

CREATIVE AND DIGITAL COMMUNICATION PANEL – SHORT FORM OFFICIAL ORDER

Official Order Number – 10029646			
Date – 4 July 2024			
<p>The Comms Store (ABN 73 636 942 811) has offered under clause 5.1 of the Head Agreement specified at item 1 below to provide the Services to the Participating Agencies.</p> <p>The Commonwealth of Australia (Commonwealth) as represented by the High Speed Rail Authority, 62 Northbourne Avenue, CANBERRA, ACT, 2601 ABN: 88 675 754 520 (Participating Agency) accepts this offer on the terms and conditions set out in the Head Agreement and in this Official Order and issues this Official Order in accordance with clause 5.4 of the Head Agreement. This Official Order is issued in Accordance with the Deed of Agreement for the Provision of Creative and Digital Communication Services (Standing Offer Notice Identifier (SON ID) SON4009385.</p> <p>Unless otherwise specified in the Official Order, if there is an inconsistency between this Official Order and any other provisions of the Head Agreement, the Head Agreement will prevail to the extent of any inconsistency.</p>			
Item number	Description	Standard Terms and Conditions Clause Reference	Details
General			
1.	Head Agreement No. and description	1.1	Number CDC183 Dated 8 November 2023 For the provision of Creative and Digital Communication Services
2.	Services	Schedule 2 of the Head Agreement	Strategic Brand, Marketing and Communication
3.	Participating Agency	1.1	The Commonwealth of Australia (Commonwealth) as represented by the High Speed Rail Authority, 62 Northbourne Avenue, CANBERRA, ACT, 2601 ABN: 88 675 754 520
4.	Participating Agency Representative	1.1 and 11	Name: s47F Position: General Manager Email: s47F @hsra.gov.au Phone: s4/r

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5.	Contractor Representative	1.1 and 11	s47F [redacted]
6.	Contract Period	1.1 and 2.1	Thursday, 4 July 2024 to Friday, 20 December 2024
7.	Contract Option Period	2.2	Nil
8.	Contract Option Notice Period	2.2	Nil
9.	Specified Personnel	1.1 and 14	s47F [redacted] The Comms Store s47F [redacted] The Comms Store
10.	Subcontractors	4.12	Nil
11.	Other Contractors	1.1 and 7	s47F [redacted]
12.	Notices	37	Participating Agency: s47F [redacted] s47F [redacted] s47F [redacted] @hsra.gov.au 62 Northbourne Avenue, CANBERRA, ACT, 2601 Contractor: s47F [redacted] [redacted] <i>The Comms Store</i> s47F [redacted] [redacted] [redacted]

13.	Governing law and jurisdiction	38.14	As specified in the Standard Terms and Conditions
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Services

<p>14.</p>	<p>Description of Services including the purpose of the Services, Milestone Dates, and Delivery Place</p>	<p>1.1, 4, 4.3(d) and 4.4</p>	<p>The High Speed Rail Authority (Authority) is tasked with delivering a Detailed Business Case for a Sydney to Newcastle high speed rail connection. Sydney to Newcastle high speed rail is the first stage of delivering an east coast high speed rail network between Melbourne, Canberra, Sydney and Brisbane, as well as key regional centres between these four cities.</p> <p>The Authority is seeking a creative design agency with significant infrastructure or major project experience to assist in developing and delivering communication material both print and digital to support the Authority’s community engagement activities required to deliver the Business Case. This is to include the provision of resources to work directly to the Authority to deliver engagement activities.</p> <p>EMBEDDED RESOURCES</p> <p>s47D, s47G(1)(a)</p> <p>PHOTOGRAPHY</p> <p>s47D, s47G(1)(a)</p> <p>VIDEO PRODUCTION</p>
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			<p>s47D, s47G(1)(a)</p> <p>3D STILLS ARTIST IMPRESSIONS</p> <p>s47D, s47G(1)(a)</p>
15.	Measuring performance	13	Per heads of agreement
16.	Reporting requirements	11.2	Nil
17.	National Anti-Corruption Commission	23.19	The Standard Terms and Conditions apply.
18.	Business Hours	1.1	As specified in the Standard Terms and Conditions

19.	Relevant Standards	4.1(d)	Refer to the standards set out in the Standard Terms and Conditions. No additional standards, practice or guidelines apply
20.	Participating Agency requirements	4.1(c)	Refer to the requirements set out in the Standard Terms and Conditions. No additional Participating Agency requirements apply.
21.	APS Values	4.13	The Standard Terms and Conditions apply.
22.	Commonwealth Fraud Control Framework	4.14	The Standard Terms and Conditions apply.
23.	Indigenous Procurement Policy	4.18	The Standard Terms and Conditions apply.

24.	Child Safety	4.23	<p>Part or all of the Services involve the Contractor employing or engaging with Child-Related Personnel that is required by Relevant Legislation to have a Working With Children Check:</p> <p><input type="checkbox"/> Yes, clauses 14.5 to 14.8 of the Deed apply</p> <p><input checked="" type="checkbox"/> No, clauses 14.5 to 14.8 of the Deed do not apply</p> <p>Contractor’s Child-Related Personnel must comply with Relevant Legislation, including ensuring Working With Children Checks are be current for its Child-Related Personnel remain current</p> <p><input type="checkbox"/> Yes, clause 14.2(b) of the Deed apply</p> <p><input checked="" type="checkbox"/> No, clause 14.2(b) of the Deed does not apply</p>
25.	Security	30	No additional security requirements apply
26.	Additional insurance	25.2	Nil
Confidential Information			

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27.	Confidential Information	1.1 and 26	Participating Agency's Confidential Information:								
			<table border="1"> <thead> <tr> <th>Item</th> <th>Period of confidentiality</th> </tr> </thead> <tbody> <tr> <td>Agency data,</td> <td><i>Indefinitely</i></td> </tr> <tr> <td>Any Personal Information held by the Agency</td> <td><i>Indefinitely</i></td> </tr> <tr> <td>Security Classified Information</td> <td><i>Indefinitely</i></td> </tr> </tbody> </table>	Item	Period of confidentiality	Agency data,	<i>Indefinitely</i>	Any Personal Information held by the Agency	<i>Indefinitely</i>	Security Classified Information	<i>Indefinitely</i>
			Item	Period of confidentiality							
			Agency data,	<i>Indefinitely</i>							
			Any Personal Information held by the Agency	<i>Indefinitely</i>							
Security Classified Information	<i>Indefinitely</i>										
<p><i>[The Contractor should have regard to the guidelines published by the Department of Finance, available at:</i></p> <p><i>https://www.finance.gov.au/procurement/procurement-policy-and-guidance/buying/contract-issues/confidentiality-procurement-cycle/principles.html</i></p>											
Ownership of Material											
28.	Participating Agency Material	1.1 and 15	Stakeholder/community engagement data and research may be provided. Print and digital communication material may also be provided.								
29.	Ownership of Contract Material	16.3(a)	Participating Agency to own all Intellectual Property Rights in Contract Material upon its creation.								
30.	Licence of Material	16.3(b)	The Standard Terms and Conditions apply.								

