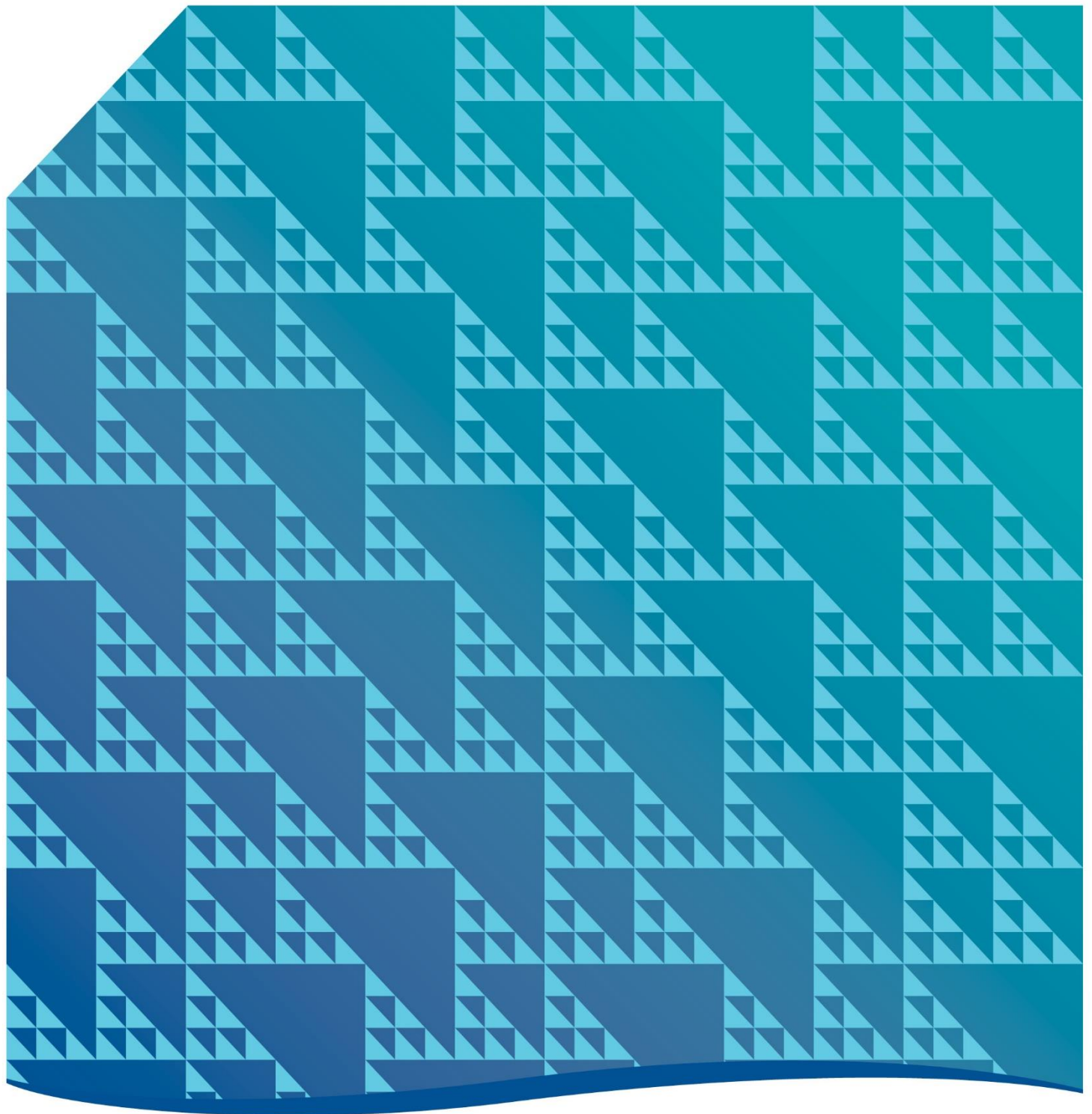


PPI – Planning

Last updated:
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Revision History

Version No.	Date	Description of changes
1.1	17 Aug 2020	Template updated and old references to superseded documents/entities updated

PPI.1 Scope

This Specification sets out the general requirements for the planning of transport infrastructure and subsequent projects for the Department of State Growth (DSG). The Specification is part of the set of specifications comprising the Professional Services Specifications (PSS).

PPI.2 Objective

The objective of Planning is to systematically analyse aspects of DSG's operations and infrastructure and develop strategies to progress DSG's interests in these aspects.

PPI.3 References

Transport Infrastructure Planning shall be compatible with, and incorporate the requirements of, all other DSG Specifications, as well as the following:

Austroads Guides

- Guide to Road Transport Planning
- Guide to Road Design
- Guide to Bridge Technology
- Guide to Road Safety
- Guide to Traffic Management
- Guide to Pavement Technology.

PPI.4 Definitions

Definitions are provided in the *Austroads guides and AP-C87/10 Glossary of Austroads Terms*.

PPI.5 Planning

PPI.5.1 Process

Planning shall be undertaken as a three stage process consisting of:

- Issue identification
- option development
- project proposal report

PPI.5.2 Issues Identification

The first stage of any planning project is to understand the nature and scope of the issue under consideration. This may come in the form of a project brief that outlines:

- a broad area of infrastructure or activity that needs reviewing or needs a strategic plan or management plan,
- a specific problem, with constraints and objectives
- a required upgrade (or rationalisation) in the standard of part of the transport infrastructure or its operation
- a review or revision of specific standards, systems, process or documentation.

The Issues Identification process does not recommend or investigate solutions to the problem(s).

Its objectives are to:

- identify the scope of the planning project
- identify the objective of the project including target standards
- identify the current situation including standards, currency, compliance, deficiencies, usage and growth
- identify major issues, constraints and risks
- identify stakeholders and their issues, concerns and expectations
- recommend objectives and constraints for the Option Identification process.

An Issues Identification Report shall be prepared that addresses all the matters above.

PPI.5.3 Option Development

The objective of the Option Development process is to identify a preferred option that best addresses the deficiencies, constraints, and objectives identified in the Issues Identification process. In the case of some projects there may be only one option and the task in this stage may be to outline the strategy and structure to be used in presenting the planning report or to present a draft of that report.

Option Development shall include the “do nothing” option where relevant.

An evaluation shall be undertaken for each presented option and, where relevant, shall include an estimate and a statement of the degree of accuracy of the estimate, its basis and any assumptions made.

PPI.5.4 Project Proposal Report

A Project Proposal Report shall be prepared that:

- provides all background information
- quantifies issues, constraints and risks, identifies stakeholders and their issues and concerns
- evaluates and recommends a preferred option
- defines the objectives for Design
- provides the documentation required.

PPI.6 Hold Points and Deliverables

Hold Points for this Specification are in *Table PPI.6.1 – Hold Points*.

PPI.6.1 Hold Points

Description of Hold Points	Nominated Work not to proceed	Evidence of Compliance
Acceptance of Issues Identification Report	Printing of Issues Identification Report and Option Development	As per Clause PPI.5.3
Acceptance of Planning Report	Printing of Planning Report	As per Clause PPI.5.2

Deliverables for this Specification are in *Table PPI.6.2 – Deliverables*.

PPI.6.2 Deliverables

Name	Timing	No of Copies in Format Shown		
		Hard Copies		Electronic Copies
		Bound	Unbound	
Issues Identification Report	Hold Point release copy	0	1	0
	At completion of Issues Identification Report Stage	6	1	1
Planning Report	Hold Point release copy	0	1	0
	At completion of Planning	6	1	1



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