Job Number @ Type here

Functional Specification Template

C7521 – Options Analysis – Public Utility Plant (PUP) Addendum

Replaces Section 2.12.4 Public Utility Plant (PUP)' of the 'C7521 Options Analysis Functional Specification Template'

October 2023

* To be used as a guide when compiling project-specific specifications.
* @ = project-specific detail required.
* For clauses / items not required – insert text “Not Required” in clause heading, do not delete clause.
* Delete this table when document finalised.

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# Public Utility Plant – Options Analysis

[Delete this text - This document has been drafted to provide as much detail as possible. The requirements and checklists should be customised to fit the scope and type of project work that is required.]

## Definition of terms

The terms used in this Functional Specification shall be as defined in Clause 1.1 of C7521 Options Analysis.

The Consultant is advised that while there are a number of definitions used in the department, for the purposes of this Functional Specification, Public Utility Plant (PUP) is deemed to cover only non‑transport public utility infrastructure, specifically municipal water and sewerage, fixed and radio telecommunications (but not mobile towers), distribution and transmission gas and electricity (including third party owned streetlighting) under State and Federal legislation.

All other third party networks / utilities, commercial or otherwise, and irrespective of their similarities to PUP, that are located in the project Works area including; railways, tramways, aqueduct, conduit, water channel, pipeline (water, bulk water, stormwater pipelines owned by local government, etc.), fixed mechanical conveyor, tower pole, cable (electrical, fibre optic, copper or otherwise), electrical installations or any other utility plant that may be affected by the project is not included in this Functional Specification. Refer to C7521 Options Analysis for guidance on management of these third party assets.

## Referenced documents

Referenced documents in this Functional Specification are listed in Table 1.2.

Table 1.2 – Referenced documents

| Reference | Title |
| --- | --- |
| BS 5228-2:2009 | *Code of Practice for Noise and Vibration Control on Construction and Open Sites, Part 2: Vibration* |
| DIN 4150-3:1999 | *Vibration in Buildings – Part 3: Effects on Structures* |
| IPWEA Queensland RS-100 | *Public Utilities Typical Service Corridors and Alignments Standard Drawing* |
| IPWEA Queensland RS-101 | *Public Utilities Typical Service Conduit Sections Standard Drawing* |
| IPWEA Queensland RS-102 | *Service Conduit Crossing Standard Drawing* |
| IPWEA Queensland RS-103 | *Public Utilities Optic Fibre Pit Standard Drawing* |
| TMR Safe Systems Approach | Transport and Main Roads Road Safety Policy |
| TN163 | TN163 *Third Party Utility Infrastructure Installation in State Controlled Roads Technical Guidelines* |
| - | *TMR Surveying Standards*, Part 1 and Part 2 |

Where standards differ, the Transport and Main Roads' standards and other technical publications take precedence.

## Quality system requirements

### Hold Points, Witness Points and Milestones

General requirements for Hold Points, Witness Points and Milestones are detailed in Clause 8.3 of MRTS50 Specific Quality System Requirements. They are defined in the following ways:

* Hold Point means an identified point in a process beyond which the Consultant / Contractor shall not proceed without written authorisation from the Contract Manager (Transport and Main Roads Project Manager) / Administrator authorising release of the Hold Point.
* Witness Point means an identified point in a process where the Consultant / Contractor shall give the Administrator prior notice with the option to observe an activity.
* Milestone means a point in time within a project which marks the start or completion of an activity. The Hold Points, Witness Points and Milestones applicable to this Design Functional Specification are summarised in Table 1.3.1.

Hold Points, Witness Points and Milestones are to be customised to suit the size and scope of the project and in line with the Workflow and Checklist.

Table 1.3.1 – Hold Points, Witness Points and Milestones

|  |
| --- |
| Project Manager: delete / add relevant Hold Points, Witness Points and Milestones as applicable. |

| Clause | Hold Point | Witness Point | Milestone |
| --- | --- | --- | --- |
| 1.5.1.1 |  |  | @ Type here  Request Dial Before You Dig (DBYD), GIS, Decommissioned data, As Constructed and other PUP records |
| 1.5.1.3 | Conduct a gap analysis of the provided ground survey information to determine additional survey or investigations required and develop a survey brief |  |  |
| 1.5.1.6 | @ Type here  Produce draft PUP design drawings showing existing active and redundant PUP |  |  |
| 1.5.1.7 |  |  | @ Type here  Consultation with service authorities completed including specified correspondence and information |
| 1.5.1.9 |  |  | @ Type here  Develop the Conflicts Matrix |
| 1.5.1.10 |  |  | @ Type here  Develop the Risk Matrix |
| 1.5.1.13 |  |  | @ Type here  Develop Early Works recommendations |
| 1.5.1.18 |  |  | @ Type here  Develop and submit a budget estimate for each option for approval |
| 1.5.1.19 |  |  | @ Type here  Produce final Options Analysis PUP design drawings showing existing PUP |
| 1.5.1.20 |  | @ Type here  Complete PUP Options Analysis report inclusive of final design drawings for each option |  |
| 1.5.1.21 |  | @ Type here  Provide a PUP summary section in the Options Analysis report including estimated funding requirements for recommended options |  |

## Existing documentation

|  |
| --- |
| Project Manager: insert details about existing information available to the Consultant if / where applicable. |

## General requirements for Public Utility Plant (PUP)

There are multiple types of projects that require different approaches to PUP. Customising the PUP Functional Specifications to suit the style of project is critical to ensure that all legislative, technical and project requirements are met. For instance, where the Options Analysis and Business Case are rolled together, all Hold Points, Witness Points, Milestones and Checklist items should be reviewed and new lists relevant to the combined stage should be drafted.

Alterations to existing PUP must comply (where possible) to department document TN163 Third Party Utility Infrastructure Installation in State Controlled Roads Technical Guidelines. Any deviation from these requirements must be documented.

The Consultant shall ensure that administrative data, and any early Site investigations, of existing PUP conform to specified quality level documented in Transport and Main Roads standards and manuals.

### Transport and Main Roads workflow and checklist

The Consultant is required to utilise the Transport and Main Roads checklist and workflow as the framework to assist with considering PUP in the Options Analysis stage. The Consultant is required to adapt these documents to fit the circumstances of the individual project and provide a short rationale to justify any adaptation. Changes to the checklist must be approved by the Transport and Main Roads Project Manager or delegate. A copy of the workflow and checklist templates are included as Attachments 1 and 2 of this Functional Specification. A list of the minimum outputs and required tasks is provided below:

#### Requested Dial Before You Dig (DBYD), GIS, Decommissioned data, As Constructed and other PUP records **Milestone**

#### Established a list of PUP authority contact details

#### Reviewed quality of base data (DBYD, As Constructed etc) in accordance with TMR Surveying Standards

#### Coordinated and conducted meetings with PUP authorities to share information, scope requirements and timeframes

#### Liaised with maintenance contractor, local government, adjacent property owners to determine if past land use, past actions or natural features may affect design, construction or operations

#### Produced draft PUP design drawings showing existing active and redundant PUP **Hold Point**

#### Consultation with service authorities completed **Milestone**

#### Liaison with all PUPs

#### Developed the Conflicts Matrix **Milestone**

#### Developed the Risk Matrix **Milestone**

#### Reviewed and identified PUP conflicts to remain (Preferred Option), to protect (Acceptable Option) or to relocate (Least Preferred Option)

#### Reviewed if overhead powerlines and poles can be relocated underground to avoid poles within the area of interest, subject to Site specific risk assessment (e.g. if assessed as in the clear zone)

#### Developed Early Works recommendations **Milestone**

#### Reviewed if land resumption will be required to enable the utility relocations

#### Identified Site conditions required to achieve PUP alterations including but not limited to, suitable alignments, clearing, environmental and cultural heritage impacts, unsuitable materials (i.e. rock, slopes, batters, water causes, acid sulphate soils and so on)

#### Assessed PUP conflicts and potential relocations with other constraining factors, such as safe access to PUP assets for future maintenance and access for utilities etc.

#### Discussed opportunities to upgrade existing Utility networks with Utility providers

#### Developed a budget estimate for each option **Milestone**

#### Produced final Options Analysis PUP design drawings showing existing PUP **Milestone**

#### Completed PUP Options Analysis report inclusive of final design drawings for each option **Witness Point**

#### Provided a PUP summary section in the Options Analysis report including estimated funding requirements for recommended options **Witness Point**

#### Decision-making

The Consultant must consider network conflicts, technical, cost, constructability, future road planning, efficiency, safety, future planned upgrades, land availability and a range of other factors when considering the action to take to manage a utility infrastructure impact on the Transport and Main Roads project, as these factors will influence the decision to design out conflicts with utility networks, protect in place or relocate utility assets. The rationale for the approach must be documented for each utility network to demonstrate sufficient research, information gathering, and evidence has informed the approach.