31.	Moral Rights – Specified Acts	18.2	As specified in the Standard Terms and Conditions
Payment			
32.	Payment – Service Charges	19.1	<p>Below service charges are GST inclusive s47D, s47G(1)(a)</p> <p>Photography s47D, s47G(1)(a)</p> <p>VIDEO PRODUCTION s47D, s47G(1)(a)</p> <p>3D STILLs ARTIST IMPRESSIONS s47D, s47G(1)(a)</p>
33.	Additional invoice requirements	19.3	No additional invoicing requirements apply

34.	Payment period	19.6	As specified in the Standard Terms and Conditions
35.	Expenses	19.9	s47D, s47G(1)(a)
Acceptance of Services and other processes			
36.	Acceptance	4.6	As specified in the Standard Terms and Conditions
37.	Business process requirements	5	Nil
38.	Business continuity planning	6	Nil
39.	Transition and implementation	9	Nil
40.	Unwind	10	Clause 10 is to apply

41.	Progress meetings	11.1	Nil
42.	Relationship management	12.1	Nil
43.	Operational management meetings	12.2	Nil
44.	Other forums	12.3	Nil
45	Not used		
46.	Force majeure	33	<i>As specified in the Standard Terms and Conditions</i>
47.	Limitation Amount	24.1	As specified in the Standard Terms and Conditions

Signed for and on behalf of the High Speed Rail Authority by its duly authorised representative in the presence of

s47F


Signature of witness

Signature of representative

Name of witness (print)

Tim Parker

Name of representative (print)


4 July 2024

Date

CEO

Position of representative (print)

Executed by The Comms Store (ABN 73 636 942 811) in accordance with Section 127 of the *Corporations Act 2001*

s47F


Signature of director

s47F


Name of director (print)

Name of director/company secretary/sole director and sole company secretary (print)

in the presence of:

s47F


Signature of Witness

s47F


Name of Witness

04 July 2024

Date

From: s47F
Sent: Thursday, 18 July 2024 11:30 AM
To: s47F
Subject: Re: Another question - travel [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

Hi s47F, thanks for the opportunity happy to proceed.

On Thu, 18 Jul 2024 at 11:11, s47F wrote:

OFFICIAL

Morning s47F,

Thank you for you patience. With regards to the contract variation:

The High Speed Rail Authority would like to vary our existing contract with The Comms Store (Official Order Number – 10029646) to include the following:

- The provision of collateral, brand and corporate graphic design services for up to 32 hours per week for the period 18 July 2024 to 29 November 2024.
- s47D, s47G(1)(a)

Could you please confirm that you agree to this contract variation?

I will put you in touch with our finance team re invoicing.

Thanks,

s47F

s47F

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Communications and Stakeholder Engagement

s47F | hsra.gov.au

s47F

High Speed Rail Authority



I would like to acknowledge the traditional custodians of this land on which we meet, work and live.

I recognise and respect their continuing connection to the land, waters and communities.

I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.

OFFICIAL

From: s47F
Sent: Wednesday, 17 July 2024 4:44 PM
To: s47F
Subject: Re: Another question - travel [SEC=OFFICIAL]

Hi s47F, more Qs for you.

s47F has been speaking to me about designer work, has that been OKed so I can plan starting that resource asap.

Also, how do we invoice at the end of the month - do you have a document that outlines the process and/or is there a system we need to sign up on?

Thanks,

On Wed, 17 Jul 2024 at 08:58, s47F [redacted] wrote:

OFFICIAL

Morning s47F [redacted]

s47F [redacted] has approved this travel.

s47F [redacted]

OFFICIAL

From: s47F [redacted]
Sent: Tuesday, 16 July 2024 3:53 PM
To: s47F [redacted]
Subject: Re: Another question - travel [SEC=OFFICIAL]

Hi s47F [redacted], see below for approval, keen to book asap given it's next week.

s47D, s47G(1)(a)

[Large redacted area]

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s47D, s47G(1)(a)

Thanks,

On Tue, 16 Jul 2024 at 14:43, s47F wrote:

OFFICIAL

Hi s47F ,

No problems at all.

If you send me through the cost estimate and justification (this just needs to be a couple of sentences) in an email, I'll then run it past s47F for approval.

s47
F

OFFICIAL

From: s47F
Sent: Tuesday, 16 July 2024 2:39 PM
To: s47F
Subject: Another question - travel

Hi s47F sorry to spam you today.

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s47D, s47G(1)(a)

s47D, s47G(1)(a)

Is there a process for this?

Thanks for your help.

s47F

s47F

The Comms Store

s47F

Disclaimer

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s47F

[Redacted]

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s47F


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s47F


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[Redacted]

From: [Redacted]
Sent: Monday, 5 August 2024 7:48 PM
To: [Redacted]
Cc: [Redacted]
Subject: FW: Invoice_The Comms Store [SEC=OFFICIAL]
Attachments: 2407 HSRA_The Comms Store_invoice.pdf

OFFICIAL

Hi [Redacted]

See attached invoice – this is approved.

Kind regards.

[Redacted]

OFFICIAL

From: [Redacted]
Sent: Friday, 2 August 2024 4:50 PM
To: [Redacted]@hsra.gov.au>
Subject: Invoice_The Comms Store

Hi [Redacted]

Please find attached an invoice for services provided by The Comms Store in July 2024.

[Redacted]

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[Redacted]
[Redacted] The Comms Store
[Redacted]

Your one-stop-shop for strategic communication services www.comms.store



NATIONAL WINNERS | Golden Target Awards, Communication and Public Relations Australia

comms.
store

TAX INVOICE

High Speed Rail Authority
62 Northbourne Ave
CANBERRA ACT 2601
AUSTRALIA
ABN: 88 675 754 520

Invoice Date
01 Aug 2024

Invoice Number
INV-0098

Reference

ABN
73 636 942 811



Description	Quantity	Unit Price	GST	Amount AUD
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[Redacted Table Content]				
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NATIONAL WINNERS | Golden Target Awards, Communication and Public Relations Australia

Description	Quantity	Unit Price	GST	Amount AUD
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s47D, s47G(1)(a)



s47F



s47D, s47G(1)(a)



Due Date: 15 Aug 2024

s47F



s47F



TIME SHEET

comms.store

b47G(1)(a)



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TIME SHEET

comms.store

b47G(1)(a)



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comms.store

[Redacted]

RE: Another question - travel [SEC=OFFICIAL]

1 message

[Redacted]

17 July 2024 at 08:58

To: [Redacted]

OFFICIAL

Morning [Redacted]

[Redacted] has approved this travel.

