Job Number @ Type here

Functional Specification Template

C7522 – Business Case – Public Utility Plant (PUP) Addendum

Replaces Section 2.12.5 Public Utility Plant (PUP)' of the 'C7522 Business Case 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 – Business Case

[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 C7522 Business Case.

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 C7522 Business Case 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* |
| MRTS56 | Construction Surveying |
| 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:

* a Hold Point is an identified point in a construction process past which the Contractor shall not proceed - without a direction from the Superintendent
* a Witness Point is an identified point in a construction process at which an activity is observed
* a Milestone is a point within a project where progress is verified by the completion of an activity or a point which marks the start 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 |
| --- | --- | --- | --- |
| 1.5.1.3 |  |  | @ Type here  Ensured all PUP authorities have been consulted |
| 1.5.1.8 |  |  | @ Type here  Updated the drawings prepared during the Options Analysis |
| 1.5.1.9 |  |  | @ Type here  Updated the Conflict Matrix for the Approved Recommended Option |
| 1.5.1.13 |  |  | @ Type here  Reviewed if the relocated PUP asset can be on a standard alignment and space proof the alignment |
| 1.5.1.14 | @ Type here  Reviewed and confirmed that sufficient land is available in the Approved Recommended Option project Site to cater for PUP relocations. |  |  |
| 1.5.1.16 |  |  | @ Type here  Identified risks associated with proposed PUP relocation Works and updated Risk Matrix from Options Analysis stage |
| 1.5.1.18 |  |  | @ Type here  Identified PUP which require a long lead time to procure, approve and/or construct and completed the 'Suitability of Early Works for PUP' checklist |
| 1.5.1.19 | @ Type here  Summarised PUP findings, decisions and agreements in the Business Case report |  |  |
| 1.6.1 | Develop a survey brief (if required) |  |  |
| 1.7.4 | 1.5.1.11 Prepared a Site validation / pothole plan for additional investigation to verify existing PUP |  |  |

## Existing documentation

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

## General requirements for Public Utility Plant (PUP)

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 Site investigations of existing PUP conform to specified quality level documented in *TMR Surveying Standards*.

### Transport and Main Roads workflow and checklist

The Consultant is required to utilise the Transport and Main Road's workflow process and checklist developed as a framework to assist with considering PUP in the Business Case 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. Copies of the workflow and checklist templates are included as Attachments 1, 2 and 3 of this Functional Specification.

If required outputs were not completed in the Options Analysis stage, they should be added to the Business Case outputs. A list of the minimum outputs and required tasks is provided below:

#### Obtained current information to identify existing and abandoned PUP from owners of all assets located within the limits of Works of the recommended option to the quality level nominated by the Project Manager

#### Requested and received in writing from PUP authorities of any upcoming Works or future planning in the Works area

#### Ensured all PUP authorities have been consulted; including, identifying all utility standards required for working near their assets, particularly specific requirements in relation to vibration exposure **Milestone**

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

#### Reviewed the information provided by the asset owners and Site survey

#### Checked with Corridor Management team of any new PUP installations or currently processed applications at the Works area

#### Coordinated meetings with PUP authorities to share information, scope, timeframe etc.

#### Updated the drawings prepared during the Options Analysis **Milestone**

#### Updated the conflict matrix for the Approved Recommended Option **Milestone**

#### Discussed and agreed with PUP authorities on standards to be adopted (e.g. cover and clearances, protection treatment and construction methods etc.)

#### Prepared a Site validation / pothole plan for additional investigation to verify existing PUP **Hold Point** (refer Clause 1.7.4)

#### If survey and potholing Works have been undertaken, checked utility line types are updated to reflect the change in quality level and indicative information has been removed

#### Reviewed if the relocated PUP asset can be on a standard alignment and space proof the alignment **Milestone**

#### Reviewed and confirmed that sufficient land is available in the Approved Recommended Option project Site to cater for PUP relocations **Hold Point**

#### Considered other factors such as environment, width of verge, drainage and approval timeframes

#### Identified risks associated with proposed PUP relocation Works and updated risk matrix from Options Analysis stage **Milestone**

#### Requested from PUP authorities for relocation cost estimates or in some instances engage the PUP authority to undertake an impact assessment to provide better idea of costs

#### Identified PUP which require a long lead time to procure, approve and/or construct, and completed the 'Suitability of Early Works for PUP' checklist **Milestone**

#### Summarised PUP findings, decisions and agreements in the Business Case report **Hold Point**

### Decision-making

When considering the action to take to manage network conflicts, technical, cost, constructability, efficiency, safety, future planed upgrades, land availability and a range of other factors will impact on the decision to design out conflicts, 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 Transport and Main Roads' Road Safety Policy and Safe Systems Approach which must form the foundation of the 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.