The Consultant is required to utilise the Road Safety Policy and Safe Systems Approach to form the foundation of decision-making. Where practicable and economical, relocation or alterations to PUP shall be avoided. However, where the design increases the risks associated with aboveground utility assets, relocation will be required to maintain or increase road safety.

### Consultation

#### Existing assets

Information to identify existing PUP may need to be sourced from various agencies including DBYD, local government and water authorities, previous designs, As Constructed data, the department’s GIS and District / Region Corridor Management team. The Consultant shall be responsible for liaising with all relevant agencies and teams.

The Consultant shall use the letter templates in Attachments 3 and 4 to communicate the information requests and potential conflicts created by the Transport and Main Roads project.

#### Land use

The Consultant shall liaise with Transport and Main Roads Project Manager, the current road maintenance contractor, local government and adjacent property owners to assist in determining any areas where past actions, land uses, natural features, etc. may affect the design, construction, and operation of the proposed Works (e.g. previous land use [factory, abattoir, waste disposal, mining, fire stations including rural fire, railway] acid sulphate soils, sodic soils, bogs, springs, landslides, and the like).

#### Survey review

The Consultant shall review the ground survey (if provided) and conduct gap analysis together with Clause 1.5.2.1 above and develop a survey brief of the project area to close the gaps in information to a minimum of Quality Level C for underground assets and Quality Level B for critical assets (gas, large diameter pressure mains, 33kv< underground cables) conforming to *TMR Surveying Standards* and MRTS56 *Construction Surveying* Technical Specification.

The gap analysis memo, survey brief and estimate shall be provided to Transport and Main Roads Project Manager within 2 weeks of project award.

Upon the release of the survey brief Hold Point the Consultant, if required, shall engage a surveyor and/or service locator to undertake the survey Works. Unless otherwise agreed the Consultant shall be responsible for the Principal Contractor duties when engaging the services of a Subcontractor.

## PUP Investigation Works

### Identification of assets

As part of the PUP investigation Works, the Consultant shall identify existing active and redundant PUP within the limits of each option to a quality level nominated by the Project Manager or Departmental Delegate, as per *TMR Surveying Standards*. This activity must be undertaken in the early stages of Options Analysis:

1. Quality Level ‘D’ existing records
2. Quality Level ‘C’ for non-traceable and overhead utility assets
3. @ Type here Quality Level ‘B’ for traceable underground assets, and
4. @ Type here Quality Level ‘A’ for major networks or large trunk network.

### Options Analysis Design (Draft)

The Consultant shall produce draft drawings identifying existing utility assets (active and redundant) for each option. These drawings shall superimpose all existing services information on to the PUP base plans for consultation with all PUPs.

### Consultation with service authorities

The Consultant shall prepare a formal letter and a copy of draft drawings for each option that is to be sent from the department to all of the PUP’s:

1. notifying service authorities of the pending Works
2. seeking confirmation that existing assets have been identified correctly (active or redundant) on the drawings, and
3. encouraging all PUP’s to investigate future Works programs within the limits of the proposed Works.

The Consultant shall liaise with the responsible asset owner with regard to the potential impact to the existing plant, high risk assets, programmed Works and discuss future network requirements to minimise damage to new road surface as a result of the options being analysed.

The Consultant is required to be clear when communicating with asset owners that the department is only in the planning stage, and that no design or Works are being required as part of the process, and additionally that any estimates or quotes requested are to be indicative only not detailed.

The Consultant shall include a department representative in all decision-making negotiations with service authorities. All the authorities that control the following services will be consulted:

1. @ Type here Electricity
2. @ Type here Sewage
3. @ Type here Gas
4. @ Type here Water
5. @ Type here Telecommunications carriers
6. @ Type here Local Government
7. @ Type here Streetlighting, and
8. @ Type here Department’s ITS&E

Note some service authorities ask for a fee to assess PUP strategies to allocate a project officer and provide advice. The consultant shall register the project in each respective service authority's portal with Transport and Main Roads as the client. In the case of water authorities, the project must not be invoiced for this service. The project must pay for telecommunications. Check with the Transport and Main Roads Project Manager if the project should pay for this work for gas and electricity utilities. The consultant shall forward any invoices to the Transport and Main Roads Project Manager for response or payment.

### PUP Authority contacts list

The Consultant shall establish a list of PUP authority contact details and provide these to the Principal as part of the final PUP report.

## PUP Options Analysis

The Consultant is required to complete each of the following tasks for each of the options being assessed.

### Conflict matrix

The Consultant shall develop a conflict matrix for all PUP assets impacted by each option inclusive of solutions to resolve each of the conflicts. Refer to Attachment 2 workflow chart for register example.

### Risk matrix

The Consultant shall develop a risk matrix for all conflicts, including but not limited to, utilities to avoid, potential delays (lead times, materials, resourcing and so on), and constraints from service authorities.

The PUP identified risks shall also be added to the project wide matrix for completeness.

### Early Works recommendations

The Consultant shall include recommendations for early Works assessed as being required, inclusive of the reasons for each recommendation.

### Land requirements

The Consultant shall identify:

1. Any land considered necessary to undertake alterations to existing utility assets.
2. Site conditions required to achieve PUP alterations including but not limited to, suitable alignments, clearing, environmental and cultural heritage impacts, unsuitable materials (i.e. rock, slopes, batters, water causes, acid sulphate soils and so on.), and
3. Requirements for safe access to PUP assets for future maintenance.

### Budget estimate

The Consultant shall include a budget estimate for each option. The estimate shall be indicative only and based on the estimates provided by each service provider. Detailed estimates will be obtained from asset owners during the next stage of the project.

### Options Analysis design (final)

1. The Consultant shall review the information obtained via investigations and discussions with asset owners and update drawings for completeness. These drawings shall contain all existing services information superimposed on to the PUP base plans and identify the potential conflict locations, possible solutions. Cost estimates of each solution shall be provided in an appendix to the PUP base plans.
2. The Consultant shall ensure that the final PUP report includes a statement confirming that all PUP’s (active and redundant) have been identified and transferred onto the Options Analysis Design (final) drawings.
3. The Consultant must provide a recommended option for each public utility network and associated costs, benefits and likely impact on the project.

## PUP Options Analysis report

The Consultant shall provide a final PUP report inclusive of design drawings for each option. The report shall include all of the deliverables as required of this Functional Specification.

The Consultant shall ensure that Clause 1.7.6(b) has been addressed within the Options Analysis report.

## Payment

All costs associated with the preparation of the Public Utility Plan (PUP) component of the Options Analysis and Report shall be allowed for in Item No. OA 12 Options Analysis report.

# Attachment 1: Options Analysis Action Checklist

|  |  |
| --- | --- |
| Program Delivery and Operations | Issued Date: xx/xx/xx |
| Options Analysis Stage Checklist  Completed by:  Project Name:  Project / Contract No: | Version: 1.0  Date: xx/xx/xx |

|  |
| --- |
| Note: This checklist has been developed to provide general guidance for PUP management on Road Infrastructure Projects. It can be used by departmental staff and Consultants to check that key aspects of utility management are covered in this stage. For any proposed changes or amendments to the checklist, please send all correspondence to [tmr.techdocs@tmr.qld.gov.au](mailto:tmr.techdocs@tmr.qld.gov.au). |

