**Traffic Signals Installation Process**

This procedure is in reference to the installation of a set of new traffic signals in Ipswich City Council. It is assumed that OP Works approval has been granted by ICC prior to beginning this process.

### Notes:
- ICC Audits take 10 business days to prepare and receive. It is also recommended that a minimum 2 weeks notice is provided for the audit date to be carried out. Regular communication on date of audit needs to be provided.
- Changes in dates due to delays of delivery do not guarantee that an audit will occur at the requested time and may delay commissioning.
- Costs associated with the Comms connection (where ADSL is used) are to be paid by the contractor and receipt provided to Council. Communications will be tested.
- Civil Contractors should be considered a constraint on Brownfield sites.
- Any issues that result in design amendments, straying from standards or generally not in accordance with the approved OP Work as evidence of payment. All invoices are to be remitted prior to commissioning. Contractor / Electrical Sub Contractor

### STEP 1. CONDUCT ON-SITE AUDIT OF EXISTING INFRASTRUCTURE
- Audit to include (but not limited to):
  - As-Com accuracy of conduit, pit, pole and signal arrangement.
  - As-Com accuracy of conduit, wiring and controller including Comms.
  - Conduits that do not meet TMR standard depths (electronically check buried conduits). Note: conduits that do not meet AS3000
  - Conduits that are blocked and/or too deep.
  - Conduits that are blocked and/or too deep.
  - Pits condition including damage, broken lid, uneven with surface, debris or spoil in base, water in pit.
  - Pole Condition including non-compliant locations (distance from kerb etc), groove and compliant height from FSL.
  - Existing civil infrastructure such as kerb ramps, kerb and channel, pavement etc.

### STEP 2. AUDIT REPORT SUBMISSION
- Submit identified issues and condition assessment report to ICC and confirm direction to resolve with ICC.

### STEP 3. WORKS NOTIFICATION
- Facilitate ICC of proposed signals projects and confirm:
  - Commissioning dates.
  - ICC will submit their Connect application to Energex for Unmetered Supply.
  - ICC will arrange Comms provider to arrange connection.
  - ICC audit to be conducted two weeks prior commissioning.

### STEP 4. PRE START MEETING
- Consultant/Contractor to organise a pre-start for the signals of which Council officers are to be invited. Meeting to discuss expectations, traffic signals process, raise concerns and touch base as to who is involved in the process.

### STEP 5. UNDERWRITE INSTALLATION WORKS
- Install controller plinth and conduits and pits back to the proposed Energex and Comms points of supply.

### STEP 6. ELECTRICAL RECTIFICATION SUBMISSION
- Unmetered Supply EWR.
- ICC arrange their Comms provider if landline connection proposed. Set an agreed date that if Comms not supplied, ICC to provide temporary 4G modem to avoid delaying commissioning. The date should be one month before the date the signals need to be commissioned. Time for commissioning is required to be tested and configured.

### STEP 7. INTERNAL AUDIT
- Conduct internal audit and rectify defects.

### STEP 8. ICC AUDIT
- Request ICC conduct audit.

### STEP 10. RECTIFICATION WORKS
- Recommend an audit closeout meeting with ICC representative direct. If commissioning of signals are delayed by the audit the audit out meeting is critical.

### STEP 11. SIGNAL COMMISSIONING AND FINALISING
- ICC representative audit: This is required to be undertaken at the signal commissioning date but does not guarantee that an audit will occur at the requested time and may delay commissioning. This will assist ICC to test the commissioned date but does not guarantee it.
- A written response to each item raised in the ICC audit report and evidence of rectification (i.e. photos) is to be provided by the Civil Contractor.
- ICC will conduct audit as evidence of payment.
- ICC will confirm direction to resolve with ICC.
- ICC will review and report on commissioning.
- ICC will connect signals to Energex for Unmetered Supply.

### Contractor / Electrical Sub Contractor

### Consultant / Contractor

### ICC

### Signals commissioning and finalising line marking

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- Costs associated with the Comms connection (where ADSL is used) are to be paid by the contractor and receipt provided to Council as evidence of payment. All invoices are to be remitted prior to commissioning.
- Notification of the intent to undertake signals works should be provided to Council at least 2 weeks prior to prestart so Council can attend.
- Notification of Telstra appointment dates to be passed on by Council to the Civil Contractor.
- ICC will conduct audit as evidence of payment.
- ICC will confirm direction to resolve with ICC.
- ICC will review and report on commissioning.
- ICC will connect signals to Energex for Unmetered Supply.
- ICC will arrange Comms provider to arrange connection.
- ICC audit to be conducted two weeks prior commissioning. Time for commissioning is required to be tested and configured.

### Contractor / Electrical Sub Contractor

### Consultant / Contractor

### ICC

### Signals commissioning and finalising line marking