

DEVELOPER SERVICING STRATEGY TEMPLATE



VERSION: 2.0



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Amendments since previous version

Section	Changes made



1. Executive Summary

This section should provide the reader a complete synopsis of the proposed development, recommended servicing option and proposed works required at specific thresholds of development.

1.1 Development Background

Present a high level summary of the proposed development. It should reference;

- Study area.
- Description of proposed development and adjoining lands.
- Staging and timing of the proposed development.
- Supply and demand introduced by the proposed development.

1.2 Recommended Servicing Option

In developing the strategy, a list of potential options will have been identified for initial review and from the list, a select few more feasible options will have been further developed in the strategy. This section provides a high level overview of the options developed in the strategy and should be summarised in table format similar to the table below

Option	Description of option	Cost (\$yr)	NPV	Comments
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Provide a high level assessment of the pros, cons and risks of the options reviewed and outline the reasons for selecting the preferred option.

1.3 Proposed Works

Provide details of the proposed works contained in the recommended servicing option, and when these works will be required at specified thresholds (i.e. in equivalent tenements or stages of development). This information should be provided in table format (refer table below) to facilitate assessment of the implications of the recommended option on future development applications.

Threshold	Required Infrastructure
ET or Stage	Description of proposed infrastructure to be provided at this threshold. If none is required, a statement should be made to this effect.

Provide a schematic showing the study area, proposed development areas and the major works contained in the recommended option.

Insert a high level schematic of the recommended option



2. Definitions

Terms, acronyms and definitions identified in Table 1 are specific to this document and are critical to the effectiveness of it.

Table 1: Terms, acronyms and definitions

Term	Definition
ET	Equivalent tenement. A stand-alone house on a lot is equivalent to 1 sewer ET and 1 water ET
NPV	Net present value
O & M	Operation and Maintenance

3. Context

This section should provide the reader with a complete background of the development and the impact that it will have on Hunter Water assets (supply and demand). It creates the context of the development so that Hunter Water can then understand and assess the options presented in the following section.

3.1 Study Area

The servicing strategy study area will be agreed during the strategy inception meeting. Written confirmation of the scope of the strategy and study area will be provided by Hunter Water and is required prior to commencing the servicing strategy.

This section should include a:

- Brief synopsis of current local population.
- Brief synopsis of any local industries, environmental or cultural highlights that may impact the development of the new assets.
- Quantitative parameters such as gross land area and average lot size.
- Brief discussion on existing and past land use that may impact the development of the new assets.

Insert a plan showing the study area and any key features relevant to the site. As a minimum, the following should be presented on a plan:

- The study area as agreed with Hunter Water
- Significant natural features that may impact, or be impacted by, the development.
- Significant infrastructure and features that may impact, or be impacted by, the development such as roads, rail, waterways, parks, etc
- Hunter Water infrastructure.

Insert a plan of the Study Area here if legible, otherwise provide A3 copy in Appendix B.

3.2 Planning Context

This section requires discussion on how the development aligns with existing or proposed planning instruments, including the following detail:

- Current and proposed zoning.
- Negotiations with council or other planning authority.
- Current state of planning approval, if not yet secured.



- How the development aligns with existing Local Environmental Plans (LEP) or other local or regional planning instruments and strategies (i.e. Settlement Strategies).

Insert a Zoning Plan identifying the study area and land use zones within the study area.

Insert Zoning Plan here if legible, otherwise provide A3 copy in Appendix B.

3.3 Development and Staging

Hunter Water will provide a copy of latest growth data for the study area (including an assessment of the historical uptake rate within the local area) within the strategy scoping letter following the inception meeting.

The consultant is to provide a brief overview of the local area, recent developments and historical take up rates. The overview should include a summary of the scope, scale and type of development within the study area.

The consultant is required to contact each development site identified within the study area and update the growth and timing of these site accordingly. This is to be provided in a table form as per the Table below.

Development	ET	Description of development and expected timeframes
Name of development area, owner or developer	Provide assessment of ET loads or demands	Provide a summary of the development area, the expected timing development and constraints that may impact on the scope and timing of the development.

Written evidence of communication with other developments within the study area is to be included in the Appendix F.

