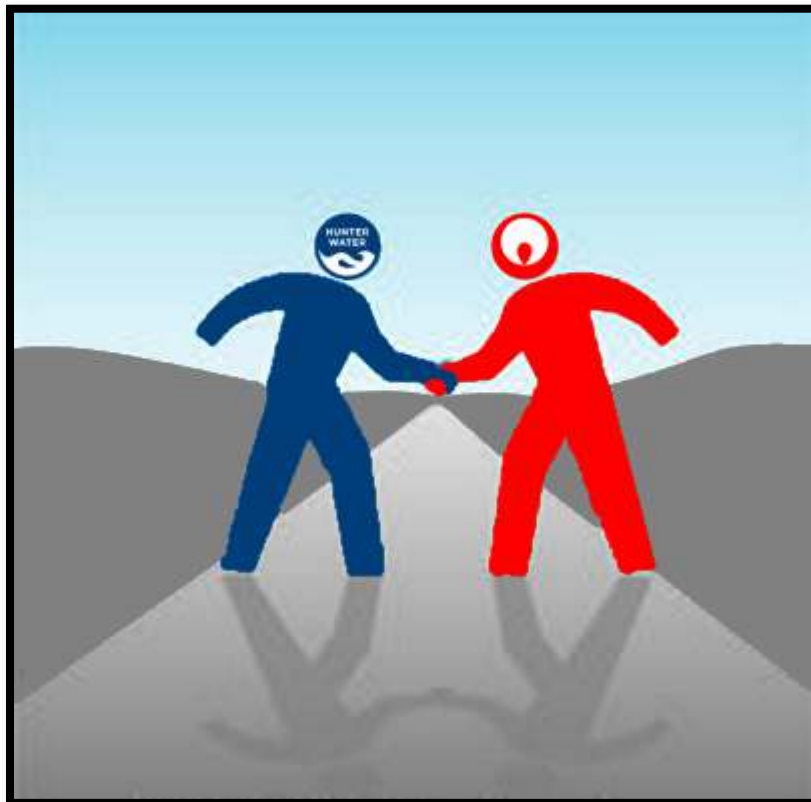


Facility Cooperative Use Plan for the Hunter Water Treatment Operations Contract CS0341



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DOCUMENT REVIEW

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2	01/11/2020	Insertion of 3.4 Supervision of Works, change to URL for inductions and some other minor wording changes throughout the document. Incorporation of HWC review comments regarding the removal of the need for gloves at Dungog WTP.	K Arkinstall	P Coffey	Dec 2020
3	12/04/2021	Addition of SCUP wording into section 3.1	K Arkinstall	P Coffey	n/a

FOREWORD

1. This document forms the Facility Cooperative Use Plan (**FCUP**) for the Hunter Water *Treatment Operations Contract CS0341*.
2. It has been developed in conjunction with the current Hunter Water Operational Management Plan (**OMP**) MAN-3000, which forms the framework of the Integrated Management System.

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DEFINITIONS AND ABBREVIATIONS