### 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 Geospatial Information System (GIS) and District / Region Corridor Management team. The Consultant shall be responsible for liaising with all relevant agencies.

## PUP investigation Works

The Consultant shall ensure that information from investigations of PUP conform to specified quality level documented in *TMR Surveying Standards* and MRTS56 Construction Surveying Technical Specification.

The Consultant shall ensure that all utility standards are met. If the Transport and Main Road's and Utility Standard are in conflict, the conflict must be resolved, documented and approved by the Administrator prior to proceeding.

### Identification of assets

As part of the PUP investigation Works, the Consultant shall:

Obtain current information to identify existing and abandoned PUP from owners of all assets located within the limits of Works of the recommended option to the quality level nominated by the Project Manager, as per *TMR Surveying Standards*. This activity must be undertaken in the early stage of the project:

1. @ Type here Quality Level ‘D’ existing records
2. @ Type here 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.

Note that this will involve review of the information and drawings produced as part of the Options Analysis phase as well as current information.

@ Type here Where survey and investigation works were not conducted in the Option Analysis phase, the Consultant shall develop a survey brief of the project area obtain information to a minimum of Quality Level B for underground assets and Quality Level A for critical assets conforming to *TMR Surveying Standards* and MRTS56 *Construction Surveying* Technical Specification.

The 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. This item, if required, replaces Clause 1.7.4 of this document.

|  |
| --- |
| Project Administrator - to nominate based on age of information captured during Options Analysis). |

### Consultation with service authorities

The Consultant shall liaise with the responsible asset owners with regard to the impact to their existing plant, programmed Works and encourage all public utility authorities to plan accordingly and future proof this area. The Consultant shall ensure that a departmental representative is present at all decision-making negotiations with service authorities and local governments.

The Consultant shall ensure that all the authorities that control the following services are consulted:

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

The Consultant shall review the information provided by the asset owners and Site survey, update drawings for completeness and provide the department with a quality report confirming all PUPs (active and redundant) has been identified and transferred onto the existing features and services drawing.

Note some service authorities require a fee to assess PUP strategies to allocate a project officer and provide advice. Where this task was not conducted in the options analysis stage, 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.

|  |
| --- |
| Project Manager - Project Administrators should encourage and support future upgrades during the department Works to avoid any further congestion issues or damage to new road surface as a result of the recommended option being analysed. Note: this should not be a department cost. |

|  |
| --- |
| Project Manager: add / amend project specific PUP items as required. |

## PUP Business Case analysis

### 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 Vibration Assessment and exclusion zones

Each PUP authority has specific vibration limits and permits / processes for working above or near its assets. The consultant through liaison with each authority shall confirm these limitations / restrictions in order to confirm the business case PUP treatment strategy. (Item 1.5.1.3 checklist of Clause 1.5.1 above and Item 11 of Attachment 3 - Business Case workflow)

Construction vibration impacts may restrict piling method/roller selection (i.e. static rolling) or preferred PUP treatments due to the proximity of construction activities near critical PUP assets (gas, aged water/sewer mains). Whilst a detailed assessment of vibration (using computer modelling) is not required in the business case, a screening assessment shall be conducted to determine risk. The findings of the screening assessment shall be considered at a high level in the costings for business case (e.g. limitation of piling methods and/or additional time required for compaction, further mitigation strategies).

The Consultant shall document considerations in the PUP Report.

### PUP Drawings and Conflict Matrix

The Consultant shall update the drawings and Conflict Matrix prepared during the Options Analysis stage to verify all PUP assets impacted by the Approved Recommended Option. These drawings shall contain all existing services information superimposed onto the PUP base plans to determine possible conflict locations that require Site validation (further field investigation).

If there were no available drawings and/or Conflict Matrix prepared during the Options Analysis stage, then these must be prepared in accordance with the requirements specified in the Options Analysis functional specification which will be provided in as listed in Clause 1.4 Existing Information.