[Redacted]

OFFICIAL

From: [Redacted]
Sent: Tuesday, 16 July 2024 3:53 PM
To: [Redacted]
Subject: Re: Another question - travel [SEC=OFFICIAL]

Hi [Redacted], see below for approval, keen to book asap given it's next week.

[Redacted]

Thanks,

On Tue, 16 Jul 2024 at 14:43, [REDACTED] wrote:

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Hi [REDACTED]

No problems at all.

If you send me through the cost estimate and justification (this just needs to be a couple of sentences) in an email, I'll then run it past [REDACTED] for approval.

[REDACTED]

OFFICIAL

From: [REDACTED]
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To: [REDACTED]
Subject: Another question - travel

Hi [REDACTED] sorry to spam you today.

[REDACTED]

Is there a process for this?

Thanks for your help.

[REDACTED]
[REDACTED] The Comms Store
[REDACTED]

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s47f [Redacted]

s47f The Comms Store

s47f [Redacted]

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NEWCASTLE

Schwartz Family Co Pty Ltd
Trading as Rydges Newcastle
ABN 42 639 787 451
Cnr Merewether St & Wharf Rd
Newcastle, NSW 2300
Australia

Tel : +61 2 4907 5000 / Fax : +61 2 4907 5080
www.rydges.com/newcastle



Date	Description	Amount
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[Redacted Table Content]		
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s47D, s47G(1)(a)



I agree that I am personally liable for the payment of the foregoing statement and if the person, company or association indicated by me as being responsible for payment of the same does not do so, that my liability for such payment shall be joint and several with such person.

Guest Signature : _____



NEWCASTLE

Schwartz Family Co Pty Ltd
Trading as Rydges Newcastle
ABN 42 639 787 451
Cnr Merewether St & Wharf Rd
Newcastle, NSW 2300
Australia

Tel : +61 2 4907 5000 / Fax : +61 2 4907 5080
www.rydges.com/newcastle

s47F



<u>Date</u>	<u>Description</u>	<u>Amount</u>
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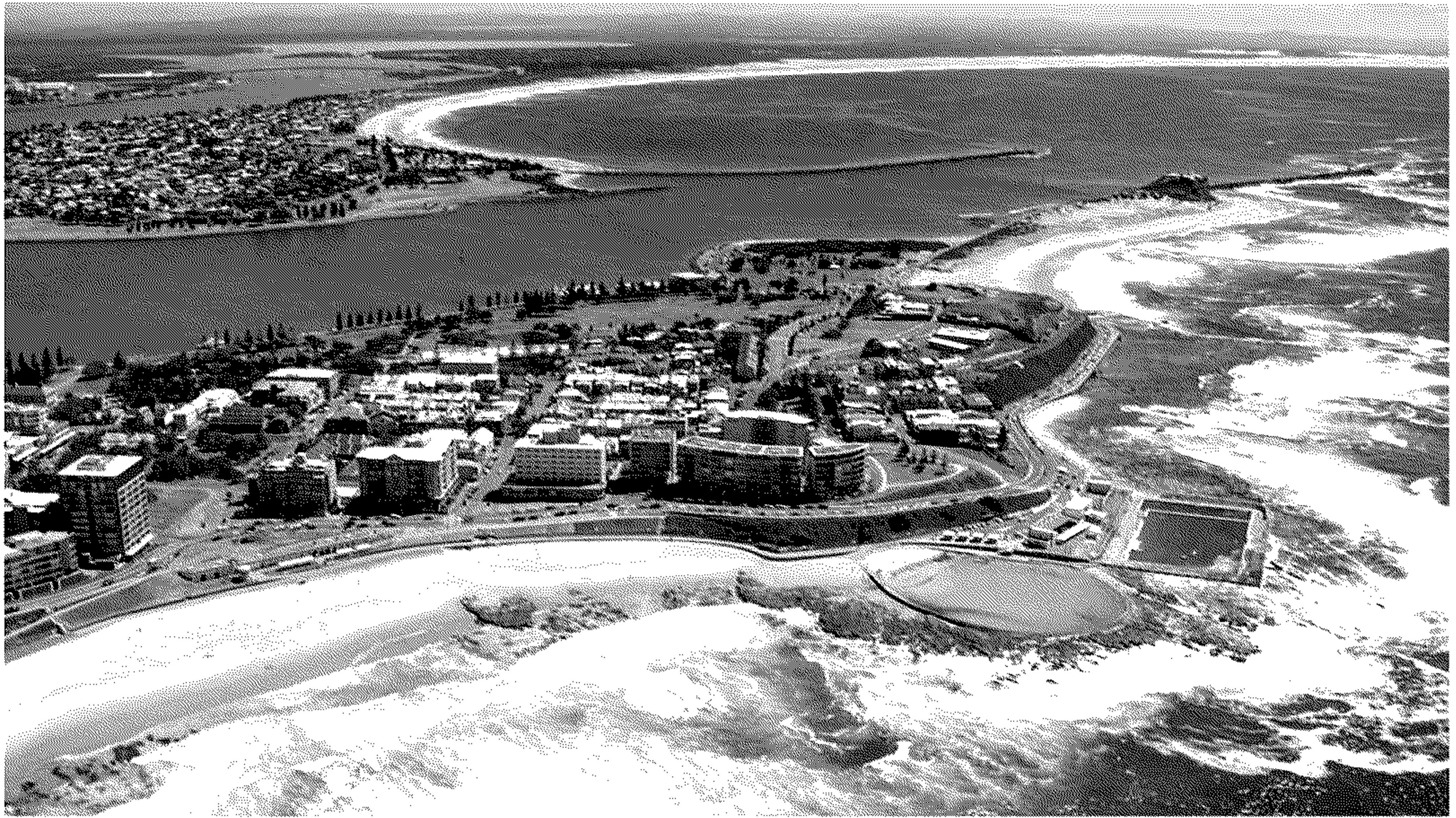
s47D, s47G(1)(a)



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Guest Signature : _____





Filming Authorisation Filming - Australia Government's High Speed Rail Authority Event: 42931

Version 1 of 2021 City of Newcastle

www.newcastle.nsw.gov.au



City of
Newcastle

Event: 42931 - Filming - Australia Government's High Speed Rail Authority

DOCUMENT DATE:

July 23, 2024

EVENT NUMBER:

42931

EVENT NAME:

Filming - Australia Government's High Speed Rail Authority

EVENT DATE(S):

24/07/24

25/07/24

EVENT DETAILS:

Type of Event:
Anticipated Attendance:
Event Summary:
Category:



THIS AUTHORISATION COMPRISES 3 PARTS:

- PART A-LAND TO WHICH THIS EVENT AUTHORISATION APPLIES
- PART B-STATUTORY APPROVALS
- PART C-SCHEDULE OF FEES AND CHARGES

The statutory approvals included in this event authorisation are granted to **the Licensee** who must comply with the conditions of approval and conditions of consent of such approvals.

