

Telecommunications

Access guidelines for ElectraNet assets

1. Overview

- This document is a guideline for the requirements that customers or contractors must undertake to gain access to ElectraNet assets.
- These guidelines are the minimum requirements and ElectraNet at its sole discretion may impose additional requirements or restrict access.
- This document is merely intended to streamline access where it would normally be permitted by ElectraNet.
- This is not legally binding, however is intended to be an information source.

2. 300 Pirie Street Access Requirements

Requirement	Detail
Mandatory site induction for all works	Site induction is found at: http://www.onlineinduction.com/electranet/index.php
Site instruction for access at 300 Pirie Street	<ul style="list-style-type: none"> • Staff are to email ElectraNet Facilities at least 48 hours before site access is required, outlining details of who (including photo ID), why and when access is requested: <ul style="list-style-type: none"> ○ Primary contact - Facilities.ENet@electranet.com.au ○ Secondary contacts (only for special requirements): <ul style="list-style-type: none"> • Pat Belperio 08 8404 7928 Belperio.Pat@electranet.com.au • Aaron Fleet 08 8404 7637 Fleet.Aaron@electranet.com.au • Report to reception at 52-55 East Terrace, completing sign-in to receive a visitor's access pass • Equipment room is located on Level 2 which can be accessed via the lift on the ground floor • To access the roof, take the lift from the ground floor to Level 3 then follow stairs to roof access door <p>For emergency maintenance ring Pat Belperio on 08 8404 7928</p>
Site instruction for working on the telecommunications tower at 300 Pirie Street	<ul style="list-style-type: none"> • Plans, description of works and <i>Consent for Works for Customers</i> ((CCR) located here) is to be completed and sent to ElectraNet's Telecommunications Network Operations Analyst for approval.

- **At least** 48 hours prior to the date of entry send Facilities.ENet@electranet.com.au a copy of:
 - Details of who (including photo ID), why and when access is requested
 - JSA/ SWMS for the work to be performed
 - Nomination of telco company Site Supervisor who will approve the SWMS and who will supervise the works
 - Nomination of a telco safety advisor who has reviewed the safety and environmental controls
 - Climbing/ rigging tickets
 - Working and rescue from heights training competencies
 - Completed Telecommunications CCR form.
- The CCR will be lodged with our Telecommunications Operations Team per the attached form
- Facilities will issue and email a number for use on the day of entry
- Report to reception at 52-55 East Terrace, completing sign-in to receive a visitors access pass
- PPE is required to access ElectraNet sites
- There may be a short site induction performed
- Ensure that JSA/ SWMS has been checked and is all okay (nominated people will be available to do this). No work to commence until this is complete
- Before commencing work, ring on to the Telecommunications Network Control ('TNC', 08 8404 4555) and quote the CCR number
- Perform work required
- At the conclusion of the work, contact the TNC and quote the CCR number and ring off
- On exit from the site, hand back passes and advise our Facilities staff

Site instruction for working in 2nd floor equipment room at 300 Pirie Street

- If access required to the Point of Presence (PoP) (2nd floor equipment room), you must be escorted by an ElectraNet staff member:
- ElectraNet must be provided with:

- JSA/ SWMS for the work to be performed
- Nomination of telco company Site Supervisor who will approve the SWMS and who will supervise the works
- Contacts (call prior the visit to confirm availability)
 - Telecommunications Network Operations Analyst:
08 8404 7967
TelcoManagement@electranet.com.au
 - OUT OF HOURS CONTACT (**emergency only**):
Telecommunications Operations Centre: **08 8404 4555**

3. Unoccupied sites (e.g. non 300 Pirie St) access requirements

Unoccupied sites include:

- Substations/ Switchyards
- Radio towers and masts
- Transmission towers (of all types)
- All other ElectraNet sites

Requirement	Detail
Mandatory site induction for all works	Site induction is found at: http://www.onlineinduction.com/electranet/index.php
Pre-access considerations	<ul style="list-style-type: none"> • ElectraNet occupies the power of veto for any access for any site • Training: <ul style="list-style-type: none"> ○ Mandatory site induction – http://www.onlineinduction.com/electranet/index.php ○ Potential training requirements: <ul style="list-style-type: none"> • High Voltage Access training (if required) • Working at Heights training (if required) • Rescue from Heights training (if required) <ul style="list-style-type: none"> • RF Safety Awareness training course (if required) ○ OHS/ WHS Contractor Prequalification (if required) – https://www.cm3.com.au/forclients.html <p>Note: all persons must be accompanied by an approved Access Supervisor</p>