Where a designer's high level vibration assessment and asset exclusion zones are not detailed in the PUP report (Item 1.7.2), the conflict matrix table shall show utility specific vibration limits, exclusion zones and asset cover to design / existing subgrade items in order to assess risks and determine if site specific monitoring is required to supplement the vibration assessment during the preliminary design phase.

If the Approved Recommended Option for managing utility conflicts needs to be changed, rather than refined, discussion with Contract Manager regarding the potential impact on estimated costs must be undertaken.

### Site validation plan

The Consultant shall prepare a Site validation plan with matrix identifying where potholing and/or cable location Works should be undertaken. The Site validation plan shall be submitted to the Project Manager for approval. Hold Point

Upon the release of the Site validation plan Hold Point the Consultant shall engage a service locator to undertake the Site validation Works. Unless otherwise agreed the Consultant shall be responsible for the Principal Contractor duties when engaging the services of a Subcontractor.

The Consultant shall liaise with the Project Manager to arrange for Surveyors to record the survey data of validation Works. Survey data shall be recorded as per the MRTS56 Construction Surveying requirements so that the Project Manager can upload it into the relevant Transport and Main Roads project, GIS and Building Information Management (BIM) systems.

### Permits and approvals

The Consultant is responsible for obtaining all relevant permits and approvals from service authorities, the department (TMR), the Department of Environment and Science (DES) and so on when undertaking Site validation Works, i.e. gas spotter required when potholing gas main.

### Consultation

#### Letters to Asset Owners

The Consultant is required to prepare a formal letter (Attachment 4) that is to be sent from the department to the service authority informing them that there may be conflicts with their network assets.

Once the discussion has progressed and a concept design has been undertaken, the Consultant is required to prepare a formal letter (Attachment 5) that is to be sent from the department to the service authority confirming:

1. agreement on design standards / specifications, and
2. in principle agreements for proposed protection treatments and relocation Works.

The Consultant shall prepare a formal letter that is to be sent from the department to the local government road authority to gain in principle agreement regarding service alignments, road crossing, and so on of the utility services where it affects local roads.

#### Meetings with Public Utility Providers

The Consultant shall coordinate and conduct all formal meetings with the respective service authorities and local government regarding the appropriate treatment required over services identified as being in conflict with the roadworks. The Consultant shall ensure that a departmental representative must be present at all decision-making negotiations with service authorities and local governments.

#### Conflict treatment timeline

The Consultant shall establish a potential timeline for the treatment required to manage conflicts with utility assets, including contingency for likely, high impact risks. In consulting with the various public utility providers, the Consultant shall enquire and confirm where possible, any scheduling or procurement constraints on the proposed solution for each asset owner (for example, lead time for procuring a designer, sourcing materials, service moratoriums over holiday periods).

### Design standards and specifications

The Consultant shall identify and confirm all design standards / specifications enforced by PUP authorities pertaining to proposed relocation Works and/or protection treatments.

### PUP Design drawings – Business Case

The Consultant shall prepare drawings clearly identifying:

1. All existing PUP that will not be impacted.
2. All existing PUP that will potentially remain in its existing location but that may require protection.
3. All existing PUP that will potentially require replacement, switch over and decommission/removal (known as relocation), and
4. Different line styles shall be used in the above drawings to identify, unimpacted assets, assets requiring protection and assets being relocated. Proposed protection treatments, relocations and alignments must have in principle agreement from the relevant authority (service authority and/or road authority).

### PUP Design models – BIM

Where the main contract does not require a BIM model, the Consultant shall prepare a 3D model (12D or IFC) of all utilities and underground services for the purpose of clash detection and coordination. The model shall include all existing and proposed utilities and underground services including electrical and ITS, power poles, light poles and traffic poles (as applicable), SW drainage network, culverts, surface levels and subgrade levels. All other items specified in C7522 *Business Case* shall apply.

Spaced proofed service corridors with vertical / horizontal asset alignments are to be delivered to the utility provider as part of non-contestable works. Due to long lead times in design and procurement of communications, electrical and gas utilities, this information will allow utility providers to begin preliminary assessments to develop a cost estimate / quotes for the next design phase and consider such changes on utility network planned upgrades.