Event: 42931 - Filming - Australia Government's High Speed Rail Authority

PART A - LAND TO WHICH THIS AUTHORISATION APPLIES

Bar Beach - Lookout, Nobbys Beach, Camp Shortland, Broadmeadow, Cathedral Park, Civic Park

The land to which this authorisation applies is shown on the attached plan, outlined in heavy black.

s47G(1)(a)



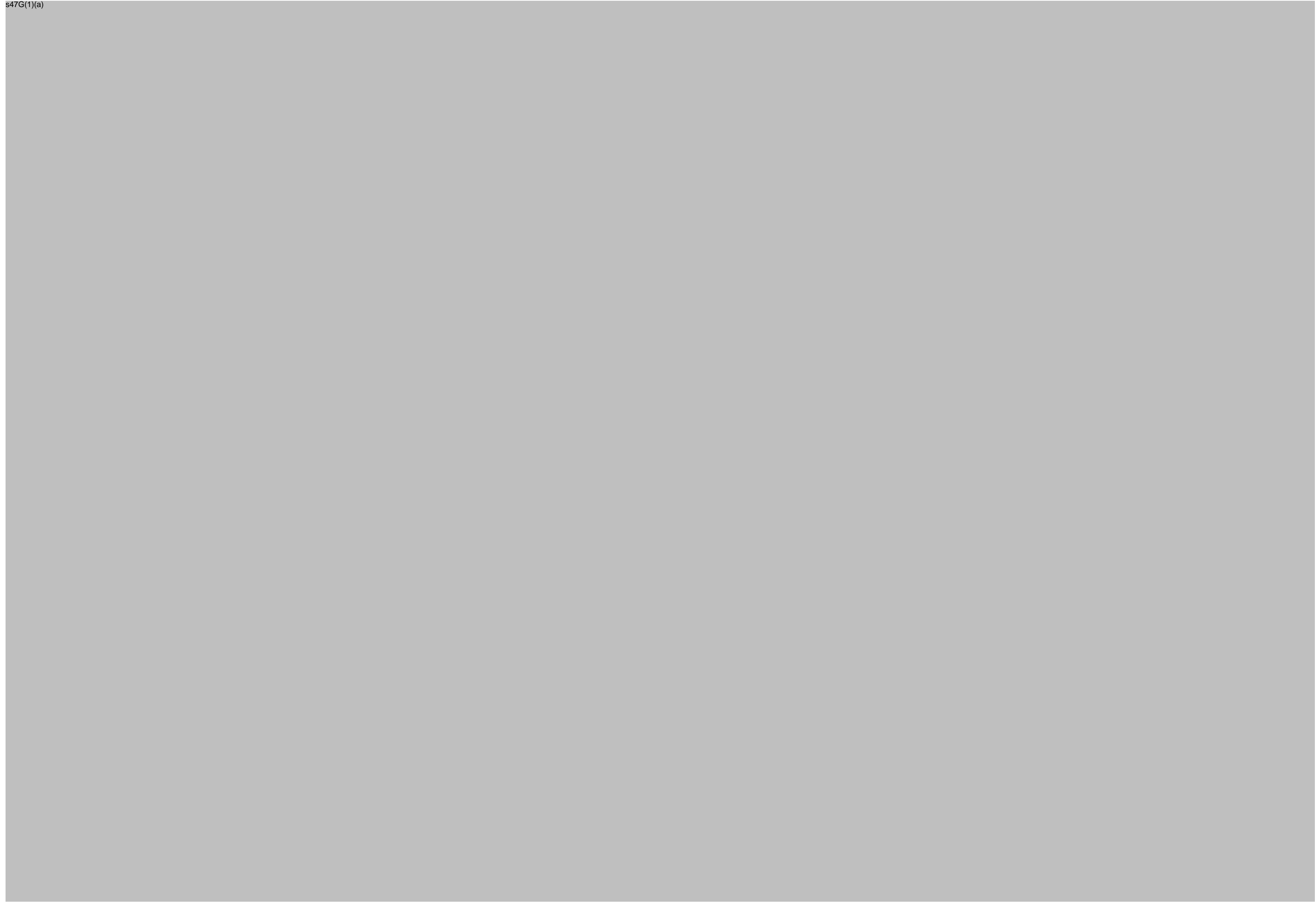
Event: 42931 - Filming - Australia Government's High Speed Rail Authority

s47G(1)(a)



Event: 42931 - Filming - Australia Government's High Speed Rail Authority

s47G(1)(a)



Event: 42931 - Filming - Australia Government's High Speed Rail Authority

PART B - STATUTORY APPROVALS

Approvals granted under s.68 of the Local Government Act

Part A - Structures or places of public entertainment

- 1 - Install a manufactured home, moveable dwelling or associated structure on land
- 2 - (Repealed)
- 3 - (Repealed)

Part B - Water supply, sewerage and stormwater drainage work

- 1 - Carry out water supply work
- 2 - Draw water from a City of Newcastle water supply or a standpipe or sell water so drawn
- 3 - Install, alter, disconnect or remove a meter connected to a service pipe
- 4 - Carry out sewerage work
- 5 - Carry out stormwater drainage work
- 6 - Connect a private drain or sewer with a public drain or sewer under the control of a City of Newcastle or with a drain or sewer which connects with such a public drain or sewer

Part C - Management of waste

- 1 - For fee or reward, transport waste over or under a public place
- 2 - Place waste in a public place
- 3 - Place a waste storage container in a public place
- 4 - Dispose of waste into a sewer of the City of Newcastle
- 5 - Install, construct or alter a waste treatment device or a human waste storage facility or a drain connected to any such device or facility
- 6 - Operate a system of sewage management (within the meaning of section 68A)

Part D - Community Land

- 1 - Engage in a trade or business
- 2 - Direct or procure a theatrical, musical or other entertainment for the public
- 3 - Construct a temporary enclosure for the purpose of entertainment
- 4 - For fee or reward, play a musical instrument or sing
- 5 - Set up, operate or use a loudspeaker or sound amplifying device
- 6 - Deliver a public address or hold a religious service or public meeting

Part E - Public roads

- 1 - Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway
- 2 - Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road
- 3 - (Repealed)

