

# INFORMATION ON

- **CONTRACTOR ACCESS**
- **WORKING IN THE VICINITY OF THE ELECTRICITY NETWORK**

## NICC - 404

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**This bulletin provides information of what ETSA Utilities requirements are when an external contractor is required to do work on / in the vicinity of the Electricity Network.**

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### REVISION NOTICE

DATE	SECTION	EXPLANATION
July 06		New document
Jan 07	4	Updated contact details clause 6 & added Table of Contents.

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## 1.0 INTRODUCTION

Whenever any work is to be performed by an external party on or in the vicinity of any cable, that is installed in or adjacent to any ETSA Utilities asset, this procedure is to be followed.

In addition, more information on construction works can be found in the following ETSA documents:

- Network Access Procedure
- Terms and Conditions for External Contractor Constructions (NICC - 0051)
- Construction Standard for Underground Cable Networks (TS - 087)
- Information on Network Design and Installation by an Electrical Contractor (NICC - 401)

Please visit the ETSA Utilities website, to download the above files, at [www.etsautilities.com.au](http://www.etsautilities.com.au) / Contractors & Suppliers / .....

Furthermore, information relating to responsibilities associated with the Electricity Network can be found in the Electricity Act 1996 and Technical Regulations 1997 or by contacting the Office of the Technical Regulator.

## 1.1 ENDORSEMENTS

### **Electrical contractors working on Electricity Assets**

Any contractor engaged to perform any work on the ETSA Utilities Network excluding switching must work in accordance with the Electricity Act 1996 and Electricity (General) Regulations 1997. Suitably trained and qualified with the necessary certificates is interpreted to be licenced in accordance with the Office of Consumer and Business affairs.

## 2.0 DEFINITIONS

**Request for Network Access (RNA)** – A request by a contractor to access ETSA Utilities' assets.

**Network Access Permit (NAP)** – Authority for contractor to proceed to undertake works detailed on the RNA, within limits specified on the NAP.

### **3.0 DE-ENERGISING ELECTRICITY ASSET PROCEDURE - For External Contractor Access**

#### **3.1 CONTRACTOR ACCESS**

The contractor is required to submit a Request for Network Access. For detailed information refer to clause 6 of NICC - 401 or the Request for Network Access Form, refer to [www.etsautilities.com.au](http://www.etsautilities.com.au) / Contractors & Suppliers / .....

#### **3.2 CABLE IDENTIFICATION**

ETSA Utilities will undertake the following in accordance with the current Network Access Policy:

1. Locate the labelling at each end of the cable and note what is recorded on the label.
  - If the labels match and identify the cable as being the appropriate one, proceed to step 2.
  - If the labels do not match, the cables MUST be traced and the correct identification confirmed.
2. All cables are to be proved dead and earthed.
3. Perform a phase identity test.
4. Perform a screen to earth and screen to core test for high voltage cables and a Megger test for a low voltage cables in accordance with testing standard TS-105.
5. The test results will be written up on TS-105 F-34 (HV) / F-31 (LV) in duplicate.
6. If cable test results on the existing cable/s are unsatisfactory, then the damage to the cable/s is to be identified & repaired. The NAP will be withheld until the damaged cable/s is rectified, then re-issued when satisfactory cable test results are available.
7. The original of the test results will be supplied to the contractor along with the NAP at the site handover.
8. The cables to be worked on for the period of the contractor's access will be earthed. It will be the contractor's responsibility to arrange for earths to be removed and cables disconnected at both ends for the purpose of cable testing.
9. The contractor MUST be present for the site handover of any ETSA Utilities assets.

#### **3.3 INSPECTION**

For detailed information refer to clause 3.4 of NICC - 401.

#### **3.4 ETSA Utilities CERTIFICATE OF ELECTRICAL COMPLIANCE (CEC)**

For detailed information refer to clause 3.5 of NICC - 401.