The consultant is to provide a breakdown of the events impact the timing of development commencement such as anticipated timing of DA, environmental approvals, Strategy approval, Designs, construction, etc

Type	Time	Year	Comments
DA	6 months	2018	Under review, expect to be approved in
Design	12month	2019	12 months design phase following DA approval

The anticipated staging and timing of all development within the study area should be presented in a table as per below.

Stage	Year	ET	Stage Description
1			Provide information regarding the rollout of this stage and any particular requirements that must be met in order to deliver the associated stage (i.e., capital works by the developer/consultant or Hunter Water that may be required to supplement supply to meet developer/consultant needs).
2			

Insert a Staging Plan clearly identifying the various stages of the development and the expected timing of stages. Anticipated staging and timing of the proposed development. The timing of lots within the staging plan should reflect the likely connection time to Hunter Water’s water and sewer network. This should be reflective of the impact of neighbouring developments and historical take up



rates in the area. Where take up rates are above or below the historical take up rates in the area, evidence to support the assumption should be provided.

Insert Staging Plan here if legible, otherwise provide A3 copy in Appendix B.

4. Options Development

4.1 Design Water Demands or Sewerage Loadings

For water servicing strategies, detail the design water demands estimates for the proposed development and study area (including base annual demand, diversity factors, diurnal factor, average day, peak day and peak hour demand design demand parameters).

For sewer servicing strategies, detail the theoretical sewage design flows for the proposed development and study area (including Average Dry Weather Flow, Peak Dry Weather Flow, Storm Allowances for the differing types of development, Peak Wet Weather Flow and equivalent tenements (ET) used for the different kinds of development).

Where Pressure Sewer is being considered as a potential servicing option, Hunter Water has developed an alternate methodology for the calculation of pressure sewer loadings. This is outlined in Hunter Water's ***Pressure Sewer Hydraulic Design Guideline***. The ***Pressure Sewer Hydraulic Design Guideline*** should be used to guide consultants as to the appropriate level of investigation required when considering pressure sewer in a strategy. This section should detail the flow allowances for pressure sewer for the proposed development and study area. Confirmation of whether pressure sewer can be considered in the strategy will be provided in the scoping letter following the strategy inception meeting.

Present the load and demand information in tabular format.

4.2 Infrastructure and Constraints

This section presents a high level overview of the existing and planned Hunter Water infrastructure included in the study area or that may impact the development under consideration. This section should provide a description of connection point(s) for the development, their location in relation to the development area, their available capacity and/or the boundary conditions for each of the connection point(s). This information will be provided in either a Notice of Requirements issued under Section 50 of the Hunter Water Act 1991, Preliminary Servicing advice or a feasibility analysis prepared by Hunter Water on behalf of the owner/applicant.

The discussion should include all network pipes, pump stations, reservoirs, chemical dosing infrastructure, treatment plants, dams, etc. that may impact the proposed development, and may be presented in a similar fashion to the following table.



Hunter Water Asset Description	Asset Type	Asset Conditions and Restrictions
This could be a sewer main, water supply, pump station, reservoir or an asset for a planned development	Water Supply, Sewer, Pump, Reservoir, Treatment Plant, etc	<p>Are there any comments regarding the condition of the asset or restrictions that have been imposed on its use? Topic areas that should be referenced by Hunter Water staff are similar to Preliminary Servicing Advice, which include:</p> <ul style="list-style-type: none"> • Maximum potential height of development that will still meet water pressure guidelines. • Preliminary capacity analysis of additional sewer flows. • Outline of any possible modifications to existing Hunter Water assets that may be required to meet development requirements. • Presentation of new capacity to be brought on stream during the staging life of the development that may assist the development requirements. • Timings of the rollout of any planned new asset.

Insert Plan here if legible, otherwise provide A3 in Appendix B. The plan should show existing assets, connection points, constraints, etc. These should be re-confirmed in the Strategy Scoping letter following the strategy inception meeting.