Part F - Other activities

- 1 - Operate a public car park
- 2 - Operate a caravan park or camping ground
- 3 - Operate a manufactured home estate
- 4 - Install a domestic oil or solid fuel heating appliance, other than a portable appliance
- 5 - Install or operate amusement devices
- 6 - (Repealed)
- 7 - Use a standing vehicle or any article for the purpose of selling any article in a public place
- 8 - (Repealed)
- 9 - (Repealed)
- 10 - Carry out an activity prescribed by the regulations or an activity of a class or description prescribed by the regulations

Event: 42931 - Filming - Australia Government's High Speed Rail Authority

CONDITIONS OF APPROVALS

See s.68 Conditions of Approval Attachment to this Event Authorisation

Approvals Granted Under Delegated Authority By:



.....
Signature



.....
Print name

Senior Licensing Officer

.....
Position held

23-07-24

.....
Dated

s.68 CONDITIONS OF APPROVAL:

1. This Event Authorisation is issued subject to **the Licensee** meeting the conditions of approval and conditions of consent and obtaining all necessary approvals of City of Newcastle and any other relevant authority. e.g. insurances, public liability, traffic management, sound, waste management and SafeWork NSW approvals
2. City of Newcastle's Public Liability Insurance Policy covers the respective rights and liabilities of the City of Newcastle and its agents but does not cover any negligence attributable to **the Licensee** or person acting on **the Licensee** behalf. Accordingly, City of Newcastle is to be indemnified for \$20 million against any claims for liability connected with the hirer's use and control of the area. A copy of **the Licensee's** Public Liability Insurance Policy with specific cross liability clause inserted is to be submitted to City of Newcastle prior to the event with the Application Form.
3. Any assistance required to be undertaken by City of Newcastle officers for this event/activity outside normal working hours of Monday to Friday 9:00am to 5:00pm will be charged to **the Licensee** at the applicable City of Newcastle rates as set out in City of Newcastle's Fees and Charges.
4. The Park Reserve, Road Reserve or Beach Reserve (Land to which this Event Authorisation applies) is to be left in a clean, tidy and litter-free condition, at the completion of the event/activity, any additional cleaning or waste removal that is required to be undertaken by City of Newcastle will be charged to **the Licensee** at the applicable City of Newcastle rates as set out in City of Newcastle's Fees and Charges.
5. **The Licensee** must ensure no pegging (of any size) or digging is undertaken on the reserve unless authorised by City of Newcastle. Penalties apply.
6. **The Licensee** is responsible for any damages caused by this event/activity to the Park Reserve, Road Reserve or Beach Reserve (Land to which this Event Authorisation applies) and will be charged for the repair of the Park Reserve, Road Reserve or Beach Reserve at the applicable City of Newcastle rates as set out in City of Newcastle's Fees and Charges.
7. Access is strictly limited to the Park Reserve, Road Reserve or Beach Reserve (Land to which this Event Authorisation applies). **The Licensee** is not permitted to access any other Park Reserve, Road Reserve or Beach Reserve for the event/activity.
8. The facilities are to be opened and closed by **the Licensee** and the keys returned the following business day after the event/activity and/or as agreed by City of Newcastle Officers.
9. Keys provided to **the Licensee** will not to be copied. Any damage to the keys or associated locks will be charged to **the Licensee** for the repair or replacement of the keys or associated locks at the applicable City of Newcastle rates as set out in City of Newcastle's Fees and Charges.
10. **The Licensee** is to ensure that service providers for activities associated with this event have Workers' Compensation Cover for their employees.
11. **The Licensee** must remove all equipment (either privately owned or hired from a third party), temporary structures, vehicles and waste from the Park Reserve, Road Reserve or Beach Reserve (Land to which this Event Authorisation applies) at the conclusion of the event/activity as outlined in this Event Authorisation, Penalty Infringement Notice(s) will be issued to **the Licensee** by City of Newcastle Compliance Officers or City of Newcastle Rangers for non-compliance of this condition.
12. City of Newcastle does not take responsibility for any loss or damage to any infrastructure and equipment associated with your event installed in the Park Reserve, Road Reserve or Beach Reserve (Land to which this Event Authorisation applies). All infrastructure and equipment that is onsite is at your own risk.
13. **The Licensee** must ensure that City of Newcastle is notified in writing of any changes/amendments to the event application originally supplied to City of Newcastle.
14. City of Newcastle reserves the right to cancel this Event Authorisation at any time.

Event: 42931 - Filming - Australia Government's High Speed Rail Authority

15. **The Licensee** agrees to adhere to all reasonable directions or requests given by any authorised officer of City of Newcastle or members of the NSW Police Force. Failure to do so will result in the termination of the Event Authorisation.

FILMING CONDITIONS:

16. **The Licensee** agrees to pay all fees and charges applicable under this approval and as stated within the accompanying invoice to the City of Newcastle prior to the first date in which the approved activities are to commence.
17. Signed Declaration – Part D – to be returned within 24 hours of receipt of Event Authorisation 40867.
18. Only the activities, equipment and details as stated in this document have been approved by the City of Newcastle. Any additional equipment or activities other than as stated within this approval are not permitted and must be made aware of to the City of Newcastle immediately.
19. Safe and normal vehicle and pedestrian movements and access must be maintained at all times at the locations during the conduct of the activities/filming, no equipment or materials associated with the activities located on the footways or carriageways of the areas to be used, other than where specified at Part A – Land to which this Authorisation applies.
20. **The Licensee** must ensure that the activities are undertaken without unduly disrupting stakeholders, pedestrians and/or motorists in the vicinity of the location at all times ensuring the right of unrestricted access and by maintaining a safe and clear footway for public use.
21. Any activities associated with the filming approval shall not be undertaken near any residentially occupied premises between 10:00pm and 7:00am on any day unless specific approval has been granted.
22. No vehicle/s shall enter or be parked within the confines of the park or open space unless prior approval is granted.
23. **The Licensee** and all Production personnel must comply with any safety, regulatory or compliance directive of the City of Newcastle Rangers.
24. **The Licensee** must indemnify the City of Newcastle against all claims for damage or injury that may result from either the activities or from the occupation of part of the public way during the activities. The liability of **the Licensee** to indemnify the City of Newcastle will be reduced proportionally to the extent that a negligent act or omission of the City of Newcastle (as the statutory authority in respect of the relevant road) has contributed to the damage or injury. Documentary evidence of public liability insurance cover (under which the City of Newcastle is indemnified) with a minimum policy value of at least \$20,000,000 must therefore be produced. Receipt of documentary evidence of such insurance cover is noted.
25. **The Licensee** must ensure that any cable either be covered with appropriate cable ramps or strung over the footway with a minimum clearance of 1.5 metres
26. **The Licensee** must ensure that all lighting be directed away from motorists and from nearby residences.
27. **The Licensee** must ensure that any generator or associated electrical equipment must not disrupt the community and must not be placed on any footway or plaza area, unless specific approval to do so has been obtained from the City of Newcastle.
28. **The Licensee** shall reimburse the City of Newcastle for the cost of repair of any damage caused to the public way during, or as a result of, the filming activities.
29. **The Licensee** shall ensure that the areas to be used for the activities shall be maintained in a clean and tidy condition to the satisfaction of the City of Newcastle, with all waste materials associated with the activities bagged and removed from the site by **the Licensee**, and with costs involved for any extraordinary cleansing subsequently required to be undertaken by the City of Newcastle to be borne by **the Licensee**.
30. **The Licensee** must ensure that the use of any private property, such as building entrances or forecourt areas, for either the conduct of the activities or for equipment storage, shall not occur unless the prior approval of the property owner is obtained.
31. **The Licensee** will not impede on any traffic conditions throughout the shoot.

