



## LAND ACCESS PROTOCOL

Our standards and commitments  
when entering and using land

*August 2014*

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## About Powerlink

Powerlink is a State Government-owned corporation that owns, develops, operates and maintains a high voltage transmission network that extends 1700km from north of Cairns to the New South Wales border.

Powerlink's primary role is to provide a safe, cost effective and reliable network to transport high voltage electricity from generators to electricity distribution networks owned by Ergon Energy, Energex and Essential Energy. Powerlink also transports electricity directly to large Queensland customers, such as aluminium smelters and to New South Wales via the NSW/Queensland Interconnector Transmission Line.

## Our relationship with landholders

Powerlink respects and values landholders and our relationships with them as important stakeholders.

We recognise that landholders are important to our business and we need to access their properties for various reasons associated with delivering a transmission service:

- for investigations for potential new transmission lines, substations or communication sites
- for construction of new transmission lines, substations or communication sites
- during the operation, maintenance or replacement of existing high voltage electricity or communication infrastructure.

We are committed to open and transparent communication, and cooperative and respectful interactions between landholders and Powerlink, and believe this approach leads to good outcomes for both parties.

## About the Land Access Protocol (LAP)

Powerlink developed the Land Access Protocol (LAP) to inform landholders and stakeholders about the standards and commitments Powerlink and its representatives will adhere to when accessing properties to carry out our responsibilities in providing a high voltage transmission service.

The LAP was developed by Powerlink in 2014, in consultation with landholders, government departments and agencies, peak agricultural organisations, the resource sector, electricity network service providers, and other stakeholders.

The LAP is provided to and discussed with landholders, which prompts communication and information sharing. We also welcome information from landholders about their property, and Schedule 4 of the LAP may be used to document property-specific information agreed between Powerlink and the landholder.

From time to time the LAP may be updated. The most current version of the LAP is able to be downloaded from the Powerlink website on [www.powerlink.com.au](http://www.powerlink.com.au) or by contacting Powerlink on 1800 635 369 (during business hours).

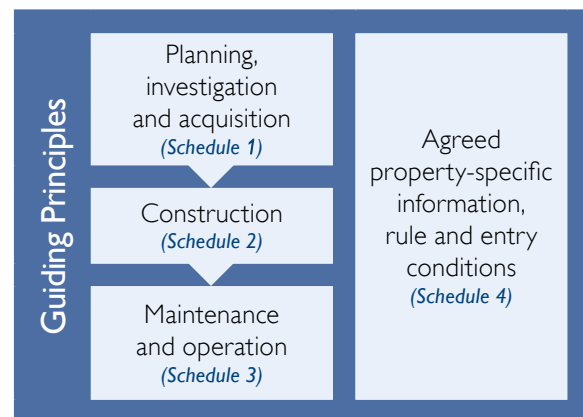
## The purpose of the LAP

By providing landholders with the LAP, Powerlink aims to provide clear information about the standards and commitments that Powerlink and its representatives will adhere to when accessing land.

The LAP contains:

- the **guiding principles for land access** which underpin Powerlink's relationship with landholders and our access to and use of land
- the specific **access standards and conditions** which Powerlink will adhere to during the three stages of its asset lifecycle –
  - planning, investigation and acquisition (*refer to Schedule 1*)
  - construction (*refer to Schedule 2*)
  - maintenance and operation (*refer to Schedule 3*)
- any additional property-specific information, rules and entry conditions agreed between Powerlink and the landholder (*captured in Schedule 4*).

### Land Access Protocol



The LAP also:

- supports open and transparent communication and understanding between Powerlink and landholders
- prompts discussion and collaboration during the engagement process between Powerlink and landholders
- fairly and equitably safeguards the interests of landholders while providing Powerlink with the access to land needed to meet its business requirements
- ensures consistency in Powerlink's activities in relation to land access
- ensures Powerlink meets the expectations set out under the Queensland Government's *Land Access Code*.

## Applying the LAP

Powerlink's transmission network assets typically include new or existing substations or transmission lines or less frequently, telecommunication sites. The LAP applies to the accessing of land<sup>1</sup> to develop, construct or maintain these assets. More detailed information about the types of activities undertaken during each of these phases is provided in the relevant Schedule of the LAP. Any additional property specific information, rules and entry conditions agreed between Powerlink and the landholder can be documented in Schedule 4 of this protocol.

### *Access standards and conditions versus easement terms and conditions*

Schedule 1 of the LAP sets out the **access standards and conditions** which apply to Powerlink and its contractors during the planning, investigation and acquisition phase that occurs prior to the resumption of easements for a new transmission asset.

Following the resumption of easements for new transmission lines, **easement terms and conditions** set out for both Powerlink and the landholder their respective rights and obligations with regards to access to and use of the easement. Powerlink recognises that these easement terms and conditions are quite general in the level of detail they provide, and is therefore providing additional information for landholders through the LAP. However, in the event of any conflict or discrepancy between the easement terms and conditions and the access standards and conditions set out in the LAP, the easement terms and conditions will take precedence.

### *Legislative and governance framework*

At the time the LAP was developed and published, three main legislative acts form the framework in which Powerlink plans, constructs and operates its network:

- the *Electricity Act 1994*
- *Sustainable Planning Act 2009*
- *Acquisition of Land Act 1967*.

Legislation is under regular review by government, and is therefore subject to change. However, Powerlink monitors legislative change and ensures it remains compliant with relevant legislation.

In accordance with the intent embedded in current legislative requirements, Powerlink seeks to ensure "good relations" with landholders and stakeholders. The LAP sets out Powerlink's commitment to achieving "good relations" by clearly stating how it will engage with landholders and access land.

While the LAP is not a legally binding document on land title (i.e. easement), Powerlink is committed to undertaking its activities in accordance with this document and any additional specific access conditions agreed with the landholder.

### *Landholder and stakeholder engagement*

Powerlink is committed to open and honest engagement with landholders and stakeholders in accordance with our **Stakeholder Engagement Framework**. Our principles for effective engagement with landholders include integrity, openness, responsiveness, accountability and inclusiveness. These principles served as a guide to the LAP development and will drive our ongoing interactions with landholders.

We expect our employees, contractors and consultants to develop and maintain cooperative, positive and robust relationships with landholders.

### *The State Government's Land Access Code for the Resource Industry*

In November 2010, the State Government introduced a **Land Access Code (LAC)** to guide the activities being undertaken by proponents in the petroleum and gas resource industries. The LAC outlines principles to be followed by both agricultural and resource sectors when undertaking discussions about land access and compensation.

