



Part of the Energy Queensland Group



Operational Update

EQL Contestable Works

Consultant's Responsibilities - Site Inspections

Issue # C-0052 – 25/09/2023

Target Audience:

All Energy Queensland Accredited Service Providers (ASP) – Design Consultants

Introduction:

There has been an increase in the number of constructability problems associated with contestable works projects. Following investigations, it has been ascertained that the root cause of these constructability problems is that the design consultant never undertook a thorough investigative site visit as part of the design process. **This Operational Update also introduces two new requirements for design consultants.**

Consultant's Responsibilities:

Energy Queensland is reminding all consultants that as part of the provision of contestable design services, consultants are responsible for the field component (site visits) during the design of the project. Reference the relevant Work Category Specifications for contestable design.

Field Data:

When undertaking site visits, consultants shall accurately measure and record field data as detailed in the following dot point sections.

- **Public Lighting Design - Distribution Poles - Ergon and Energex**

A consultant is undertaking a lighting design using existing distribution poles. During the site visit the consultant shall accurately measure and record all heights above ground of the existing assets on the poles. This information is vital for the consultant to confirm that the proposed lighting design is constructable and that any planned outreach brackets can be mounted on the distribution pole without compromising clearances to the existing assets on the pole. Consultants shall also accurately measure and record the set back of the pole from kerb or edge of road pavement, as is applicable to the design.

- **Public Lighting Design - Base Plate Poles /Slip Base Poles - Ergon and Energex**

A consultant is undertaking a public lighting design using steel poles. The consultant is responsible for ensuring all poles can be installed at their designed location without compromising clearances to existing overhead conductors. In some cases, it may be necessary for the consultant to profile the existing overhead conductors in order to confirm conductor blowout clearances to any proposed steel poles. *This is also applicable to Rate 3 public lighting designs.*

- **Subdivision Design or LCC Design - Distribution Poles - Energex Only**

A consultant is undertaking a subdivision or large customer connection design with a proposal to install a HV and or LV cable termination on a pole. During the site visit the consultant shall accurately measure and record all heights above ground of the existing assets on the pole. The consultant shall also accurately measure and record the mid span conductor heights (either side of the pole) to ascertain conductor clearance to ground.

This information is vital for the consultant to confirm that:

- (i) The underground cable termination can be installed on the pole by the ASP Electrical Contractor without relocating any existing assets.
- (ii) Any works required such as moving an existing crossarm can be undertaken by the ASP Electrical Contractor to provide clearance on the pole for an underground cable termination.
- (iii) If clearances cannot be achieved then the pole has to be replaced by the ASP Electrical Contractor

- **Contestable Design - Non-Contact Measurements**

Consultants can utilise non-contact methods of measuring heights of assets above ground. There are numerous Laser distance measuring devices available from multiple suppliers. Please note that an "Indoor Laser" (the type used inside buildings) may not be suitable for use in an outdoor environment.

- **Contestable Design - Site Photographs**

During the site visit the consultants shall take high-resolution photographs of the assets being altered by the design. Photographs shall be taken of the following items:

- (i) The identification number of the asset.
- (ii) A view of the asset looking from the other side of the street / roadway.
- (iii) A view of the asset looking down the street / roadway.
- (iv) A view of the asset looking down the street in the opposite direct to the above.
- (v) A close-up view of all equipment internal and external associated with the asset from several directions.
- (vi) Network Labelling and Signage.
- (vii) Site constraints, other utility assets, vegetation, etc.

NEW REQUIREMENT – Energex Only

- **Subdivision Design or LCC Design - Distribution Pole Pegging**

The consultant is responsible for pegging the location of all new distribution poles being installed by the proposed works. Pegs shall be installed flush with the ground surface and marked with paint. The consultant shall peg the pole/s prior to construction.

NEW REQUIREMENT – Ergon Only

- **Subdivision Design – Existing Distribution Poles**

The design and construction of overhead lines is non-contestable work and is to be designed and constructed by Ergon. In order to expedite the subdivision process, a new requirement is being implemented for all consultants where there is a proposal for Ergon to install an underground cable termination on an existing distribution pole. This is for HV, LV and SL cable terminations.

***Important:** This new requirement for consultants is not classified as overhead design work, it is scoping of the planned works including accurate measuring and recording of field data.*

During the site visit the consultant shall accurately measure and record all heights above ground of the existing assets on the pole. The consultant shall also accurately measure and record the mid span conductor heights (either side of the pole) to ascertain conductor clearance to ground. These measurements shall be provided in the design submission package.

