

APPENDIX 4-A Example of letter to affected stakeholders

Your ref:  
Our ref: 07-008748/001  
Contact Name: Peter MacTaggart  
Telephone: (07) 3120 0094

9 May 2008

Name: XXXX  
Address: XXXX

Dear Sir/Madam

**RE: PROPERTY ACCESS,  
GLEBE WEIR RAISING AND PIPELINE PROJECT**

SunWater is investigating the viability of raising the existing Glebe Weir on the Dawson River, and constructing an 80 km-long pipeline and associated infrastructure to provide water for coal mining in the vicinity of Wandoan.

SunWater is a Queensland government owned corporation that builds, owns and operates water supply and distribution infrastructure throughout regional Queensland. SunWater owns and operates Glebe Weir.

Glebe Weir's maximum capacity is expected to be increased from 17,700 megalitres (ML) to about 30,100 ML. It will continue to serve its existing function of providing water to SunWater's Dawson Valley Water Supply Scheme customers via downstream releases.

I am writing to advise you of SunWater's intention to carry out early on-site investigations for the Project, which may require access to your property. Work will include environmental assessments, cultural heritage surveys and geotechnical investigations. It is expected that the impact of these studies will be minimal.

The exact program of works and location of activities will not be known until initial on-ground visual assessments have been made. SunWater will then select locations for more detailed investigations and obtain the required cultural heritage clearances and other necessary permits to carry out the work.

All investigations will be undertaken in consultation with landholders and in accordance with the enclosed Land Access Protocol. The protocol lays down the conditions under which SunWater and its contractors will undertake site work and rehabilitate impacted land where required.

**Prior to any work being undertaken on your property you will be contacted by SunWater to discuss the nature of the proposed works and arrangements for access to your land.**

SunWater representatives are available to discuss any concerns you may have prior to and during the investigation works. I will be travelling to Taroom during the course of the investigations and am happy to meet with you in person to discuss any concerns you may have. Bill Stephens, the assistant project manager, is managing land access arrangements for the project and will be the main point of contact for land access issues.

To assist us in contacting you and to confirm your consent to the investigation arrangements, please complete the attached form and return it to me via the enclosed reply-paid envelope (no stamp required).

I thank you in anticipation of your cooperation with SunWater and its contractors during the Glebe Weir Raising and Pipeline Project investigations. SunWater has established a toll-free phone number to call for information on the investigations, and your call will be answered by either myself or Bill Stephens. The number is **1800 158 651**.

Yours faithfully

Peter MacTaggart  
**Project Manager, Glebe Weir Raising and Pipeline Project**

Enclosed:        Land Access Permission Form and reply paid envelope  
                     Land Access Protocol

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**Land Access Permission Form**

*I hereby give my consent to SunWater and its consultants to access my property for the purposes outlined in the correspondence from SunWater dated 9 May 2008.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Land Access – Contact Details**

*SunWater requires landowners' contact details and, where appropriate, contact details for the on-site person to contact regarding property access. We request that the attached contact detail form be completed and returned to us via the enclosed reply-paid envelope to add to our contact database. Any information recorded in this database will be used only for the purposes of the Glebe Weir Raising and Pipeline Project.*

Lot and plan:

Name of owner(s): \_\_\_\_\_

Name of preferred contact person: \_\_\_\_\_

Contact person's telephone no.: \_\_\_\_\_

Mailing address (if different to the address that this letter was sent to):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this property leased to another person?            Yes    /    No

If so, please provide the details of the tenant.

Tenant/on-site contact

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_