Term	Definition
Engaged Person	In respect of Hunter Water, a director, officer, employee, agent or contractor (other than the Service Provider) of Hunter Water
	In respect of Veolia, any individual engaged, contracted, directed, managed or supervised by Veolia to perform any works, services or activities forming part of the Services and includes a director, officer, employee, agent, invitee, contractor, Subcontractor or Supplier of Veolia and any other person for whom Veolia is vicariously liable.
Facility	A WTF or WWTF identified in Schedule 1 and all associated (whether above or below ground or water) infrastructure, plant and equipment located within the Facility Boundary and including the land upon which the WTF or WWTF identified in Schedule 1 and all associated (whether above or below ground or water) infrastructure, plant and equipment is located and “Facilities” means all of them.
Facility Boundary	The boundary of each Facility for the performance of the Services is described in Schedule 1 with reference to the Site Maps in Schedule 2.
HWC	Means Hunter Water Corporation
Job Safety & Environmental Analysis (JSEA)	A written document which describes the job to be completed, outlining the steps involved and identifying any occupational health and safety risks which may arise. The JSEA also details any risk control measures which must be implemented to eliminate the identified risks to health and safety. Competent persons undertaking the task complete the JSEA. A JSEA is required for hazardous tasks.
PN106	This Practice Note lists details of access arrangements to access Hunter Water land associated with the Facilities and also any agreements or arrangements with third parties that Hunter Water has in place in relation to shared access to Hunter Water land associated with the Facilities. The Service Provider must: <ol style="list-style-type: none"> 1. comply with all access arrangements to access Hunter Water land associated with the Facilities and the requirements of such access arrangements; and 2. with respect to any agreement or arrangement with a third party that Hunter Water has in place in relation to shared access to Hunter Water land associated with the Facilities, comply with the requirements of such agreement or arrangement and also ensure that the relevant third party and its representatives are provided with access in accordance with the relevant agreement or arrangement.

Term	Definition
PN310	<p>This Practice Note details civil field staff requirements. Hunter Water civil field staff use parts of some of the Facilities for storage of bulk materials for storage of pipes and fittings or for office space.</p> <p>Hunter Water staff will continue to use parts of the Facilities for this use including the locations noted in this practice note. Hunter Water staff will also continue to use the amenities at the Facilities from time to time.</p>
Practice Note	Means an Annexure to the <i>Treatment Operations Contract CS0341</i>
Visitor	Visitors are people who enter the site to meet with staff, tour the site, conduct audits or provide training. Visitors must be accompanied at all times by an inducted person.
Work Permit	A Work Permit authorises persons to undertake specific work in a designated area. The permits are designed to define the safety precautions to be taken depending on the nature of the work being performed and the hazards involved.
WTF	Means Water Treatment Facility
WWTF	Means Wastewater Treatment Facility

1 INTRODUCTION

1.1 Purpose

The purpose of this Facility Cooperative Use Plan (**FCUP**) is to detail the protocols and procedures to apply to any entry to a Facility by Hunter Water's Engaged Persons or other authorised persons, or any other party who needs access to a Facility.

1.2 Relevant Contract Clauses

1.2.1 Access and Cooperation

1. The Service Provider must develop a Facility Cooperative Use Plan detailing the protocols and procedures to apply to any entry to a Facility by Hunter Water's Engaged Persons or other authorised persons, or any other party who needs access to a Facility. The Facility Cooperative Use Plan must take into account the requirements of Practice Note PN106. The plan must be submitted for Endorsement in accordance with clause 25.2.
2. The Service Provider acknowledges that Hunter Water, and its Engaged Persons, may enter any Facility at any time and for any purpose, provided such entry is in accordance with and subject to the safety and security arrangements of the Facility Cooperative Use Plan. Hunter Water's specific access requirements in relation to materials storage and building access are described at PN310.
3. Hunter Water may conduct tours or site visits of a Facility as Hunter Water sees fit, subject to Practice Note PN603 and the reasonable operational requirements of the Service Provider and provided all such tours or site visits are conducted in accordance with and subject to the safety and security arrangements of the Facility Cooperative Use Plan.
4. The Service Provider must provide access to third parties in accordance with and subject to the safety and security arrangements of the Facility Cooperative Use Plan.
5. Unless a Facility or part of a Facility has been designated as a Construction Site under clause 17.4, the Service Provider will remain responsible for coordination, safety and security of any Facility or part of a Facility to which Hunter Water, Hunter Water's Engaged Persons or any third parties are provided access.
6. Hunter Water is investigating the introduction of an automated access control system with the intention of assisting with safety management at a range of Facilities. The system would provide the ability to identify personnel at a Facility and confirm that they have been inducted to the Facility and to determine if a Facility is manned or not. The Service Provider must assist Hunter Water in developing the operational requirements for this system as it relates to the operation of the Facilities and cooperate with Hunter Water in the introduction and use of the system.