Powerlink's LAP is consistent with the principles of the LAC in balancing landholder interests and seeking to develop and maintain respectful relationships. Many of the access conditions and standards described in Powerlink's LAP are identical to those included in the LAC. However, the LAP includes significantly more detailed information for landholders about the access standards and conditions which apply across the transmission asset lifecycle.

<sup>1</sup> Access to land in protected areas is managed through separate codes of practice and agreements

Where there are differences between the LAP and LAC, these are generally of a technical nature and have arisen as a result of:

- specific feedback from landholders and stakeholders on activities undertaken by Powerlink and the type of information they would like to see included in the LAP
- the nature of electricity transmission being long, linear and overhead (as opposed to gas gathering lines and wells)
- the significant differences in activities and level of impacts which occur during the various phases of development
- the different legislation under which Powerlink operates.

### ***Land access induction, training and awareness***

It is a requirement of Powerlink that its employees, consultants and contractors' employees hold the necessary qualifications and / or complete training to carry out their activities, including safety training and Powerlink's **Code of Conduct**. Induction, training and awareness for employees engaged in landholder engagement or land access activities will include the LAP and an understanding of Powerlink's commitments in accordance with this document. All relevant persons are to have undertaken an appropriate level of induction, training and awareness of the LAP prior to undertaking landholder engagement or land access activities. The level of induction, training and awareness will fit the purpose of the activity being undertaken.

Due to the linear nature of assets, training records of employees, consultants and contractors working on these assets is normally retained in the corporate or project office rather than on each site where the activity is occurring. However, if asked by a landholder, evidence of the level of training a person has completed can be provided within a reasonable timeframe.

### ***Review and amendment procedures***

Powerlink will regularly evaluate the LAP, its engagement practices and interactions with landholders and, based on an assessment of this evaluation, make decisions for continuous improvement. The current version of the LAP will be available on Powerlink's website [www.powerlink.com.au](http://www.powerlink.com.au) or by contacting Powerlink on FREECALL 1800 635 369.

### ***Feedback, complaints management, dispute resolution, and compliance***

Any feedback regarding Powerlink's compliance with the LAP should be referred to either the dedicated Powerlink representative whose name and direct contact details had been provided to a landholder, or directly to Powerlink on FREECALL 1800 635 369.

Any complaint made by a landholder or other external source about Powerlink's services, actions, conduct or the complaints handling process itself is recorded and regular advice provided to the complainant on progress to resolve/action the matter. Powerlink is committed to managing landholder relationships and to clearly and regularly communicating information as it becomes available. The responsible Powerlink representative will contact the complainant within one business day of receiving the complaint to acknowledge and advise of an estimated date of resolution/completion. The completion date may be altered in agreement with the complainant where the matter is more complex, or may take more time to resolve due to other factors

In accordance with the Powerlink **Code of Conduct**, employees are required to comply with any reasonable instruction that is given by Powerlink and cooperate with any reasonable policy or procedure (including the LAP) that has been notified to them to ensure a safe working environment for employees, contractors and the public. Employees are required to uphold all applicable laws, and carry out official decisions and policies fully and impartially and in accordance with Powerlink's policies, procedures and guidelines.

Powerlink will ensure that any alleged breaches of the LAP are examined and where necessary, remedial action taken. Requirements exist for Powerlink to deal with breaches or perceived breaches of the LAP and associated policies, other procedures and guidelines, its Code of Conduct for employees and contractors, or the law.

## Guiding principles for land access

Powerlink has developed a set of overarching **guiding principles for land access** that apply across all project phases for its projects and assets. Separate to this, there are specific protocols that apply for each distinct phase of the asset lifecycle:

- **Planning, investigation and acquisition activity** – refer to Schedule 1
- **Construction activity** – refer to Schedule 2
- **Maintenance and operation activity** – refer to Schedule 3

Any additional property specific information, rules and entry conditions agreed between Powerlink and the landholder can be documented in Schedule 4.

Landholders should confirm with their nominated Powerlink representative the project phase most relevant to them (i.e. Schedule 1, 2 or 3). Powerlink encourages landholders to review the protocols which apply to their property and understand the potential impacts to their property and existing business operations, and to discuss these further with Powerlink if necessary.

### Guiding principles for land access

#### GP.1 Communication and consultation

We will behave respectfully, courteously, professionally, helpfully and in good faith at all times, irrespective of whether we have a formal access right (e.g. easement).

We will collaborate with landholders to seek to reach workable outcomes for all parties while also fostering and maintaining cooperative long term relationships. This will be supported by working through project issues and concerns in both a meaningful and respectful two way process.

Landholders will be provided with contact details of a representative who can be contacted for any questions or issues throughout all activities. Landholders will be provided with an update of any significant changes to planned activities or timing.

We will liaise closely with landholders to identify their individual communication preferences, including how, when and how often they would like us to contact them, on what types of matters, and any relevant information they would like us to be aware of in relation to their property. We will record these preferences and make them known to any employees or contractors who may need to make contact with the landholder.

Landholders are encouraged to advise us of any concurrent 'third party' activities on their land (e.g. resource companies) so that our activities can be coordinated with them to minimise impacts on the landholder.