Reference the example page from a design officer's field book in **Appendix 1** of this document

The consultant shall also take several high-resolution photographs of the pole including:

- (i) The pole identification number.
- (ii) A photo of the pole disc.
- (iii) A view of the pole looking from the other side of the street / roadway.
- (iv) A view of the pole looking down the street / roadway.
- (v) A view of the pole looking down the street in the opposite direction to the above.
- (vi) A close up view of any hardware on the pole from several different directions.

Reference the example photographs in **Appendix 2** of this document.

These site measurements and photographs will provide Ergon with field data:

- (vii) That shows the proposed underground cable termination can be installed on the pole by Ergon without having to relocate any existing hardware, **or**
- (viii) That shows works are required by Ergon such as moving an existing crossarm to provide clearance on the pole for an underground cable termination to be installed by Ergon, **or**
- (ix) That shows clearances cannot be achieved on the pole for the planned underground cable termination and the pole needs to be replaced by Ergon.

This new requirement will provide Energy Queensland a determination if a separate Head Works project is required for Ergon to design and construct a pole replacement (or undertake additional overhead works) to install the underground cable termination, as proposed by the consultant.

Accessing High Voltage Assets:

Energy Queensland is reminding all consultants that when opening and accessing high voltage assets during site visits it is a requirement to “Log In” prior to accessing the site and “Log Out” when leaving the site. This includes opening and inspecting padmount transformers, ring main units, C & I (chamber) substations. The contact telephone numbers are as per the table below.

ENERGY QUEENSLAND AREA	NETWORK OPERATIONS CONTROL CENTRE TELEPHONE NUMBER
Northern Region - Ergon Energy	1800 237 849
Southern Region - Ergon Energy	1800 237 849
South East Region - Energex	1300 748 343

Verification of network data:

The consultant is responsible for confirming locations of existing assets such as pillars, poles, transformers, RMU's, distribution cabinets, etc. The consultant is also responsible for confirming connectivity of the existing network. The network maps (provided to the consultant) may contain inaccuracies that may impact on the design work by the consultant and data inaccuracies shall be reported to Energy Queensland.

Code of Conduct:

During the provision of every aspect of providing design services, the design consultant's staff, employees and sub-contractors shall comply with the Energy Queensland Code of Conduct.

Customer Relations:

The consultant is responsible for undertaking all discussions and negotiations with customers or third parties when the proposed works impact a customer or third party not associated with the works. The consultant is responsible for obtaining the necessary consent / permissions / acceptance from any impacted customers or third parties. The consultant shall provide a copy of any consent / permission / acceptance in the design submission package.

Damage:

The design consultant shall prevent damage to Energy Queensland assets, essential services, public infrastructure and private property. Where damage has been observed or has occurred, the design consultant shall notify Energy Queensland using the following telephone numbers:

Emergency Contact Details

Energex Area South East QLD	Ergon Area North QLD and South QLD
Loss of Supply 13 62 62	Loss of Supply 13 22 96
Emergencies 13 19 62	Emergencies 13 16 70
General Enquiries 13 12 53	General Enquiries 13 10 46

In addition, report the damage to the Energy Queensland Contestable Works Department via email contestable@energyq.com.au or CCG.Contestable@ergon.com.au immediately after occurrence (or as soon as is practicable) followed by a written incident report within two business days.

Compliance Auditing:

Energy Queensland undertakes design compliance audits on contestable works projects and all aspects of design are subject to auditing, including the consultant's field notes and site visit records. Energy Queensland may conduct a site inspection as part of a design compliance audit. During a compliance audit Energy Queensland may request certain information from the consultant including, but not limited to:

- A copy of the consultant's field notes and records.
- A copy of photographs taken during the site visit.
- A copy of the consultant's risk assessment form used during the site visit.
- A copy of the records of any discussions or negotiations with customers or third parties that are not part of the project but are impacted by the works.

When requested this information shall be provided to Energy Queensland within the stipulated response time.

Implementation Date:

These changes are effective from **1st December 2023** for all new design submissions, or where a new NCEC, SESA or PLSA is required for the project.