### Estimate and timeline

The Consultant shall prepare an estimate of indicative costs and timeframes for the identified protection and relocation Works.

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 is advised that if this is not communicated, asset owners may charge the consultant for detailed quotations and the payment of such charges will be the responsibility of the Consultant.

The Consultant shall identify risks associated with the proposed relocation / protection Works, including but not limited to, lead times for materials, internal resourcing constraints from service authorities, and so on.

The Consultant shall provide recommendations for PUPs which should be relocated prior to construction based on the early Works checklist and updated Risk Matrix.

### Land requirements

The Consultant is required to confirm that sufficient land is available in the Approved Recommended Option project Site to cater for PUP relocations.

The Consultant shall note that land can only be resumed for these as part of the original road upgrade request. If PUP is inadequately scoped at this stage, further resumptions are not permitted solely to accommodate PUP in the future, so attention to this is critical. Hold Point

The Consultant shall confirm Site conditions for the proposed alignments are suitable to achieve PUP alterations including but not limited to, clearing, environmental and cultural heritage impacts, unsuitable materials (i.e. rock, slopes, batters, water causes, acid sulphate soils etc.).

The Consultant shall confirm that future access has been allowed for to enable safe access to PUP assets for future maintenance.

## PUP Business Case report

The Consultant shall prepare a report inclusive of the design drawings for the Approved Recommended Option. The report shall include all of the deliverables as required of this Functional Specification. Hold Point

## **Payment**

All costs associated with the preparation of the Public Utility Plan (PUP) component of the Progressing Approved Recommended Option shall be allowed for in Item No. BC 12 Progressing Approved Recommended Option.

All costs associated with the preparation of the Public Utility Plan (PUP) clash detection and coordination model shall be allowed for in Item No. BC 20 Building Information Modelling (BIM). Where main contract does not require a project wide BIM model, then this item shall be itemised specifically as BC 20 Building Information Modelling (BIM)-PUP only.

# Attachment 1: Business Case Action Checklist

|  |  |
| --- | --- |
| Program Delivery and Operations | Issued Date: xx/xx/xx |
| Business Case 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 |
| --- | --- | --- | --- |
| 1.2 | | | |
| 1.2.1.1 | Obtained current information to identify existing and abandoned PUP from owners of all assets located within the limits of Works of the recommended option to the quality level nominated by the Project Manager. |  |  |
| 1.2.1.2 | Requested and received in writing from PUP authorities of any upcoming Works or future planning in the Works area. |  |  |
| 1.2.1.3 | Ensured all PUP authorities have been consulted; including, identifying all utility standards required for working near their assets, particularly specific requirements in relation to vibration exposure. |  |  |
| 1.2.1.4 | Establish a list of PUP authority contact details. |  |  |
| 1.2.1.5 | Reviewed the information provided by the asset owners and Site survey. |  |  |
| 1.2.1.6 | Checked with Corridor Management team of any new PUP installations or currently processed applications at the Works area. |  |  |
| 1.2.1.7 | Coordinated meetings with PUP authorities to share information, scope, timeframe etc. |  |  |
| 1.2.1.8 | Updated the drawings prepared during the Options Analysis. |  |  |
| 1.2.1.9 | Updated the conflict matrix for the Approved Recommended Option. |  |  |
| 1.2.1.10 | Discussed and agreed with PUP authorities on standards to be adopted (e.g. cover and clearances, protection treatment and construction methods etc). |  |  |
| 1.2.1.11 | Prepared a Site validation / pothole plan for additional investigation to verify existing PUP. |  |  |
| 1.2.1.12 | If survey and potholing Works have been undertaken, checked utility line types are updated to reflect the change in quality level and indicative information has been removed. |  |  |
| 1.2.1.13 | Reviewed if the relocated PUP asset can be on a standard alignment and space proof the alignment. |  |  |
| 1.2.1.14 | Reviewed and confirmed that sufficient land is available in the Approved Recommended Option project Site to cater for PUP relocations. |  |  |
| 1.2.1.15 | Considered other factors such as environment, width of verge, drainage and approval timeframes. |  |  |
| 1.2.1.16 | Identified risks associated with proposed PUP relocation Works and updated Risk Matrix from Options Analysis stage. |  |  |
| 1.2.1.17 | Requested from PUP authorities for relocation cost estimates or in some instances engage the PUP authority to undertake an impact assessment to provide better idea of costs. |  |  |
| 1.2.1.18 | Identified PUP which require a long lead time to procure, approve and/or construct and completed the ' Suitability of Early Works for PUP' checklist. |  |  |
| 1.2.1.19 | Summarised PUP findings, decisions and agreements in the Business Case report. |  |  |