4.3 Option Assumptions

This section should detail the assumptions made for the options development. The topics to be presented in this area include:

- Energy prices and energy inflation rates over the term of the analysis.
- Greenhouse gas abatement emission factors and certificate prices and inflation rates over the term of the analysis.
- Maintenance and operating costs from guidance and information provided by Hunter Water manuals and guidelines.
- Capital costs from Hunter Water’s estimating spreadsheet (entitled “Pipeline and Pump Station Estimating Guidelines”).

Energy prices, energy inflation rates, greenhouse gas abatement information and operations and maintenance costs can be obtained from Hunter Water’s website at the following address:

- <http://www.hunterwater.com.au/44.aspx>

5. Servicing Options

Hunter Water recommends the following strategy structure:

- A separate strategy be submitted for each asset class (i.e. water, sewer and recycled water).
- Hunter Water recommends that options be documented as distinct sections under Chapter 5. For example, if you have agreed with Hunter Water to select four options to analyse, then four sections should be presented (i.e. Section 5.2 (Option A) through to Section 5.5 (Option D)).
- If low pressure sewer is to be considered in the strategy, ensure options have been developed and presented in accordance with the requirements of Hunter Water’s **Pressure Sewer Hydraulic Design Guideline**.

Hunter Water has adopted a ‘Sustainable Decision Making’ approach for evaluating the overall sustainability of urban water systems. Hunter Water expects that selection of the recommended option is consistent with this approach, including an assessment of the following primary criteria:



- Financial.
- Social.
- Environmental.
- Technical.

The following section provides guidance on how these criteria should be assessed.

5.1 Options Assessment

Provide a brief written overview of the option and include a high level schematic showing the proposed servicing option and interactions with existing Hunter Water assets.

Insert plan of Proposed Option here if legible, otherwise provide A3 copy in Appendix B.

5.1.1 Water Demand or Sewerage Loadings Assessment

For Water Servicing Strategies, present the potable water demand assessment and water supply parameters of the solution as detailed in Section 3.4. Care should be taken to cover all aspects of the options, focussing on:

- Potable water demand estimates.
- Current supply capacity of Hunter Water assets.
- Spare supply capacity that can be utilised by the option.
- Increases in supply capacity that the option will provide to Hunter Water, if any.
- Spare supply capacity remaining after completion of the option.
- Indications of any low pressure areas that could be caused by the option.
- High level description of any pumping stations or reservoirs that may be part of the option.

For Sewer Servicing Strategies, present the sewer loading parameters of the solution as detailed in Section 3.5. Care should be taken to cover all aspects of the options, focussing on:

- Sewerage Loading Assessment.
- Current demand capacity of Hunter Water assets.
- Spare demand capacity that can be utilised by the option.
- Increases in demand capacity that the option will provide to Hunter Water, if any.
- Spare demand capacity remaining after completion of the option.
- High level description of any pumping stations that may be part of the option.
- Downstream impact on Hunter Water assets introduced by the option.

5.1.2 Infrastructure Description

Describe the infrastructure proposed to service the projected development to allow fulsome comparison of options. For instance, WWPS details such as size of wet well, depth, duty, rising main size and length should be detailed. It should also detail any required upgrades or modifications to existing Hunter Water assets.

If odour control is required, this section should include a discussion of the available options and the selected option for the site.

5.1.3 Technical Assessment and Constraints

Any proposed option must be able to be constructed and operated within Hunter Water design and operating guidelines. Any option that is likely not to meet these guidelines should be discussed with Hunter Water and agreement reached or the option discarded.

An assessment of the following technical matters should also be undertaken:



- Performance - the ability of the system to meet system design guidelines into the future.
- Maintainability - the degree to which the proposed infrastructure can be maintained using standard maintenance practices and materials.
- Security of supply against system failures for water supply systems designed to serve more than 100 properties.

The discussion of each issue should not be a detailed analysis; rather there should be enough detail to establish why an option is to be explored or discarded. However, any issues that may have a major impact or may make an option substantially different from the other options should be discussed in more detail.

Odour/Septicity

An assessment of the potential for odour/septicity generation and appropriate control methods is required, particularly in the early stages of the development when low flows are likely. Typically rising main detention times of greater than 4 hours are considered unacceptable with some form of odour and/or septicity management required.

