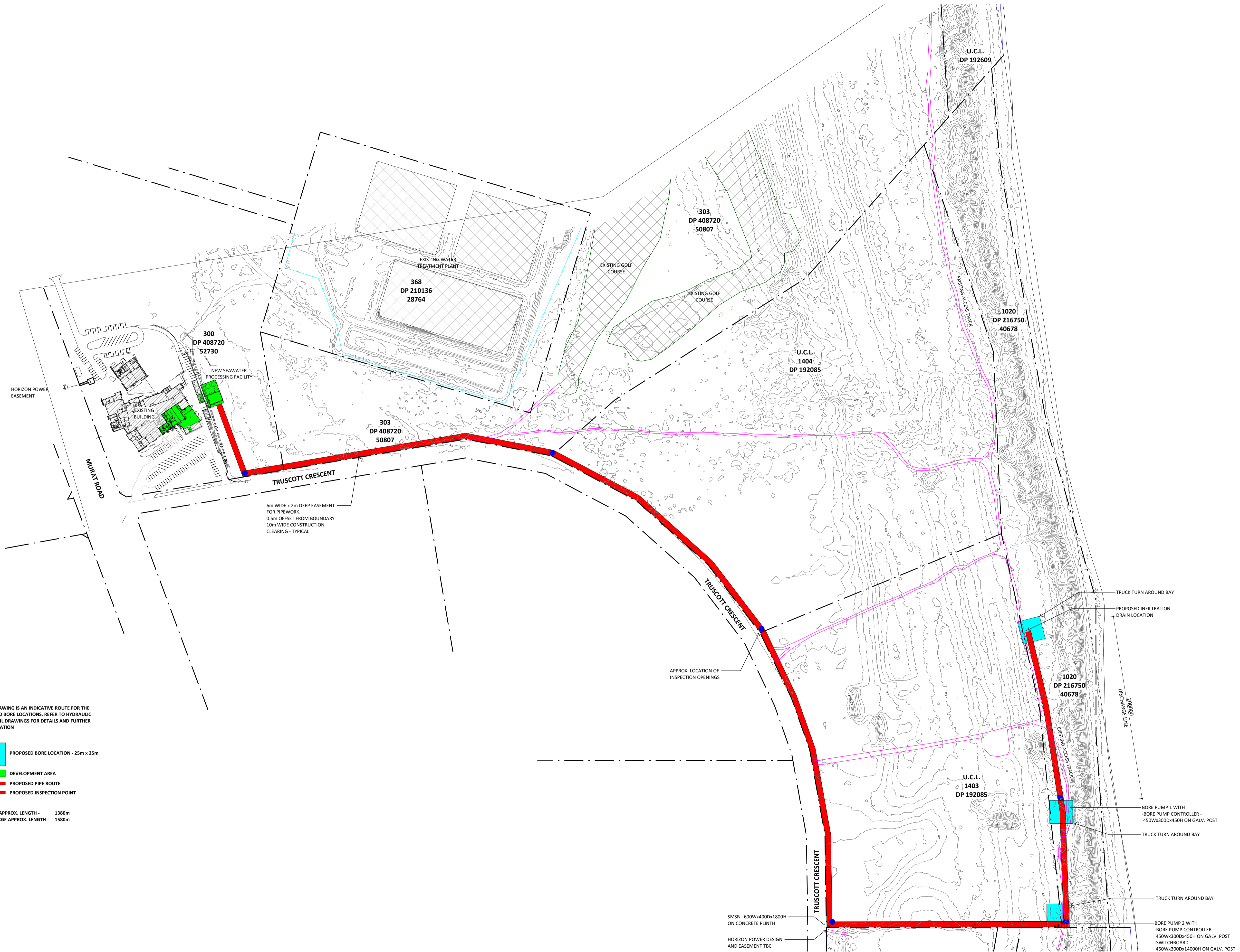
PROJECT:  
Ningaloo Aquaculture Laboratory  
Murat Road and Truscott CresCent, Exmouth

DRAWING TITLE:  
**Pipe Route - Existing & Proposed**

PROJECT No. 19149	DRAWN: LH
DATE: JAN 2020	
SCALE @ A1: 1 : 2000	DRAWING No. SK10
	REV 1

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- PROPOSED BORE LOCATION - 25m x 25m
- DEVELOPMENT AREA
- PROPOSED PIPE ROUTE
- PROPOSED INSPECTION POINT

INTAKE APPROX. LENGTH - 1380m  
DISCHARGE APPROX. LENGTH - 1580m

Pipe Location - Proposed  
1 : 2000

REV	DESCRIPTION	DATE
1	Revise Infiltration Drain Location	27/08/20
0	For Approval	19/08/20

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PROJECT:  
Ningaloo Aquaculture Laboratory  
Murat Road and Truscott CresCent, Exmouth

DRAWING TITLE:  
**Pipe Route - Proposed**

PROJECT No.	19149	DRAWN:	LH
DATE:	JAN 2020		
SCALE @ A1:	1 : 2000	DRAWING No.	SK11
		REV	1

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NOTE:  
THIS DRAWING IS AN INDICATIVE ROUTE FOR THE PIPE AND BORE LOCATIONS. REFER TO HYDRAULIC AND CIVIL DRAWINGS FOR DETAILS AND FURTHER INFORMATION

- PROPOSED BORE LOCATION - 25m x 25m
- DEVELOPMENT AREA
- PROPOSED INSPECTION POINT

Pipe Location - Above Ground Features  
1 : 2000

REV	DESCRIPTION	DATE
1	Revise Infiltration Drain Location	27/08/20
0	For Approval	19/08/20

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admin@whitehaus.com.au | ABN: 66 159 398 428

PROJECT:  
Ningaloo Aquaculture Laboratory  
Murat Road and Truscott CresCent, Exmouth

DRAWING TITLE:  
**Pipe Route - Above Ground Features**

PROJECT No.	19149	DRAWN:	LH
DATE:	JAN 2020		
SCALE @ A1:	1 : 2000	DRAWING No.	SK12
		REV	1

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# Monthly Financial Report

For the period ended

## July 2020

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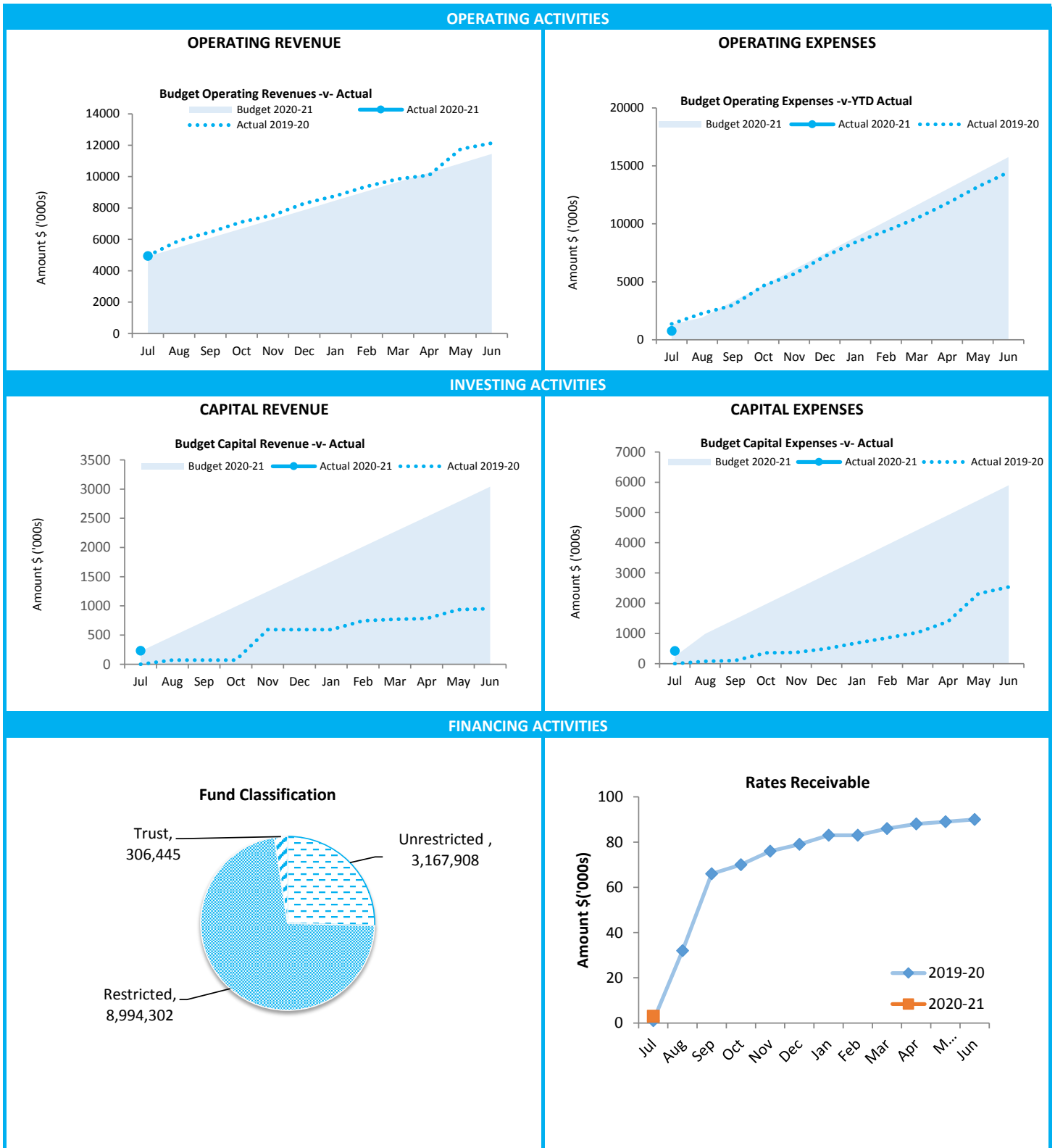
ABN: 32 865 822 043

**SHIRE OF EXMOUTH**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**For the period ending 31 July 2020**

**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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This information is to be read in conjunction with the accompanying Financial Statements and Notes.