7. The amenities building at the Burwood Beach WWTP has been set up to provide an alternative operational centre for Hunter Water to use during any emergency event which makes the usual Hunter Water operational centre sites unavailable. The facilities at the amenity building are to be available to Hunter Water to use as an emergency operation centre at all times. The Service Provider must at all times provide access and full use for Hunter Water to the theatre, the store, the kitchen and the projection room at the north west of the building, the men's and women's bathroom to the south west of the building and the office space between the foyer and the laboratory on the north east side of the building. The Service Provider will have full access to the office, control room, amenities and lunch room on the southern side of the building and laboratory on the eastern end of the building. The foyer and hallways are to remain open at all times to allow access to all areas. The Service Provider is to be responsible for the cleaning of all of the building.
8. Hunter Water and its Engaged Persons may at any time enter a Facility to:
 - a) clear blockages in the wastewater network outside of the Facility and remove debris outside of the Facility that would otherwise be transported to the inlet works of a WWTF; or
 - b) perform any works outside of the Facility in connection with clearing blockages or removal of debris outside of the Facility.

In undertaking such work Hunter Water may dispose of any waste material in the waste bins at a Facility used for collection of waste from the inlet works of a WWTF.

1.2.2 Designated Construction Site

1. Where construction work is to be carried out on a Facility or part of a Facility by Hunter Water or a Hunter Water Engaged Person, Hunter Water may designate the Facility or part of the Facility as a Construction Site for such period of time as Hunter Water determines at its reasonable discretion in consultation with the Service Provider.
2. If the whole or part of a Facility is designated as a Construction Site, then, for the period of designation, Hunter Water or its nominated Engaged Person will have management and control of the designated Construction Site. The Service Provider's responsibility for management and control of a designated Construction Site will be suspended for that period, or limited by being subject to Hunter Water's or its Engaged Person's control of access and safety.

2 THE FACILITIES

Subject to the provisions of the Agreement, in respect of each Facility, Veolia has responsibility for, and management and control of, that Facility from the Services Commencement Date throughout the Term, except to the extent, and during any period, that the Facility is designated as a Construction Site under Clause 17.4.

The boundary of each Facility for the performance of the Services is described in Schedule 1 with reference to the Site Maps in Schedule 2.

With respect to any agreement or arrangement with a third party (refer Appendix 1) that Hunter Water has in place in relation to shared access to Hunter Water land associated with the Facilities, Veolia will comply with the requirements of such agreement or arrangement and also ensure that the relevant third party and its representatives are provided with access in accordance with the relevant agreement or arrangement.

3 PROTOCOLS FOR ACCESSING THE FACILITIES AND OPERATIONAL SHUTDOWNS

Veolia is committed to providing a safe working environment for our staff and any others working at the Facilities we are responsible for operating.

Under the Work Health Safety (WHS) regulations, Veolia (as the operator) and Hunter Water (as the owner) also share a responsibility towards workers at these sites. It is therefore important that the protocols below are followed by all suppliers, contractors, subcontractors and Hunter Water employees when undertaking work at sites operated by Veolia, regardless of whether the work has been commissioned by Veolia or Hunter Water.

3.1 Site Access

Persons previously inducted by Veolia and undertaking:

1. Routine visits to Facilities operated by Veolia (e.g. for access to HWC stores, collection of samples, disposal of network waste, civil field staff requirements under PN310), or
2. Emergency works (e.g. clearing of network blockages), or
3. Construction works by Hunter Water or a Hunter Water Engaged Person

may visit the Facilities without first notifying Veolia.

Persons visiting the Burwood Beach theatre and records storage area may do so without providing notice or requiring a Veolia site induction.

All security staff will need to be appropriately inducted. The required inductions can be done via an online service and will require completing the General Induction as well as each individual site induction for relevant sites visited. Once the general and site inductions are complete, security patrol personnel may visit the Facilities without first notifying Veolia.

