

Essential Energy Equipment: Painting or Installation of Private Attachments

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PREPARED BY: Manager Network Connections

AUTHORISED BY: Group Manager Compliance and Connections Strategy

ASSISTANCE: Networks Business Performance Coordinator

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1 INTRODUCTION

This Procedure specifies the requirements and conditions for approval to install private attachments (**Any pole mounted device that is neither owned by Essential Energy nor installed for an Essential Energy core business purpose**) or paint (**Any pole, pillar or padmount transformer painting of community benefit**) Essential Energy poles and street lighting columns.

The requirements of this procedure apply to timber, concrete and steel poles and lighting columns owned by Essential Energy.

In the event that clarification is required, please contact an Essential Energy Regional Community Relations Manager for advice.

2 RESPONSIBILITIES

2.1 Attachment Owner

For private attachments and promotional signs or banners (**Any sign or banner that identifies and or promotes non-profit services, events or activities for community information or benefit, or for licensed charities**) the Attachment Owner (**The party legally responsible for any private attachment or pole painting (authorised or unauthorised) that is installed or painted on an Essential Energy pole**) is responsible for:

- Providing a Level 3 ASP (**Accredited Service Provider - Persons with current accreditation under the Office of Fair Trading, Electricity Network Connections Accreditation scheme**) design of the proposed attachment to Essential Energy for approval
- Employing only appropriate ASPs to carry out the design and installation of all Private Attachments
- Obtaining all relevant approvals for e.g. Local Council, EPA or RTA approval; and
- Indemnifying Essential Energy in respect of any private attachment.

For pole painting the Attachment Owner is responsible for:

- Employing either an ASP or licensed Electrician to paint or supervise the painting of the pole(s)
- Obtaining all relevant approvals for e.g. Local Council, EPA or RTA approval
- Indemnifying Essential Energy in respect of any pole painting; and
- Painting the pole from the ground only to a height no greater than 2.1m subject to the installation guidelines in clause 5.

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2.2 Manager Community Relations

With the exception of telecommunications equipment, security cameras, traffic lights and Night Vision lighting, Essential Energy's Regional Community Relations Managers are responsible for handling applications for attachment and painting of Essential Energy poles. Note: MCRs will liaise with Regional Planners to ensure that attachments are in accordance with CEM7092 Distribution Planning: Manual.

Essential Energy's Regional Community Relations Managers can be contacted via the following phone numbers provided under the Sponsorship contacts tab on Regional Snapshot section of our website (move your mouse over the appropriate area for contact details):

<http://www.essentialenergy.com.au/content/regional-snapshot>

3 THE PROCEDURE

3.1 Attachments

3.1.1 General

Only approved private attachments or painting are permitted on Essential Energy poles. An attachment or pole painting is considered approved if it has been assessed by Essential Energy and satisfies the requirements of this Procedure. An approved attachment (**an attachment that has been assessed by Essential Energy and satisfies the requirements of this Procedure**) or pole painting must be authorised in writing by Essential Energy before being installed or painted.

3.1.2 Private Attachments

All private attachments must display the attachment owner's contact details in the event that the attachment is damaged or requires removal. A suitable water proof label displaying the attachment owner's name and telephone number shall be fixed either directly to the attachment or to the pole adjacent to the attachment.

3.1.3 Unsuitable Attachments

Proposed attachment types not specified in this Procedure are considered non-approved attachments until assessed by Essential Energy.

3.1.4 Promotional Signs and Banners

Applications to install signs and banners on Essential Energy poles for promotional purposes will only be considered by Essential Energy if they are approved by the relevant authority.

Promotional content is limited to community activities such as festivals, charity events, and other non-commercial public notices.

Advertising of products, commercial services, or any form of political promotion is not permitted.

Signs of para-commercial nature may be permitted provided the applicant can demonstrate a public benefit outcome and that no business or product names are displayed. Examples of where such signs may be appropriate are private hospitals, veterinary clinics, and public swimming pools.