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 JULY 2020

## NATURE OR TYPE DESCRIPTIONS

### REVENUE

#### RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

#### FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

#### SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

#### PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

### EXPENSES

#### EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

#### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

#### LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

#### OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	2,642,432	2,642,432	<b>3,757,759</b>	1,115,327	42.21%	▲
<b>Revenue from operating activities</b>							
Rates	5	3,421,860	3,370,112	<b>3,415,010</b>	44,898	1.33%	
Specified area rates	5	48,140	48,554	<b>48,554</b>	0	0.00%	
Operating grants, subsidies and contributions	12	1,054,000	90,749	<b>86,100</b>	(4,649)	(5.12%)	
Fees and charges		6,585,000	1,384,233	<b>1,384,734</b>	501	0.04%	
Interest earnings		131,000	10,915	<b>2,660</b>	(8,255)	(75.63%)	
Other revenue		209,000	2,747	<b>1,120</b>	(1,627)	(59.23%)	
Profit on disposal of assets	7	0	0	<b>0</b>	0	0.00%	
		<b>11,449,000</b>	<b>4,907,310</b>	<b>4,938,178</b>	30,868	(0.63%)	
<b>Expenditure from operating activities</b>							
Employee costs		(6,523,000)	(533,653)	<b>(512,248)</b>	21,405	4.01%	
Materials and contracts		(3,785,000)	(374,023)	<b>(193,738)</b>	180,285	48.20%	▲
Utility charges		(830,000)	(84,249)	<b>(50,135)</b>	34,114	40.49%	▲
Depreciation on non-current assets		(3,607,000)	(300,551)	<b>0</b>	300,551	100.00%	▲
Interest expenses		(66,000)	(1,998)	<b>542</b>	2,540	127.13%	
Insurance expenses		(430,000)	0	<b>0</b>	0	0.00%	
Other expenditure		(518,000)	(31,952)	<b>(2,472)</b>	29,480	92.26%	▲
Loss on disposal of assets	7	0	0	<b>0</b>	0	0.00%	
		<b>(15,759,000)</b>	<b>(1,326,426)</b>	<b>(758,051)</b>	568,375	42.85%	
Non-cash amounts excluded from operating activities							
	1(a)	3,607,000	300,551	<b>0</b>	(300,551)	(100.00%)	▼
<b>Amount attributable to operating activities</b>		<b>(703,000)</b>	<b>3,881,435</b>	<b>4,180,127</b>	298,692		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	2,659,000	221,580	<b>233,561</b>	11,981	5.41%	
Proceeds from disposal of assets	7	200,000	0	<b>0</b>	0	0.00%	
Payments for property, plant and equipment		(5,900,000)	(235,746)	<b>(427,470)</b>	(191,724)	(81.33%)	▼
<b>Amount attributable to investing activities</b>		<b>(3,041,000)</b>	<b>(14,166)</b>	<b>(193,909)</b>	(179,743)		
<b>Financing Activities</b>							
Transfer from reserves	3	2,385,000	0	<b>0</b>	0	0.00%	
Payments for principal portion of lease liabilities		0	0	<b>0</b>	0	0.00%	
Proceeds from community loans		23,000	0	<b>0</b>	0	0.00%	
Repayment of debentures	10	(232,000)	(5,604)	<b>(5,604)</b>	0	0.00%	
Transfer to reserves	3	(1,027,000)	0	<b>0</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>1,149,000</b>	<b>(5,604)</b>	<b>(5,604)</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>47,432</b>	<b>6,504,097</b>	<b>7,738,373</b>	1,234,276		

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

**KEY TERMS AND DESCRIPTIONS**  
**FOR THE PERIOD ENDED 31 JULY 2020**

**STATUTORY REPORTING PROGRAMS**

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

**PROGRAM NAME AND OBJECTIVES**  
**GOVERNANCE**

To provide a decision making process for the efficient allocation of resources.

**ACTIVITIES**

Includes the activities of members of council and the administrative support available to the council for the provision of governance of the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

**GENERAL PURPOSE FUNDING**

To collect revenue to allow for the provision of services.

The collection of rate revenue and the maintenance of valuation and rating records to support the collection process. General purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

To provides services to help ensure a safer as environmentally conscious community.

The provision of bushfire control services, animal control and support for emergency services, as well as the maintenance and enforcement of local laws.

**HEALTH**

To provide an operational framework for environmental and community health.

Maternal and Infant health, preventative service and environmental health.

**EDUCATION AND WELFARE**

To provide services to disadvantaged persons, the elderly, children and youth.

Maintenance on playgroup and senior citizen buildings.

**HOUSING**

To provide housing for staff members.

Adminstration and operation of residential housing for council staff.

**COMMUNITY AMENITIES**

To provide services required by the community.

Maintenance of rubbish service to residents and maintenance of sanitary landfill sites. Town planning and regional development, maintenance of cemeteries and other community amenities.

**RECREATION AND CULTURE**

To establish and effectively manage infrastructure and resources which will help the social wellbeing of the community.

Maintenance of public halls, centres, swimming pools, beaches, recreation centre and various sporting facilities. Provision and manintenance of parks, gardens and playgrounds. Operation of library and radio broadcasting facilities.

**TRANSPORT**

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of roads, streets, footpaths, depot, cycleways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc. Administration and operation of airport and aerodrome.

**ECONOMIC SERVICES**

The promotion of the district to increase economic activities and the provision of building control within the shire.

Tourism, area promotion and building control.

**OTHER PROPERTY AND SERVICES**

To monitor and control Council's overheads operating accounts.

The provision of private works to the public and the maintenance of cost pools for plant operating, public works overheads and adminstration costs.