Event: 42931 - Filming - Australia Government's High Speed Rail Authority

32. **The Licensee** agrees to park all vehicles according to parking regulations at locations.
33. **The Licensee** shall ensure that it has in place an Occupational Health and Safety Plan that covers all Production Company personnel during the activities, with the Plan being to the requirements and satisfaction of Safework NSW.

REMOTELY PILOTED AIRCRAFT LESS THAN 2KG (DRONE) CONDITIONS:

1. **The Licensee** shall apply for an aviation reference number (ARN) with CASA, link to this application is at <https://www.casa.gov.au/standard-page/am-applications>.
2. **The Licensee** shall advise CASA prior to operating remotely piloted aircrafts (Drone) by using the CASA online notification form, link to this application is at <https://www.casa.gov.au/> and search for **online notification form**.
3. The ARN is valid for 24 months, so **the Licensee** will need to re-notify CASA every two years. If **the Licensee** purchases a new drone, changes drone, or wants to operate from a different place, **the Licensee** will need to submit a new notification form to CASA.
4. **The Licensee** must only fly during the day and keep the drone (RPA) within visual line-of sight (VLOS)-close enough to see, maintain orientation and achieve accurate flight and tracking.
5. This means being able to see the aircraft with your own eyes (rather than through a device) at all times.
6. **The Licensee** must not fly the RPA higher than 120 metres (400ft) AGL.
7. Referenced to a point on the ground immediately below the drone at any time during the flight.
8. **The Licensee** must only fly the drone during the daytime only (not after sunset).
9. **The Licensee** must keep the drone at least thirty (30) metres away from other people. That is any person who is not charged with duties essential to the safe operation of the remotely piloted aircraft.
10. **The Licensee** must keep the drone away from prohibited/restricted areas.
11. **The Licensee** must not fly the drone over or above people. This could include beaches, parks, events, or sports grounds where there is a game in progress.
12. **The Licensee** must keep the drone at least 5.5km away from controlled aerodromes-one with an operating control tower.
13. Flying within 5.5km of a non-controlled aerodrome or helicopter landing site (HLS) is possible, but only if no manned aircraft are operating to or from the aerodrome. If you become aware of manned aircraft operating to or from the aerodrome/HLS, **the Licensee** must maneuver away from the aircraft and land as soon as safely possible.
14. **The Licensee** must not fly the drone over or near an area affecting public safety or where emergency operations are underway (without prior approval).
15. This could include situations such as a traffic accident, police operations, a fire and associated firefighting efforts, and search and rescue.
16. **The Licensee** can only fly one drone at a time.

EVENT CANCELLATION CONDITIONS:

34. **The Licensee** can request to cancel the Event/Activity due to weather events and can be issued a refund of the reserve (Land to which this Event Authorisation applies) usage fee(s) and the utility fee(s) for each cancelled event (the application fee is non-refundable).
 - a) **the Licensee** shall give City of Newcastle twelve (12) hours prior notice in writing, and
 - b) on acceptance of the notice, City of Newcastle shall provide **the Licensee** with a schedule of Fees & Charges to be refunded.

Event: 42931 - Filming - Australia Government's High Speed Rail Authority

PUBLIC ACCESS CONDITIONS:

- 35. **The Licensee** is responsible for the removal of all equipment placed on a public footpath ("road reserve") (Land to which this Event Authorisation applies) at the conclusion of the event/activity.
- 36. A pedestrian clearway of 1.5 meters of the public footpath ("road reserve") (Land to which this Event Authorisation applies) must be maintained at all times, penalties apply for non-compliance.

PART C - SCHEDULE OF FEES AND CHARGES

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Event: 42931 - Filming - Australia Government's High Speed Rail Authority

PART D - DECLARATION

This Declaration is to be signed by the Licensee.

I/we, the undersigned hereby declare that I/we have read the City of Newcastle's Schedule of Conditions detailed above and accept responsibility on behalf of the Production Company and its representatives to abide by such conditions during the course of the activities. Further, that in the event of a significant variation to any aspect of the approved activities, I/we agree to contact the City of Newcastle's Licensing Officer to discuss such variations prior to their implementation.

<p>Name:</p> <p>Signature:</p> <p>Date:</p>
--

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TAX INVOICE

High Speed Rail Authority
62 Northbourne Ave
CANBERRA ACT 2601
AUSTRALIA
ABN: 88 675 754 520

