

## Section A: Applicant Details

All applicants must complete Section A.

| Applicant Details  |  |
|--|--|
| Name   | <i>Rottnest Island Authority</i>   |
| Registered office<br>(if a Corporation)                              | <i>N/A</i>   |
| Principal Place of Business<br>(if different from Registered Office) | <i>Rottnest Island</i>   |
| Contact Details  |  |
| Primary contact name   | <i>Paolo Amaranti, CEO (primary)</i><br><i>Tracey Hornsey, Manager Major Contracts (secondary)</i><br><i>Janett Enke, Contracts and Project Officer (secondary)</i>  |
| Mail Address   | <i>PO Box 693 Fremantle WA 6959</i>  |
| Email  | <a href="mailto:paolo.amaranti@rottnestisland.com">paolo.amaranti@rottnestisland.com</a><br><a href="mailto:tracey.hornsey@rottnestisland.com">tracey.hornsey@rottnestisland.com</a><br><a href="mailto:janett.enke@rottnestisland.com">janett.enke@rottnestisland.com</a> |
| Telephone  | <i>08 9432 9330</i><br><i>08 9372 9768</i>   |
| Mobile   |  |
| Company Structure  |  |
| ABN or ACN   | <i>38 836 160 172</i>  |
| Legal structure of applicant   | <i>Rottnest Island Authority Act 1987</i>  |

|  |   |
|--|---|
| Place of incorporation   | <i>N/A</i>  |
| Company Directors or Principals  | <i>N/A (Government structure)</i>   |
| A description of the entity's core business  | <i>Government and Tourism</i>   |
| Brief description of the applicant's business structure and key organisational relationships including associated and/or controlled entities | <i>Please see below link to the RIA website:</i><br><a href="http://www.rotnestisland.com/strategic-corporate-documents">http://www.rotnestisland.com/strategic-corporate-documents</a> |

## Section B: New Licence

Applicants applying for a **new licence** must complete Section B.

### Licence Classification

| Electricity Licence                               |  |                     |
|---|--|---------------------|
| Type of licence application                       | <input type="checkbox"/> Generation<br><input type="checkbox"/> Transmission<br><input type="checkbox"/> Distribution<br><input type="checkbox"/> Retail<br><input type="checkbox"/> Integrated Regional   |                     |
| For Generation and Integrated Regional Licences   | Installed capacity   | megawatts           |
| For Transmission and Integrated Regional Licences | Transmission system length   | kilometres          |
| For Distribution and Integrated Regional Licences | Distribution system length   | kilometres          |
| For Retail and Integrated Regional Licences       | Number of large use customers  |                     |
| For Retail and Integrated Regional Licences       | Number of small use customers  |                     |
| Gas Licence                                       |  |                     |
| Type of licence application                       | <input type="checkbox"/> Distribution<br><input type="checkbox"/> Trading  |                     |
| For Distribution Licences                         | Distribution system length   | kilometres          |
| For Trading Licences                              | Number of small use customers  |                     |
| Water Licence                                     |  |                     |
| Type of licence application                       | <input type="checkbox"/> Water Supply (potable)<br><input type="checkbox"/> Water Supply (non-potable)<br><input type="checkbox"/> Drainage services<br><input type="checkbox"/> Irrigation services<br><input type="checkbox"/> Sewerage services |                     |
| For all Water Licence Classifications             | Water system length  | metres /kilometres) |
| For all Water Licence Classifications             | Number of standard terms and conditions customers  |                     |
| For all Water Licence Classifications             | Number of non-standard terms and conditions customers  |                     |

**Area(s) to be covered by the licence**

| Electricity Licence   |  |
|---|--|
| Licence area(s) and/or address to be covered by this licence                  | Licence area name:<br><br>Address/location:  |
| Gas Licence   |  |
| Gas supply area(s) to be covered by this licence                              | <input type="checkbox"/> Kimberley<br><input type="checkbox"/> Pilbara<br><input type="checkbox"/> Gascoyne<br><input type="checkbox"/> Mid-west<br><input type="checkbox"/> Wheatbelt<br><input type="checkbox"/> Goldfields-Esperance<br><input type="checkbox"/> Great Southern<br><input type="checkbox"/> Coastal |
| Water Licence   |  |
| Water Services Operating Area(s) and/or address to be covered by this licence | Operating area name:<br><br>Address/location:  |