## Guiding principles for land access

<p><b>GP2</b> Use of land</p>	<p>Landholder's private assets and infrastructure is off-limits to Powerlink and its contractors, unless access or use has been granted by the landholder.</p> <p>While on a landholder's property, we will take all reasonable measures to minimise interference, disturbance, injury, erosion or damage to:</p> <ul style="list-style-type: none"> <li>• any land or property of the landholder</li> <li>• livestock or improvements on the relevant land or the surrounding area</li> <li>• the landholder's use of the land</li> <li>• the landholder and people authorised by the landholder to be on their land</li> <li>• the native environment, including any flora and fauna, and bed or banks of any watercourse or lake, or cultural heritage (unless authorised under an associated permit, approval or licence).</li> </ul>	<p>We will not bring any firearms, domestic animals (e.g. dogs), or alcohol for consumption onto a landholder's property. We will refrain from wandering at large over the land or undertaking hunting, shooting or fishing activities from the land.</p> <p>When accessing a landholder's property, Powerlink employees and contractors will carry information of a sufficient nature to identify who they are and what activities they are carrying out. This information will be produced at a landholder's request.</p> <p>Landholders will be provided with information about any proposed non-routine activities to be carried out on their property.</p> <p>All activities on the land are to be undertaken in accordance with all relevant Commonwealth, State and Local Government legislation and are carried out in a proper and workmanlike (i.e. efficient and effective) manner.</p>
<p><b>GP3</b> Use of roads and tracks on a landholder's property</p>	<p>Where practicable, vehicles will use existing roads and access points, tracks, designated work areas or set-down areas. Where not practicable, we will liaise with landholders to determine the most appropriate paths of entry.</p> <p>Driving is to be conducted to suit the prevailing conditions and to minimise noise, dust, reduce impacts on roads, care and maintenance of vehicles,</p>	<p>improve safety and manage impacts on livestock grazing in paddocks – i.e. moderate to slow speeds.</p> <p>Vehicles driven by or carrying landholders and their families, personal visitors, employees and contractors, have right of way over Powerlink's project-related traffic.</p> <p>Powerlink vehicles will give way to livestock.</p>
<p><b>GP4</b> Managing fences, gates and grids</p>	<p>Measures will be taken to ensure that all gates, fences and grids are left as found, unless otherwise advised by the landholder.</p>	<p>If gate status is inconsistent with signage or associated documentation, then the landholder will be contacted for clarification.</p>

**Guiding principles for land access**

**GP.5  
 Biosecurity  
 and weed  
 management**

All reasonable actions will be taken to ensure that, in carrying out our activities, we do not spread weeds, pests or pathogens. This is managed through Powerlink’s policies and work instructions which are available on request.

Our biosecurity and weed management practices comply with the *Land Protection (Pest and Stock Route Management) Act 2002* and the duty of care obligations required under the *Environmental Protection Act 1994*.

Landholders are encouraged to contact their nominated Powerlink representative regarding any matters associated with biosecurity (e.g. weed outbreaks on Powerlink easements).

Regular review, monitoring and development of processes will be undertaken to reduce the risk of vehicles and machinery resulting in weeds or pathogens being spread, transported or established on easements and adjoining land.

We will liaise with landholders prior to the use of any chemicals to control weeds on our easements. All safety obligations will be adhered to with respect to handling and use of chemicals. When requested, we will provide landholders documentation regarding any chemicals we have used to treat weeds (e.g. documentation to maintain registers to meet accreditation schemes and/or declarations regarding stock).

Consideration will be given to landholder requirements when planning our weed management activities.

**GP.6  
 Fire – managing  
 risks, safety,  
 and protection  
 of assets**

Prior to work occurring, risk assessment processes are undertaken. Wherever activities that may generate fires (i.e. hot work or grass slashing for access tracks) are to be undertaken, risk management procedures will be in place and control mechanisms implemented that reflect the level of risk (e.g. awareness of weather conditions, first response fire-fighting equipment and trained personnel).

Our fire management principles include:

- adopting low fire risk infrastructure design for our assets

- developing project specific strategies in the planning, investigation and acquisition phase
- ensuring timely delivery of operational and maintenance strategies (e.g. regular inspections and vegetation maintenance).

We will observe all official restrictions and reasonable landholder requests regarding the lighting of fires. This includes compliance of laws and implementing precautionary principles to prevent the outbreak of any fire.

**GP.7  
 Safe use of  
 public roads and  
 access tracks**

We value safe driving and require our employees to operate vehicles in accordance with the law and comply with all reasonable instructions. This is to ensure safe working environment for both employees and other users of public roads and access tracks.

Our vehicles, including those of contractors, are to be easily identified with signage. We encourage any member of the public to report any concerns about road safety to us for investigation.



## Guiding principles for land access

### GP.8 Damage to property and remedial action

If in carrying out our activities we inadvertently damage or have an adverse impact to a landholder's property (including fences, gates, grids and access track infrastructure), or result in any interference or disturbance, we will:

- implement immediate measures to control the situation (e.g. stock movement through a damaged fence section)
- promptly notify the landholder and the appropriate Powerlink representative and provide information on the proposed repairs we will carry out (including timeframes). If requested by the landholder, provide a copy of this commitment to the landholder in writing

- record information about the damage and action to be taken to remediate
- arrange for the damage to be repaired or restored promptly or as agreed with the landholder
- ensure the repair meets reasonable landholder requirements.

Any damage caused to land will be remediated to a standard equivalent to the surrounding land use, without compromising the safety or security of our transmission network.

### GP.9 Confidentiality

We value the importance of privacy and discretion with respect to the information gathered during our activities. Our practices are designed to comply with privacy related obligations contained within *The Privacy Act 1988* and the *Australian Privacy Principles and Information Privacy Act 2009*.

Powerlink will apply five simple "golden rules" when collecting information:

- only collect what we need

- once we have personal information, protect it
- use personal information only for the purpose that it was collected
- provide individuals with the right to correct their personal information if necessary
- remember personal information is "living" information and subject to change.

## Access during emergency situations

Powerlink has a duty to ensure that its network is operated in a way that is electrically safe at all times. In the event of an emergency situation occurring during the construction or maintenance and operation phases, Powerlink may require immediate access to land without prior notice. For example, prior notice in an emergency situation may not be achievable due to the nature and the remoteness of the situation requiring an immediate response. This access is consistent with the *Electricity Act 1994* and the easement terms and conditions which apply during the construction and maintenance and operation phases.

In the event of an emergency affecting a Powerlink asset (e.g. object caught in a transmission line/substation, fires burning close to a line/substation), Powerlink encourages landholders to stay well clear, call emergency services on **000** and report the emergency to Powerlink by calling our **24-hour FREECALL emergency number 1800 353 031**.

## Schedule 1 – Planning, investigation and acquisition activity

The **planning, investigation and acquisition phase** is when a need is identified to develop a new asset and approvals or permits are being sought to construct the asset (prior to easement or land resumption). Preliminary activities on the land during this phase are generally low impact and may include:

- meetings between landholders and project staff to discuss the project and possibly walk the area
- scouting of the landscape and other natural or built features using a standard 4WD vehicle
- field survey visit to assess visual amenity, flora (plants), fauna (animals) and cultural heritage
- meeting and field visit to assess land valuation and compensation
- field visit to survey land
- field visit to sample/test water, vegetation and soil for planning prior to construction (only in certain circumstances and towards the later stage of the phase).

The following protocols apply to the **planning, investigation and acquisition phase** and should be read in conjunction with the **guiding principles for land access** (*refer to pages 4-7*).