| Item | Tasks / Description | Date Completed | Comments |
| --- | --- | --- | --- |
| 1.0 | | | |
| 1.1 | Requested Dial Before You Dig (DBYD), GIS, Decommissioned data, As Constructed and other PUP records. |  |  |
| 1.2 | Established a list of PUP authority contact details. |  |  |
| 1.3 | Reviewed quality of base data (DBYD, As Constructed etc.) in accordance with *TMR Surveying Standards*.   * QL-A: Potholing data (with line and level) * QL-B: Traceable underground assets (Cable located data) * QL-C: Non-traceable and Overhead assets (GPR or similar) * QL-D: Existing records (DBYD or GIS) |  |  |
| 1.4 | Coordinated and conducted meetings with PUP authorities to share information, scope requirements and timeframes. |  |  |
| 1.5 | Liaised with maintenance contractor, local government, adjacent property owners to determine if past land use, past actions or natural features may affect design, construction or operations. |  |  |
| 2.0 | | | |
| 2.1 | Produced draft PUP design drawings showing existing active and redundant PUP.  Note: If the PUP is complex, split into separate packages showing each type of PUP. E.g. Electrical package, water and sewer package etc. |  |  |
| 2.2 | Consultation with service authorities completed including:   * sending letter and copy of draft drawings of each option to all PUPs to notify, confirm existing assets and encourage investigation of future Works * potential impacts and requirements * liaison with all PUPs. |  |  |
| 2.3 | Identified all Utility Standards required for working near their assets, particularly specific requirements in relation to vibration exposure. |  |  |
| 2.4 | Developed the Conflicts Matrix. |  |  |
| 2.5 | Developed the Risk Matrix. |  |  |
| 2.6 | Reviewed and identified PUP conflicts to remain (Preferred Option), to protect (Acceptable Option) or to relocate (Least Preferred Option). |  |  |
| 2.7 | Reviewed if overhead powerlines and poles can be relocated underground to avoid poles within the area of interest, subject to Site specific risk assessment (e.g. if assessed as in the clear zone).  Note: This is only applicable to urban constraint areas. Clear zone assessment process can be found in the Road Planning and Design Manual (RPDM) 2nd Edition Volume 3 Part 6, and also refer to the Austroads Guide to Road Design Part 6: Roadside Design, Safety and Barriers where needed). |  |  |
| 2.8 | Developed Early Works recommendations. |  |  |
| 2.9 | Reviewed if land resumption will be required.  Note: Resumption usually can only occur in conjunction with road upgrade/widening requirements and not solely for PUP relocations. |  |  |
| 2.10 | Identified Site conditions required to achieve PUP alterations including but not limited to, suitable alignments, clearing, environmental and cultural heritage impacts, unsuitable materials (i.e. rock, slopes, batters, water causes, acid sulphate soils and so on.). |  |  |
| 2.11 | Assessed PUP conflicts and potential relocations with other constraining factors, such as safe access to PUP assets for future maintenance and access for utilities etc. |  |  |
| 2.12 | Discuss opportunities to upgrade existing Utility networks with Utility providers. |  |  |
| 2.13 | Developed a budget estimate for each option. |  |  |
| 2.14 | Produced final Options Analysis PUP design drawings showing existing PUP.  Note: If the PUP is complex, split into separate packages showing each type of PUP. E.g. Electrical package, water and sewer package etc. |  |  |
| 3.0 | | | |
| 3.1 | Completed PUP options analysis report includes of final design drawings for each option. |  |  |
| 3.2 | Provided a PUP summary section in the Options Analysis report. |  |  |

# Attachment 2 - Workflow

A screenshot of a social media post

Description automatically generated

# Attachment 3 – Requesting information from Public Utilities letter templates

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | | | |
| TMR Project No: | | TMR Project Name: | |
| Description of TMR Project (high level): | | | |
| PUP Authority Contact: | Phone: | | Email: |
| TMR Project Manager: | Phone: | | Email: |

Checklist of utilities and the parts of the legislation that allows Transport and Main Roads to request information from public utilities.

|  |  |  |
| --- | --- | --- |
| Public Utility Type | Legislative Act requesting information from utilities made under | Check the appropriate box |
| Electricity | No specific legislative requirement established |  |
| Distribution Gas | No specific legislative requirement established |  |
| Transmission Gas | Petroleum and Gas (Production and Safety) Act 2004, Clause 421 & 427 |  |
| Water Distribution (QUU / Unitywater) | South East Queensland Water (Distribution and Retail Restructuring) Act 2009 Part 3 - Public Entity Work, Clause 53CF |  |
| Local Government Water | Transport Infrastructure Act 1994, Clause 81 |  |
| Telecommunications | Transport Infrastructure Act 1994, Clause 81 |  |
|  | Please note that some utilities have bespoke agency specific notification forms which must be used. Please ensure the agency specific form is used for these utilities – if you are Transport and Main Roads staff then this can be sourced by checking with the Departmental Delegate to see what form is suitable for their circumstances. | |

[Letter template for Information Request – Electricity]

[Insert Date]

Our ref   
Your ref   
Enquiries

[Electricity entity]

[Insert Address]

Dear [Add Name of Addressee]

Information Request

The Department of Transport and Main Roads is currently in the [Options Analysis / Preliminary Evaluation Insert Stage] stage to upgrade a section of [insert Road]. We request [insert utility name] to provide information that adequately defines the location of [insert utility name] active, inactive and redundant assets left insitu or abandoned electricity infrastructure at the following location: [insert location].

|  |  |  |
| --- | --- | --- |
| Department of Transport and Main Roads  Project No: | Project Name: | |
| Description of TMR Project (high level): | | |
| PUP Authority Contact: | Phone: | Email: |
| TMR Project Manager: | Phone: | Email: |

Please also provide information about the vibration exposure standards for your assets, any other technical relevant standards or guidelines that may apply to working near your assets, and any forecasted upgrades or installations in the next 20 years at this location.

A copy of a plan of the proposed roadworks is attached to this information request. Options under consideration are confidential and must not be shared outside your organisation.

Should you have any queries in relation to this information request, please do not hesitate to contact [insert details of contact officer].

Yours sincerely

[Insert Name of Officer]  
[Insert Title of Officer]

Xxxxxxxx  
xxxxxxx  
address  
address Queensland 4000

**Telephone +61 7**   
**Website** [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)  
**Email** xxxx@tmr.qld.gov.au  
ABN 39 407 690 291

[Letter template for Information Request – Distribution Gas]

[Insert Date]

Our ref   
Your ref   
Enquiries

[Distribution Gas entity]

[Insert Address]

Dear [Add Name of Addressee]

Information Request

The Department of Transport and Main Roads is currently in the [Options Analysis / Preliminary Evaluation Insert Stage] stage to upgrade a section of [insert Road]. We request [insert utility name] to provide information that adequately defines the location of [insert utility name] active, inactive and redundant assets left insitu or abandoned gas infrastructure, age and material of asset and residual design / service life of the asset at the following location: [insert location].

|  |  |  |
| --- | --- | --- |
| Department of Transport and Main Roads  Project No: | Project Name: | |
| Description of TMR Project (high level): | | |
| PUP Authority Contact: | Phone: | Email: |
| TMR Project Manager: | Phone: | Email: |

Please also provide information about the vibration exposure standards for your assets, any other technical relevant standards or guidelines that may apply to working near your assets, and any forecasted upgrades or installations in the next 20 years at this location.

A copy of a plan of the proposed roadworks is attached to this information request. Options under consideration are confidential and must not be shared outside your organisation.

Section 92 of the Gas Supply Act 2003 requires you to comply with a consequential work request. To enable Transport and Main Road's work, it is necessary for you to supply information regarding the location of your gas assets within a reasonable period.

Should you have any queries in relation to this information request, please do not hesitate to contact [insert details of contact officer].

Yours sincerely

[Insert Name of Officer]  
[Insert Title of Officer]

Xxxxxxxx  
xxxxxxx  
address  
address Queensland 4000

Telephone +61 7   
Website [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)  
Email xxxx@tmr.qld.gov.au  
ABN 39 407 690 291

[Letter template for Information Request – Transmission Gas]

NOTE: A contract managing this installation may be in place, please contract Commercial Policy prior to sending this letter to check if there is]

[Insert Date]

Our ref   
Your ref   
Enquiries

[Transmission Gas entity]

[Insert Address]

Dear [Add Name of Addressee]

Information Request

The Department of Transport and Main Roads is currently in the [Options Analysis / Preliminary Evaluation Insert Stage] stage to upgrade a section of [insert Road]. We request [insert utility name] to provide information that adequately defines the location of [insert utility name] active, inactive and redundant assets left insitu or abandoned gas infrastructure, age and material of asset and residual design / service life of the asset at the following location: [insert location].

|  |  |  |
| --- | --- | --- |
| Department of Transport and Main Roads  Project No: | Project Name: | |
| Description of TMR Project (high level): | | |
| PUP Authority Contact: | Phone: | Email: |
| TMR Project Manager: | Phone: | Email: |

Please also provide information about the vibration exposure standards for your assets, any other technical relevant standards or guidelines that may apply to working near your assets, and any forecasted upgrades or installations in the next 20 years at this location.

A copy of a plan of the proposed roadworks is attached to this information request. Options under consideration are confidential and must not be shared outside your organisation.

Section 427 of the Petroleum and Gas (Production and Safety) Act 2004 requires you to comply with a work request from Transport and Main Road's when you have gas assets in Transport and Main Road's transport corridors. To enable Transport and Main Road's work, it is necessary for you to supply information regarding the location of your gas assets within a reasonable period.