- Any other requirements deemed necessary
- Information requirements - gain access to ExtraNet –
<https://www.electranet.com.au/contractors/>
 - Site Attendance Procedure requirements to be followed. [Click here](#) for Short Term Access Instructions
 - Transmission Asset Access Manual to be followed
 - External IT Access form to be completed, giving Grazer access (an ElectraNet system. Access is at ElectraNet discretion)
- Engineering reviews:
 - Send a list of the proposed equipment and height of the equipment on the tower (if applicable) to ElectraNet for an early sense check of the proposal
 - A tower structural/ electrical engineering assessment is required for new applications and must be undertaken by the customer at the customer's expense, by an approved ElectraNet panel engineer
 - A review and acceptance of the proposed equipment and tower structural assessment report by ElectraNet is required, at the customer's cost (including ElectraNet updating drawings and systems)
- Land and access:
 - Land access arrangements must be considered in collaboration with ElectraNet (taking into account existing relationships/ sensitivities and underlying tenure)
 - ElectraNet may pass on a portion of site outgoings
 - ElectraNet transmission towers are not powered. It is the responsibility of the customer to organise power and to supply an isolation transformer (isolating transmission faults from the rest of the electricity network)
 - Environmental impacts of the works must be considered and a suitable environmental management plan (EMP) must be prepared that covers impacts on native vegetation (e.g. biosecurity), cultural heritage and waste management

Site considerations (by site type)	<u>Substations/ Switchyards:</u>																							
	<ul style="list-style-type: none"> • At their own costs, all customers or their contractors (unless endorsed by ElectraNet) need to be accompanied by an Access Supervisor <ul style="list-style-type: none"> ○ The Access Supervisor will be either an approved ElectraNet contractor, or an approved ElectraNet employee ○ ElectraNet will not permit unaccompanied access to HV sites. • Specific guidance notes (subject to change): 																							
	<table border="1"> <thead> <tr> <th>Cabinet/ tower location</th> <th>Access Supervisor</th> <th>Electricity available</th> <th>Cabinet ownership</th> <th>Relative cost</th> </tr> </thead> <tbody> <tr> <td>Outside Substation</td> <td style="text-align: center;">N</td> <td style="text-align: center;">N</td> <td>Customer</td> <td style="text-align: center;">\$</td> </tr> <tr> <td>Inside Substation</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y*</td> <td>ElectraNet</td> <td style="text-align: center;">\$\$</td> </tr> <tr> <td>Inside Substation Control Room</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y*</td> <td>ElectraNet</td> <td style="text-align: center;">\$\$\$</td> </tr> </tbody> </table>	Cabinet/ tower location	Access Supervisor	Electricity available	Cabinet ownership	Relative cost	Outside Substation	N	N	Customer	\$	Inside Substation	Y	Y*	ElectraNet	\$\$	Inside Substation Control Room	Y	Y*	ElectraNet	\$\$\$			
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	<ul style="list-style-type: none"> • Maximum height of equipment on electricity transmission tower/ safe clearances (governed by South Australian legislation): <ul style="list-style-type: none"> ○ Trained in HV access - 6m below conductor ○ General public – 6m below conductor • Consideration may need to be given to outage availability/ costs (if relevant) <p>Site power is not available from ElectraNet</p>
<p>Site instruction for access and working on all Unoccupied sites</p>	<ul style="list-style-type: none"> • At least 2 business days prior to the proposed date of entry, send details of who (including photo ID), why and when access is requested and the following completed documents to Telecommunications Operations and Substation Supervisor Teams TelcoManagement@electranet.com.au SubstationSupervisors@electranet.com.au <ul style="list-style-type: none"> ○ Evidence of training requirements (if necessary, e.g. climbing/ rigging/ etc.) ○ Plans ○ Description of works ○ Consent for Works for Customers ('CCR', attached above) ○ JSA/ SWMS for the work to be performed ○ Nomination of telco company Site Supervisor who will approve the SWMS and who will supervise the works ○ Nomination of a telco safety advisor who has reviewed the safety and environmental controls • Contact Substation Supervisor team prior to entry to confirm: SubstationSupervisors@electranet.com.au
<p>Emergency contact for Unoccupied sites</p>	<ul style="list-style-type: none"> • OUT OF HOURS CONTACT (emergency only): Telecommunications Operations Centre: 08 8404 4555