### Planning, investigation and acquisition phase

#### S1.1 Communication and consultation

We will explain to landholders and other stakeholders the processes involved with identifying and acquiring the easements or land we need for new transmission lines and substations, and how we design, construct and operate these assets. This will include outlining known impacts associated with the line and substation. Additionally, opportunities for landholders to provide formal feedback during any Environmental Impact Assessment (EIA) will be disclosed along with the process for State Government approval, land compensation or acquisition.

Notice and entry requirements will be discussed with landholders as part of our initial consultation. This includes

providing information on the types of low-impact activities which generally occur in this phase such as field surveys of flora, fauna and cultural heritage; inspections of the landscape, terrain, watercourses, and other natural and built features. In certain circumstances, generally towards the later stage of acquisition (prior to construction), work in this phase may also include undertaking pre-construction investigation such as water, plant and soil testing, and cadastral surveys.

We will discuss and agree any reasonable notice and entry requirements requested by landholders. A copy of this commitment will be provided to the landholder.

## Planning, investigation and acquisition phase

### S1.2 Use of land

In our consultation with landholders, we will seek information about, and keep records of:

- the location of special features or special management requirements of the property
- the landholder's preferred access routes and the reasons for this
- the timing and nature of significant property activities (e.g. harvesting, lambing, mustering)
- any property information relevant to our activities (e.g. tracks, fences, gates, bores, dams, windmills etc)
- any biosecurity issues on-farm or in the area
- issues considered particularly important to the landholder (e.g. timber with a commercial or agricultural value).

We will ensure landholders receive information about:

- the timing of our activities, including opportunities for formal consultation as part of the EIA

- the kind of activities we expect to undertake, who will require access, as well as the equipment utilised
- our proposed infrastructure, including a plan of their property showing access points, areas for investigation during the EIA stage, location of proposed infrastructure when known, and any special conditions which should be noted.

Records will be kept of any specific property information and we will make this known to all personnel who may need to access the property.

As part of the EIA process, we will develop an Environmental Management Plan (EMP) to guide our construction and maintenance works. Landholders will be provided with the opportunity to provide formal feedback on this document as part of the EIA.

Our commitment is to coordinate activities to minimise the number of visits needed to a property.

### S1.3 Use of roads and tracks on a landholder's property

As part of the initial consultation with landholders, we will discuss entry requirements and access conditions relevant to undertaking activities associated with the investigation and acquisition phase. Provided the landholder is amenable to the use of existing tracks/ access network, there is generally no requirement to develop any new access points, roads or tracks during this phase.

Entry requirements and access conditions agreed with landholder will be recorded. This may include any potential access needs that Powerlink may have at the time (e.g. slashing tracks or work areas for cultural heritage inspections). A copy of the agreed entry conditions will be provided to the landholder if requested.

### S1.4 Managing fences, gates and grids

No gates, fences or grids are expected to be required to be installed on a landholder's property during this phase of our projects.

Entry requirements with landholders as part of the initial consultation will be recorded. This includes any special requirements the landholder has regarding entry points and gates.

**Planning, investigation and acquisition phase**

**S1.5  
 Biosecurity  
 and weed  
 management**

We will discuss biosecurity and weed management with landholders during our initial meetings with them. Access to a landholder's property will be in accordance with our biosecurity access protocols. This protocol recognises that the location of weeds has not usually been determined at the early planning stages and therefore, different control measures may be needed than those which apply during construction and maintenance (when the location of weeds has been identified and appropriate control measures developed).

Any additional agreed biosecurity commitments will be recorded in writing and a copy provided to the landholder.

Biosecurity and weed management will be included in induction procedures for any Powerlink employees or representatives who need to access land in this period, and periodic checks to ensure compliance will undertaken.

The risk of vehicles spreading weeds or pathogens during this phase is minimised by:

- understanding the presence of biosecurity threats on the property through discussions with the landholder and other stakeholders
- implementation of weed management practices appropriate to the risk being addressed (e.g. clean down prior to entry).

Clean down records will be kept with vehicles and records of vehicle movements from clean down to site will be maintained. Records will be audited and corrective action taken when necessary.

Landholders can inspect these records on request when we enter their property. With advance notice, we can also provide a copy of the clean down records to landholders when we enter their property.

We may gather information on weeds as part of undertaking plant survey activities for the EIA. This information will be used to inform access biosecurity and weed management processes during the construction and maintenance and operation phases.

**S1.6  
 Fire management**

The risk of our activities in this phase resulting in a fire is considered very low. As part of the EIA process, we will seek information from landholders about fire risks on their property and any management practices needed.

This information will help develop and inform strategies for the management of fire risks, including:

- considering the clearances required between the transmission line conductors and/or substation sites and nearby vegetation
- selection of equipment
- earthing of transmission line structures against lightning strikes.

**S1.7  
 Safe use of  
 public roads and  
 access tracks**

Any road safety concerns will be discussed with landholders during consultation in the EIA phase. This may include speed restrictions which apply on private roads, the location of school bus zones and routes, and minimising disturbance from noise and dust.

As part of the EIA, Powerlink will consult with key stakeholders, including Councils and the State Government, to determine whether a plan for managing construction traffic on local and State roads should be developed.

## Schedule 2 – Construction activity

The construction phase commences when approval has been received to construct on the land or easements (post resumption of easements or acquisition of land). Impacts on land are at their highest during this phase and may include:

- meeting with project staff to discuss project construction
- field visit to sample/test water, vegetation and soil for planning prior to construction
- machinery such as bulldozers, graders and water trucks are used to undertake vegetation clearing and preparing access areas (e.g. tower pads, lay-down areas and access tracks)
- machinery such as semi trailers are on site to deliver equipment for construction
- machinery such as borers and cement trucks are on site installing foundations
- machinery such as cranes and standard 4WD vehicles are on site to assemble equipment
- machinery such as helicopter, semi trailers, cranes and standard 4WD vehicles are on site to string the transmission lines
- machinery such as standard 4WD vehicles are on site to undertake regular inspection and compliance, and to test and commission the asset
- various machinery on site to reinstate the surrounding environment (dependent on level of works)
- meeting with project staff to discuss construction project closure and operation phase.

The following protocols apply to the **construction phase** and should be read in conjunction with the **Guiding principles for land access** detailed earlier in this document. This schedule applies to the construction of new assets or significant refurbishment of existing assets.