Failure to comply with this information request

Section 81 of the Transport Infrastructure Act 1994 (Qld) (TIA) requires you to comply with this information request within a reasonable period. A failure to comply with this information request within a reasonable period, or the provision of information which does not adequately define the location of [insert Transmission Gas] gas infrastructure, may lead to the following consequences:

* the Department of Transport and Main Roads ("TMR") will not be held liable for damage caused to Transmission Gas infrastructure caused by the proposed roadworks where the damage would not have occurred had you complied with or had the information provided adequately defined the location of the Transmission Gas infrastructure (section 82 of the TIA); and/or
* you will be liable to pay TMR for any additional expense incurred by TMR in carrying out the roadworks because of a failure to comply with this information request or a failure to provide information that adequately defines the location of the Transmission Gas infrastructure, where the additional expense would not have been incurred had the request been complied with or had information provided adequately defined the location of the gas infrastructure (section 82 of the TIA).

Should you have any queries in relation to this information request, please do not hesitate to contact [insert details of contact officer].

Yours sincerely

[Insert Name of Officer]  
[Insert Title of Officer]

Xxxxxxxx  
xxxxxxx  
address  
address Queensland 4000

Telephone +61 7   
Website [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)  
Email xxxx@tmr.qld.gov.au  
ABN 39 407 690 291

Extracts of sections 81 and 82 of the Transport Infrastructure Act 1994

81 Information by owner of public utility plant to chief executive

(1) A person who wants to take action mentioned in section 80 must give a written notice to the chief executive of the person’s intention to carry out work on a State-controlled road within a reasonable time before taking the action.

(2) If public utility plant is constructed, augmented, altered or maintained on a State-controlled road, the owner of the plant must prepare records that adequately define the location of the plant on the road at the time of the construction, augmentation, alteration or maintenance of the plant.

(3) The owner of public utility plant on a State-controlled road must, if asked by the chief executive, supply information to the chief executive to define adequately the location of the plant in a specified area.

82 Liability for damage or expenses

(1) Unless the chief executive otherwise agrees, the chief executive is not liable for damage caused by the chief executive to public utility plant on a State-controlled road if—

(a) the chief executive had, before the damage was caused, asked for information under section 81(3) from the owner of the plant and—

(i) the owner had not, within a reasonable time, complied with the request; and

(ii) the damage was caused because of the failure to comply with the request; or

(b) information supplied to the chief executive under section 81(3) does not define in adequate detail the location of the plant and the damage was caused because of the failure to define in adequate detail the location of the plant; or

(c) the damage was caused because of the plant having been constructed, augmented, altered or maintained other than under the chief executive’s requirements under this division.

(2) If the chief executive incurs additional expense in carrying out road works on a State-controlled road because—

(a) the owner of public utility plant had not supplied within a reasonable time information asked for by the chief executive under section 81(3); or

(b) information supplied to the chief executive did not define in adequate detail the location of public utility plant; or

(c) public utility plant had not been constructed, augmented, altered or maintained under the chief executive’s requirements; the owner of the plant is liable to pay to the chief executive the additional expense.

[Letter template for Information Request – QUU/Unitywater]

[Insert Date]

Our ref   
Your ref   
Enquiries

[QUU/Unitywater]

[Insert Address]

Dear [Add Name of Addressee]

Information Request under section 53CF of the South-East Queensland Water (Distribution and Retail Restructuring) Act 2009

The Department of Transport and Main Roads is currently in the [Options Analysis / Preliminary Evaluation Insert Stage] stage to upgrade a section of [insert Road]. In accordance with section 53CF of the South-East Queensland Water (Distribution and Retail Restructuring) Act 2009 ("the SEQ Water Act"), [QUU/Unitywater] is hereby requested to provide information that adequately defines the location of [QUU/Unitywater] active, inactive and redundant assets left in situ or abandoned water infrastructure, age and material of asset and residual design / service life of the asset at the following location: [insert location]

|  |  |  |
| --- | --- | --- |
| Department of Transport and Main Roads  Project No: | Project Name: | |
| Description of TMR Project (high level): | | |
| PUP Authority Contact: | Phone: | Email: |
| TMR Project Manager: | Phone: | Email: |

Please also provide information about the vibration exposure standards for your assets, any other technical relevant standards or guidelines that may apply to working near your assets, and any forecasted upgrades or installations in the next 20 years at this location.

A copy of a plan of the proposed roadworks is attached to this information request. Options under consideration are confidential and must not be shared outside your organisation.

Failure to comply with this information request

Section 53CF(1) of the SEQ Water Act requires you to comply with this information request within a reasonable period. A failure to comply with this information request within a reasonable period, or the provision of information which does not adequately define the location of [QUU/Unitywater] water infrastructure, may lead to the following consequences:

* the Department of Transport and Main Roads ("TMR") will not be held liable for damage caused to water infrastructure caused by the proposed roadworks where the damage would not have occurred had you complied with or had the information provided adequately defined the location of the water infrastructure (section 53CG of the SEQ Water Act); and/or
* you will be liable to pay TMR for any additional expense incurred by TMR in carrying out the roadworks because of a failure to comply with this information request or a failure to provide information that adequately defines the location of the water infrastructure, where the additional expense would not have been incurred had the request been complied with or had information provided adequately defined the location of the water infrastructure (section 53CH of the SEQ Water Act).

An extract of sections 53CG and 53CH of the SEQ Water Act is attached to this information request.

Should you have any queries in relation to this information request, please do not hesitate to contact [insert details of contact officer].

Yours sincerely

[Insert Name of Officer]  
[Insert Title of Officer]

Xxxxxxxx  
xxxxxxx  
address  
address Queensland 4000

Telephone +61 7   
Website [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)  
Email xxxx@tmr.qld.gov.au  
ABN 39 407 690 291

Extracts of sections 53CG and 53CH of the South-East Queensland Water (Distribution and Retail Restructuring) Act 2009

53CF Obligation to give public entity information

(1) If the public entity for the road asks, the distributor-retailer must, within a reasonable period, give the public entity information that adequately defines the location of the water infrastructure on a stated part of the road.

(2) A request under subsection (1) is an information request.

53CG Exclusion of liability for particular damage by public entity to water infrastructure

(1) This section applies if—

(a) the public entity for the road causes damage to the water infrastructure and has not agreed to be liable for the damage; and

(b) before the damage happened the public entity made an information request to the distributor-retailer.

(2) The public entity is not liable for the damage if—

(a) either—

(i) the request was not complied with within a reasonable period before the damage happened; or

(ii) information given in response to the request did not adequately define the location of the water infrastructure; and

(b) the damage would not have happened had the request been complied with or had the information given adequately defined the location.

53CH Liability for additional public entity road work expenses

(1) This section applies if—

(a) the public entity for the road carries out road works in or on the road; and

(b) it made an information request of the distributor-retailer before carrying out the road works.

Note—See however section 109 (Deferral of distributor-retailer’s liability for additional public entity road work expenses).

(2) The distributor-retailer is liable to pay the public entity any additional expense the public entity incurred in carrying out the road works because of the location of the water infrastructure if—

(a) either—

(i) the request was not complied with within a reasonable period before the road works were

carried out; or

(ii) information given in response to the request did not adequately define the location; and

(b) the additional expense would not have been incurred had the request been complied with or had the information given adequately defined the location.

(3) However, subsection (2) does not apply if—

(a) the road works were not provided for in a plan by the public entity given to the distributor-retailer within a reasonable period before the road works were carried out; and

(b) the public entity gave a public entity approval for all water infrastructure work for the water infrastructure; and

(c) the distributor-retailer has not contravened any condition of the approval.

Note—See also section 108 (Public entity approvals taken to be given for existing water infrastructure work).

[Letter template for Information Request – Local Government Water Authority]

[Insert Date]

Our ref   
Your ref   
Enquiries

[insert Local Government Water Authority]

[Insert Address]

Dear [Add Name of Addressee]

Information Request under section s81 of the Transport Infrastructure Act 1994

The Department of Transport and Main Roads is currently in the [Options Analysis / Preliminary Evaluation Insert Stage] stage to upgrade a section of [insert Road]. In accordance with section s81 of the Transport Infrastructure Act 1994 ("TIA"), [insert Local Government Water Authority] is hereby requested to provide information that adequately defines the location of [insert Local Government Water Authority] active, inactive and redundant assets left in situ or abandoned water/sewerage infrastructure, age and material of asset and residual design / service of life of the asset at the following location: [insert location]

|  |  |  |
| --- | --- | --- |
| Department of Transport and Main Roads  Project No: | Project Name: | |
| Description of TMR Project (high level): | | |
| PUP Authority Contact: | Phone: | Email: |
| TMR Project Manager: | Phone: | Email: |

Please also provide information about the vibration exposure standards for your assets, any other technical relevant standards or guidelines that may apply to working near your assets, and any forecasted upgrades or installations in the next 20 years at this location.