All other persons (including deliveries) must first notify the relevant Veolia contact person by phone and/or email to arrange access. A description of any work to be undertaken will be required so that any other requirements can be determined (e.g. Work Permit, induction, etc.).

Access for emergency ICT repairs are to be logged as a Priority 1 job with Hunter Water's Control Centre. Veolia's on-call operator is to meet the ICT person on site as soon as possible.

For non-intrusive work, nominally 24 hours notice is required. For work that is likely to require a Job Safety and Environmental Analysis (JSEA) (e.g. work in hazardous areas, at heights or in confined spaces) a minimum of 48 hours notice of the intention to visit the site is required. Any operational issues that might impact on the work will be discussed at this point including the need to reschedule work.

A Work Permit will be jointly completed by Veolia and the worker before any work can commence.

Veolia reserves the right to refuse, restrict or revoke access to the sites we operate under certain conditions including evidence of unsafe work practices, unprofessional behaviour, or failure to

comply with Veolia instructions and procedures. The parties agree that any unsafe activities observed will be raised with the relevant persons involved.

Veolia and Hunter Water will ensure that only persons authorised under the Agreement to access a Facility gain access to a Facility. If Veolia becomes aware of any unauthorised person on a Facility, then Veolia will immediately have the unauthorised person removed.

3.2 Works Requiring Shutdown

Where Works require the shutdown of all or part of the plant, 3 weeks notice of the intended shutdown or trial shutdown (if required) date must be given. This notification is to be given to the relevant facility manager (ie. Water Operations Manager or Wastewater Operations Manager). A shutdown workshop must be held and shutdown plan must be completed and provided to all parties 2 weeks prior to shutdown.

Contractor Safe Work Method Statements (SWMS) that have been reviewed and approved by an appropriate Hunter Water representative (or Hunter Water Engaged Person) and all required Permits must be provided to Veolia no less than 1 week prior to the shutdown. This allows the Veolia Operational and Supervisory staff to review the provided documentation and seek clarification as required. Veolia reserves the right to delay the commencement of works if the supplied documentation is not adequate to control the identified risks.

The shutdown workshop shall consider, as a minimum:

- Review of the draft shutdown plan
- Risk assessments, cut over and contingency plans for each shutdown task
- A timeline that address the lead up to the shutdown and the period of the shutdown
- The necessary JSEA/SWMS for the whole job or individual packages (depending on the work performed)
- The necessary permits including as a minimum the Work Permit and additional permits as required (e.g. Confined Spaces, Working at Heights, Hot Work, Isolations)

The shutdown plan should include, as a minimum:

- The nominated shutdown date and two back-up shutdown dates
- The background to and need for the shutdown
- The methodology for the work
- An hour by hour work plan for the shutdown period referring to tasks covered by the SWMS where relevant. This plan is to identify both the worst case and best case scenarios and if the work has optional stages, a time where no new work is to be commenced.
- The parties responsible for completing the tasks listed in the plan
- The person responsible for executing the plan (shutdown coordinator)
- A list of personnel involved, including roles and responsibilities
- A timeline that address the lead up to the shutdown and the period of the shutdown
- The necessary criteria for a shutdown to go ahead or that would result in it being deferred
- A list of resources, materials, equipment / machinery and critical spares required for the work
- The risks associated with the work and associated controls, including contingency plans

- A list of stakeholders contact details and details of communication lines
- Check sheets for approval to start work and for performance of task
- Other relevant supporting documentation

For high-risk shutdowns, notice in advance of the above requirements is preferred. For low-risk, urgent or unplanned shutdowns, the above shutdown planning requirements may be relaxed subject to agreement of all parties.

Hunter Water's shutdown coordinator (typically project manager) will be responsible for consulting with all internal Hunter Water stakeholders and obtaining necessary Hunter Water approvals, keeping Veolia personnel informed where necessary.

Veolia will do its best to accommodate shutdowns within the constraints of the operation. If the shutdown date is delayed by wet weather all parties will do their best to reschedule a new date as quickly as possible to minimize delays. To facilitate this, two back-up shutdown dates will be nominated as part of the shutdown plan.