### Construction phase

#### S2.1 Communication and consultation

Prior to any construction activities commencing, we will reconfirm notice and entry requirements with landholders. We will record and follow any notice and entry requirements agreed with landholders for the construction phase. A copy of this record is also available for the landholder.

The landholder will be provided with an overview of the construction program and timing of major activities, any likely impacts on the landholder's property, and what we will do to minimise or mitigate these impacts.

## Construction phase

### S2.2 Use of land

Prior to construction commencing, we will develop and implement Environmental Work Plans (EWPs) in accordance with the EMP. The EWPs document special conditions specific to individual properties, including entry requirements. We will provide a copy of the EMP and the EWP relevant to a landholder's property on request.

We will ensure landholders receive information about the timing of our construction activities and the types of activities we expect to undertake, as well as the materials (i.e. sand, rock, gravel or other quarry materials for fill, and water for dust suppression) and equipment likely to be used.

Landholders will also be provided with information about our site clearing methods and vegetation waste disposal prior to clearing commencing. All waste, including cleared vegetation, will be disposed of in accordance with the EMP, taking into account current land use, the landholder's preferences, and relevant legislation. Where timber with

a commercial or agricultural value needs to be removed, we will discuss and confirm methods to clear this and any compensation that may be payable.

Procedures will be in place to control dust impacts associated with activities. Materials or water will not be taken from a landholder's property without documented prior consent from the landholder.

The EMP will identify management requirements for the collection, handling and disposal of waste. We will monitor for compliance against EMP. 'Day-to-day' individual waste brought onto the land such as food products, litter, or wrappers shall be regularly removed from construction sites. We will refrain from depositing excavated material in or returning polluted waters to any water body.

Dependent on the duration of our construction activities, we will ensure an adequate number of portable toilets are provided for our employees and contractors.

### S2.3 Use of roads and tracks on a landholder's property

When new access points, roads or tracks need to be developed to provide safe and efficient access for our construction activities, we will position, design and develop these at our cost, and taking into account the landholder's preferences.

Prior to commencing construction, we will record the condition of existing access points, roads and tracks that we will be using and, if requested, provide a copy of this condition assessment to the landholder for their records and discuss with them. We will ensure any access tracks or roads we use are left in a similar or better state on completion of our activities.

In wet conditions vehicle movements will be minimised to essential traffic. We will assess the condition of access tracks and roads to determine whether it is reasonable for construction activities to continue. We may liaise with the landholder in determining this, recognising that landholders provide local on-ground knowledge and experience with respect to access conditions. If damage occurs as a result of activities being undertaken in wet conditions, we will take steps to promptly repair any damage while taking into account conditions.

Vehicle speed restrictions will be implemented during the construction phase, taking into account the landholder's preferences and to minimise dust, noise and disturbance. Regular inspections will be undertaken to ensure compliance.

## Construction phase

### S2.4 Managing fences, gates and grids

We will liaise with and obtain landholder approval to erect any fence or construct any grid or gate on the landholder's property (outside of our easements). Fences, grids or gates are to be kept in a good state or repair and stock proof condition at all times.

For safety reasons, sometimes we need to temporarily fence off our construction sites or access points. If this needs to occur, we will discuss this with the landholder.

If required, we will number and record all gates traversed during construction activities in the EWP, along with the preferred status (e.g. open/closed/locked).

If requested by a landholder, we will install signage on a gate noting whether it should be left open or closed. Regular inspections will be undertaken to ensure compliance with agreed landholder access requirements.

Where requested by the landholder, gates will be fitted with padlocks for use by Powerlink (at no cost to the landholder). Where a landholder requires access through the gate within their property, Powerlink will organise interconnecting padlocks so the gate can be accessed by both parties.

### S2.5 Biosecurity and weed management

Pre-construction weed surveys will be undertaken to identify any pests or weeds on and immediately adjacent to the areas we will traverse for construction. This information will be used to develop a **Pest Management Plan** (PMP) which will include mitigation measures to manage weeds during construction and prevent further spread. We will liaise with landholders whose properties are traversed for construction to develop the section of the PMP that applies to their property. The PMP will identify locations for any clean down facilities required (temporary and permanent).

We will liaise with landholders prior to the use of any chemicals to control weeds and will take any reasonable landholder requirements into account when planning weed management activities.

Management measures will be incorporated from the PMP into EWPs. Relevant Local and State Government stakeholders will also be invited to provide input into the PMP.

Monitoring compliance with the EWP and PMP will include prompt investigation of issues. In the event of a weed outbreak occurring as a result of our activities, we will work rapidly with the landholder, local authority or any relevant local NRM group to control and manage the outbreak. Costs associated with remediation will be met by Powerlink.

Surveys will be conducted immediately after construction as well as after the first wet season (the timing of which is subject to appropriate rainfall event). These surveys provide a condition assessment between pre and post construction activities. This comparison provides insight into the actual impact of construction activities on weed dispersion and establishment. If required, Powerlink will rapidly implement mitigation measures. Any identified changes are managed in consultation with the landholders and/or local council. The information from this post construction survey is also factored into relevant strategies for weed management to be implemented as part of ongoing inspection and maintenance practices.

## Construction phase

### S2.6 Fire management

Fire risk and management will be included in induction and education processes for personnel accessing land for construction. Risk assessments will be developed along with work permits and *Emergency Response Plans* in relation to fire and other emergencies.

We will require our construction contractors to develop a plan for managing fire risks associated with construction activities including detail on control measures.

Fires will not be lit without the consent of the landholder. On the rare occasion that a fire is required (e.g. to dispose of stockpiled vegetation), necessary permits will be obtained by Powerlink.

Designated smoking areas will be identified in low fire risk locations, and these will be equipped with fire fighting equipment and waste disposal containers such as 'butt bins'.

### S2.7 Safe use of public roads and access tracks

Prior to construction starting, we will engage landholders to review and update any specific road safety issues previously identified. This information will be included in the induction of our employees and contractors.

Powerlink vehicles, including those of contractors, will be easily identified with signage (excludes third-party construction material delivery vehicles).

Landholders are encouraged to contact Powerlink regarding changes that may impact on safety on access tracks (i.e. changes to surface conditions).