A copy of a plan of the proposed roadworks is attached to this information request. Options under consideration are confidential and must not be shared outside your organisation.

Failure to comply with this information request

Section 81 of the TIA requires you to comply with this information request within a reasonable period. A failure to comply with this information request within a reasonable period, or the provision of information which does not adequately define the location of [insert Local Government Water Authority] water / sewerage infrastructure, may lead to the following consequences:

* the Department of Transport and Main Roads ("TMR") will not be held liable for damage caused to water/sewerage infrastructure caused by the proposed roadworks where the damage would not have occurred had you complied with or had the information provided adequately defined the location of the water / sewerage infrastructure (section 82 of the TIA); and/or
* you will be liable to pay TMR for any additional expense incurred by TMR in carrying out the roadworks because of a failure to comply with this information request or a failure to provide information that adequately defines the location of the water/sewerage infrastructure, where the additional expense would not have been incurred had the request been complied with or had information provided adequately defined the location of the water infrastructure (section 82 of the TIA).

An extract of sections s81 and s82 of the TIA is attached to this information request.

Should you have any queries in relation to this information request, please do not hesitate to contact [insert details of contact officer].

Yours sincerely

[Insert Name of Officer]  
[Insert Title of Officer]

Xxxxxxxx  
xxxxxxx  
address  
address Queensland 4000

Telephone +61 7   
Website [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)  
Email xxxx@tmr.qld.gov.au  
ABN 39 407 690 291

Extracts of sections 81 and 82 of the Transport Infrastructure Act 1994

81 Information by owner of public utility plant to chief executive

(1) A person who wants to take action mentioned in section 80 must give a written notice to the chief executive of the person’s intention to carry out work on a State-controlled road within a reasonable time before taking the action.

(2) If public utility plant is constructed, augmented, altered or maintained on a State-controlled road, the owner of the plant must prepare records that adequately define the location of the plant on the road at the time of the construction, augmentation, alteration or maintenance of the plant.

(3) The owner of public utility plant on a State-controlled road must, if asked by the chief executive, supply information to the chief executive to define adequately the location of the plant in a specified area.

82 Liability for damage or expenses

(1) Unless the chief executive otherwise agrees, the chief executive is not liable for damage caused by the chief executive to public utility plant on a State-controlled road if—

(a) the chief executive had, before the damage was caused, asked for information under section 81(3) from the owner of the plant and—

(i) the owner had not, within a reasonable time, complied with the request; and

(ii) the damage was caused because of the failure to comply with the request; or

(b) information supplied to the chief executive under section 81(3) does not define in adequate detail the location of the plant and the damage was caused because of the failure to define in adequate detail the location of the plant; or

(c) the damage was caused because of the plant having been constructed, augmented, altered or maintained other than under the chief executive’s requirements under this division.

(2) If the chief executive incurs additional expense in carrying out road works on a State-controlled road because—

(a) the owner of public utility plant had not supplied within a reasonable time information asked for by the chief executive under section 81(3); or

(b) information supplied to the chief executive did not define in adequate detail the location of public utility plant; or

(c) public utility plant had not been constructed, augmented, altered or maintained under the chief executive’s requirements; the owner of the plant is liable to pay to the chief executive the additional expense.

[Letter template for Information Request – Telecommunications]

[Insert Date]

Our ref   
Your ref   
Enquiries

[insert Telco name]

[Insert Address]

Dear [Add Name of Addressee]

Information Request under section s81 of the Transport Infrastructure Act 1994

The Department of Transport and Main Roads is currently in the [Options Analysis / Preliminary Evaluation Insert Stage] stage to upgrade a section of [insert Road]. In accordance with section s81 of the Transport Infrastructure Act 1994 ("TIA"), [insert Telco name] is hereby requested to provide information that adequately defines the location of [insert Telco name] active, inactive and redundant assets left in situ or abandoned communications infrastructure, age and material of asset and residual design / service life of the asset at the following location: [insert location]

|  |  |  |
| --- | --- | --- |
| Department of Transport and Main Roads  Project No: | Project Name: | |
| Description of TMR Project (high level): | | |
| PUP Authority Contact: | Phone: | Email: |
| TMR Project Manager: | Phone: | Email: |

Please also provide information about the vibration exposure standards for your assets, any other technical relevant standards or guidelines that may apply to working near your assets, and any forecasted upgrades or installations in the next 20 years at this location.

A copy of a plan of the proposed roadworks is attached to this information request. Options under consideration are confidential and must not be shared outside your organisation.

Failure to comply with this information request

Section 81 of the TIA requires you to comply with this information request within a reasonable period. A failure to comply with this information request within a reasonable period, or the provision of information which does not adequately define the location of [insert Telco name] telecommunications infrastructure, may lead to the following consequences:

* the Department of Transport and Main Roads ("TMR") will not be held liable for damage caused to telecommunications infrastructure caused by the proposed roadworks where the damage would not have occurred had you complied with or had the information provided adequately defined the location of the telecommunications infrastructure (section 82 of the TIA); and/or
* you will be liable to pay TMR for any additional expense incurred by TMR in carrying out the roadworks because of a failure to comply with this information request or a failure to provide information that adequately defines the location of the telecommunications infrastructure, where the additional expense would not have been incurred had the request been complied with or had information provided adequately defined the location of the telecommunications infrastructure (section 82 of the TIA).

An extract of sections s81 and s82 of the TIA is attached to this information request.

Should you have any queries in relation to this information request, please do not hesitate to contact [insert details of contact officer].

Yours sincerely

[Insert Name of Officer]  
[Insert Title of Officer]

Xxxxxxxx  
xxxxxxx  
address  
address Queensland 4000

Telephone +61 7   
Website [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)  
Email xxxx@tmr.qld.gov.au  
ABN 39 407 690 291

Extracts of sections 81 and 82 of the Transport Infrastructure Act 1994

81 Information by owner of public utility plant to chief executive

(1) A person who wants to take action mentioned in section 80 must give a written notice to the chief executive of the person’s intention to carry out work on a State-controlled road within a reasonable time before taking the action.

(2) If public utility plant is constructed, augmented, altered or maintained on a State-controlled road, the owner of the plant must prepare records that adequately define the location of the plant on the road at the time of the construction, augmentation, alteration or maintenance of the plant.

(3) The owner of public utility plant on a State-controlled road must, if asked by the chief executive, supply information to the chief executive to define adequately the location of the plant in a specified area.

82 Liability for damage or expenses

(1) Unless the chief executive otherwise agrees, the chief executive is not liable for damage caused by the chief executive to public utility plant on a State-controlled road if—

(a) the chief executive had, before the damage was caused, asked for information under section 81(3) from the owner of the plant and—

(i) the owner had not, within a reasonable time, complied with the request; and

(ii) the damage was caused because of the failure to comply with the request; or

(b) information supplied to the chief executive under section 81(3) does not define in adequate detail the location of the plant and the damage was caused because of the failure to define in adequate detail the location of the plant; or

(c) the damage was caused because of the plant having been constructed, augmented, altered or maintained other than under the chief executive’s requirements under this division.

(2) If the chief executive incurs additional expense in carrying out road works on a State-controlled road because—

(a) the owner of public utility plant had not supplied within a reasonable time information asked for by the chief executive under section 81(3); or

(b) information supplied to the chief executive did not define in adequate detail the location of public utility plant; or

(c) public utility plant had not been constructed, augmented, altered or maintained under the chief executive’s requirements; the owner of the plant is liable to pay to the chief executive the additional expense.

