



Shark Bay Bitterns — How We Get Paid

Progress claims & invoicing · Construct Only Contract (clause 26)

CONTRACT SUM	PO NUMBER	COMPLETION	SBR CERTIFIES	DTL DIRECTOR
\$2,789,004.51 ex-GST	182113	20 Nov 2026	John Stephens	Tyson Knight

PART 1 — THE PROCESS · the whole picture, one page

Seven things to know. Claim monthly, get it certified, then invoice.

1 The monthly cycle

- Claim on the **25th** each month (next business day if not one).
- SBR certifies within **10 business days**.
- We then issue the **tax invoice** — for the **certified** amount.
- Paid **~30 days** after month-end of the invoice (max 35 days from claim).

Order matters: claim → certificate → tax invoice. Never invoice first.

2 What we claim

- The **lesser of** the Schedule 3 monthly value and **work actually done** (cumulative, less prior).
- Progress-based — no milestones.
- Agree the claim **format with John Stephens** up front.

3 Must be in place — or the claim is rejected

- Bank guarantees lodged · statutory declaration (subbies & wages paid).
- Insurances current · updated work plan if asked.

4 What goes in each claim

- Value done (since start + since last claim), variations, amounts already paid.
- Cost-to-complete, program + payment register + financial statement.
- Pro-forma invoice + PO 182113.

5 Can't claim yet

- Materials **not yet installed / off-site** — unless SBR agrees and we post a separate bank guarantee.
- So supply value bills **as it's installed**, not on delivery.

6

Good to know

- Payments are **on account** — can be corrected later. **No cash retention** (bank guarantees are the security).
- Late claim rolls to the next 25th. Liquidated Damages \$1,800/day (cap 5%). SOPA (WA) protects our payment rights.
- **Final claim is full & final** — include everything; nothing survives it.

7

One open item

- Schedule 3 Section 4 is **\$75,658.70 light** on line items — corrected page is **out for SBR signature**.
- Meanwhile, agree the Section 4 basis with John Stephens so it's claimable.

PART 2 — MONTHLY CLAIM CHECKLIST · tick as you go

Run this every month. Boxes save automatically on this device.

A · Before you claim all must be true, or the claim is invalid

- ☐ Bank guarantees lodged & current
- ☐ Statutory declaration signed (subbies & wages paid), dated on/after claim date
- ☐ Insurances current — evidence ready
- ☐ Work plan updated (if requested)
- ☐ Only installed work included — no off-site materials unless agreed + BG posted

B · Build the claim

- ☐ Value of work done — cumulative & since last claim
- ☐ Variations included
- ☐ Amounts previously paid deducted
- ☐ Cost-to-complete estimate
- ☐ Program status + payment register + financial statement
- ☐ Pro-forma invoice attached · **PO 182113** referenced
- ☐ Breakdown in the format agreed with John Stephens

C · Submit & follow up

- ☐ Lodge with SBR by the **25th**

☐ Payment certificate received (within 10 business days)
☐ Tax invoice issued for the certified amount
☐ Payment received (~30 days after month-end of invoice)

Claim register tick each stage as it completes

CLAIM	VALUE / %	SUBMITTED	CERTIFIED	INVOICED	PAID
June 2026	30% claim	☐	☐	☐	☐
August 2026	progress	☐	☐	☐	☐
		☐	☐	☐	☐