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	2,642,432	2,642,432	<b>3,757,759</b>	1,115,327	42.21%	▲
<b>Revenue from operating activities</b>							
General purpose funding - general rates	5	3,421,000	3,370,112	<b>3,415,010</b>	44,898	1.33%	
General purpose funding - other		1,055,000	57,385	<b>3,080</b>	(54,305)	(94.63%)	▼
Law, order and public safety		12,000	540	<b>539</b>	(1)	(0.19%)	
Health		47,500	3,956	<b>548</b>	(3,408)	(86.15%)	
Education and welfare		0	0	<b>89</b>	89	0.00%	
Housing		59,000	4,910	<b>7,209</b>	2,299	46.82%	
Community amenities		1,278,500	916,868	<b>934,258</b>	17,390	1.90%	
Recreation and culture		908,500	140,794	<b>237,282</b>	96,488	68.53%	▲
Transport		3,735,000	311,249	<b>261,392</b>	(49,857)	(16.02%)	▼
Economic services		909,000	99,539	<b>77,794</b>	(21,745)	(21.85%)	
Other property and services		23,500	1,957	<b>977</b>	(980)	(50.08%)	
		<b>11,449,000</b>	<b>4,907,310</b>	<b>4,938,178</b>	30,868		
<b>Expenditure from operating activities</b>							
Governance		(840,500)	(55,866)	<b>(59,446)</b>	(3,580)	(6.41%)	
General purpose funding		(129,000)	(10,746)	<b>(8,073)</b>	2,673	24.87%	
Law, order and public safety		(356,000)	(27,969)	<b>(28,371)</b>	(402)	(1.44%)	
Health		(300,500)	(24,813)	<b>(21,276)</b>	3,537	14.25%	
Education and welfare		(75,500)	(12,461)	<b>(504)</b>	11,957	95.96%	
Housing		(82,000)	(20,716)	<b>(8,574)</b>	12,142	58.61%	
Community amenities		(1,710,500)	(142,544)	<b>(104,452)</b>	38,092	26.72%	▲
Recreation and culture		(5,404,000)	(412,805)	<b>(277,975)</b>	134,830	32.66%	▲
Transport		(5,145,500)	(444,113)	<b>(192,192)</b>	251,921	56.72%	▲
Economic services		(1,261,000)	(125,323)	<b>(90,709)</b>	34,614	27.62%	▲
Other property and services		(454,500)	(49,070)	<b>33,521</b>	82,591	168.31%	▲
		<b>(15,759,000)</b>	<b>(1,326,426)</b>	<b>(758,051)</b>	568,375		
Non-cash amounts excluded from operating activities	1(a)	3,607,000	300,551	<b>0</b>	(300,551)	(100.00%)	▼
<b>Amount attributable to operating activities</b>		<b>(703,000)</b>	<b>3,881,435</b>	<b>4,180,127</b>	298,692		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	2,659,000	221,580	<b>233,561</b>	11,981	5.41%	
Proceeds from disposal of assets	7	200,000	0	<b>0</b>	0	0.00%	
Payments for property, plant and equipment and infrastructure		(5,900,000)	(235,746)	<b>(427,470)</b>	(191,724)	(81.33%)	▼
<b>Amount attributable to investing activities</b>		<b>(3,041,000)</b>	<b>(14,166)</b>	<b>(193,909)</b>	(179,743)		
<b>Financing Activities</b>							
Transfer from reserves	3	2,385,000	0	<b>0</b>	0	0.00%	
Proceeds from community loans		23,000	0	<b>0</b>	0	0.00%	
Repayment of debentures	10	(232,000)	(5,604)	<b>(5,604)</b>	0	0.00%	
Transfer to reserves	3	(1,027,000)	0	<b>0</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>1,149,000</b>	<b>(5,604)</b>	<b>(5,604)</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>47,432</b>	<b>6,504,097</b>	<b>7,738,373</b>			

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to threshold. Refer to Note for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$25,000 or 10.00% whichever is the greater.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020**

**EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2020-21 year is \$25,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
<b>Expenditure from operating activities</b>				
Materials and contracts	180,285	48.20%	▲ Timing	Timing of cleaning and lease payments.
Utility charges	34,114	40.49%	▲ Timing	
Depreciation on non-current assets	300,551	100.00%	▲ Timing	No depreciation raised to date
Other expenditure	29,480	92.26%	▲ Timing	Stimulus package grants
<b>Investing activities</b>				
Payments for property, plant and equipment and infrastructure	(191,724)	(81.33%)	▼ Timing	See note 8

## **BASIS OF PREPARATION**

### **REPORT PURPOSE**

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

### **BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

### **PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 17 August 2020

## **SIGNIFICANT ACCOUNTING POLICES**

### **CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

### **THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

### **GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

### **ROUNDING OFF FIGURES**

All figures shown in this statement are rounded to the nearest dollar.

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
<b>Non-cash items excluded from operating activities</b>				
		\$	\$	\$
<b>Adjustments to operating activities</b>				
Add: Depreciation on assets		3,607,000	300,551	0
<b>Total non-cash items excluded from operating activities</b>		<b>3,607,000</b>	<b>300,551</b>	<b>0</b>

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 June 2020	This Time Last Year 31 July 2019	Year to Date 31 July 2020
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	3	(8,994,299)	(9,353,597)	(8,994,299)
Less: Loans receivable			(23,000)	
Less: Recognise accrual movement			(404,146)	
Add: Borrowings	10	231,702	218,292	226,097
Add: Provisions - employee	11	958,906	958,906	958,906
<b>Total adjustments to net current assets</b>		<b>(7,803,691)</b>	<b>(8,603,545)</b>	<b>(7,809,296)</b>

(c) Net current assets used in the Statement of Financial Activity

<b>Current assets</b>				
Cash and cash equivalents	2	12,201,661	11,304,754	12,142,706
Rates receivables	4	461,738	4,817,919	3,787,272
Receivables	4	758,199	1,530,611	2,125,914
Other current assets	6	14,591	41,743	28,119
<b>Less: Current liabilities</b>				
Payables	9	(684,131)	(382,379)	(1,351,339)
Borrowings	10	(231,702)	(218,292)	(226,097)
Provisions	11	(958,906)	(958,906)	(958,906)
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(7,803,691)</b>	<b>(8,603,545)</b>	<b>(7,809,296)</b>
<b>Closing funding surplus / (deficit)</b>		<b>3,757,759</b>	<b>7,531,905</b>	<b>7,738,373</b>

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
<b>Cash on hand</b>								
Petty Cash and Floats	Cash and cash equivalents	2,550		2,550				
Municipal Fund	Cash and cash equivalents	2,145,854		2,145,854		Westpac		At Call
Reserve Fund	Cash and cash equivalents	0	6,494,302	6,494,302		Westpac		At Call
Trust Fund	Cash and cash equivalents	0	0	306,445	306,445	Westpac		At Call
		0						
<b>Term Deposits</b>								
		0						
Muni Term Deposit	Cash and cash equivalents	1,000,000		1,000,000		CBA	0.41%	31/08/2020
Reserve Term Deposit	Cash and cash equivalents	0	2,500,000	2,500,000		AMP	1.20%	31 day notice
<b>Total</b>		<b>3,148,404</b>	<b>8,994,302</b>	<b>12,449,151</b>	<b>306,445</b>			
<b>Comprising</b>								
Cash and cash equivalents		3,148,404	8,994,302	12,449,151	306,445			
		<b>3,148,404</b>	<b>8,994,302</b>	<b>12,449,151</b>	<b>306,445</b>			

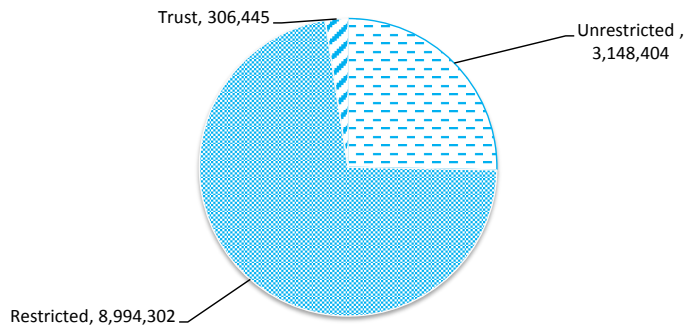
**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020**

**OPERATING ACTIVITIES  
NOTE 3  
CASH RESERVES**

**Cash backed reserve**

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	695,562	7,424	0	0	0	0	0	702,986	695,562
Aviation Reserve	1,166,579	13,428	0	0	0	(10,000)	0	1,170,007	1,166,579
Building Infrastructure Reserve	595,760	6,786	0	0	0	(517,000)	0	85,546	595,760
Community Development Reserve	1,375,459	14,681	0	0	0	(11,000)	0	1,379,140	1,375,459
Community Interest Free Reserve	321,450	3,666	0	0	0	0	0	325,116	321,450
Insurance/Natural Disaster Reserve	183,016	1,953	0	0	0	0	0	184,969	183,016
Land Acquisition Reserve	736,873	7,745	0	162,000	0	(570,000)	0	336,618	736,873
Marina Canal Reserve	360,269	3,331	0	0	0	0	0	363,600	360,269
Marine Village Asset Replacement Reserve	33,268	355	0	0	0	0	0	33,623	33,268
Mosquito Management Reserve	10,108	108	0	0	0	0	0	10,216	10,108
Ningaloo Centre Reserve	255,836	2,731	0	0	0	0	0	258,567	255,836
Plant Reserve	187,979	10,620	0	500,000	0	(189,000)	0	509,599	187,979
Public Radio Infrastructure Reserve	5,158	55	0	0	0	0	0	5,213	5,158
Rehabilitation Reserve	252,116	2,691	0	0	0	0	0	254,807	252,116
Roads Reserve	592,844	6,328	0	265,000	0	(460,000)	0	404,172	592,844
Shire President COVID-19 Relief Fund	136,378	0	0	0	0	0	0	136,378	136,378
Shire Staff Housing Reserve	547,831	1,456	0	0	0	0	0	549,287	547,831
Swimming Pool Reserve	25,000	5,847	0	0	0	0	0	30,847	25,000
Tourism Development Reserve	200,008	0	0	100,000	0	0	0	300,008	200,008
Town Planning Scheme Reserve	21,855	233	0	0	0	0	0	22,088	21,855
Waste Management Reserve	1,073,950	11,463	0	0	0	(485,000)	0	600,413	1,073,950
Unspent Grants & Contributions Reserve	217,000	0	0	0	0	(143,000)	0	74,000	217,000
	<b>8,994,299</b>	<b>100,901</b>	<b>0</b>	<b>1,027,000</b>	<b>0</b>	<b>(2,385,000)</b>	<b>0</b>	<b>7,737,200</b>	<b>8,994,299</b>