# Attachment 4 – PUP notification of roadworks letter templates

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | | | |
| TMR Project No: | | TMR Project Name: | |
| Description of TMR Project (high level): | | | |
| PUP Authority Contact: | Phone: | | Email: |
| TMR Project Manager: | Phone: | | Email: |

Checklist of utilities and the parts of the acts that require you to notify them of Works that may affect their assets:

|  |  |  |
| --- | --- | --- |
| Public Utility Type | Legislative Act Notification made under | Check the appropriate box |
| Electricity | Electricity Act 1994, Clause 99 |  |
| Distribution Gas | Gas Supply Act 2003, Clause 91 |  |
| Transmission Gas | Petroleum and Gas (Production and Safety) Act 2004, Clause 427 |  |
| Water Distribution (QUU / Unitywater) | South East Queensland Water (Distribution and Retail Restructuring) Act 2009 Part 3 - Public Entity Work, Clause 53BU |  |
| Local Government Water | Transport Infrastructure Act 1994, Clause 80 |  |
| Telecommunications | Transport Infrastructure Act 1994, Clause 80 |  |
|  | Please note that some utilities have bespoke agency specific notification forms which must be used. Please ensure the agency specific form is used for these Utility Providers by checking with the Departmental Delegate. | |

[Letter template for Notice of Conflict with Utility assets - Electricity]

[Insert Date]

Our ref   
Your ref   
Enquiries

[insert Entity]

[Insert Address]

Dear [Add Name of Addressee]

Notice of work affecting electricity entity’s works under section 99 of the Electricity Act 1994

In accordance with section 99 of the Electricity Act 1994, I hereby give you notice of the following proposed roadworks:

|  |  |  |
| --- | --- | --- |
| Department of Transport and Main Roads  Project No: | Project Name: | |
| Description of TMR Project (high level): | | |
| PUP Authority Contact: | Phone: | Email: |
| TMR Project Manager: | Phone: | Email: |

to be carried out at the following location:

[Insert the location of the proposed roadworks, including the name of the state-controlled road and sufficient details to enable the electricity entity to identify all of its electricity infrastructure that may be impacted by the proposed roadworks]

The Transport and Main Roads project identified above is currently in the [Options Analysis / Preliminary Evaluation] stage. While Transport and Main Roads have attempted to avoid conflicts with existing PUP assets as part of this planning, some conflicts may be unavoidable. This letter is advising you of the preliminary identified conflicts in accordance with the appropriate legislative Act identified above.

Attached to this letter are the documents identified in the below table. These documents provide details of the Transport and Main Roads project, PUP conflicts identified, and the interim treatment being proposed to address the identified PUP conflicts.

It is requested that you review the attached documents and advise on your, and other relevant representatives from your organisation, availability for a follow up meeting with Transport and Main Roads representatives on [enter date and time] at [enter location for meeting] to discuss the identified conflicts, confirm if any assets have been overlooked and the suitability of the proposed treatment options.

A copy of the following documents regarding the proposed roadworks is attached to this notice. [remove any that do not apply and this instruction]

|  |  |  |
| --- | --- | --- |
| Attachment Number | Description | Date / Version of document |
| 1 | Road corridor drawings (identifying existing PUP location) |  |
| 2 | Type Crossing Sections |  |
| 3 | Resumption drawings, showing new property boundaries |  |
| 4 | Longitudinal sections adjacent to new property boundaries |  |
| 5 | Longitudinal sections along new / existing pavement alignment |  |
| 6 | PUP Conflict identification table (Conflict Matrix) |  |
| 7 | Quality Level A and/or B Subsurface Utility Information |  |
| 8 | Proposed treatments (high level protection / relocation) |  |
| 9 | Summary of relevant Geotechnical Investigation Reports |  |
| 10 | Summary of relevant Environmental, Cultural Heritage and Native Title Reports |  |
| 11 | Proposed milestone program for Transport and Main Roads Works (include details of resumption process, fencing relocations, PUP relocations / protection commencement, PUP relocations / protection completion (if PUP relocation/protection delivered as Early Works), road construction commencement, road construction completion) |  |
| 12 | Details of design consultant engaged for Transport and Main Roads project |  |
| 13 | Additional information: [enter description] |  |

Options under consideration are confidential and must not be shared outside your organisation.

Alternatively, [insert utility name] may, within 14 calendar days of the date of receipt of this notice, make written submissions to Transport and Main Roads about the proposed roadworks. This timeframe may be extended upon consultation with Transport and Main Roads.

Before finalising the proposed roadworks, Transport and Main Roads will consider any written submissions made by you within the stated period.

If you do not respond within the stated period from the date of receipt of this notice, Transport and Main Roads may proceed to finalise the proposed roadworks.

Should you have any queries in relation to this notice, please do not hesitate to contact [insert details of contact officer].

Yours sincerely

[Insert Name of Officer]  
[Insert Title of Officer]

Xxxxxxxx  
xxxxxxx  
address  
address Queensland 4000

Telephone +61 7   
Website [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)  
Email xxxx@tmr.qld.gov.au  
ABN 39 407 690 291

[Letter template for Notice of Conflict with Utility assets – Distribution Gas]

[Insert Date]

Our ref   
Your ref   
Enquiries

[insert Distribution Gas Organisation's name]

[Insert Address]

Dear [Add Name of Addressee]

Notice of road works on a State-controlled road under section 91 of the Gas Supply Act 2003

In accordance with sections 90 – 91 of the Gas Supply Act 2003, I hereby give you notice of the following proposed roadworks:

|  |  |  |
| --- | --- | --- |
| Department of Transport and Main Roads  Project No: | Project Name: | |
| Description of TMR Project (high level): | | |
| PUP Authority Contact: | Phone: | Email: |
| TMR Project Manager: | Phone: | Email: |

to be carried out at the following location:

[Insert a description of the location of the proposed roadworks, including the name of the state-controlled road and sufficient details to enable the gas distributor to identify all of its gas infrastructure that may be impacted by the proposed roadworks]

The Transport and Main Roads project identified above is currently in the [Options Analysis / Preliminary Evaluation] stage. While Transport and Main Roads have attempted to avoid conflicts with existing PUP assets as part of this planning, some conflicts may be unavoidable. This letter is advising you of the preliminary identified conflicts in accordance with the appropriate legislative Act identified above.

Attached to this letter are the documents identified in the below table. These documents provide details of the Transport and Main Roads project, PUP conflicts identified, and the interim treatment being proposed to address the identified PUP conflicts.

It is requested that you review the attached documents and advise on your, and other relevant representatives from your organisation, availability for a follow up meeting with Transport and Main Roads representatives on [enter date and time] at [enter location for meeting] to discuss the identified conflicts, confirm if any assets have been overlooked and the suitability of the proposed treatment options.

A copy of the following documents regarding the proposed roadworks is attached to this notice. [remove any that do not apply and this instruction]

|  |  |  |
| --- | --- | --- |
| Attachment Number | Description | Date / Version of document |
| 1 | Road corridor drawings (identifying existing PUP location) |  |
| 2 | Type Crossing Sections |  |
| 3 | Resumption drawings, showing new property boundaries |  |
| 4 | Longitudinal sections adjacent to new property boundaries |  |
| 5 | Longitudinal sections along new / existing pavement alignment |  |
| 6 | PUP Conflict identification table (Conflict Matrix) |  |
| 7 | Quality Level A and/or B Subsurface Utility Information |  |
| 8 | Proposed treatments (high level protection / relocation) |  |
| 9 | Summary of relevant Geotechnical Investigation Reports |  |
| 10 | Summary of relevant Environmental, Cultural Heritage and Native Title Reports |  |
| 11 | Proposed milestone program for Transport and Main Roads Works (include details of resumption process, fencing relocations, PUP relocations / protection commencement, PUP relocations / protection completion (if PUP relocation/protection delivered as Early Works), road construction commencement, road construction completion) |  |
| 12 | Details of design consultant engaged for Transport and Main Roads project |  |
| 13 | Additional information: [enter description] |  |

Options under consideration are confidential and must not be shared outside your organisation.

Alternatively, [insert utility name] may, within 30 business days of the date of receipt of this notice, make written submissions to Transport and Main Roads about the proposed roadworks. This timeframe can be extended upon consultation with Transport and Main Roads.

Before finalising the proposed roadworks, Transport and Main Roads will consider any written submissions made by you within the stated period.

If you do not respond within 30 business days from the date of receipt of this notice, Transport and Main Roads may proceed to finalise the proposed roadworks.

Should you have any queries in relation to this information request, please do not hesitate to contact [insert details of contact officer].

Yours sincerely

[Insert Name of Officer]  
[Insert Title of Officer]

Xxxxxxxx  
xxxxxxx  
address  
address Queensland 4000

Telephone +61 7   
Website [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)  
Email xxxx@tmr.qld.gov.au  
ABN 39 407 690 291

[Letter template for Notice of Conflict with Utility assets – Transmission Gas]

NOTE! There may be a contract regulating this crossing, check with Commercial Property before sending this letter]

[Insert Date]

Our ref   
Your ref   
Enquiries

[insert Transmission Gas Organisation's name]

[Insert Address]

Dear [Add Name of Addressee]

Notice of road works on a State-controlled road under section 427 of the Petroleum and Gas (Production and Safety) Act (2004)

In accordance with section 427 of the Petroleum and Gas (Production and Safety) Act 2004, I hereby give you notice of the following proposed roadworks:

|  |  |  |
| --- | --- | --- |
| Department of Transport and Main Roads  Project No: | Project Name: | |
| Description of TMR Project (high level): | | |
| PUP Authority Contact: | Phone: | Email: |
| TMR Project Manager: | Phone: | Email: |

to be carried out at the following location:

[Insert a description of the location of the proposed roadworks, including the name of the state-controlled road and sufficient details to enable the gas distributor to identify all of its gas infrastructure that may be impacted by the proposed roadworks]

The Transport and Main Roads project identified above is currently in the [Options Analysis / Preliminary Evaluation] stage. While Transport and Main Roads have attempted to avoid conflicts with existing PUP assets as part of this planning, some conflicts may be unavoidable. This letter is advising you of the preliminary identified conflicts in accordance with the appropriate legislative Act identified above.