Invoice Date
01 Sep 2024

Invoice Number
INV-0099

Reference
PO 45150287

ABN
73 636 942 811



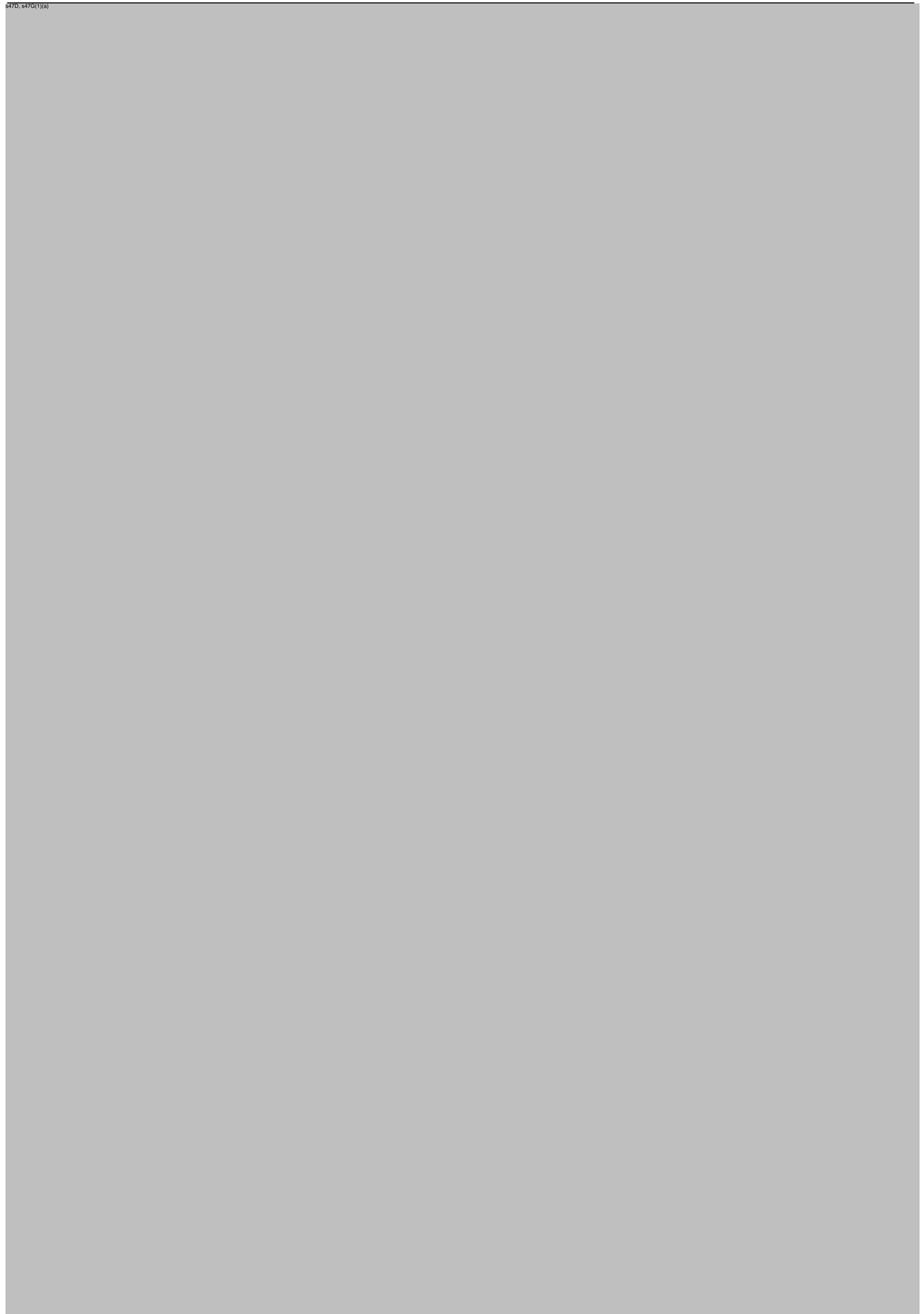
Description	Quantity	Unit Price	GST	Amount AUD
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Description	Quantity	Unit Price	GST	Amount AUD
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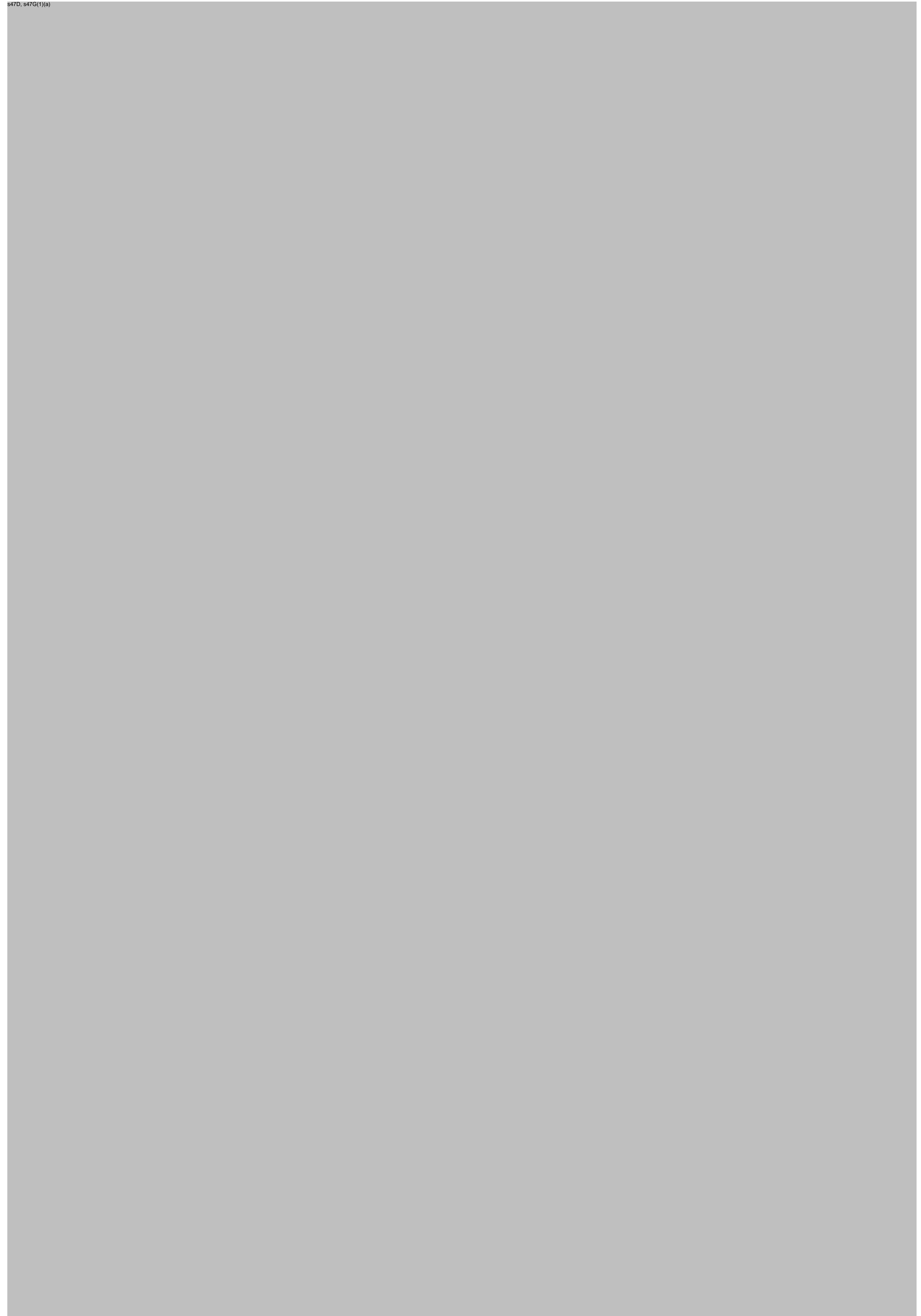