Veolia will not request cancellation of a scheduled shutdown without giving 48 hours notice unless the plant is impacted by equipment failure, a safety or compliance issue or adverse weather conditions. Veolia will prioritise shutdowns over other planned maintenance activities and exercise every effort to provide resources in a timely fashion for document review, project workshops and plant operation.

3.3 Additional Notification

The relevant Veolia contact person needs to be notified by phone as soon as possible if the work:

- Changes from non-intrusive to hazardous
- Moves to a different area or type that would require a new or modified Work Permit
- Poses or causes a risk to:
 - Veolia's compliance under the Agreement or the EPL
 - Plant or process
 - Other workers or the general public.

3.4 Supervision of Works

Supervision of the works is the responsibility of the person requiring the works to be carried out. Supervision includes:

- Development and review of required risk assessments/JSEA's/SWMS etc
- Acting as the "responsible person" within the Veolia Safety Management system (training is required)
- Direct supervision of the works
- Testing and commissioning of the works
- Updating of documentation as required
- Training of operational personnel as required

3.5 Site Registration and Induction

All visitors to the site must contact the operator and sign in on arrival, and sign out before leaving the site to enable an accurate headcount in the event of an emergency evacuation.

Adhoc Visitors to the site who have not completed the required inductions must be escorted by an inducted person. However, all regular visitors to the site must undertake a Veolia induction.

The Veolia Generic Induction describes Veolia's safe systems of work, including Isolation (Lockout Tagout) and Permit to Work system. The site induction is used to communicate emergency evacuation procedures, the Personal Protective Equipment (PPE) requirements specific to the site, and the location of any hazardous or restricted areas within the site boundary.

All Veolia inductions can be completed online at:

<https://www.userlogin.com.au/veolia>

The inductee should complete the required inductions prior to attending site, print the supplied certificates and bring to site as proof of completion.

3.6 Personal Protection

Appropriate PPE must be worn on all sites operated by Veolia with the exception of the Veolia office and the Burwood Beach Theatre. The minimum level of PPE includes:

- Long sleeve shirts preferably made of natural fibres. Either the shirt must be high visibility or a high visibility vest must be worn over the top.
- Long trousers preferably made of natural fibres.
- Boots with steel cap toes.
- Safety Glasses.

Any additional PPE requirements will be advised by Veolia.



3.7 Insurances, Registrations, Licences, etc.

Evidence of the compliance with the following must be provided to Veolia on request:

- All electrical equipment (e.g. power tools, power leads, etc.) brought onto and used on site has been tested and tagged in accordance with the appropriate regulations.
- All chemicals brought onto and used on site have a current SDS available and carried with the chemical.
- All motor vehicles and plant brought onto and used on site are covered by the relevant insurances and registration, and comply with all appropriate regulations.
- All workers are appropriately trained, licensed and, if necessary, insured for the work they are undertaking on site.

3.8 Emergency Evacuation

In the event of an emergency, any instruction to evacuate must be followed promptly to ensure the safety of all workers at the site. The evacuation area will be communicated as part of the site induction.

4 FACILITY AS A CONSTRUCTION SITE

4.1 Designation of a Construction Site

Where construction work is to be carried out on a Facility or part of a Facility by Hunter Water or a Hunter Water Engaged Person, Hunter Water may designate the Facility or part of the Facility as a Construction Site for such period of time as Hunter Water determines at its reasonable discretion in consultation with Veolia.

The Construction Site will be fenced by the Hunter Water Engaged Person. The Hunter Water Engaged Person will maintain the fence and then remove it at the completion of the construction works.

4.2 Control of Construction Site

If the whole or part of a Facility is designated as a Construction Site, then, for the period of designation, Hunter Water or its nominated Engaged Person will have management and control of the designated Construction Site.

Veolia's responsibility for management and control of a designated Construction Site will be suspended for that period, or limited by being subject to Hunter Water's or its Engaged Person's control of access and safety.