# Attachment 2 – Early Works Checklist

|  |  |
| --- | --- |
| Program Delivery and Operations | Issued Date: xx/xx/xx |
| Sustainability of Early Works for PUP Checklist To be used in planning, design and construction stages.  Completed by:  Project Name:  Project / Contract No: | Version: 1.0  Date: xx/xx/xx |

|  |
| --- |
| Note: The purpose of Early Works is to reduce risk in the delivery / time constraint in the main construction contract and avoid project delays and latent conditions, which ultimately results in variation claims to Transport and Main Roads. However, Early Works should be assessed on a case-by-case scenario as they do not work for all situations. |

| Suitable for Early Works | Tick if applicable to your project | Not suitable for Early Works | Tick if applicable to your project |
| --- | --- | --- | --- |
| PUP which require a long lead time to procure and install (e.g. 33 kV< electrical cables, transmission gas mains, mobile towers, large diameter, water / sewer mains), Large Optical and copper cables |  | PUP relocations into an embankment area which currently does not exist (e.g. the road finished surface level is getting raised considerably) |  |
| Relocation of overhead PUP infrastructure below ground or like-for-like into a new area |  | When extensive bulk earthworks are required to be completed first |  |
| PUP relocations near railways, airfields or ports, where any delays will be detriment to the project budget |  | Highly trafficked urban areas where multiple open road excavation will negatively impact traffic conditions and/or pedestrian movements |  |
| Multiple unknown PUP which were not identified in DBYD / GIS and only found during potholing investigations and none of the PUP authorities are aware of the asset |  | Minor Works Contract (e.g. new acceleration lane, minor road safety upgrade projects etc) where the construction value is less than $5M and risk is low |  |
| PUP relocations that can be installed in shared trenches or trenchless excavation (e.g. HDD or pipe jacking) |  | PUP relocations onto a new bridge or onto an existing bridge where it will impact any upgrade Works to the bridge |  |
| PUP relocations which can only occur in certain periods or non-peak periods of the year |  |  |  |
| PUP relocations into an easement which requires land resumption |  |  |  |
| PUP relocations out of the existing roadway or road widening areas and into the new verge area |  |  |  |
| High risk or complex PUP relocations which may cause delays to the main construction program (e.g. multiple connections / shutdowns) |  |  |  |
| PUP relocations which are high risk to safety and may cause delays (e.g. relocation Works on bridges) |  |  |  |

# Attachment 3 – Business Case Workflow

A screenshot of a social media post

Description automatically generated

A screenshot of a cell phone

Description automatically generated

# Attachment 4 – PUP Notification of roadworks / network conflicts letter templates Consultant to complete

|  |  |  |  |
| --- | --- | --- | --- |
| 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. Ask the Project Manager or Departmental Delegate for copies so that the agency specific form is used for these Utility Providers. | |

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

[Insert Date]

Our ref   
Your ref   
Enquiries

[insert Electricity 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 Business Case stage. While Transport and Main Roads have attempted to avoid conflicts with existing PUP assets as part of this project, some conflicts may be unavoidable. This letter is advising you of the 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] |  |

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.

Information about the vibration exposure standards for your assets, and any other technical relevant standards or guidelines that may apply to working near your assets would be appreciated.

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 Business Case 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] |  |

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.

Information about the vibration exposure standards for your assets, and any other technical relevant standards or guidelines that may apply to working near your assets would be appreciated.

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 Business Case stage. While Transport and Main Roads have attempted to avoid conflicts with existing PUP assets as part of this project, some conflicts may be unavoidable. This letter is advising you of the 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] |  |

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.

Information about the vibration exposure standards for your assets, and any other technical relevant standards or guidelines that may apply to working near your assets would be appreciated.

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 Business Case stage. While Transport and Main Roads have attempted to avoid conflicts with existing PUP assets as part of this project, some conflicts may be unavoidable. This letter is advising you of the 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] |  |

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 Roads 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   
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 – 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 Business Case stage. While Transport and Main Roads have attempted to avoid conflicts with existing PUP assets as part of this project, some conflicts may be unavoidable. This letter is advising you of the 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] |  |

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.