### Schedule 3 – Maintenance/operation activity

The **maintenance and operation phase** is post construction when the asset is in service. Generally, Powerlink (or its contractors) will undertake routine inspections of existing assets and easement (land) to ensure they are operating safely and reliably. Activities are generally infrequent or cyclical in nature. Typically, routine inspections are undertaken annually of the easements and assets. Maintenance and operation activities may include:

- field visit using a standard 4WD vehicle to inspect assets and manage/maintain vegetation (including weeds), gates and access tracks
- aerial patrols using a helicopter to assess assets and vegetation
- field visit and earthmoving machinery to maintain (i.e. paint towers or grade tracks), repair, replace, upgrade asset components (i.e. refurbishment) or remove assets (i.e. decommissioning).

The following protocols apply to the **maintenance and operation phase** and should be reviewed in conjunction with the **guiding principles for land access** detailed earlier in this document. This schedule applies to conducting maintenance on existing assets and land (i.e. activities such as refurbishment works of tower parts or vegetation control under conductors).

Maintenance and operation phase		
<b>S3.1</b> <b>Communication and consultation</b>	<p>If requested, we will notify a landholder prior to accessing their property to undertake routine maintenance inspections. During discussions with the landholder, we will confirm currency of notification details and ensure they have the details of a nominated Powerlink contact for any queries.</p> <p>If as a result of a routine inspection we identify that work needs to be performed, we will notify the landholder in advance of our need to access the easement for this purpose.</p>	<p>We will include an overview of the proposed activities and our expected entry and departure times.</p> <p>Longer periods of advance notice may be provided for maintenance activities which may potentially be more disruptive to a landholder's activities (e.g. aerial inspections of power lines which may startle livestock, vegetation clearing works).</p>
<b>S3.2</b> <b>Use of land</b>	<p>The EWP contains any special conditions specific to individual properties, including entry requirements.</p> <p>If as a result of our maintenance program we identify that rectification works are required, we will ensure landholders receive information about:</p> <ul style="list-style-type: none"> <li>• the nature of the works</li> <li>• the types of activities we expect to undertake, as well as the materials (i.e. gravel and water) and equipment likely to be used.</li> </ul>	<p>Water will not be taken from a landholder's property without their consent.</p> <p>When undertaking vegetation maintenance activities, disposal of vegetative waste will be in accordance with legislation, the EMP and the EWP, while considering land use management.</p>

<b>Maintenance and operation phase</b>		
<b>S3.3</b> Use of roads and tracks on a landholder's property	<p>Existing tracks will be used to access easements, transmission lines and substations where practicable. If needed, Powerlink will upgrade existing tracks, which may include installation of drainage and slashing/grading the surface. We will discuss these activities with the landholder in advance of any work being carried out.</p> <p>Following significant rainfall we will assess the condition of access tracks and roads to determine whether it is reasonable for maintenance activities to continue.</p>	<p>We may liaise with the landholder in determining this, recognising that landholders provide local on-ground knowledge and experience with respect to access conditions. If damage occurs to a landholder's tracks or roads as a result of maintenance activities being undertaken in wet conditions, we will take steps to promptly repair any damage.</p>
<b>S3.4</b> Managing fences, gates and grids	<p>Where requested by the landholder, gates will be fitted with padlocks for use by Powerlink (at no cost to the landholder). Where a landholder requires access through the gate within their property</p>	<p>and Powerlink has an interest in also accessing through the gate, Powerlink will organise interconnecting padlocks so the gate can be accessed by both parties.</p>
<b>S3.5</b> Biosecurity and weed management	<p>We will monitor biosecurity threats through regular easement inspections during the maintenance and operation phase and ensure appropriate risk management strategies are applied in accordance with the EMP. EWWPs will be used and maintained as living documents and continue to be updated as new information on biosecurity threats becomes known.</p> <p>Powerlink employees and contractors who may need to access the property during the maintenance and operation phase will be made aware of any biosecurity or weed management control measures in place and agreed with the landholder.</p>	<p>Where necessary, biosecurity and weed management activities will be conducted in conjunction with surrounding landholders and other relevant regulatory bodies (such as local councils and NRM Groups) to maximise effectiveness. Strategies will be reviewed and updated as needed to ensure ongoing effectiveness.</p> <p>We will liaise with landholders prior to the use of any chemicals to control weeds and will take any reasonable landholder requirements into account when planning weed management activities.</p>
<b>S3.6</b> Fire management	<p>Routine inspections and management of vegetation will be conducted.</p> <p>Landholders are encouraged to contact us prior to undertaking fuel reduction activities involving fire near our assets</p>	<p>(i.e. back burning). Reasonable notice of activities can provide opportunities to work collaboratively with landholders to ensure safety for people and assets.</p>
<b>S3.7</b> Safe use of public roads and access tracks	<p>Landholders are encouraged to contact Powerlink to discuss any road safety concerns or requirements as they relate to the maintenance and operation phase.</p> <p>Powerlink vehicles, including those of contractors, will be easily identified with</p>	<p>signage (excludes obvious material delivery vehicles).</p> <p>Landholders are encouraged to report any concerns about road safety to us so we can investigate this and address if necessary.</p>

## Schedule 4 – Additional property specific information

Powerlink recognises that every landholder is unique and that the standard access conditions set out in this protocol may not address all specific landholder requirements. This Schedule provides the opportunity for Powerlink and the landholder to discuss any additional property specific information, rules and entry conditions, and if agreed, document these in the space provided in this Schedule. This may include (but is not limited to):

### ***Landholder and property management related matters/requirements***


- communication and notification requirements
- noise restriction times
- property operations such as crop and livestock production cycles

### ***Land related matters/requirements***

- restricted lands and specific 'no-go' zones
  - biosecurity and weed areas
- access track locations
  - surfacing
  - dust risk areas
  - access to gravel
  - access to water for track construction and dust suppression
- fences, gates and grids assets and requirements
- joint access locations
- vegetation clearing arrangements
  - fire risk areas.

Once discussed and agreed, this additional information will also be captured in Powerlink's management procedures and documents, including the EMP and EWPs, if necessary.

Example Schedule 4



## SCHEDULE 4 TO POWERLINK'S LAND ACCESS PROTOCOL

### Individual Property Terms of Access


Property and Landholder name and address

Mr John Citizen and Mrs Judy Citizen  
1770 Upper Camp Road  
Bouldercombe QLD 4702

Version **Number 1**  
Updated **August 2014**

Disclaimer: This Schedule is intended to record any individual property terms of access for the Property detailed on S4.1. Including terms of access in this Schedule is entirely optional and at the discretion of the Landholder and Powerlink Queensland. Information contained in this Schedule 4 may be provided to third parties, such as authorised agents or contractors of Powerlink Queensland.