Until otherwise agreed:

- All contractor personnel will complete the appropriate online inductions (general and site specific). Once inducted, contractor personnel may visit the Facilities without first notifying Veolia.
- All contractor personnel will comply with site traffic management signs and instructions.
- All contractor personnel must not leave their vehicle while travelling through the Veolia site (i.e. between the front gate and the designated Construction Site).
- Hunter Water will advise its personnel and/or nominated Engaged Person regarding these arrangements.

A site specific Facilities Cooperative Use Plan will be prepared for each Construction Site. The site specific plan will specify the Construction Site area, address any interface issues (e.g. access to operating plant control and management of deliveries), and detail who has overall control of the Construction Site in the event of an incident or evacuation. The site specific plan will need to be approved by Hunter Water. Hunter Water will issue the site specific Facilities Cooperative Use Plan to Veolia at least 2 weeks prior to the establishment of the construction site. Any revisions to the site specific Facilities Cooperative Use Plan will also be issued to Veolia at least 2 weeks prior to them taking effect.

Veolia will not need to sight a JSEA or Permit to Work for Construction Sites.

To facilitate this at the contract start:

- Hunter Water will provide Veolia with site induction records for current Engaged Persons.
- Hunter Water will provide Veolia with the approved Safety Management Plan for current Engaged Persons.

4.3 Emergency Management of Construction Site

Hunter Water or its nominated Engaged Person will have emergency management and control of the designated Construction Site.

Veolia will require a site contact person for the Construction Site in order to notify Hunter Water or its nominated Engaged Person of any emergency (e.g. evacuation).

APPENDIX 1: PN106

Q Number	Lot / Section / DP	Parcel Address	Colloquial Name	Access	Dealing creating access	Licence/ Easement affecting HWC land
1971	2/749418	Lot 2 GOVERNMENT RD CESSNOCK, 2325	CESSNOCK WWTW	HWC access via private land at 31 Government Rd, Cessnock being 2/1067096	Government Gazette for access Q1966	no recorded licences
2115	1/1190465	LOT 1 MCLEOD RD LOXFORD, 2326	KURRI KURRI WWTW	1. HWC access off public road and through own land WWPS also on this site 2. recycled water customers		Licence to RMS expired 30.1.14, TBC whether they are still accessing
3578	21/801232 and 1/561033	2151 NEW ENGLAND HWY BRANXTON, 2335	BRANXTON WWTW	HWC access via 4 Maitland St, Branxton being 191/1137947	dealing CON 63 BK 3092 for access Q1925	1. easements in favour of Ausgrid for power and access 2. Licence to Telstra expiring 2018 for mobile network tower - access appears to be down different access and tower located outside WWTW perimeter - TBC
3579	1/791531	LOT 1 NEATH RD KEARSLEY, 2325	KEARSLEY WWTW	HWC access via crown reserve 7316/1167390 no registered ROC	no registered dealing, HWC relies on Hunter Water Act	
3920	121/848796	Lot 121 MILLFIELD RD PAXTON, 2325	PAXTON WWTW	HWC access via 120/848796	dealing No. 2090627 using DP 848796 Q3921	easements in favour of Ausgrid for power and access within the WWTW freehold boundaries