Information about the vibration exposure standards for your assets, and any other technical relevant standards or guidelines that may apply to working near your assets would be appreciated.

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]

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 – 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 Business Case stage. While Transport and Main Roads have attempted to avoid conflicts with existing PUP assets as part of this project, some conflicts may be unavoidable. This letter is advising you of the 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] |  |

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.

Information about the vibration exposure standards for your assets, and any other technical relevant standards or guidelines that may apply to working near your assets would be appreciated.

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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ABN 39 407 690 291

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.

Maximum penalty for subsection (3)—40 penalty units.

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.

(3) If the construction of road works by or for the chief executive requires the removal or replacement of public utility plant on a State-controlled road, the chief executive cannot be compelled to approve the replacement or reconstruction of the plant in its previous location and form.

(4) If the chief executive approves the replacement or reconstruction of plant, the replacement or reconstruction must be done under the chief executive’s requirements.

# Attachment 5 – Notice of Confirmation of Agreement on design standards, specifications and proposed treatments

Consultant to complete

|  |  |  |  |
| --- | --- | --- | --- |
| 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 utility types and the parts of the Acts that empower Transport and Main Roads to require utilities undertake protection and/or relocation Works on their network assets:

|  |  |  |
| --- | --- | --- |
| Public Utility Type | Legislative Act to undertake protection / relocation Works by public utilities under | Check the appropriate box |
| Electricity | Electricity Act 1994, s.106 |  |
| Distribution Gas | Gas Supply Act 2003, s.94 |  |
| Transmission Gas | Petroleum and Gas (Production and Safety) Act 2004, s.428 |  |
| Water Distribution (QUU / Unitywater) | South East Queensland Water (Distribution and Retail Restructuring) Act 2009 Part 3 - Public Entity Work, s.53BX |  |
| Local Government Water | Transport Infrastructure Act 1994, s.82 |  |
| Telecommunications | Transport Infrastructure Act 1994, s.82 |  |
|  | Please note that some utilities have bespoke agency specific notification forms which must be used. Consultant should ask the Project Manager or Departmental Delegate for copies so that the agency specific form is used for these Utility Providers. | |

[Letter template for Concept designs and betterment approach commitment with Utility assets. This cannot be used instead of other notification]

[Insert Date]

Our ref   
Your ref   
Enquiries

[insert Utility Entity]

[Insert Address]

Dear [Add Name of Addressee]

Notice of confirmation of agreement on design standards, specifications and proposed treatments for [insert Utility name]'s network

In accordance with section [[delete those that do not apply] s.106 Electricity Act 1994, s.94 Gas Supply Act 2003, s.428 Petroleum and Gas (Production and Safety) Act 2004, s. 53BX South East Queensland Water (Distribution and Retail Restructuring) Act 2009, s. 82 Transport Infrastructure Act 1994], I hereby give you notice of the following proposed roadwork concept design:

|  |  |  |
| --- | --- | --- |
| 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 Utility Provider to identify all of its infrastructure that may be impacted by the proposed roadworks]

The Transport and Main Roads project identified above is currently in the Business Case stage. While Transport and Main Road’s intention is to avoid conflicts with existing Utility assets as part of this project, some conflicts may be unavoidable.

Attached to this letter is a sketch outlining the section of the State Controlled Road we are planning to upgrade for your information and records and the proposed treatments for [insert Utility name]'s network.

In addition to the proposed road Works Transport and Main Road's would like to extend an offer [insert Utility name] to discuss opportunities for you to save money and upgrade your network within the limits of this project if you are prepared to fund the upgrades and they do not delay our project. If you would like to take up this offer, please contact Transport and Main Road's by [insert date]. Opportunities to upgrade your network during this project will be difficult to accommodate once we have progressed to 30% preliminary design, so we encourage you to respond in writing to this offer after careful consideration confirming your intention.

We are seeking in principle agreements for proposed protection treatments and relocation Works necessary to facilitate Transport and Main Road's project.

We are seeking agreement on the design standards used by [insert Utility name] including any for vibration exposure. We have identified the following standards as relevant:

* [insert list]
* [insert list]

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  
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