**KEY INFORMATION**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020**

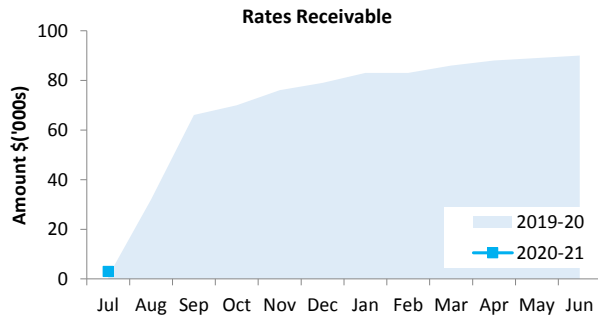
**OPERATING ACTIVITIES  
NOTE 4  
RECEIVABLES**

Rates receivable	30 Jun 2020	31 Jul 2020
	\$	\$
Opening arrears previous years	328,585	461,738
Levied this year	3,440,306	3,463,564
Less - collections to date	(3,307,153)	(138,030)
Equals current outstanding	<b>461,738</b>	<b>3,787,272</b>
<b>Net rates collectable</b>	<b>461,738</b>	<b>3,787,272</b>
% Collected	87.7%	3.5%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(29,473)	833,595	81,251	5,131	38,727	929,231
Percentage	(3.2%)	89.7%	8.7%	0.6%	4.2%	
<b>Balance per trial balance</b>						
Sundry receivable						929,231
GST receivable						66,252
Community Loans						22,700
Property service charges						1,107,731
<b>Total receivables general outstanding</b>						<b>2,125,914</b>
Amounts shown above include GST (where applicable)						

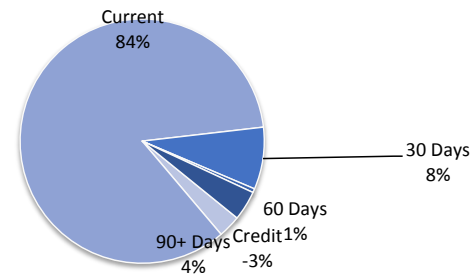
**KEY INFORMATION**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



- Credit
- Current
- 30 Days
- 60 Days
- 90+ Days

**Accounts Receivable (non-rates)**



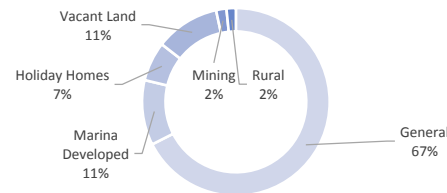
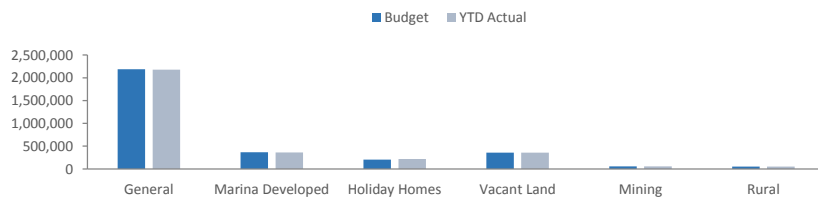
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020

OPERATING ACTIVITIES  
NOTE 5  
RATE REVENUE

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
General	0.07510	1,181	29,059,377	2,182,000	5,000	1,000	2,188,000	2,178,025	0	0	2,178,025
Marina Developed	0.10130	101	3,621,207	367,000	0	0	367,000	361,640	0	0	361,640
Holiday Homes	0.10410	78	1,992,380	207,000	0	0	207,000	218,747	0	0	218,747
Vacant Land	0.15010	232	2,383,884	358,000	0	0	358,000	357,821	0	0	357,821
<b>Unimproved value</b>											
Mining	0.15990	12	359,652	58,000	1,000	0	59,000	57,508			57,508
Rural	0.08000	7	658,420	53,000	0	0	53,000	51,874			51,874
<b>Sub-Total</b>		<b>1,611</b>	<b>38,074,920</b>	<b>3,225,000</b>	<b>6,000</b>	<b>1,000</b>	<b>3,232,000</b>	<b>3,225,615</b>	<b>0</b>	<b>0</b>	<b>3,225,615</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
General	930	84	842,002	78,000	0	0	78,000	78,120			78,120
Marina Developed	930	1	0	1,000	0	0	1,000	930			930
Vacant Land	735	146	483,700	107,000	0	0	107,000	107,310			107,310
<b>Unimproved value</b>											
Mining	230	10	8,426	2,000	0	0	2,000	2,300			2,300
Rural	735	1	5,800	1,000	0	0	1,000	735			735
<b>Sub-total</b>		<b>242</b>	<b>1,339,928</b>	<b>189,000</b>	<b>0</b>	<b>0</b>	<b>189,000</b>	<b>189,395</b>	<b>0</b>	<b>0</b>	<b>189,395</b>
<b>Total general rates</b>							<b>3,421,000</b>				<b>3,415,010</b>
<b>Specified area rates</b>	<b>Rate in \$ (cents)</b>										
Marina Specified Area	0.013390		3,621,207	48,000	0	0	48,000	48,554	0	0	48,554
<b>Total specified area rates</b>			<b>3,621,207</b>	<b>48,000</b>	<b>0</b>	<b>0</b>	<b>48,000</b>	<b>48,554</b>	<b>0</b>	<b>0</b>	<b>48,554</b>
<b>Total</b>							<b>3,469,000</b>				<b>3,463,564</b>

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.





Other current assets	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 31 July 2020
	\$	\$	\$	\$
<b>Inventory</b>				
Fuel and materials on hand	14,591	22,836	(9,308)	28,119
<b>Total other current assets</b>	<b>14,591</b>	<b>22,836</b>	<b>(9,308)</b>	<b>28,119</b>
<b>Amounts shown above include GST (where applicable)</b>				

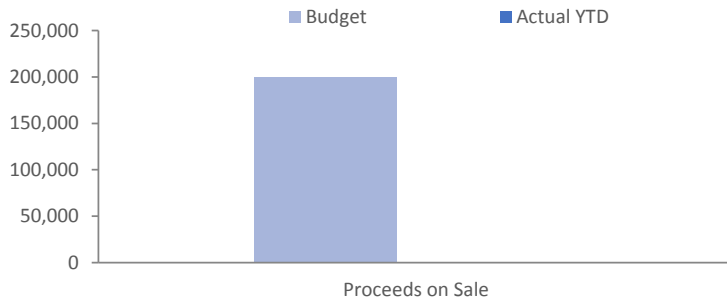
**KEY INFORMATION**

**Inventory**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Transport</b>								
	Plant replacement	200,000	200,000	0	0			0	0
		<b>200,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