**Summary description of licence activity**

| Services/service model   |  |
|--|--|
| Brief description of service(s) or service model intended                    | <i>Note: Add more space as necessary</i> |
| Service/infrastructure/works   |  |
| Brief description of service infrastructure/works                            | <i>Note: Add more space as necessary</i> |
| Other regulatory approvals   |  |
| Provide summary information on status of other regulatory approvals required | <i>Note: Add more space as necessary</i> |

## Section C: Amendment of Licence

Applicants applying for the amendment of an existing licence must fill out Section C.

| Licence details                         |  |
|---|--|
| Licence                                 | <p><b>Electricity</b></p> <p><input type="checkbox"/> Generation EGL _____</p> <p><input type="checkbox"/> Transmission ETL _____</p> <p><input type="checkbox"/> Distribution EDL _____</p> <p><input type="checkbox"/> Retail ERL _____</p> <p><input type="checkbox"/> Integrated Regional EIRL _____</p> <p><b>Gas</b></p> <p><input type="checkbox"/> Distribution GD _____</p> <p><input type="checkbox"/> Trading L _____</p> <p><b>Water</b></p> <p><input checked="" type="checkbox"/> X Water Supply (potable) WL <u>10.V6, 18/11/2013</u></p> <p><input type="checkbox"/> Water Supply (non-potable) WL _____</p> <p><input checked="" type="checkbox"/> X Drainage services WL <u>10.V6, 18/11/2013</u></p> <p><input type="checkbox"/> Irrigation services WL _____</p> <p><input checked="" type="checkbox"/> X Sewerage services WL <u>10.V6, 18/11/2013</u></p>  |
| Amendments details                      |  |
| Reason for and details of the amendment | <p><i>The Rottneest Island Authority (RIA) has been supplying the Rottneest Island Golf Course with non-potable water for the purposes of grounds irrigation, i.e. the greens and fairways since Summer 2013. Up to 2012 the Rottneest Island Golf Course was owned and managed by the RIA and therefore was classified as self-supply. In 2012 the Board approved the upgrade of the Rottneest Island Golf Course. The development application and consultation process to upgrade and reticulate the Golf Course started in July 2012. The upgrade was completed in July 2013 and the Golf Club and Golf Course is leased to Golf Oracle Pty Ltd since August 2013. The Golf Course was officially opened by the Chairman of the Board on 15<sup>th</sup> November 2013. As the Golf Course is now being managed by a third party, the Act requires the RIA to be licensed to supply the golf course with non-potable water. The current license, issued 2013, does not include this requirement. The license amendment is required to avoid a potential breach of the license. The water is sourced from the freshwater Wadjemup and Longreach aquifers and is supplied via a reticulated conduit from tank number 6 and tank number 3. This water is not chlorinated.</i></p> <p><i>The amendment required is to Water Services Operating License, Rottneest Island Authority, WL10, Version 6, 18 November 2013:</i></p> <p><i>Schedule 1 – License Details 1.1 (a) water supply services <u>(ii) not used</u></i></p> <p><i>The operating area is set out in Plan Number OWR-OA-189(B) and this amendment would include non-potable water supply to the golf course.</i></p> |

|   |   |
|---|---|
| <p>Summary of reasons why it would not be contrary to the public interest to grant the amendment (incl. a summary of any consultation undertaken with stakeholders)</p> | <p><i>The amendment is required to provide a license for the supply of non-potable water to an existing operation on Rottnest Island. The development application and consultation process to upgrade and reticulate the Rottnest Island Golf Course started in July 2012. The Department of Environment and Conservation and the Department of Water were included in the consultation process. The development approval conditions for the Golf Course Upgrade and Reticulation was approved by the Rottnest Island Board on the 25th March 2013.</i></p> <p><i>Under normal (non-emergency) operations, the Golf Course does not require the use of water produced by the desalination plant, and the water supplied does not require chlorination. The system to supply the Golf Course involves a reticulated conduit from Tanks 6 and 3 to the Golf Course irrigation system.</i></p> <p><i>The license to take water had been reviewed by the Department of Water and a new license to take water for the purpose of irrigation of the Golf Course and recreation areas was granted on 31 March 2015 (GWL177495(1)).</i></p> <p><i>Potable water is supplied to the Golf Club buildings separately, as part of the existing Rottnest Island Potable Water Distribution System.</i></p> |
|---|---|

