Newcastle Mines Grouting Fund

APPLICATION AND WORK FLOW CHART

NSW GOVERNMENT | Hunter & Central Coast Development Corporation

PLANNING PHASE

DEVELOPMENT PROPONENT | **HUNTER AND CENTRAL COAST DEVELOPMENT CORPORATION (HCCDC)** | **SUBSIDENCE ADVISORY NSW (SANSW)**

Proposed development:
- Is in the area covered by the fund
- Has not commenced Grouting Works on site

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Submit a grouting plan prepared by a suitably qualified engineer to SANSW → SANSW approval of Grouting Plan

- Obtain SANSW approval of Grouting Plan
- Obtain Development Consent for approved grouting works or the development identified in the approved Grouting Plan

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Submit Application Package to HCCDC :
- Application may be based on a Pre Tender Estimate

→ HCCDC to assess and inform applicant of decision including any Approved Value

Procure grouting works contractor using NMGF Procurement Guidelines and the NSW Government standard contracts **https://buy.nsw.gov.au/categories/construction** or similar and establish Contract Value

**Timing of procurement to be within term of SANSW approved Grouting Plan*

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Contract Value exceeds Pre Tender Estimate

YES ↓ | NO →

Prepare detail cost report → HCCDC to review and approve budget variation

Execute funding deed → Execute Contribution Deed

YES

DELIVERY PHASE

Written notice of intention to commence Grouting Works to HCCDC and SANSW (1 week prior)

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Commence Grouting Works

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Grouting Works in progress → Notify HCCDC and SANSW immediately if the cost of Grouting Works is likely to be greater than Approved Value.

HCCDC Representative to monitor progress and inspect works.

SANSW advise any work requirements

Complete Grouting Works and obtain Validation Report

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Submit Validation Report to SANSW → Approval of Validation Report

- Submit claim to HCCDC consistent with Funding Deed
- Submit certificate of Compliance with NMGF Procurement Guidelines

→ Assess claim and issue Payment Certificate

Submit invoice to HCCDC for payment → Pay Tax Invoice on 30 day terms

Updated: 21/10/2021