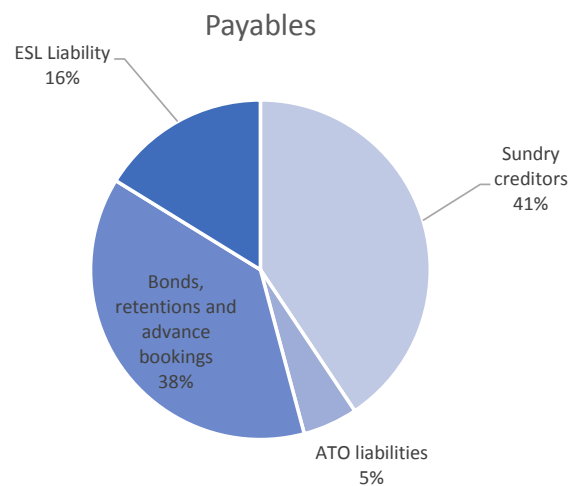
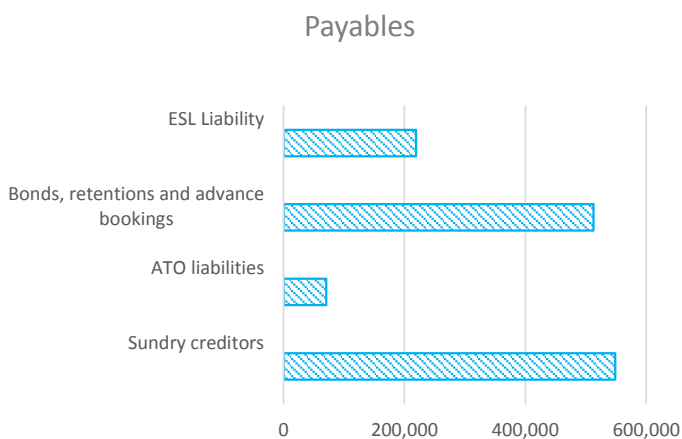
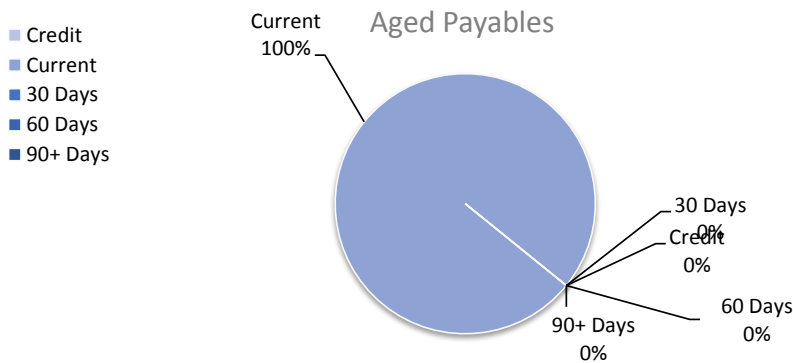
Project Description	Adopted			Variance (Under)/Over	Timing		Comments
	Budget	YTD Budget	YTD Actual		Start	Finish	
<b>Land</b>							
Purchase Lot 1416	325,000	32,500	33,833	1,333	Q1	Q2	
Purchase Lot 349 Reserve 28046	0	0	382,500	382,500			Carried over from 19/20
<b>Buildings - Non Specialised</b>							
Property renewals	65,000	5,416	0	(5,416)	Q1	Q4	
<b>Buildings - Specialised</b>							
Ningaloo Centre solar panels	1,235,000	102,916	0	(102,916)			
Community/Business Hub	140,000	0	0	0			
Recreation Centre change room upgrade	288,000	0	0	0	Q2	Q4	
<b>Furniture and equipment</b>							
Skimmer replacement	50,000	4,166	0	(4,166)	Q1	Q3	
<b>Plant and equipment</b>							
Recycling solutions	98,000	8,166	0	(8,166)	Q1	Q2	
Plant Replacement	396,000	33,000	0	(33,000)	Q1	Q4	
Compressed Air Fire System	10,000	833	0	(833)			
<b>Infrastructure - Roads</b>							
New Footpath - Payne Street	145,000	0	0	0	Q2	Q3	
Footpath - renewal	50,000	0	0	0	Q3	Q4	
Yardie Creek Road	679,000	0	0	0	Q3	Q4	
Murat Road	864,000	0	0	0	Q2	Q4	
<b>Infrastructure - Other</b>							
Relocate Dog Pound	15,000	0	0	0	Q2	Q3	
Septage Ponds	135,000	0	0	0	Q3	Q4	
Bike Facility	350,000	0	5,823	5,823	Q2	Q4	
Federation Park	0	0	413	413			Carried over from 19/20
Installation and leasing 8 jetties	320,000	26,666	0	(26,666)			
Strategic master planning	90,000	7,500	0	(7,500)			
Goal posts - Talanjee & Koobooroo Ovals	15,000	14,583	0	(14,583)	Q1	Q1	
Dog agility relocation	27,000	0	0	0	Q2	Q3	
Artist festival mural and sculptural installations	100,000	0	0	0	Q4	Q4	
Kart Club relocation	33,000	0	0	0	Q2	Q4	
Waste Site Survey, Container Deposit Scheme and Tip Shop	320,000	0	0	0	Q3	Q4	
Skate park extension	150,000	0	0	0	Q3	Q4	
Towable belt loader - Aviation	0	0	4,901	4,901			Carried over from 19/20
	<b>5,900,000</b>	<b>235,746</b>	<b>427,470</b>	<b>191,724</b>			
<b>Capital acquisitions</b>							
	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Actual Variance</b>			
	\$	\$	\$	\$			
Land	325,000	32,500	416,333	383,833			
Buildings	65,000	5,416	0	(5,416)			
Buildings - specialised	1,663,000	102,916	0	(102,916)			
Furniture and equipment	50,000	4,166	0	(4,166)			
Plant and equipment	504,000	41,999	0	(41,999)			
Infrastructure - Roads	1,738,000	0	0	0			
Infrastructure - Other	1,555,000	48,749	11,137	(37,612)			
	<b>5,900,000</b>	<b>235,746</b>	<b>427,470</b>	<b>191,724</b>			
<b>Capital Acquisitions Funded By:</b>							
Capital grants and contributions	2,616,000						
Borrowings	0						
Lease liabilities	0						
Other (disposals & C/Fwd)	0						
Cash backed reserves	2,060,000						
Contribution - operations	1,224,000						
<b>Capital funding total</b>	<b>5,900,000</b>		<b>0</b>				

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	548,937	0	0	0	548,937
Percentage	0%	100%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						548,937
ATO liabilities						70,523
Bonds, retentions and advance bookings						512,867
ESL Liability						219,012
<b>Total payables general outstanding</b>						<b>1,351,339</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020**

**FINANCING ACTIVITIES  
NOTE 10  
BORROWINGS**

**Repayments - borrowings**

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>										
Staff Dwellings	80	548,983	0	0	5,604	69,000	543,379	479,983	2,164	24,000
<b>Community amenities</b>										
Rubbish Truck	81	219,915	0	0	0	84,000	219,915	135,915		4,000
<b>Recreation and culture</b>										
Ningaloo Centre	82	837,551		0		58,000	837,551	779,551		27,000
<b>Other property and services</b>										
1 Bennett Street	76	218,875		0		21,000	218,875	197,875		11,000
<b>C/Fwd Balance</b>		1,825,324	0	0	5,604	232,000	1,819,720	1,593,324	2,164	66,000
<b>Total</b>		1,825,324	0	0	5,604	232,000	1,819,720	1,593,324	2,164	66,000
Current borrowings		232,000					226,097			
Non-current borrowings		1,593,324					1,593,623			
		1,825,324					1,819,720			

All debenture repayments were financed by general purpose revenue.

**KEY INFORMATION**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Liability Reduction	Closing Balance 31 July 2020
		\$	\$	\$	\$
<b>Provisions</b>					
Annual leave		496,084			496,084
Long service leave		402,627			402,627
<b>Total Provisions</b>		898,711	0	0	898,711
<b>Total other current assets</b>		<b>898,711</b>	<b>0</b>	<b>0</b>	<b>898,711</b>
<b>Amounts shown above include GST (where applicable)</b>					

#### KEY INFORMATION

##### Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

##### Employee benefits

###### Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

###### Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jul 2020	Current Liability 31 Jul 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>								
<b>General purpose funding</b>								
Grants Commission - <i>General Purpose / Untied Road Grant</i>				0		900,000	0	0
<b>Recreation and culture</b>								
Zoos and aquarium grant				0		85,000	85,000	86,100
DLGSC - Community grant				0		10,000	833	0
Sponsorship - Community grant				0		8,000	666	0
<b>Economic services</b>								
CSRFF - Kart Club Relocation				0		33,000	2,750	0
<b>Other property and services</b>								
ATO - Diesel Fuel Subsidy				0		18,000	1,500	0
	0	0	0	0	0	1,054,000	90,749	86,100



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020

NOTE 13

NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue		
	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jul 2020	Current Liability 31 Jul 2020	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>								
<b>Recreation and culture</b>								
GDC - Grant				0		100,000	8,333	0
Various - Recreation Facilities				0		510,000	42,500	0
Various - Bike and Skate Park Facilities				0		100,000	8,333	0
Lotterywest - Solar panel grant				0		870,000	72,500	0
<b>Transport</b>								
MRWA - Footpaths				0		100,000	8,333	0
MRWA - Murat Road				0		371,000	30,916	26,673
MRWA - Yardie Creek grant				0		565,000	47,083	105,088
RADS - Grant Learmonth Aviation				0		20,000	1,666	0
RADS - Grant Exmouth Aerodrome				0		23,000	1,916	0
MRWA - Direct Grant				0		0	0	101,800
	0	0	0	0	0	2,659,000	221,580	233,561

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2020**

**NOTE 14  
TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance	Amount	Amount	Closing Balance
	1 July 2020	Received	Paid	31 Jul 2020
	\$	\$	\$	\$
BCITF	6,830	5,329	0	12,159
BSL Levy	1,410	3,773	0	5,183
Cash in Lieu POS	212,473	0	0	212,473
Bond Deed Exmouth Marina Holdings	18,186	0	0	18,186
Exmouth Volunteer Fire & Rescue	50,828	0	0	50,828
Sundries	700	0	0	700
Unclaimed Monies	6,916	0	0	6,916
	<b>297,343</b>	<b>9,102</b>	<b>0</b>	<b>306,445</b>

## MONTHLY LIST OF PAYMENTS - JULY 2020

The following schedule of accounts have been paid under delegation by the CEO since the previous Council meeting. Checks have been carried out to verify prices, computations and costing.