## Section D: Renewal or Transfer of Licence

Applicants applying for the **renewal or transfer** of an existing licence must complete Section D.

| Licence details  |   |
|--|---|
| Application for  | <input type="checkbox"/> Renewal<br><input type="checkbox"/> Transfer                         |
| Licence  | <p><b>Electricity</b></p> <input type="checkbox"/> Generation                   EGL     _____ |
|  | <input type="checkbox"/> Transmission                   ETL     _____                         |
|  | <input type="checkbox"/> Distribution                   EDL     _____                         |
|  | <input type="checkbox"/> Retail                   ERL     _____                               |
|  | <input type="checkbox"/> Integrated Regional     EIRL     _____                               |
|  | <p><b>Gas</b></p> <input type="checkbox"/> Distribution                   GDL     _____       |
|  | <input type="checkbox"/> Trading                   GTL     _____                              |
|  | <p><b>Water</b></p> <input type="checkbox"/> Water Supply                   WL     _____      |
|  | (potable)                   WL     _____  |
|  | <input type="checkbox"/> Water Supply (non-                   WL     _____                    |
|  | potable)                   WL     _____   |
|  | <input type="checkbox"/> Drainage services                   WL     _____                     |
|  | <input type="checkbox"/> Irrigation services                   WL     _____                   |
|  | <input type="checkbox"/> Sewerage services  |
| Expiry date<br>(renewal only)  | <p><i>Note: Add more space as necessary</i></p>   |
| Services/service model   |   |
| Brief description of service(s) or service model intended                    | <p><i>Note: Add more space as necessary</i></p>   |
| Service/infrastructure/works   |   |
| Brief description of service infrastructure/works                            | <p><i>Note: Add more space as necessary</i></p>   |
| Other regulatory approvals   |   |
| Provide summary information on status of other regulatory approvals required | <p><i>Note: Add more space as necessary</i></p>   |

## Section E: Surrender or Cancellation of Licence

Applicants applying for the amendment of an existing licence must complete Section E.

| Licence details  |  |
|--|--|
| Licence  | <p><b>Electricity</b></p> <p><input type="checkbox"/> Generation EGL _____</p> <p><input type="checkbox"/> Transmission ETL _____</p> <p><input type="checkbox"/> Distribution EDL _____</p> <p><input type="checkbox"/> Retail ERL _____</p> <p><input type="checkbox"/> Integrated Regional EIRL _____</p> <p><b>Gas</b></p> <p><input type="checkbox"/> Distribution GD _____</p> <p><input type="checkbox"/> Trading L _____</p> <p><b>Water</b></p> <p><input type="checkbox"/> Water Supply (potable) _____</p> <p><input type="checkbox"/> Water Supply (non-potable) WL _____</p> <p><input type="checkbox"/> Drainage services WL _____</p> <p><input type="checkbox"/> Irrigation services WL _____</p> <p><input type="checkbox"/> Sewerage services WL _____</p> |
| Details of surrender   |  |
| Intended date of surrender/cancellation  | <i>Note: Add more space as necessary</i>   |
| Reasons for surrender/cancellation   | <i>Note: Add more space as necessary</i>   |
| Description of services to cease under the licence and description of the customers affected (including location and number) | <i>Note: Add more space as necessary</i>   |
| Summary of reasons why it would not be contrary to the public interest for the surrender to be granted                       | <i>Note: Add more space as necessary</i>   |



## Section F: Certification

All applicants must complete Section F.