## SCHEDULE 4 LAND ACCESS PROTOCOL



**Introduction**

This Individual Property Terms of Access is to be read as Schedule 4 of Powerlink's Land Access Protocol (LAP). This document will be referred to as "Schedule 4".

The purpose of Powerlink's LAP is to inform landholders and stakeholders about the standards and commitments Powerlink and its representatives will adhere to when accessing properties to carry out our responsibilities in providing a high voltage transmission service.

Powerlink recognises that every landholder is unique and that the standard access conditions set out in this protocol may not address all specific landholder requirements. This Schedule provides the opportunity for Powerlink to discuss any additional property specific information, rules and entry conditions, and if agreed, document these in this Schedule. This may include (but is not limited to):

**Landholder and property management related matters/requirements**

- communication and notification requirements
- noise restriction times
- property operations such as crop and livestock production cycles


**Land related matters/requirements**

- restricted lands and specific 'no-go' zones
  - biosecurity and weed areas
- access track locations
  - surfacing
  - dust risk areas
  - access to gravel
  - access to water for track construction and dust suppression
- fences, gates and grids assets and requirements
- joint access locations
- vegetation clearing arrangements
  - fire risk areas.

Once discussed and agreed, this additional information will also be captured in Powerlink's management procedures and documents, including the EMP and EWPs, if necessary.

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## SCHEDULE 4 LAND ACCESS PROTOCOL



**S4.1 Property and landholder details**


Property details	
Property name	'Gunnado'
Property address	1770 Upper Camp Road, Bouldercombe QLD 4702
Real property description (lot on plan)	Lot 12 RP34567 & Lot 13 RP34567

Landholder details	
Landholder name(s)	Mr John Citizen and Mrs Judy Citizen
Primary contact landholder	Mr John Citizen
Residential address	1772 Upper Camp Road, Bouldercombe QLD 4702
Postal address	PO Box 89, Bouldercombe QLD 4702
Email	j.citizen@bigpond.com.au
Telephone	Mobile 0400412569 Home Work 0738661245
Contact for access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Additional information about contact/communication preferences if required	Contact via email or mobile

Occupier details (if the landholder is not the occupier of the property)	
Name of occupier	Mr Bert Citizen (son)
Residential address	1770 Upper Camp Road, Bouldercombe QLD 4702
Postal address	as above
Email	b.citizen@bigpond.com.au
Telephone	Mobile 0415678941 Home 0738604120 Work 0415678941
Contact for access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Additional information about contact/communication preferences if required	Contact via mobile first and try home second

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## SCHEDULE 4 LAND ACCESS PROTOCOL




**S4.1 Property and landholder details (continued)**

Land use information	
Primary land use	Cattle grazing
Additional/secondary land use	Native pasture seed production
Other users of the land	Gas wells in NE corner
Name of user	Gas Energy Inc. (Mr Bob Smith)
Address	10 Station Road, Brisbane QLD 4001
Email	bsmith@gei.com.au
Telephone	Mobile 0400412569 Home Work 0738661245
Contact for access	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Additional information about contact/communication preferences if required	Contact via mobile then via email

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**SCHEDULE 4  
LAND ACCESS PROTOCOL**



**S4.2 Powerlink project or asset details**

Powerlink project or asset relevant to this property	CP.02164 Bouldercombe to Pandoin 275kV Transmission Line	
This Schedule 4 applies to which phase of the asset lifecycle? (tick the relevant phase)	Phase	Expected Timeframe
	<input checked="" type="checkbox"/> Planning, investigation and acquisition	2014-2017
	<input type="checkbox"/> Construction	
	<input type="checkbox"/> Maintenance and operation	
Primary Powerlink contact for landholder relations matters	Name	Ms Lisa Jones
	Position	Landholder Relations Advisor
	Mobile	0400793456
	Phone	0738600024
Secondary Powerlink contact for landholder relations matters	Name	Mr Harry Flood
	Position	Manager Landholder Relations
	Mobile	040111567
	Phone	0738602421
	Email	hflood@powerlink.com.au

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**SCHEDULE 4  
LAND ACCESS PROTOCOL**



**S4.3 Property specific information or terms of access**

Insert here specific information or terms of access or conditions of entry agreed between Powerlink and the Landholder, including mapping if necessary.

Please number information and terms of access individually, sequentially, concisely and with specific dot points. For e.g.:

S4.3.1 Powerlink will...

S4.3.2 Prior to entry, Powerlink will...

S4.3.3 Powerlink notes...

S4.3.1 Powerlink will contact Mr John Citizen 5 working days prior to accessing the property. Contact can be by email.

S4.3.2 Powerlink will contact Mr Bert Citizen 24 hours prior to entering the property, and notify via SMS that they have left the property. Contact will be by phone. Contact only after 7:00pm.

S4.3.3 Powerlink notes Gas Energy Inc. (GEI) gas well structure in the north east corner of the property (refer attached map). Should Powerlink need to enter the north east corner of the property, Powerlink will contact GEI field contact Mr Bob Smith 5 working days prior.

S4.3.4 Powerlink's Landholder Relations Advisor is to accompany any person accessing the property at all times.

S4.3.5 Powerlink vehicles will at all times enter and exit using the access track that passes 'Gunnado' homestead that is occupied by Bert (refer attached map).

S4.3.6 Powerlink notes that the gate on the boundary of Upper Camp Road is to be closed at all times unless otherwise advised by Mr Bert or Mr John Citizen.

S4.3.7 Powerlink vehicles will at all times not exceed 20 km/hr whilst traveling on access tracks. Vehicles will stay on designated access tracks at all times (refer attached map).

S4.3.8 Powerlink notes the native seed production (refer attached map) activity being undertaken across the property and will clean down vehicles and 3rd party certification for 'Gunnado' prior to entering the property.


S4.3.9 Powerlink will ensure that 3rd party certificates are kept with vehicles at all times. Powerlink notes that Mr John Citizen and/or Mr Bert Citizen may randomly request to view a vehicle's certification.

S4.3.10 Powerlink notes that there is a buried water pipeline feeding water from a bore to a turkey nest dam (refer attached map).

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**SCHEDULE 4  
LAND ACCESS PROTOCOL**



**S4.3 Property specific information or terms of access (continued)**

S4.3.11 Powerlink notes that seed harvesting occurs in January for two weeks including weekends. This period should be avoided for access to the landholder as well as the native pasture areas (refer map attached).