## Municipal Account:

Cheque numbers 13706-13718	\$	21,751.29
Direct Debits and EFT Payments EFT17506, EFT17567-EFT17703	\$	1,754,592.91
Credit Card Purchases	\$	1,075.75
<b>Total Municipal Account</b>	<b>\$</b>	<b>1,777,419.95</b>

## Trust Account:

Cheque number	\$	-
EFT Payments	\$	-
<b>Total Trust Account</b>	<b>\$</b>	<b>-</b>

**TOTAL PAYMENTS - JULY 2020** \$ 1,777,419.95

Reference	Date	Name	Description	Municipal Account	Trust Account
13706	03/07/2020	NINGALOO LIGHTHOUSE RESORT	NINGALOO CENTRE OPERATOR PAYMENTS 1/06/20 -29/06/20	\$ 378.25	
13707	03/07/2020	YARDIE HOMESTEAD CARAVAN PARK	NINGALOO CENTRE OPERATOR PAYMENTS 1/06/20 -29/06/20	\$ 353.60	
13708	07/07/2020	TELSTRA CORPORATION	UTILITIES	\$ 69.95	
13709	07/07/2020	WATER CORPORATION	UTILITIES	\$ 9,178.73	
13710	09/07/2020	CANCELLED CHEQUE	CANCELLED CHEQUE	\$ -	
13711	13/07/2020	TELSTRA CORPORATION	MOBILE PHONE ACCOUNT JUNE 2020	\$ 732.57	
13712	13/07/2020	YARDIE HOMESTEAD CARAVAN PARK	NINGALOO CENTRE OPERATOR PAYMENTS 30/06/20	\$ 25.00	
13714	17/07/2020	SHIRE OF EXMOUTH	NINGALOO VISITORS CENTRE FLOAT INCREASE	\$ 400.00	
13715	22/07/2020	LANDGATE	REGISTRATION OF MINDEROO FOUNDATION LEASE	\$ 178.20	
13716	23/07/2020	WATER CORPORATION	UTILITIES	\$ 1,278.80	
13717	30/07/2020	DEPARTMENT OF TRANSPORT - EXMOUTH	PERSONAL PLATES 1888EX	\$ 400.00	
13718	30/07/2020	TELSTRA CORPORATION	UTILITIES	\$ 8,756.19	
			<b>TOTAL CHEQUES</b>	<b>\$ 21,751.29</b>	<b>\$ -</b>
DD5760.1	01/07/2020	SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 32,787.24	
DD5792.9	15/07/2020	SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 34,013.95	
DD5798.1	16/07/2020	WESTERN AUSTRALIAN TREASURY CORP.	LOAN NO. 180 INTEREST PAYMENT - CONSTRUCT 2 STAFF DWELLINGS SNAPPER	\$ 7,768.00	
DD5800.1	30/07/2020	WESTPAC BANKING	CEO CREDIT CARD TRANSACTIONS JUNE 2020	\$ 3,047.53	
DD5814.1	23/07/2020	WESTERN AUSTRALIAN TREASURY CORP.	ACCRUED GUARANTEE FEE AS AT 30/6/20	\$ 6,518.91	
DD5824.1	29/07/2020	SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	\$ 34,452.29	
DD5832.1	27/07/2020	WESTNET PTY LTD	MONTHLY CHARGES FOR SATELLITE SERVICES - ACCOUNT# 221471346	\$ 49.99	
DD5834.1	01/07/2020	WESTNET PTY LTD	INTERNET CONNECTION - SES-EXMOUTH@IINET.NET.AU	\$ 69.99	
DD5834.2	01/07/2020	WESTPAC BANKING CORPORATION	BANK ACTIVITY FEE - REFER ANALYSIS & FEE STATEMENT	\$ 2,389.76	
			<b>TOTAL DIRECT DEBIT PAYMENTS</b>	<b>\$ 121,097.66</b>	<b>\$ -</b>
EFT17506	01/07/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 690.00	
EFT17567	17/07/2020	AUSTRALIAN TAX OFFICE (PAYG)	PAYROLL DEDUCTIONS	\$ 52,878.00	
EFT17568	17/07/2020	BLUE MEDIA EXMOUTH	POSTCARDS	\$ 1,600.50	
EFT17569	17/07/2020	CJ LORD BUILDING AND RENOVATION WA PTY LTD	DEPOT CRIB ROOM UPGRADE	\$ 1,427.25	
EFT17570	17/07/2020	DEPARTMENT OF DEFENCE - TREASURY AND BANKING	AIRPORT UTILITIES JAN-MAR 2020	\$ 60,801.01	
EFT17571	17/07/2020	ERA CONTRACTORS	NINGALOO CENTRE EMERGENCY AND EXIT LIGHT MAINTENANCE	\$ 1,445.56	

Reference	Date	Name	Description	Municipal Account	Trust Account
EFT17572	17/07/2020	EXMOUTH DISTRICT HIGH SCHOOL	SHARED COMMUNITY COURTS ELECTRICITY JUNE 2020	\$ 234.41	
EFT17573	17/07/2020	EXMOUTH FUEL SUPPLIES	FUEL	\$ 338.16	
EFT17574	17/07/2020	EXMOUTH WHOLESALERS	CONSUMABLES	\$ 14.60	
EFT17575	17/07/2020	EXY PLUMBING & CONTRACTING	EMPLOYEE HOUSING PLUMBING WORKS	\$ 355.58	
EFT17576	17/07/2020	FORPARK AUSTRALIA	PARK SWING	\$ 435.60	
EFT17577	17/07/2020	HTD SURVEYORS & PLANNERS	CROWN LOAN AMALGAMATION SURVEY	\$ 5,995.00	
EFT17578	17/07/2020	JAKE GILL T/AS OUTBACK AQUATICS	AQUARIUM STOCK	\$ 6,215.72	
EFT17579	17/07/2020	KAYFER DESIGNS	EMERGENCY EVACUATION DRAWINGS	\$ 1,345.00	
EFT17580	17/07/2020	LANDGATE	GRV VALUATION	\$ 67.85	
EFT17581	17/07/2020	LOCAL GOVT RACING & CEMETERIES EMP UNION	PAYROLL DEDUCTIONS	\$ 19.40	
EFT17582	17/07/2020	NGT LOGISTICS PTY LTD	FREIGHT	\$ 3,048.04	
EFT17583	17/07/2020	SCOPE BUSINESS IMAGING	PHOTOCOPIER PREVENTATIVE SERVICE PLAN JUNE 2020	\$ 1,483.71	
EFT17584	17/07/2020	SPECIALISED & PRECISION ENGINEERING	DEPOT PART REBUILD	\$ 2,083.25	
EFT17585	17/07/2020	SUPER SIGNS SINUSS PTY LTD T/A SUPER SIGNS	NVC PLUSH WALL DISPLAY SUPPLY AND INSTALLATION	\$ 27,197.50	
EFT17586	17/07/2020	TALIS CONSULTANTS PTY LTD	EXMOUTH SEPTIC PONDS DESIGN	\$ 5,251.13	
EFT17587	17/07/2020	THE WEST AUSTRALIAN NEWSPAPER	ADVERTISEMENT IN NW TIMES COVID19 RECOVERY	\$ 952.00	
EFT17588	17/07/2020	VISUAL CONTRAST	OVERFLOW CAMPING MAPS	\$ 440.00	
EFT17589	13/07/2020	ABCO PRODUCTS PTY LTD	CONSUMABLES	\$ 1,107.12	
EFT17590	13/07/2020	ATOM SUPPLY / GERALDTON INDUSTRIAL SUPPLIES	SIGN MAINTENANCE	\$ 168.17	
EFT17591	13/07/2020	AUSTRALIA POST	AUSTRALIA POST ACCOUNT JUNE 2020	\$ 1,033.11	
EFT17592	13/07/2020	AUSTRALIAN TAX OFFICE (PAYG)	PAYROLL DEDUCTIONS	\$ 40,762.00	
EFT17593	13/07/2020	AUTOPRO/NINGALOO CAR BOAT HIRE	DEPOT PARTS	\$ 340.00	
EFT17594	13/07/2020	AQUA BLUE DISTRIBUTION	AQUARIUM CONSUMABLES	\$ 1,757.83	
EFT17595	13/07/2020	BOYA EQUIPMENT	DEPOT PARTS	\$ 580.84	
EFT17596	13/07/2020	CALTEX STARMART EXMOUTH	TYRE REPAIR	\$ 92.00	
EFT17597	13/07/2020	CAPRICORN EXTINGUISHERS	SUPPLY OF FIRE EXTINGUISHERS FOR OVERFLOW	\$ 1,542.60	
EFT17598	13/07/2020	CJ LORD BUILDING AND RENOVATION WA PTY LTD	DEPOT WORKS	\$ 26,125.00	
EFT17599	13/07/2020	DEPARTMENT OF DEFENCE - TREASURY AND BANKING	POTABLE WATER BUNDEGI	\$ 404.80	
EFT17600	13/07/2020	ERA CONTRACTORS	ELECTRICAL MAINTENANCE	\$ 2,142.51	
EFT17601	13/07/2020	EXMOUTH BETTA HOME LIVING	UNIT 2 LEFROY STREET SHEET SET	\$ 59.95	
EFT17602	13/07/2020	EXMOUTH BITUMEN SERVICES CRAIG REGAN	TOWN FOOTPATH WORKS	\$ 77,295.90	
EFT17603	13/07/2020	EXMOUTH BUS CHARTERS	AIRPORT SHUTTLE SERVICE FEE JUNE 2020	\$ 1,173.34	
EFT17604	13/07/2020	EXMOUTH HARDWARE & BUILDING SUPPLIES	HARDWARE AIRPORT ACCOUNT JUNE 2020	\$ 6,766.85	
EFT17605	13/07/2020	EXMOUTH IGA	CONSUMABLES	\$ 137.51	
EFT17606	13/07/2020	EXMOUTH NEWSAGENCY & TOYWORLD	LIBRARY CONSUMABLES JUNE 2020	\$ 377.28	
EFT17607	13/07/2020	EXMOUTH TACKLE AND CAMPING SUPPLIES	OVERFLOW CAMP HOST EQUIPMENT	\$ 234.00	
EFT17608	13/07/2020	EXMOUTH WHOLESALERS	CONSUMABLES	\$ 1,046.19	
EFT17609	13/07/2020	EXY PLUMBING & CONTRACTING	TANTABIDDI TOILET WORKS	\$ 4,005.66	
EFT17610	13/07/2020	FIRE SERVICES AUSTRALIA (WA) PTY LTD	FIRE SAFETY MONTHLY MAINTENANCE JUNE 2020	\$ 673.95	
EFT17611	13/07/2020	FIRE SOLUTIONS AUSTRALIA PTY LTD	LEARMONTH PARTS	\$ 1,113.20	
EFT17612	13/07/2020	FUSION FABRICATION & MARINE	NVC WORKS	\$ 3,431.00	
EFT17613	13/07/2020	GO DOORS PTY LTD	ACCESS GATE CONTROLLER	\$ 3,316.50	
EFT17614	13/07/2020	HORIZON POWER - ACCOUNTS	UTILITIES	\$ 11,635.77	