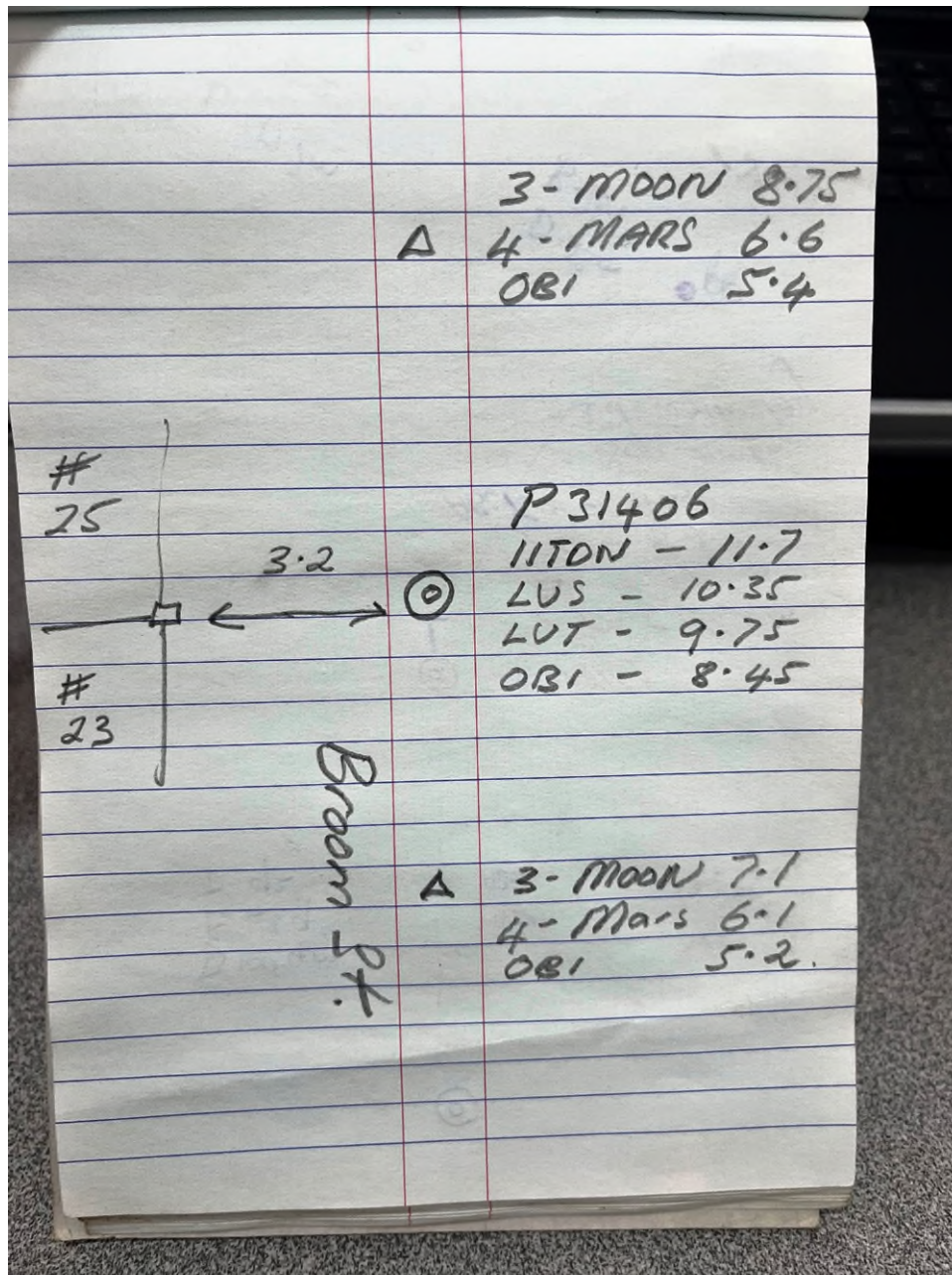
For more information contact:

E-mail contestable@energyq.com.au (Energex) or CCG.Contestable@ergon.com.au (Ergon)

APPENDIX 1 - Example of a design officer's field book.

The double circle symbol is measurements of heights above ground of assets on the pole, and the triangle symbol is heights above ground of the mid span conductors.

(Double circle is the symbol for a HV and LV pole Single circle is the symbol for a LV only pole).



APPENDIX 2 - Examples of Site Photographs of Distribution Poles



Pole Identification Number



Pole Disc Label



View of the pole from across the roadway / street



View of the pole looking in one direction along the roadway / street



View of the pole looking in the opposite direction along the roadway / street.



View of assets on pole.
(Note the sun is behind the camera)



View of base of pole also showing the MEN down conductor on the pole.
(Note the sun is behind the camera)