### Certification – Acknowledgement of commitment

I declare that the information provided in this application is correct to the best of my knowledge and I am aware of the requirements under the *Electricity Industry Act 2004*, *Energy Coordination Act 1994*, or *Water Services Act 2012* for the licence being applied for and that I have the authority to make this application on behalf of the above entity.

Signed by or on behalf of the applicant.

*[If the applicant is a company, this certification must be signed by director(s) / company secretary (as applicable) unless a relevant authority to bind the applicant is provided with this application]*

Name \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_

Director

Director / Company Secretary

Signed \_\_\_\_\_ Signed \_\_\_\_\_

Date     /     /

Date     /     /



## Appendix 2: Licence Application Checklist

In order to assess a licence application for a new licence or the renewal or transfer of an existing licence, specific information regarding the proposed operation area and corporate, financial and technical information is required. Please include this completed document with your application.

### Application Summary

| Guidelines reference | Information required  | Information provided     | Application reference |      |
|----------------------|---|--------------------------|-----------------------|------|
| 3.1.1                | A description of the applicant's structure and key organisational relationships.  | <input type="checkbox"/> | Document              | Page |
| 3.1.2                | A description of the service(s) or service model intended.  | <input type="checkbox"/> | Document              | Page |
| 3.1.3                | A description of the service infrastructure/works involved  | <input type="checkbox"/> | Document              | Page |
| 3.1.4                | Information on the status of other essential regulatory approvals required  | <input type="checkbox"/> | Document              | Page |
| 3.1.5                | A description of any public consultation or stakeholder engagement processes undertaken concerning the licence project. | <input type="checkbox"/> | Document              | Page |

### Corporate information required (refer to section 3.2)

| Guidelines reference | Information required   | Information provided     | Application reference |      |
|----------------------|--|--------------------------|-----------------------|------|
| 3.2.1                | Identity information including legal and, if relevant, trading name and ABN or ACN | <input type="checkbox"/> | Document              | Page |
| 3.2.2                | Address and contact details for entity   | <input type="checkbox"/> | Document              | Page |
| 3.2.3                | Name and contact details for primary contact person                                | <input type="checkbox"/> | Document              | Page |

|          |  |                          |          |      |
|----------|--|--------------------------|----------|------|
| 3.2.4(a) | Entity profile including a description of core activities  | <input type="checkbox"/> | Document | Page |
| 3.2.4(b) | Description of company type  | <input type="checkbox"/> | Document | Page |
| 3.2.4(c) | Description of company ownership   | <input type="checkbox"/> | Document | Page |
| 3.2.4(d) | A list of any associated and/or controlled entities, including any parent companies.   | <input type="checkbox"/> | Document | Page |
| 3.2.4(e) | Articles of association and registration details for the applicant and associated or controlled entities   | <input type="checkbox"/> | Document | Page |
| 3.2.5    | Degree of control exercised by associated entities over the applicant and how that control is exercised. Information on any other entity the applicant intends to rely on to provide staff, services or resources. | <input type="checkbox"/> | Document | Page |
| 3.2.6    | A list of all company directors or principals of the applicant.  | <input type="checkbox"/> | Document | Page |
| 3.2.7    | A statutory declaration from the company directors or principals of the entity that they have not been or would not be disqualified under the <i>Corporations Act 2001 (Cwlth)</i> from managing corporations.     | <input type="checkbox"/> | Document | Page |

### Financial information required (refer to section 3.3)

| Guidelines reference              | Information required   | Information provided     | Application reference |      |
|-----------------------------------|--|--------------------------|-----------------------|------|
| <b>Current financial position</b> |  |                          |                       |      |
| 3.3.1                             | Most recent audited general purpose financial reports                | <input type="checkbox"/> | Document              | Page |
| 3.3.2                             | Audited financial reports for the last three years (where available) | <input type="checkbox"/> | Document              | Page |