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Description	Quantity	Unit Price	GST	Amount AUD
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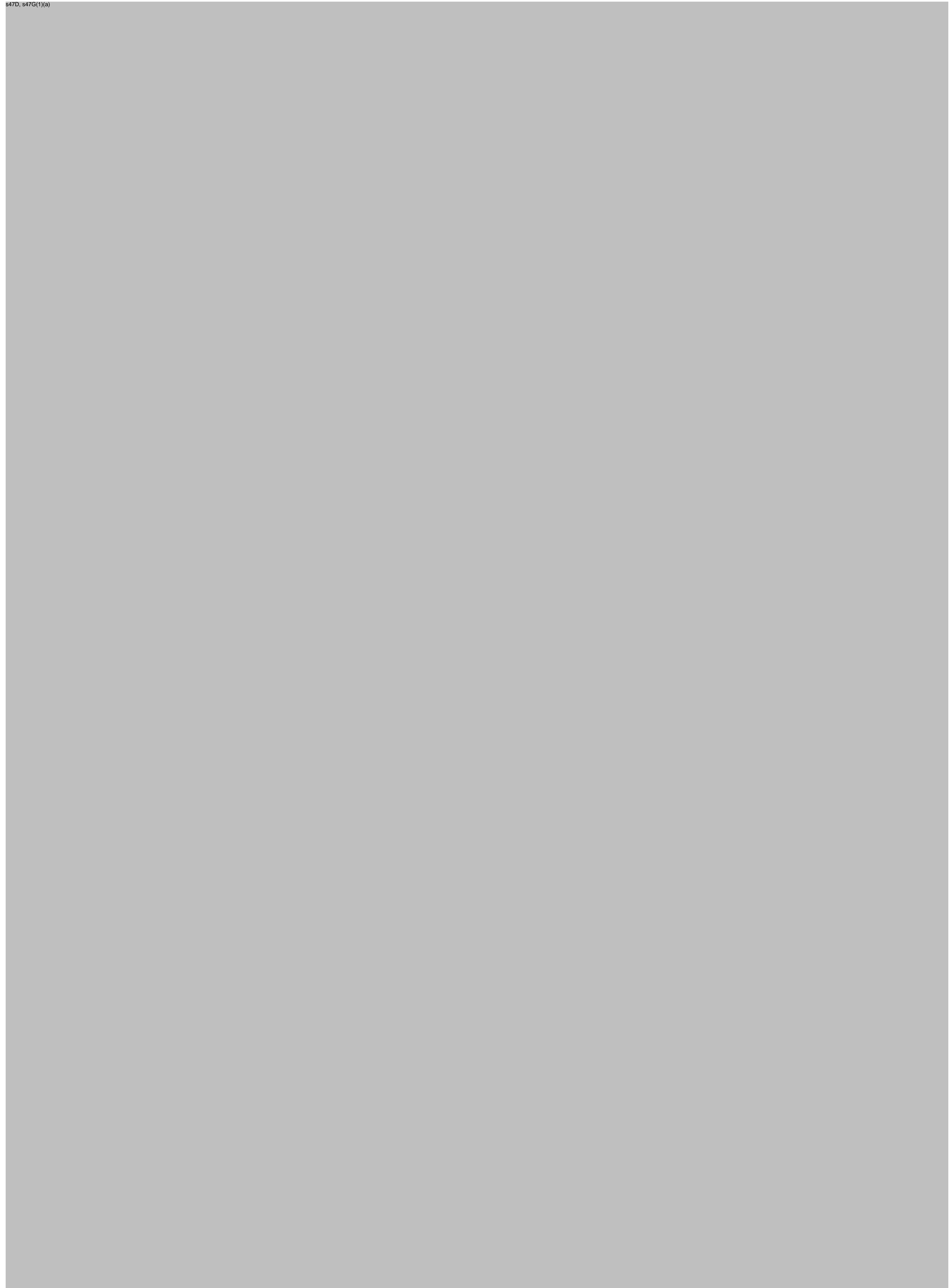


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Description	Quantity	Unit Price	GST	Amount AUD
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Description	Quantity	Unit Price	GST	Amount AUD
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[Redacted]				
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Due Date: 15 Sep 2024

[Redacted]				
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[Redacted]

RE: [Redacted] **[SEC=OFFICIAL]**

1 message

To: [Redacted] @hsra.gov.au>

1 August 2024 at 12:55

OFFICIAL

Yes approved

OFFICIAL

From: [Redacted]
Sent: Wednesday, 31 Julv 2024 2:04 PM
To: [Redacted] @hsra.gov.au>
Subject: [Redacted]

[Redacted]

Let me know your thoughts.

s47F

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[Redacted]

Re: Industry briefing accommodation [SEC=OFFICIAL]

1 message

To: [Redacted] ^{s47F}@hsra.gov.au> 21 August 2024 at 17:44

Yes approved OFFICIAL

OFFICIAL

From: [Redacted] ^{s47F}
Date: Wednesday 21 August 2024 at 5:27:05 PM
To: [Redacted] ^{s47F}@hsra.gov.au>
Subject: Re: Industry briefing accommodation [SEC=OFFICIAL]

[Redacted]

On Mon, 12 Aug 2024 at 12:47, [Redacted] ^{s47F}@hsra.gov.au> wrote:

OFFICIAL

Thanks [Redacted] ^{s47F} this is approved

OFFICIAL

From: [Redacted] ^{s47F}
Sent: Monday, 12 August 2024 12:35 PM
To: [Redacted] ^{s47F}@hsra.gov.au>
Subject: Industry briefing accommodation

[Redacted]

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Re: For approval - industry briefing resourcing [SEC=OFFICIAL]

1 message

To: [redacted]@hsra.gov.au>

16 August 2024 at 09:36

OFFICIAL

Approved thanks

OFFICIAL

From: [redacted]
Date: Friday 16 August 2024 at 9:13:37 AM
To: [redacted]@hsra.gov.au>
Subject: For approval - industry briefing resourcing

Hi [redacted]

Associated communication costs The Comms Store will incur for the Industry Briefing, for your approval.

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[redacted]
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[Redacted]

travel approval

1 message

To: [Redacted] **@hsra.gov.au** 19 August 2024 at 09:26

[Redacted]

[Redacted]
[Redacted] **The Comms Store**
[Redacted]

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TAX INVOICE

High Speed Rail Authority
62 Northbourne Ave
CANBERRA ACT 2601
AUSTRALIA
ABN: 88 675 754 520

Invoice Date
04 Oct 2024

Invoice Number
INV-0110

Reference
PO 45150287

ABN
73 636 942 811



Description	Quantity	Unit Price	GST	Amount AUD
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Due Date: 04 Oct 2024

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