A hierarchy of controls/solutions should be based on a cost versus benefit analysis, which achieves positive environmental, regulatory and customer outcomes, while ensuring a financially-responsible solution. These solutions are listed below in Hunter Water's order of preference depending on the scale of the predicted problem.

1. Design the issue out by reconfiguring collection and delivery networks.
2. Potable water top up. The developer/ consultant must identify the estimated number of years this may occur and the volume of potable water required. Hunter Water would need to confirm whether potable water top up is acceptable given community perception and focus on demand management.
3. Seal rising main discharge location and associated system and locate vents at strategic locations away from customers and line infrastructure with polyurea coating to prevent corrosion.
4. Implement point 3 plus implement appropriate filtration units at downstream discharge point (carbon and/or biofilters).
5. Install chemical dosing units.

The consultant should assess the options acceptable to Hunter Water and identify the preferred solution that protects assets, minimises impacts on customers, and regulatory/legislative compliance risk. Capital and ongoing cost should be included in the Net Present Value Analysis. Hunter Water can provide these costs on request.

5.1.4 Community/Stakeholder Constraints and Social Impact

The following community/ stakeholder constraints should be considered in this section.

- Water supply interruption to existing residents is outside Hunter Water guidelines.
- If during construction or operation of the assets, there is the potential for noise or odour complaints. If this potential exists, Hunter Water may require that the developer engage a suitably qualified consultant to prepare an odour and/or noise report. This generally would be required prior to submission of a concept design for the affected works.
- If construction of assets is required on private property and access may be difficult to obtain.
- If the likelihood that approval of new assets by council or residents is slim. (e.g., location of a vent that would cause local residents to successfully complain to council).

This section should also assess the social impact of the construction and operation of the proposed infrastructure, including consideration of such matters as:

- The provision of accessible and affordable water and wastewater services to the community.



- Minimisation of health risks to the community.
- Visual amenity may be reduced by the introduction of structures into an existing/established neighbourhood or impact property values.
- Odours generated from wastewater pumping stations or vents located near existing or future residential properties.
- Increased noise arising from such factors as construction activities, truck movements, pumps or variable speed drives (that can create electronic noise that interferes with TV and radio reception).
- Any occupational, health and safety issues that may affect the safety, health and wellbeing of the workforce during construction and operation of the asset.
- Location of infrastructure in areas designated as “Special Areas” under the Hunter Water Regulation 2010, and the potential impact on water supplies.

5.1.5 Environmental Constraints and Impact

A desktop environmental constraints analysis is to be carried out to ensure that there are no environmental matters that may impact on the ability of the services to be delivered in accordance with this strategy.

An Environmental Plan highlighting the environmental risks and land classifications of the study area is to be included and should include the following details:

1. Aboriginal heritage areas.
2. Flora and fauna.
3. Acid sulphate soil areas.
4. National and State Parks.
5. Waterways.
6. SEPP 14 wetland areas.

Insert Environmental Plan here if legible, otherwise provide A3 copy in Appendix B.

This section should also address the environment impacts of the construction and operation of the proposed infrastructure, including such matters as:

- The use of non-renewable resources.
- Generation of waterborne waste (wastewater and stormwater) and solid waste.
- Contamination of land, waterways and marine environments.
- Conservation of ecosystems and the impact of construction through environmentally sensitive areas (i.e. riparian, wetlands, foreshore) where endangered flora and fauna habit may exist.
- Construction through areas likely to contain aboriginal artefacts or items of cultural heritage.

Special construction methods and maintenance procedures may be required to ensure no environmental harm occurs.

5.1.6 Financial Analysis

This section presents an assessment of the cost associated with each option. The aim of this assessment is to select an option that minimises infrastructure life cycle costs (capital, operation, maintenance and replacement costs).

Capital and Replacement Costs

Capital cost estimations for gravity sewer options are to be prepared using Hunter Water’s estimating spreadsheet (entitled “Pipeline and Pump Station Estimating Guidelines”). It is the responsibility of the developer/consultant to ensure the version being used is the current version.



Hunter Water has prepared an estimating tool for pressure sewer and this should be used where pressure sewer options are being investigated. It is expected that costs will be obtained from suppliers for items not included in Hunter Water's Estimating Guidelines.