Attached to this letter are the documents identified in the below table. These documents provide details of the Transport and Main Roads project, PUP conflicts identified, and the interim treatment being proposed to address the identified PUP conflicts.

It is requested that you review the attached documents and advise on your, and other relevant representatives from your organisation, availability for a follow up meeting with Transport and Main Roads representatives on [enter date and time] at [enter location for meeting] to discuss the identified conflicts, confirm if any assets have been overlooked and the suitability of the proposed treatment options.

A copy of the following documents regarding the proposed roadworks is attached to this notice. [remove any that do not apply and this instruction]

|  |  |  |
| --- | --- | --- |
| Attachment Number | Description | Date / Version of document |
| 1 | Road corridor drawings (identifying existing PUP location) |  |
| 2 | Type Crossing Sections |  |
| 3 | Resumption drawings, showing new property boundaries |  |
| 4 | Longitudinal sections adjacent to new property boundaries |  |
| 5 | Longitudinal sections along new / existing pavement alignment |  |
| 6 | PUP Conflict identification table (Conflict Matrix) |  |
| 7 | Quality level A and/or B Subsurface Utility Information |  |
| 8 | Proposed treatments (high level protection / relocation) |  |
| 9 | Summary of relevant Geotechnical Investigation Reports |  |
| 10 | Summary of relevant Environmental, Cultural Heritage and Native Title reports |  |
| 11 | Proposed milestone program for Transport and Main Roads Works (include details of resumption process, fencing relocations, PUP relocations / protection commencement, PUP relocations / protection completion (if PUP relocation/protection delivered as Early Works), road construction commencement, road construction completion) |  |
| 12 | Details of design consultant engaged for Transport and Main Roads project |  |
| 13 | Additional information: [enter description] |  |

Options under consideration are confidential and must not be shared outside your organisation.

Alternatively, [insert utility name] may, within 30 business days of the date of receipt of this notice, make written submissions to Transport and Main Roads about the proposed roadworks. This timeframe can be extended upon consultation with Transport and Main Roads.

Before finalising the proposed roadworks, Transport and Main Roads will consider any written submissions made by you within the stated period.

If you do not respond within 30 business days from the date of receipt of this notice, Transport and Main Roads may proceed to finalise the proposed roadworks.

Should you have any queries in relation to this notice, please do not hesitate to contact [insert details of contact officer].

Yours sincerely

[Insert Name of Officer]  
[Insert Title of Officer]

Xxxxxxxx  
xxxxxxx  
address  
address Queensland 4000

Telephone +61 7   
Website [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)  
Email xxxx@tmr.qld.gov.au  
ABN 39 407 690 291

[Letter template for Notice of Conflict with Utility assets – Local Government Water]

[Insert Date]

Our ref   
Your ref   
Enquiries

[insert LG Water Utility name]

[Insert Address]

Dear [Add Name of Addressee]

Notice of road works on a State-controlled road under section 80(2) of the Transport Infrastructure Act 1994

In accordance with section 80 of the Transport Infrastructure Act 1994 ("the TIA"), I hereby give you notice of the following proposed roadworks:

|  |  |  |
| --- | --- | --- |
| Department of Transport and Main Roads  Project No: | Project Name: | |
| Description of TMR Project (high level): | | |
| PUP Authority Contact: | Phone: | Email: |
| TMR Project Manager: | Phone: | Email: |

to be carried out at the following location:

[Insert the location of the proposed roadworks, including the name of the state-controlled road and sufficient details to enable the water authority to identify all of its water infrastructure that may be impacted by the proposed roadworks]

The Transport and Main Roads project identified above is currently in the [Options Analysis / Preliminary Evaluation] stage. While Transport and Main Roads have attempted to avoid conflicts with existing PUP assets as part of this planning, some conflicts may be unavoidable. This letter is advising you of the preliminary identified conflicts in accordance with the appropriate legislative Act identified above.

Attached to this letter are the documents identified in the below table. These documents provide details of the Transport and Main Roads project, PUP conflicts identified, and the interim treatment being proposed to address the identified PUP conflicts.

It is requested that you review the attached documents and advise on your, and other relevant representatives from your organisation, availability for a follow up meeting with Transport and Main Roads representatives on [enter date and time] at [enter location for meeting] to discuss the identified conflicts, confirm if any assets have been overlooked and the suitability of the proposed treatment options.

A copy of the following documents regarding the proposed roadworks is attached to this notice. [remove any that do not apply and this instruction]

|  |  |  |
| --- | --- | --- |
| Attachment Number | Description | Date / Version of document |
| 1 | Road corridor drawings (identifying existing PUP location) |  |
| 2 | Type Crossing Sections |  |
| 3 | Resumption drawings, showing new property boundaries |  |
| 4 | Longitudinal sections adjacent to new property boundaries |  |
| 5 | Longitudinal sections along new / existing pavement alignment |  |
| 6 | PUP Conflict identification table (Conflict Matrix) |  |
| 7 | Quality Level A and/or B Subsurface Utility Information |  |
| 8 | Proposed treatments (high level protection / relocation) |  |
| 9 | Summary of relevant Geotechnical Investigation Reports |  |
| 10 | Summary of relevant Environmental, Cultural Heritage and Native Title reports |  |
| 11 | Proposed milestone program for Transport and Main Roads Works (include details of resumption process, fencing relocations, PUP relocations / protection commencement, PUP relocations / protection completion (if PUP relocation/protection delivered as Early Works), road construction commencement, road construction completion) |  |
| 12 | Details of design consultant engaged for Transport and Main Roads project |  |
| 13 | Additional information: [enter description] |  |

Options under consideration are confidential and must not be shared outside your organisation.

Alternatively, [insert utility name] may, within 20 business days of the date of receipt of this notice, make written submissions to Transport and Main Roads about the proposed roadworks. Before finalising the proposed roadworks, Transport and Main Roads will, consider any written submissions made by you within the stated period.

Transport and Main Road's notes you [are/are not] part of the October 2017 'TMR/Local Government Cost Sharing Arrangement' and all processes in the arrangement regarding your water / sewerage assets [apply/do not apply].

If you do not respond within 30 business days from the date of receipt of this notice, Transport and Main Roads may proceed to finalise the proposed roadworks.

Should you have any queries in relation to this notice, please do not hesitate to contact [insert details of contact officer].

Yours sincerely

[Insert Name of Officer]  
[Insert Title of Officer]

Xxxxxxxx  
xxxxxxx  
address  
address Queensland 4000

Telephone +61 7   
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Email xxxx@tmr.qld.gov.au  
ABN 39 407 690 291

[Letter template for Notice of Conflict with Utility assets – QUU/Unitywater]

[Insert Date]

Our ref   
Your ref   
Enquiries

[insert QUU/Unitywater]

[Insert Address]

Dear [Add Name of Addressee]

Notice of Public Entity Work under section 53BU of the South-East Queensland Water (Distribution and Retail Restructuring) Act 2009

In accordance with section 53BU of the South-East Queensland Water (Distribution and Retail Restructuring) Act 2009 ("the SEQ Water Act"), I hereby give you notice of the following proposed roadworks:

|  |  |  |
| --- | --- | --- |
| Department of Transport and Main Roads  Project No: | Project Name: | |
| Description of TMR Project (high level): | | |
| PUP Authority Contact: | Phone: | Email: |
| TMR Project Manager: | Phone: | Email: |

to be carried out at the following location:

[Insert the location of the proposed roadworks, including the name of the state-controlled road and sufficient details to enable the distributor-retailer to identify all of its water infrastructure that may be impacted by the proposed roadworks]

The Transport and Main Roads project identified above is currently in the [Options Analysis / Preliminary Evaluation] stage. While Transport and Main Roads have attempted to avoid conflicts with existing PUP assets as part of this planning, some conflicts may be unavoidable. This letter is advising you of the preliminary identified conflicts in accordance with the appropriate legislative Act identified above.

