



Part of the Energy Queensland Group



Operational Update

Energex Contestable Works – Process Initiative

Issue # C-0007 – 07/04/2020

Target Audience:

Consultants, Accredited Service Providers

Introduction:

Electronic Completion packages and Bank Guarantees

Electronic Completion package & “As Constructed” works plans

To reduce paper mail deliveries to Newstead while we have limited staff on site, all completion packages and “As Constructed” work plans must now be emailed to subdivision@energex.com.au. The Contestable Works team have been running a trial for completion packages to be processed electronically in limited areas with success. Due to current circumstances initiated by COVID-19 we will now only accept electronic completion packages for Contestable Works projects. The “As Constructed” works plans need to be received in colour and in PDF. This change is effective from Monday 13th April 2020 however you can initiate this process immediately if you are ready to do so.

Form 0641 - Project Completion Package Information Sheet

This new Form 0641 has been created to assist with the roll out of an electronic completion package process. We request that all forms be completed in full and attached to the Completion package email to subdivision@energex.com.au;

- All forms are required to be sent in sequence as shown on the form 0641
- All forms are to be in PDF format
- All PDF's are to be clearly identified with in the electronic folder

Bank Guarantees

If your financial institute or insurance company is able to issue bank guarantees or surety bonds in an electronic format, Energex should be able to accept it. The current requirement for a bank guarantee or surety bond will still be required. For example:

- They must be made out to: ENERGEX LIMITED, ABN 40 078 849 055 • The financial institution or insurance company must have offices or representation within Australia and must be assessable directly by the Group;
- The financial institution or insurance company must have a public rating of at least BBB+ or equivalent rated by Standard & Poor's, Moody's or Fitch;
- The bank guarantee or surety bond must state that it is: irrevocable, unconditional and payable on demand;
- The expiry date or issue period of the bank guarantee or surety bond must be for no less than five (5) years or have no expiry date;
- The bank guarantee or surety bond must reference the Energex Project number;
- The company names and Australian Business Numbers on the bank guarantee or surety bond must be accurate; and
- The financial institution or insurance companies email containing the electronic bank guarantee or surety bond, fully executed by the financial institution or insurance company, can be sent directly to Energex from the financial institution or insurance company (preferred option)' or the original email from the financial institution or insurance company containing the electronic bank guarantee or surety bond can forwarded to Energex subdivision team at subdivision@energex.com.au

Please contact subdivision@energex.com.au if you have concerns regarding particular institutions Bank Guarantee/Surety Bond being acceptable to EQL.

This is Energex's preferred option for the developers wishing to pay security bonds, ie by bank guarantee or surety bond. This request will be limited by the developer's financial institute or insurance company.

The option to pay by EFT is still available and unchanged.

While the option for payment by Cheque is available, Energex may not be able to process it in a timely manner due to minimal staff in the office.

For more information contact:

[E-mail contestable@energyq.com.au](mailto:contestable@energyq.com.au)



Energex Contestable Works Electrical Contractor Project Completion Package Information Sheet

Note:

- Documents to be sent to subdivisions@energex.com.au. Subject line of email must be **(Completion Package SXXXXXXXXX Smith St Smithville)**
- The forms must have all relevant sections completed and be in order as indicated below. **(PDF format only)**
- Indicate in the box if the form is applicable (All forms may not be listed)
- The ***HV Apparatus Pre-Commissioning Sheet (Transformer Commissioning / Maintenance Sheet)*** needs to be a standalone PDF (clearly identifiable including project number).
- All sections below need to be standalone PDF's

PROJECT NUMBER:	PROJECT NAME:	DATE:
Electronic documentation to be included in the Contractor's Project Completion Package submitted to Energex Contestable Works department		

ITEM	ENERGEX FORM No	CONTRACTOR FORM No	FORM INCLUDED	FORM NOT APLICABLE
As Constructed Works plans				
HV Apparatus Pre-Commissioning Sheet (Transformer Commissioning / Maintenance Sheet) submit applicable forms	Form 1175 Form 1184 Form 1179 Form 2928 Form 1577			
Certificate of Completion	Form 1447			

Note 1: Refer to UDC Policy manual

ITEM	ENERGEX FORM No	CONTRACTOR FORM No	FORM INCLUDED	FORM NOT APPLICABLE
Low Voltage Test Sheets (Certificate of Test) <ul style="list-style-type: none"> - Insulation Test Report for 4 core LV Cables - Low Voltage Continuity, Insulation Resistances and Phasing - Testing of Connections to the LV Network Record Sheet 	Refer Note 1 Refer Note 1 Form 2944			
Earth Resistance Test Sheet	Refer Note 1			
Rate 2 Public Lighting – Certificate of Test	Form 2010			
High Voltage Cable Test Report	Form 1092			
Copies of any Non-Standard Construction Approvals granted by Energex	E-Mail			
Cable Locator Conformation (If not on “As Constructed” Works Plan)	-			
Contractors Final Product Audit Report				
Contractor Construction Check Sheets <ul style="list-style-type: none"> - Underground - Overhead - Street Lighting - Padmount Transformer Substation / Ring Main Unit 				
C&I Customer Substation Checklist	Form 1328			

Note 1: Refer to UDC Policy manual