|                              |  |                          |          |      |
|------------------------------|--|--------------------------|----------|------|
| 3.3.3                        | For new entities, financial information which demonstrates that the applicant has an acceptable financial standing/capacity commensurate with its potential financial exposure | <input type="checkbox"/> | Document | Page |
| 3.3.4                        | Where the applicant is a subsidiary company, financial reports for the parent company  | <input type="checkbox"/> | Document | Page |
| 3.3.5                        | Copies of any information submitted to ASIC under chapter 2M of the <i>Corporations Act 2001</i> (Cwth) over the past three years  | <input type="checkbox"/> | Document | Page |
| 3.3.6                        | Declaration from independent auditor or principal financial institution  | <input type="checkbox"/> | Document | Page |
| 3.3.7                        | Information about any risks to the applicant's financial position  | <input type="checkbox"/> | Document | Page |
| <b>Financing</b>             |  |                          |          |      |
| 3.3.8                        | Extent to which financial obligations are guaranteed by other group companies  | <input type="checkbox"/> | Document | Page |
| 3.3.9                        | Contractual arrangements within any group of companies associated with the licensee  | <input type="checkbox"/> | Document | Page |
| 3.3.10                       | Declaration specifying lenders financing the application and type of funding or support obtained   | <input type="checkbox"/> | Document | Page |
| 3.3.11                       | Evidence that the applicant is able to finance the assets and investment necessary to undertake the licensed activities  | <input type="checkbox"/> | Document | Page |
| <b>Financial projections</b> |  |                          |          |      |
| 3.3.12                       | Intended services and related business activities  | <input type="checkbox"/> | Document | Page |
| 3.3.13                       | Projected revenue and expenditure figures for at least 5 years   | <input type="checkbox"/> | Document | Page |
| 3.3.14                       | Methods or principles that will be applied to determine prices or charges  | <input type="checkbox"/> | Document | Page |

| <b>Financial polices</b> |   |                          |          |      |
|--------------------------|---|--------------------------|----------|------|
| 3.3.15                   | Financial policies  | <input type="checkbox"/> | Document | Page |
| 3.3.16                   | Pricing policies, methods and procedures (where applicable) | <input type="checkbox"/> | Document | Page |

### Technical information required (refer to section 3.4)

| Guidelines reference      | Information required  | Information provided     | Application reference |      |
|---------------------------|---|--------------------------|-----------------------|------|
| <b>Assets</b>             |   |                          |                       |      |
| 3.4.1                     | Description of the physical environment of the proposed activity and its immediate vicinity   | <input type="checkbox"/> | Document              | Page |
| 3.4.2                     | Description of the methods or principles proposed to apply in the provision of water services (water licence applications only)   | <input type="checkbox"/> | Document              | Page |
| 3.4.3                     | Description of the supply infrastructure and interconnected infrastructure systems  | <input type="checkbox"/> | Document              | Page |
| 3.4.4                     | Construction schedule (where applicable)  | <input type="checkbox"/> | Document              | Page |
| 3.4.5                     | The nature and extent of the construction, alteration, operation or maintenance of a distribution system for the transportation of gas (gas distribution licence applications only) | <input type="checkbox"/> | Document              | Page |
| 3.4.6                     | Information about supply connection (where applicable)  | <input type="checkbox"/> | Document              | Page |
| 3.4.7                     | Details of the actual and proposed metering arrangements (where applicable)   | <input type="checkbox"/> | Document              | Page |
| 3.4.8                     | Methods or standards proposed to apply in the supply of gas (gas licence applications only)   | <input type="checkbox"/> | Document              | Page |
| 3.4.9                     | Detailed description of asset management system (where applicable)  | <input type="checkbox"/> | Document              | Page |
| <b>Customer contracts</b> |   |                          |                       |      |
| 3.4.10                    | Proposed standard form contract for electricity (where applicable)  | <input type="checkbox"/> | Document              | Page |