Reference	Date	Name	Description	Municipal Account	Trust Account
EFT17615	13/07/2020	IT VISION	EOFY SOFTWARE UPGRADE	\$ 1,361.80	
EFT17616	13/07/2020	IXOM OPERATIONS PTY LTD	CHLORINE SERVICE FEE JUNE 2020	\$ 613.80	
EFT17617	13/07/2020	LANDGATE	GRV VALUATIONS	\$ 94.05	
EFT17618	13/07/2020	LIVE NINGALOO	NINGALOO OPERATOR PAYMENTS 30/6/20	\$ 488.75	
EFT17619	13/07/2020	LOCAL GOVT RACING & CEMETERIES EMP UNION	PAYROLL DEDUCTIONS	\$ 19.40	
EFT17620	13/07/2020	MARKETFORCE	BUSH FIRE BRIGADE PUBLIC NOTICE	\$ 321.86	
EFT17621	13/07/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 35.00	
EFT17622	13/07/2020	MUMBY'S AUTO ELECTRICAL AND AIR CONDITIONING	ROTATING BEACON LIGHT	\$ 77.00	
EFT17623	13/07/2020	NETWORK POWER SOLUTIONS PTY LTD	RECREATION CENTRE AIRCONDITIONER INSTALLATION	\$ 8,800.00	
EFT17624	13/07/2020	NGT LOGISTICS PTY LTD	FREIGHT	\$ 278.44	
EFT17625	13/07/2020	NINGALOO CARAVAN & HOLIDAY RESORT	NINGALOO OPERATOR PAYMENTS 30/6/20	\$ 2,108.26	
EFT17626	13/07/2020	NINGALOO COOKING STUDIO	PRESENTER VISIT CATERING	\$ 484.00	
EFT17627	13/07/2020	NINGALOO CORAL BAY - BAYVIEW	NINGALOO CENTRE OPERATOR PAYMENTS 30/6/20	\$ 877.00	
EFT17628	13/07/2020	NINGALOO DISCOVERY	NINGALOO CENTRE OPERATOR PAYMENTS 30/6/20	\$ 50.00	
EFT17629	13/07/2020	NINGALOO ECOLOGY CRUISES (GLASS BOTTOM BOAT)	NINGALOO CENTRE OPERATOR PAYMENTS 30/6/20	\$ 956.25	
EFT17630	13/07/2020	NINGALOO LODGE EXMOUTH	NINGALOO CENTRE OPERATOR PAYMENTS 30/6/20	\$ 841.50	
EFT17631	13/07/2020	NORWEST CRANE HIRE #2 PTY LTD	JUNE 2020 LEARMONTH AIRPORT SKIP BINS	\$ 2,692.80	
EFT17632	13/07/2020	OCEAN ECO ADVENTURES	NINGALOO OPERATOR PAYMENTS 30/6/20	\$ 373.15	
EFT17633	13/07/2020	OFFICEWORKS	RANGER IPHONE & CASE	\$ 856.90	
EFT17634	13/07/2020	PERITUS TECHNOLOGY PTY LTD	MONTHLY CREDIT CARD TRANSACTION FEES	\$ 125.95	
EFT17635	13/07/2020	PLATINUM SURVEYS PTY LTD	WASTE MANAGEMENT FACILITY AERIAL SURVEY	\$ 2,585.00	
EFT17636	13/07/2020	R&L COURIERS	FREIGHT	\$ 96.80	
EFT17637	13/07/2020	RAC TOURISM ASSETS PTY LTD	NINGALOO CENTRE OPERATOR PAYMENTS 30/6/20	\$ 30.00	
EFT17638	13/07/2020	SADIE LOUISE JAMES	BUNDEGI ART WORKS	\$ 4,896.65	
EFT17639	13/07/2020	SKYHAVEN PTY LTD T/AS NINGALOO BLUE CHARTERS	NINGALOO CENTRE OPERATOR PAYMENTS 30/6/20	\$ 705.50	
EFT17640	13/07/2020	TACKLE WORLD EXMOUTH (BLUE WATER)	AQUARIUM CONSUMABLES	\$ 402.18	
EFT17641	13/07/2020	THREE ISLANDS WHALESHARK DIVE	NINGALOO CENTRE OPERATOR PAYMENTS 30/6/20	\$ 1,007.25	
EFT17642	13/07/2020	TOLL TRANSPORT PTY LTD	FREIGHT	\$ 332.36	
EFT17643	13/07/2020	TOTAL EDEN PTY LTD	DEPOT PARTS	\$ 1,237.51	
EFT17644	13/07/2020	TECHWEST	MONITORING OF NVC SECURITY SYSTEM	\$ 243.10	
EFT17645	13/07/2020	VANGUARD PRESS	WAREHOUSING FEES JUNE 2020	\$ 553.14	
EFT17646	13/07/2020	WORKWEAR GROUP PTY LTD	STAFF UNIFORMS	\$ 69.00	
EFT17647	17/07/2020	TIFFANY CLITHEROE T/AS T-HEROE DESIGNS	BUNDEGI ART MURAL	\$ 3,780.00	
EFT17648	20/07/2020	AIRSAFE TRANSPORT TRAINING	EMPLOYEE ONLINE COURSE	\$ 80.00	
EFT17649	20/07/2020	AMPAC DEBT RECOVERY	DEBT RECOVERY COSTS JULY 2020	\$ 27.50	
EFT17650	20/07/2020	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	LICENCE RENEWAL	\$ 45.00	
EFT17651	20/07/2020	AUTOPRO/NINGALOO CAR BOAT HIRE	DEPOT PARTS	\$ 39.90	
EFT17652	20/07/2020	BOOEASY PTY LTD	JUNE 2020 BOOKING COMMISSION	\$ 1,828.00	
EFT17653	20/07/2020	CAPE HIDEAWAY SURF SHOP	REIMBURSEMENT OF APPLICATION AND PERMIT FEES	\$ 624.00	
EFT17654	20/07/2020	CAPRICORN EXTINGUISHERS	PURCHASE OF FIRE EXTINGUISHER	\$ 172.15	
EFT17655	20/07/2020	DEPARTMENT OF LANDS	DOCUMENT PREPARATION FEE AND DEPOSIT ON RESERVE 28046	\$ 37,216.30	
EFT17656	20/07/2020	ERA CONTRACTORS	RECREATION CENTRE ELECTRICAL WORKS	\$ 8,925.44	
EFT17657	20/07/2020	EXMOUTH AUTOMOTIVE AND BOATING SERVICES	AIRPORT COMMUTER ANNUAL INSPECTION	\$ 138.10	