## **4.0 WORKING IN THE VICINITY OF ELECTRICITY ASSET PROCEDURE - External Contractor**

### **4.1 CONTRACTOR ACCESS**

#### **4.1.1 UNDERGROUND CABLES AND ASSOCIATED EQUIPMENT**

1. Any party intending to undertake civil works to a depth of more than 0.3m within 3.0m of underground assets or associated equipment must seek written authority from the relevant ETSA Utilities Manager. Refer to Appendix A for contact details of the relevant ETSA Utilities Manager.
2. Any party will not commence work in and around buried cables until those cables have been located through the "Dial Before You Dig" (DBYD) process.
3. No mechanical, hydraulic or air pressure operated tools or machines are permitted to excavate deeper than 0.3m within 1.0m of the underground cables (as marked by DBYD), transformers, cubicles, service pits or any other ETSA Utilities' equipment associated with the underground network.
4. Within 1.0m of assets described in clause 3 above only manual hand digging is permitted.
5. Within 1.0m of cables of less than 66,000 volts, automatic reclose protection must be de-activated by ETSA Utilities
6. Any intended digging near 66,000 volt underground cables must be referred to David Thomas on ph. (08) 8292 0459, 0403 582 130 or fax. (08) 8292 0503.
7. Any cable that is being exposed, must be de-energised except in the case of LV cables in conduit.
8. Disconnections of cables and equipment should be organised through the Builders and Contractors Line personnel.
9. Where energized cables must be exposed for practical purposes an ETSA Utilities authorized observer must be present. The contractor will be responsible for the cost of observers and switching where required.
10. Where ETSA Utilities' equipment (such as Padmounted Transformers) may be destabilised, the contractor must provide an engineers' report detailing the proposed method of temporary support of the equipment before any work is undertaken.
11. Approval of proposals for stabilising ETSA Utilities equipment during civil works will be assessed by the relevant ETSA Utilities Network Manager responsible for the area. The relevant ETSA Utilities Network Manager will notify the applicant of acceptance of the stability technique and the relevant CaMS Contract Supervisor responsible for the on-site observer, if required.
12. Refer to clause 6 of NICC - 401 for RNA arrangements or the Request for Network Access Form which is available by visiting the ETSA Utilities website at [www.etsautilities.com.au](http://www.etsautilities.com.au) / Contractors & Suppliers / .....

#### **4.1.2 ABOVE GROUND STRUCTURES, POLES AND OTHER EQUIPMENT**

1. Any party intending to undertake civil works to a depth of more than 0.3m within 3m of an ETSA Utilities pole or other distribution equipment, 0.5m within 5m of a tower or 0.3m within 0.6m of a wall, fence or foundation of a substation must first obtain the approval of the Network Manager responsible for the area.
2. Any party intending to undertake civil works to a depth of more than 0.3m within the respective distances from ETSA Utilities equipment as detailed in clause 1. above, must first call 'Dial Before You Dig' to establish if there are underground assets in the vicinity.
3. Where any ETSA Utilities' equipment may be de-stabilised, the contractor or developer must provide an engineer's report detailing the proposed method of temporary support of the equipment, structure or trench wall before any work is undertaken.
4. Any excavation in the vicinity of an ETSA Utilities asset (refer to clauses 4.1.1.1 & 4.1.2.1 above) deeper than 1.5m must be shored in accordance with industry standards. Where soil type or weather conditions dictate, shoring and storm water deviation may be required on any excavation over 1.0m deep, as determined by the relevant ETSA Utilities Network Manager responsible for the area.
5. If the proposed civil works will expose plant/equipment footings then an ETSA Utilities authorized observer may be required. This will be assessed at the time of submission of your engineer's report.
6. The relevant ETSA Utilities Network Manager will notify the applicant of acceptance of the stability technique and the relevant CaMS Contract Supervisor responsible for the on-site observer where required.

#### **5.0 WHO YOU SHOULD TALK TO**

Our Builders and Contractors Line personnel will be happy to assist you if you have any queries in relation to Network Access requirements. The Builders and Contractors Line personnel can be contacted by telephone on 1300 650 014 or facsimile on 1300 650 016 between 8am – 5pm Monday to Friday.

## APPENDIX A