The estimated cost is to include:

- Construction costs for all assets over the life of the project.
- Asset replacement costs, if any, over the effective life of the project.
- Decommissioning/demolition cost of any assets that need to be removed over the effective life of the project.

For example, the capital cost for the construction of a pump station and SCADA monitoring gear over a 30 year effective life will require pump station and SCADA purchase in year 1 and a SCADA replacement in year 15 (as per the Hunter Water Design Manual).

When detailing the capital costs over the effective life of the option, it is important to quote costs in the dollars of the relevant financial year at the date of preparation.

The capital cost estimates should reflect any construction difficulty. Any matters that have affected these estimates or any potential issues that may not be adequately costed need to be discussed in this section.

Insert a table summarising the major capital cost items of the proposed option (i.e. Design, WWPS construction, reservoir construction, contingency, etc). A copy of the output from the Pipeline and Pump Station Estimating Guidelines is to be included at Appendix D.

Operating and Maintenance Cost

This section presents the details of the operating and maintenance (O & M) costs of the option. Operating and maintenance costs are to be obtained from Hunter Water's website and are to include:

- Energy running costs for all assets over the life of the project (e.g. electricity costs).
- Cost of consumables over the life of the project (e.g. pumps, filters, chemicals, etc).
- Cost of monitoring the condition/performance of the asset over the life of the project
- Cost of preventative maintenance of the asset (e.g. pump inspection and service, repair cost due to failure).

When detailing the operating and maintenance costs over the effective life of the option, it is important to quote costs in the dollars of the relevant financial year at the date of preparation.

Specific operating and maintenance costs for pressure sewer systems have been developed and should be used when developing O & M costs for pressure sewer systems. O & M costs will be provided alongside approval to progress pressure sewer as a potential servicing option.

Net Present Value Analysis

In developing a Net Present Value assessment for each option, the following data is to be analysed in spreadsheet format.

- Costs in current year dollars – All costs should be quoted in current year dollars. For example, for 2017/2018 financial year, all costs from 2017 and all future years should be adjusted to 2017/2018 dollars. This implies that a cost that increases with inflation will be the same value. For example, if an option has two pumps installed, one in Year 1 and a second in Year 10, and it is felt that the cost of the pump will increase with inflation; the same pump cost would be entered in Year 1 and Year 10.



- Discount rate – The discount rate to calculate the present value should be set to 7% unless otherwise advised by Hunter Water.
- Analysis period – This is the deemed life of the project. The present value calculation should extend for 30 years, unless alternate duration agreed at the strategy inception meeting.
- Treatment of Energy and GHG – Energy consumption by each option (measured in kWh) is converted to greenhouse gas by a fixed rate provided by Hunter Water. The cost of each tonne of GHG is also converted to a GHG Abatement cost provided by Hunter Water. These factors should be confirmed by the developer/consultant at the commencement of the option analysis.
- Real Cost Increases – While all costs should be quoted in current financial year dollars (e.g. 2017/18 dollars), some aspects of operating and maintenance costs are likely to have real increases over and above baseline inflation. These are likely to include energy costs, labour costs and possibly some chemical costs. In column B of the template spreadsheet an annual compound increase has been calculated for some rows that will provide the developer/consultant some guidance as to what real increase they have embedded in their cost series.
- Operating and Maintenance Costs.

Energy prices, energy inflation rates, greenhouse gas abatement information and operations and maintenance costs are to be obtained from Hunter Water’s website as detailed in Section 3.6.

At a minimum, the following information needs to be provided:

- Present value cost analysis split by capital, operating and maintenance costs
- Appropriate breakdown of costs to an individual asset level (i.e. piping, pumps, pump stations, road works, energy usage, etc).
- Energy use in cost terms, kWh terms and associated GHG’s produced.
- Appropriate selection of timeframes for the calculation of present values as documented in Hunter Water design guidelines and agreed with Hunter Water.
- Capital costs for replacement of assets after their effective life or future upgrades that Hunter Water will be responsible for should be included as Hunter Water Capital Costs
- Discount rates, energy costs, annual real energy increases, GHG abatement costs and other fixed inputs should be highlighted and agreed with Hunter Water.
- It is preferred that one spreadsheet per option be provided.
- Outline of all assumptions made by the developer/consultant in creating the financial model.