S4.3.12 Attached is the map that notes property features including those referenced in this Schedule and forms part of this schedule.

S4.3.13 Powerlink notes organic certification status of the property.

S4.3.14 Powerlink will not use colored plastic marker tape on the property.

S4.3.15 Powerlink will provide a hard-copy of the Environmental Impact Assessment documents to both Mr John Citizen and Mr Bert Citizen.

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**SCHEDULE 4  
LAND ACCESS PROTOCOL**



**S4.4 Reference details / sign off**

Information in this Schedule 4 was discussed and agreed between	Landholder name	Landholder signature	Date
	Mr John Citizen		15/08/2014
	Powerlink representative name	Powerlink representative signature	Date
	Ms Lisa Jones		15/08/2014
	Powerlink representative position	Landholder Relations Advisor	
Powerlink reviewer	Name	Mr Harry Flood	
	Position	Manager Landholder Relations	
	Date	17/08/2014	
Powerlink approver	Name	Ms Jane Doe	
	Position	Group Manager Landholder Relations	
	Date	24/08/2014	
Expected duration of this Schedule 4	Start date	5/06/2014	
	Expected finish date	15/08/2017	
Target review date for this Schedule 4	Month	August	
	Year	2015	

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Attach here any Schedule 4 agreed by  
the landholder and Powerlink.

Attach here any Schedule 4 agreed by  
the landholder and Powerlink.

## Reference documents and supporting information

Land access theme	Powerlink document and references	Where available
Access tracks	<i>Maintenance of Access Tracks, Powerlink Procedure AM-PR- 0035</i>	Request current version from Powerlink
Code of conduct	<i>Code of Conduct for Powerlink Employees</i> <i>Workplace Conduct for Powerlink Contractors</i>	Powerlink website
Complaints management	<i>Complaints Management Procedure</i>	Powerlink website
Confidentiality and privacy	<i>Dealing with Personal Information and the Privacy Act Fact Sheet</i>	Request current version from Powerlink
Easement compensation and co-use	<i>Easement Compensation</i> <i>Management of Easement Co-Use Requests Guideline</i>	Powerlink website
Fire risk management	<i>Fire and High Voltage Transmission Line Safety – Powerlink Information Sheet</i>	Powerlink website
Noise management	<i>Management and Monitoring of Construction and Maintenance Noise AM-PR-0940</i> <i>Noise risk assessment methodology – Construction works AM-GL-1039</i>	Request current versions from Powerlink
Stakeholder engagement framework	<i>Stakeholder Engagement Framework</i>	Request current version from Powerlink
Vegetation control and management	<i>Vegetation Control Standards, Powerlink Standard AM-STA-0834</i> <i>Vegetation Management for Transmission Corridors and Sites, Powerlink Policy AM-POL-0050</i>	Request current versions from Powerlink
Weed management and vehicle clean down	<i>Biosecurity Management – AM-PR-0039</i> <i>Vehicle Washdown NFS-WI-450</i> <i>Powerlink Queensland’s Weed Management Process</i>	Request current versions from Powerlink Powerlink website
Working in wet weather	<i>Working in Wet Weather AM-PR-0988</i>	Request current version from Powerlink



## Definitions of terms

Following is an explanation of the meaning of the concepts and terms used in the Land Access Protocol.

### Terms and explanations

**Access standards and conditions:** Set out the standards and conditions that apply to Powerlink and its contractors when accessing land during the planning, investigation and acquisition phase (that occurs prior to the resumption of easement for a new transmission asset).

**Biosecurity:** Generally a term used to describe weeds, pests and pathogens that present a threat to humans, animals, environmental values or agricultural production. With respect to land access, primary focus is on weeds and in particular declared pest under the *Land Protection (Pest and Stock Route Management) Act 2002*. For more detail refer to Powerlink Procedure AM-PR-0039 – *Biosecurity Management*.

**Biosecurity access protocols:** Protocols contained within Powerlink Procedure AM-PR-0039 – *Biosecurity Management* that outlines the approach to managing all aspects of biosecurity – be it weeds, pests or diseases prior to surveys and Environmental Impact Assessments being completed.

**Clean down:** The removal of plant material from a vehicle or machine using an appropriate cleaning process. Primary focus is on viable reproductive material such as seeds.

**Clean down records:** Document pertaining to vehicle or plant that generally outlines when it was cleaned, what areas were cleaned, the location of the clean and who was responsible for cleaning.

**Easement terms and conditions:** Document that set out for both Powerlink and the landholder their respective rights and obligations with regards to access to and use of the easement.

**Environmental Impact Assessment (EIA):** The process undertaken to ensure any potential environmental, community or economic impacts associated with the project are identified and managed (Powerlink *Consultation and Environmental Impact Assessments* information sheet).

**Environmental Impact Statement (EIS):** Document that details the EIA findings and is an important part of Powerlink’s consultation process. Includes an Environmental Management Plan (EMP).

**Environmental Management Plan (EMP):** Document that captures the actions Powerlink will take to manage and minimise environmental and social impacts that may result from the design, construction or operation of the transmission asset.

**Environmental Work Plan (EWP):** Transmission line or substation site specific plan which details management practices for environmental matters on a location by location basis.

**Emergency Response Plans:** Document prepared for Powerlink by the contractor undertaking construction works that clearly describes the actions and responsibilities required in the event of an emergency occurring.

**Land Access Code:** The State Government code to guide the activities being undertaken by proponents in the petroleum and gas resource industries.

**Landholder:** An owner or occupier of private land or public land in the area of, or access for, Powerlink’s assets.

**Logbooks:** Document pertaining to the vehicle that captures the odometer readings and summarise routes travelled.

**Natural Resource Management (NRM) Groups:** Community based regional bodies (non-statutory) who develop, review, implement and coordinate natural resource management plans.

**Powerlink:** Powerlink includes Powerlink’s officers, servants, employees, agents, consultants, contractors, subcontractors, licensees and others authorised by Powerlink.

**Property:** Includes livestock.

**Record of Discussion:** Document that summarises the landholder details, conditions of entry and key actions discussed during contact between Powerlink and the landholder.







POWERLINK QUEENSLAND

ABN 82 078 849 233

33 Harold Street Virginia  
Queensland Australia 4014

PO Box 1193 Virginia  
Queensland Australia 4014

Telephone: (07) 3860 2111

Facsimile: (07) 3860 2100

**FREECALL 1800 635 369**

[www.powerlink.com.au](http://www.powerlink.com.au)