Q Number	Lot / Section / DP	Parcel Address	Colloquial Name	Access	Dealing creating access	Licence/ Easement affecting HWC land
	108/1141345	OFF WOERDENS ROAD, CLARENCE TOWN	CLARENCE TOWN WWTW	HWC access via 423/790595 registered ROC and yet to be acquired crown road WWTW land yet to be acquired from Crown Reuse land already owned by HWC	Dealing AE341189 Q4851	
4792	261/879440	92 ALISON RD ALISON, 2420	DUNGOG WWTW	HWC access via 26/1138012 registered ROC Adjoining farmer takes recycled water from ponds	Conveyance book 3061 number 891	Reciprocal Licence agreements between HWC and adjoining farmer (Alison) for HWC to access monitoring point on river and for farmer for farming and grazing both expiring 2015
1757	1/433549	12A OCEAN PARK RD BELMONT SOUTH, 2280	BELMONT WWTW	HWC access via extension of Beach St		1. easement in favour of Ausgrid for power 2. licence agreements with Telstra and Optus
1880 & 1879	3 & 10/755207	30A FAUCETT ST BLACKALLS PARK, 2283	TORONTO WWTW	HWC access off public road		
1978	1/730938	79 MARCONI RD MORISSET, 2264	DORA CREEK WWTW	HWC access off public road		
2036	A/430055	2A GARTH ST EDGEWORTH, 2285	EDGEWORTH WWTW	HWC access off public road		easements in favour of Ausgrid for power and access

Q Number	Lot / Section / DP	Parcel Address	Colloquial Name	Access	Dealing creating access	Licence/ Easement affecting HWC land
2039	2/577725, 7/776278 & 1/776283	Lot 2 OWLPEN LN FARLEY, 2320	FARLEY WWTW	1. HWC access off public road 2. recycled water customer		ROC in favour of adjoining farmer along HWC access road 2. Licence to Odour Control Systems expiring 2015
4405	3/546000	Lot 3 BUTCHERS LN MORPETH, 2321	MORPETH WWTW	1. HWC access off public road 2. recycled water customers		1. easements in favour of Ausgrid for power and access 2. Licence to Optus for transmitter expiring 2015 3. Licence to East Maitland Bowling Club for recycled water pump, power and access
2381, 2385	A/400052 & 2/535220 & 1/408005	2 ADEN ST SHORTLAND, 2307	SHORTLAND WWTW	HWC access off public road		1. easements in favour of CMA for access and monitoring equipment 2. Licence to Telstra for transmitter expiring June 2014
3474	1/776283, 7/776283	129 SCENIC DR MEREWETHER, 2291	BURWOOD BEACH WWTW	HWC access off public road		easements in favour of Ausgrid for power and access
2073	1/1096746	109 BOULDER BAY RD FINGAL BAY, 2315	BOULDER BAY WWTW	HWC access via ROC over National Parks land being 478/728140	GG Q2074	easements in favour of Ausgrid for power and access

Q Number	Lot / Section / DP	Parcel Address	Colloquial Name	Access	Dealing creating access	Licence/ Easement affecting HWC land
4183	5/874652 & 30/1024344	13 Limeburners Creek RD KARUAH, 2324	KARUAH WWTW	HWC access off public road		
2140	1/633535, 2 & 3/828314	30 OYSTER FARM RD MALLABULA, 2319	TANILBA BAY WWTW	HWC access off public road		
2278	1/159023	22 ELIZABETH AV RAYMOND TERRACE, 2324	RAYMOND TERRACE WWTW	HWC access via 13/846612 & 3/771617	CON 118 BK 2592 CON 921 BK 3179 DP 557719	
4794	21/1014637	67 DURHAM RD GRESFORD, 2311	GRESFORD WTP	HWC access via 1/1169300		
546	1/711050 and 45/753191	65 SHORT ST DUNGOG, 2420	DUNGOG WTP	HWC access off public road		
3504	45/753191	164 TOMAGO RD TOMAGO, 2322	GRAHAMSTOWN 1 WTP	HWC access off public road through HWC land other assets located within close proximity		
	Tomaree National Park		ANNA BAY WTP	within Tomaree National Park no registered easements for access. HWC relies on S185A NPWS Act and Tomaree Plan of Management		
	Tomaree National Park		NELSON BAY WTP	within Tomaree National Park no registered easements for access. HWC relies on S185A NPWS Act and Tomaree Plan of Management		
4157	1/873570	839 LEMON TREE PASSAGE RD TANILBA BAY, 2319	LEMON TREE PASSAGE WTP	HWC access via crown reserve road or via tracks alongside sandbed bore pumps in National Parks land		