Any further queries on the use of the template spreadsheet should be directed to Hunter Water.

5.2 Options Comparison

This section should provide a high level summary of the options developed for further review. This information should be presented in a tabular format, including for a table comparing financial criteria and another for comprising non-financial criteria.

Financial cost assessment

Option	Capital costs	O&M costs	NPV (7%)

Non-financial cost assessment



Option	Technical Assessment	Environmental Assessment	Social Assessment
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<hr/>			
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5.3 Recommended Option

This section presents a detailed overview of the recommended option and the reason for its selection, based on a review of the criteria identified in the section 5.2 Comparison of Options.

- A table should be provided showing infrastructure required to support the various stages of development and their associated capital costs. This should align with the staging plan and capital items from the NPV analysis. The timing of capital items should be realistic timeframes and ensure adequate consideration given to the timing of approvals from consent authorities, realistic uptake rates in the area, etc.
- The preferred option will generally be the option with the lowest NPV unless not-cost criteria are deemed sufficiently significant to outweigh the NPV assessment. The preferred option should provide the best overall community outcome.
- Hydraulic modelling results for the recommended option should be provided in the Appendix.
- Funding of developer delivered infrastructure will be assessed as part of a separate application under the Funding for Growth Infrastructure Policy. Funding considerations should not factor into the assessment of options.



6. Document control

TRIM: HW2007-2177/55/10.005

Document owner	Mandatory reviewers	Document approver
Group Manager Development Services	Team Leader Development Planning and Relations	Group Manager Development Services

Table 2: Document version history

Version	Name of author	Summary of changes	Approval date	Approved by	Periodic review
1.0	Mal Withers				
2.0	Chris Barker	Updated doc			



Appendix A: Preferred option

Prepare a Draft Reticulation Layout (DRL) showing the proposed infrastructure required for the recommended option as per STS 911 Drawing Template. Depending on the asset class, the DRL should clearly identify the various infrastructure items supporting the various stages of development such as:

- Loading, staging and approximate timing for each stage of development.
- Pump stations,
- Manholes,
- Valves,
- Water and sewer main sizing and alignment.
- Connection points.
- Connection points for adjoining development.
- Security of supply.
- Location of zone valves.
- Minimising dead ends.
- Expected sewer flows and grades.

A copy of these plans in a GIS compatible format (i.e. DWG) is to be provided with the final documentation.



Appendix B: Hydraulic modelling results

Hydraulic modelling results are required to be included in this section including plans clearly showing the hydraulic water or wastewater modelling results of the preferred option. The results tables and plan should clearly show how Hunter Water's key design criteria have been met.



Appendix C: A3 Plans

This section shall be used for plans that cannot be provided within the body of the document because they are not legible in A4 portrait format. A reference shall be provided within the document indicating that the Plan has been provided in Appendix B.



Appendix D: Options list

Option	Option description	Assessment	Option Recommendation
Option A	A brief description of the option.	Provide high level assessment of pros, cons and risks	Discard or develop in servicing strategy
Option B			
Option C			
Option D			

This section should be the long list of options presented by the consultant during the inception meeting and further developed during the inception meeting.

This section is only required if options were identified as part of the Servicing Strategy process but were not developed further in the actual Strategy document.



Appendix E: **Cost estimates**

Provide copy of the cost estimates from the cost estimating tool (or other estimates as appropriate) for the options presented in the report



Appendix F: **Net Present Value assessment**

Provide copy of the output from the NPV spreadsheet for each of the options presented in the report



Appendix G: Correspondence with Hunter Water

Provide all the correspondence (e.g., email, letters, meeting minutes from inception meeting and progress meeting(s), Preliminary Servicing Advice, etc) that has been captured regarding the development of the Servicing Strategy and discusses the implications for the strategy development.

Transcripts of telephone conversations will not be accepted as any decisions made by telephone should be confirmed to Hunter Water via email or in writing.



Appendix H: **Correspondence with developers in study area**

Provide copies of written correspondence between consultant and each development identified in the Study area.



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