Attached to this letter are the documents identified in the below table. These documents provide details of the Transport and Main Roads project, PUP conflicts identified, and the interim treatment being proposed to address the identified PUP conflicts.

It is requested that you review the attached documents and advise on your, and other relevant representatives from your organisation, availability for a follow up meeting with Transport and Main Roads representatives on [enter date and time] at [enter location for meeting] to discuss the identified conflicts, confirm if any assets have been overlooked and the suitability of the proposed treatment options.

A copy of the following documents regarding the proposed roadworks is attached to this notice. [remove any that do not apply and this instruction]

|  |  |  |
| --- | --- | --- |
| Attachment Number | Description | Date / Version of document |
| 1 | Road corridor drawings (identifying existing PUP location) |  |
| 2 | Type Crossing Sections |  |
| 3 | Resumption drawings, showing new property boundaries |  |
| 4 | Longitudinal sections adjacent to new property boundaries |  |
| 5 | Longitudinal sections along new / existing pavement alignment |  |
| 6 | PUP Conflict identification table (Conflict Matrix) |  |
| 7 | Quality Level A and/or B Subsurface Utility Information |  |
| 8 | Proposed treatments (high level protection / relocation) |  |
| 9 | Summary of relevant Geotechnical Investigation Reports |  |
| 10 | Summary of relevant Environmental, Cultural Heritage and Native Title reports |  |
| 11 | Proposed milestone program for Transport and Main Roads Works (include details of resumption process, fencing relocations, PUP relocations / protection commencement, PUP relocations / protection completion (if PUP relocation/protection delivered as Early Works), road construction commencement, road construction completion) |  |
| 12 | Details of design consultant engaged for Transport and Main Roads project |  |
| 13 | Additional information: [enter description] |  |

Options under consideration are confidential and must not be shared outside your organisation.

Alternatively, [insert utility name] may, within 30 business days of the date of receipt of this notice, make written submissions to Transport and Main Roads about the proposed roadworks.

Before finalising the proposed roadworks, Transport and Main Roads will, within the terms of section 53BU(3) of the SEQ Water Act, consider any written submissions made by you within the stated period.

If you do not respond within 30 business days from the date of receipt of this notice, Transport and Main Roads will proceed to finalise the proposed roadworks.

Should you have any queries in relation to this notice, please do not hesitate to contact [insert details of contact officer].

Yours sincerely

[Insert Name of Officer]  
[Insert Title of Officer]

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xxxxxxx  
address  
address Queensland 4000

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ABN 39 407 690 291

[Letter template for Notice of Conflict with Utility assets – Telecommunications]

[Insert Date]

Our ref   
Your ref   
Enquiries

[insert Telco name]

[Insert Address]

Dear [Add Name of Addressee]

Notice of road works on a State-controlled road under section 80(2) of the Transport Infrastructure Act 1994

In accordance with section 80 of the Transport Infrastructure Act 1994 ("the TIA"), I hereby give you notice of the following proposed roadworks:

|  |  |  |
| --- | --- | --- |
| Department of Transport and Main Roads  Project No: | Project Name: | |
| Description of TMR Project (high level): | | |
| PUP Authority Contact: | Phone: | Email: |
| TMR Project Manager: | Phone: | Email: |

to be carried out at the following location:

[Insert the location of the proposed roadworks, including the name of the state-controlled road and sufficient details to enable the Telco to identify all of its telecommunications infrastructure that may be impacted by the proposed roadworks]

The Transport and Main Roads project identified above is currently in the [Options Analysis / Preliminary Evaluation] stage. While Transport and Main Roads have attempted to avoid conflicts with existing PUP assets as part of this planning, some conflicts may be unavoidable. This letter is advising you of the preliminary identified conflicts in accordance with the appropriate legislative Act identified above.

Attached to this letter are the documents identified in the below table. These documents provide details of the Transport and Main Roads project, PUP conflicts identified, and the interim treatment being proposed to address the identified PUP conflicts.

It is requested that you review the attached documents and advise on your, and other relevant representatives from your organisation, availability for a follow up meeting with Transport and Main Roads representatives on [enter date and time] at [enter location for meeting] to discuss the identified conflicts, confirm if any assets have been overlooked and the suitability of the proposed treatment options.

A copy of the following documents regarding the proposed roadworks is attached to this notice. [remove any that do not apply and this instruction]

|  |  |  |
| --- | --- | --- |
| Attachment Number | Description | Date / Version of document |
| 1 | Road corridor drawings (identifying existing PUP location) |  |
| 2 | Type Crossing Sections |  |
| 3 | Resumption drawings, showing new property boundaries |  |
| 4 | Longitudinal sections adjacent to new property boundaries |  |
| 5 | Longitudinal sections along new / existing pavement alignment |  |
| 6 | PUP Conflict identification table (Conflict Matrix) |  |
| 7 | Quality Level A and/or B Subsurface Utility Information |  |
| 8 | Proposed treatments (high level protection / relocation) |  |
| 9 | Summary of relevant Geotechnical Investigation Reports |  |
| 10 | Summary of relevant Environmental, Cultural Heritage and Native Title reports |  |
| 11 | Proposed milestone program for Transport and Main Roads Works (include details of resumption process, fencing relocations, PUP relocations / protection commencement, PUP relocations / protection completion (if PUP relocation/protection delivered as Early Works), road construction commencement, road construction completion) |  |
| 12 | Details of design consultant engaged for Transport and Main Roads project |  |
| 13 | Additional information: [enter description] |  |

Options under consideration are confidential and must not be shared outside your organisation.

Alternatively, [insert utility name] may, within 20 business days of the date of receipt of this notice, make written submissions to Transport and Main Roads about the proposed roadworks. This period may be extended upon Transport and Main Road's discretion.

Before finalising the proposed roadworks, Transport and Main Roads will, consider any written submissions made by you within the stated period.

If you do not respond within 30 business days from the date of receipt of this notice, Transport and Main Roads will proceed to finalise the proposed roadworks.

An extract of sections 80-82 of the TIA is attached to this notice for your convenience.

Should you have any queries in relation to this notice, please do not hesitate to contact [insert details of contact officer].

Yours sincerely

[Insert Name of Officer]  
[Insert Title of Officer]

Xxxxxxxx  
xxxxxxx  
address  
address Queensland 4000

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Extracts of sections 80 - 82 of the Transport Infrastructure Act 1994

80 Specification of chief executive’s requirements about public utility plant

(1) The construction, augmentation, alteration or maintenance of public utility plant on a State-controlled road must be undertaken in accordance with the chief executive’s requirements and at the expense of the owner of the plant.

(2) Road works on a State-controlled road made necessary by the construction, augmentation, alteration or maintenance of public utility plant on a State-controlled road must be undertaken in accordance with the chief executive’s requirements and at the expense of the owner of the plant.

(3) Requirements mentioned in subsection (1) or (2) are to be notified in writing to the owner of the plant within a reasonable period.

81 Information by owner of public utility plant to chief executive

(1) A person who wants to take action mentioned in section 80 must give a written notice to the chief executive of the person’s intention to carry out work on a State-controlled road within a reasonable time before taking the action.

(2) If public utility plant is constructed, augmented, altered or maintained on a State-controlled road, the owner of the plant must prepare records that adequately define the location of the plant on the road at the time of the construction, augmentation, alteration or maintenance of the plant.

(3) The owner of public utility plant on a State-controlled road must, if asked by the chief executive, supply information to the chief executive to define adequately the location of the plant in a specified area.

82 Liability for damage or expenses

(1) Unless the chief executive otherwise agrees, the chief executive is not liable for damage caused by the chief executive to public utility plant on a State-controlled road if—

(a) the chief executive had, before the damage was caused, asked for information under section 81(3) from the owner of the plant and—

(i) the owner had not, within a reasonable time, complied with the request; and

(ii) the damage was caused because of the failure to comply with the request; or

(b) information supplied to the chief executive under section 81(3) does not define in adequate detail the location of the plant and the damage was caused because of the failure to define in adequate detail the location of the plant; or

(c) the damage was caused because of the plant having been constructed, augmented, altered or maintained other than under the chief executive’s requirements under this division.

(2) If the chief executive incurs additional expense in carrying out road works on a State-controlled road because—

(a) the owner of public utility plant had not supplied within a reasonable time information asked for by the chief executive under section 81(3); or

(b) information supplied to the chief executive did not define in adequate detail the location of public utility plant; or

(c) public utility plant had not been constructed, augmented, altered or maintained under the chief executive’s requirements; the owner of the plant is liable to pay to the chief executive the additional expense.