|                             |  |                          |          |      |
|-----------------------------|--|--------------------------|----------|------|
| 3.4.11                      | Proposed standard form contract for gas (where applicable)   | <input type="checkbox"/> | Document | Page |
| 3.4.12                      | Proposed standard terms and conditions for the provision of water services (where applicable)  | <input type="checkbox"/> | Document | Page |
| 3.4.13                      | Proposed non standard terms and conditions for the provision of water services (where applicable)  | <input type="checkbox"/> | Document | Page |
| 3.4.14                      | Proposed standard customer contract for water services (where applicable)  | <input type="checkbox"/> | Document | Page |
| <b>Customer information</b> |  |                          |          |      |
| 3.4.15                      | Commitment to become or remain a member of an approved ombudsman scheme and to be bound by its decisions (where applicable)  | <input type="checkbox"/> | Document | Page |
| 3.4.16                      | Evidence of compliance with relevant supply industry methods, quality, standards and codes including compliance with relevant consumer protection arrangements (where applicable)  | <input type="checkbox"/> | Document | Page |
| 3.4.16(a)                   | A description of how customer accounts will be managed.  | <input type="checkbox"/> | Document | Page |
| 3.4.16(b)                   | Details on customer information provision policies (e.g. tariffs, fees and charges), customer consultation processes, account enquiries processes, payment arrangements and hardship policies and procedures, complaints and dispute resolution processes, account termination procedures and customer performance measures. | <input type="checkbox"/> | Document | Page |
| 3.4.16(c)                   | Information on the customer information management systems used by the applicant, including any billing systems.   | <input type="checkbox"/> | Document | Page |
| 3.4.16(d)                   | Proposed financial hardship policy for residential customers (water licences only)   | <input type="checkbox"/> | Document | Page |
| 3.4.16(e)                   | A description of the customer safety awareness program which complies with the <i>gas standards (gas supply and system safety) regulations 2000</i> (gas trading licence only)   | <input type="checkbox"/> | Document | Page |



| <b>Other regulatory approvals</b> |  |                          |          |      |
|-----------------------------------|--|--------------------------|----------|------|
| 3.4.17                            | Description and evidence of the status of applications for other necessary approvals, permits or licences.   | <input type="checkbox"/> | Document | Page |
| <b>Relevant experience</b>        |  |                          |          |      |
| 3.4.18                            | Prior experience and training  | <input type="checkbox"/> | Document | Page |
| 3.4.19                            | Key personnel  | <input type="checkbox"/> | Document | Page |
| 3.4.20                            | Policy on the use of sub-contractors   | <input type="checkbox"/> | Document | Page |
| 3.4.21                            | Details of relationship with entity supplying staff and resources (where applicable)   | <input type="checkbox"/> | Document | Page |
| 3.4.22                            | Licences or approvals held for the supply of electricity, gas or water services  | <input type="checkbox"/> | Document | Page |
| <b>Other equivalent licences</b>  |  |                          |          |      |
| 3.4.23(a)                         | Details of other equivalent licence held by it or their associated or controlled entities under the law of another State or Territory including a signed statutory declaration giving particulars of the applicant's interstate licence(s) | <input type="checkbox"/> | Document | Page |
| 3.4.23(b)                         | The applicant must provide details of any regulatory action taken by a regulator in another jurisdiction in relation to the businesses in 3.4.23(a) above  | <input type="checkbox"/> | Document | Page |

**Public interest information required (refer to section 3.5)**

| Guidelines reference                         | Information required  | Information provided     | Application reference |      |
|--|---|--------------------------|-----------------------|------|
| Electricity / Gas<br>3.5.1<br>Water<br>3.5.2 | Statement and evidence about any information that might assist the Authority forming the view that the application is not contrary to the public interest | <input type="checkbox"/> | Document              | Page |

**Licence, Supply and Operating Areas information required (refer to section 3.6)**

| Guideline reference | Information required  | Information provided     | Application reference |      |
|---------------------|---|--------------------------|-----------------------|------|
| 3.6.1               | Identify the proposed area within which the applicant intends to provide a licensed electricity, gas or water service (in the specified formats). | <input type="checkbox"/> | Document              | Page |

**Licence Fee**

| Guidelines reference | Information required | Information provided     | Application reference |  |
|----------------------|----------------------|--------------------------|-----------------------|--|
| 3.7                  | Licence fee paid     | <input type="checkbox"/> |                       |  |