Reference	Date	Name	Description	Municipal Account	Trust Account
EFT17658	20/07/2020	EXMOUTH BITUMEN SERVICES CRAIG REGAN	NETBALL COURTS SOIL TESTING	\$ 132.00	
EFT17659	20/07/2020	EXMOUTH WHOLESALERS	CONSUMABLES	\$ 241.43	
EFT17660	20/07/2020	EXY PLUMBING & CONTRACTING	STAFF HOUSING PLUMBING WORKS	\$ 4,121.87	
EFT17661	20/07/2020	FUSION FABRICATION & MARINE	FEDERATION PARK TOILET LOCK REPAIR	\$ 92.00	
EFT17662	20/07/2020	GERALDTON FUEL COMPANY PTY LTD (REFUEL AUSTRALIA)	BULK DIESEL	\$ 21,443.57	
EFT17663	20/07/2020	GREEN & GROOVY PTY LTD	NINGALOO VISITOR CENTRE MERCHANDISE	\$ 2,943.60	
EFT17664	20/07/2020	HAMISH FELL CONSULTING	WEBSITE DEVELOPMENT HOURS	\$ 2,325.00	
EFT17665	20/07/2020	KLEENIT PTY LTD	CLEANING CONTACT - MONTHLY	\$ 12,625.80	
EFT17666	20/07/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 700.16	
EFT17667	20/07/2020	MESSAGE4U PTY LTD	MEDIA MESSAGES JULY 2020 ACCOUNT	\$ 44.00	
EFT17668	20/07/2020	MUMBY'S AUTO ELECTRICAL AND AIR CONDITIONING	REVOLVING LIGHT INSTALLATION TO LAWN MOWER	\$ 605.11	
EFT17669	20/07/2020	NGT GLOBAL PTY LTD T/AS NGT EXPRESS	FREIGHT	\$ 92.81	
EFT17670	20/07/2020	OFFICEWORKS	OFFICE EQUIPMENT	\$ 288.95	
EFT17671	20/07/2020	RATE PAYER	RATE PAYER REIMBURSEMENT	\$ 521.40	
EFT17672	20/07/2020	PEBBLE BEACH PRINTS NINGALOO	NINGALOO CENTRE MERCHANDISE	\$ 2,030.00	
EFT17673	20/07/2020	RE:MEMBER SOFTWARE PTY LTD	EMPLOYMENT ADVERTISEMENT	\$ 330.00	
EFT17674	20/07/2020	RIVERSIDE BUILDING APPROVALS	AMEND ENGINEERING DRAWINGS	\$ 132.00	
EFT17675	20/07/2020	SEEK LIMITED	EMPLOYMENT ADVERTISEMENT	\$ 1,089.00	
EFT17676	20/07/2020	ST JOHNS AMBULANCE	DEFIBRILLATOR REPLACEMENT PARTS	\$ 935.94	
EFT17677	20/07/2020	STRATAGREEN	DEPOT PARKS SPRAYER	\$ 522.42	
EFT17678	20/07/2020	RATE PAYER	REFUND OF RATES	\$ 295.00	
EFT17679	23/07/2020	AQUARIUMS AUSTRALIA PTY LTD	50% DEPOSIT FOR AQUARIUM REPLACEMENT LIGHTS	\$ 5,659.50	
EFT17680	23/07/2020	EXMOUTH CAPE REAL ESTATE	STORAGE UNIT RENT JULY-AUG 2020	\$ 333.66	
EFT17681	23/07/2020	HORIZON POWER - ACCOUNTS	UTILITIES	\$ 39,553.87	
EFT17682	23/07/2020	MARIHKY TRUST T/A RAY WHITE EXMOUTH	MONTHLY RENT DUGONG CLOSE	\$ 2,793.82	
EFT17683	23/07/2020	PLANNING INSTITUTE OF AUSTRALIA	PLANNING INSTITUTE MEMBERSHIP	\$ 632.00	
EFT17684	29/07/2020	COMMONWEALTH BANK - LOCAL GOVERNMENT BANKING	TERM DEPOSIT	\$ 1,000,000.00	
EFT17685	30/07/2020	ERA CONTRACTORS	REPAIR OF ANTENNA AT 56 NIMITZ STREET	\$ 646.83	
EFT17686	30/07/2020	EXMOUTH INDUSTRIAL SERVICES	HYDRAULIC FITTINGS	\$ 105.60	
EFT17687	30/07/2020	EXMOUTH WHOLESALERS	MORNING TEA	\$ 67.61	
EFT17688	30/07/2020	EXY PLUMBING & CONTRACTING	INVESTIGATE AND REPAIR WATER LEAK AT OLD VISITOR CENTRE	\$ 4,247.43	
EFT17689	30/07/2020	FIRE SERVICES AUSTRALIA (WA) PTY LTD	ALARM MONITORING MAY 2020	\$ 444.32	
EFT17690	30/07/2020	FUSION FABRICATION & MARINE	OVERFLOW CARAVAN PARK MATERIALS	\$ 240.00	
EFT17691	30/07/2020	IT VISION	RENEWAL FEES FOR IT VISION	\$ 58,048.84	
EFT17692	30/07/2020	KAYFER DESIGNS	REVISION OF FEDERATION PARK DRAWINGS	\$ 292.50	
EFT17693	30/07/2020	EMPLOYEE	TRAVEL EXPENSES	\$ 335.86	
EFT17694	30/07/2020	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANNUAL RENEWAL	\$ 360.10	
EFT17695	30/07/2020	MAINFREIGHT AIR & OCEAN PTY LTD	BELT LOADER FREIGHT	\$ 4,901.22	
EFT17696	30/07/2020	MUMBY'S AUTO ELECTRICAL AND AIR CONDITIONING	BATTERY AND LABOUR	\$ 416.00	
EFT17697	30/07/2020	NETWORK POWER SOLUTIONS PTY LTD	INSTALL A/C AT 12 FLETCHER ST	\$ 4,862.00	
EFT17698	30/07/2020	NINGALOO COOKING STUDIO	CATERING 14/7/20 & 24/7/20	\$ 376.50	
EFT17699	30/07/2020	PISCES ENTERPRISES PTY LTD	REPTILE FOOD	\$ 148.30	
EFT17700	30/07/2020	SICCE AUSTRALIA PTY LTD	AQUARIUM PUMPS	\$ 2,326.69	

Reference	Date	Name	Description	Municipal Account	Trust Account
EFT17701	30/07/2020	SPECIALIST TESTING AND TECHNICAL SERVICES PTY LTD	GEO TESTING FOR BIKE PATH	\$ 5,460.40	
EFT17702	30/07/2020	EMPLOYEE	STAFF REIMBURSEMENT	\$ 35.00	
EFT17703	30/07/2020	VEBAS AQUARIUMS PTY LTD	FILTRATION EQUIPMENT	\$ 1,562.00	
			<b>TOTAL EFT PAYMENTS</b>	<b>\$ 1,633,495.25</b>	<b>\$ -</b>
	22/07/2020	AMAZON	CAMERA KIT LENSES	\$ 31.48	
	23/07/2020	QR CODE GENERATOR	QR CODE GENERATOR	\$ 100.32	
	24/07/2020	COLES EXPRESS	FUEL PURCHASES	\$ 115.68	
	21/07/2020	AMAZON	CAMERA BATTERY CHARGER	\$ 67.05	
	26/07/2020	NANUTARRA ROADHOUSE	FUEL PURCHASES	\$ 47.58	
	26/07/2020	COLES EXPRESS	FUEL PURCHASES	\$ 76.25	
			<b>TOTAL CREDIT CARD CEO</b>	<b>\$ 438.36</b>	
	27/06/2020	MAILCHIMP	IT SUBSCRIPTION	\$ 83.45	
	04/07/2020	APPLE	IT SUBSCRIPTION	\$ 17.99	
	08/07/2020	DEPARTMENT OF HEALTH	ENVIRONMENTAL HEALTH LX APPLICATION	\$ 160.00	
	10/07/2020	REZDY	IT SUBSCRIPTION	\$ 273.90	
	20/07/2020	EXMOUTH BETTA HOME LIVING	COMPUTER HEADSET	\$ 79.00	
			<b>TOTAL CREDIT CARD EMCC</b>	<b>\$ 614.34</b>	
	23/07/2020	DIGITAL RIVER	CISCO WEBEX STARTER	\$ 23.05	
			<b>TOTAL CREDIT CARD EMCS</b>	<b>\$ 23.05</b>	
			<b>TOTAL CREDIT CARD EMDS</b>	<b>\$ -</b>	
			<b>TOTAL CREDIT CARD PURCHASES</b>	<b>\$ 1,075.75</b>	
			<b>TOTAL PAYMENTS - JULY 2020</b>	<b>\$ 1,777,419.95</b>	<b>\$ -</b>