The Attachment Owner is wholly responsible for the installation of promotional signs and banners. No Essential Energy charges apply to installation of approved promotional attachments.

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All banners are to have air vents/flaps and breakaway connections on support ropes to reduce wind loading.

3.1.5 Telecommunications

Telecommunications equipment may be installed on Essential Energy poles under a negotiated facilities access agreement.

Applications to install telecommunications equipment on Essential Energy poles should be initially directed to Essential Energy's Network Connections Team via our general enquiries line 13 23 91.

3.1.6 Lighting

Essential Energy offers Night Vision lighting which Essential Energy will install under a commercial arrangement with customers. All lighting equipment installed on Essential Energy poles for private lighting remains the property of Essential Energy.

Night Vision Lighting enquiries should initially be directed to Essential Energy's Supply Interruptions Team on 13 20 80.

3.1.7 Cameras

Video surveillance cameras may be installed on Essential Energy poles provided they are installed in accordance with CEM7092 Distribution Planning: Manual, refer clause 4.2.10.2. Approved cameras and ancillary equipment must comply with all relevant Australian Standards.

Security camera enquiries should be directed to Essential Energy's Regional Planning Managers via our general enquiries line 13 23 91.

3.1.8 Traffic Lights

Traffic lights may only be installed on Essential Energy poles in special circumstances. Applications will only be accepted from the Road Traffic Authority (RTA) or Local Councils who must demonstrate that the installation of a dedicated pole is either not possible or not practical at the given location.

Applications to install traffic lights should be directed to Essential Energy's Regional Planning Managers via our general enquiries line 13 23 91.

3.1.9 Miscellaneous Attachments

Miscellaneous attachments are devices that have not been assessed by Essential Energy and yet to be considered suitable for attachment to poles. Essential Energy will consider miscellaneous attachments on a case by case basis.

Please contact your Essential Energy Regional Community Relations Manager before proceeding.

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3.1.10 Unauthorised Advertising and Graffiti

Graffiti and unauthorised advertising is strictly prohibited on Essential Energy's poles and lighting columns. If possible, Essential Energy employees and contractors are encouraged to remove posters and unauthorised signage from Essential Energy poles.

3.2 Installation of Attachments

3.2.1 General

All attachments must be installed by appropriate ASPs at the attachment owners cost.

Any pole painting must be carried out by an ASP or licensed electrician or supervised by an ASP or licensed electrician at the Attachment Owners cost.

3.2.2 Authority

Private attachments or pole painting is not permitted on Essential Energy poles without written authority from Essential Energy. Parties seeking to install private attachments or paint poles must first apply to Essential Energy for assessment. If the attachment or pole painting is approved and all applicable terms and conditions are met, authority will be issued for the installation/painting to proceed.

Any private attachments or pole painting carried out without Essential Energy authority will be removed where practicable and possible legal action taken against the Attachment Owner where applicable.

3.2.3 Design

A design by a Level 3 ASP will be required before authority to install approved attachments is given.

3.2.4 Securing Attachments

All attachments shall be secured in accordance with the approved Level 3 ASP design.

3.3 Painting

3.3.1 Applications

Applications to paint Essential Energy power poles, street light columns, padmount transformers and pillars will only be considered if they are approved by the relevant authority.

Painted designs should depict community-oriented themes.

Advertising of products, commercial services, or any form of political promotion is not permitted.

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3.3.2 Guidelines

Painting can only be carried out by an ASP, licensed electrician or persons under the supervision of an ASP or licensed electrician. Public guidelines for painting Essential Energy power poles, street light columns, pillars or padmount transformers are as follows:

- Poles marked with a fluorescent orange band **must not be painted**
- Coloured discs indicate year of pole inspection so a circular area of 200mm diameter must be left around inspection discs
- Durable exterior paint should be used
- Metallic type paints must not be used
- All materials and equipment must be provided by the group or individual painting the pole at no cost to Essential Energy
- Essential Energy reserves the right to remove and replace the pole as necessary
- Essential Energy takes no responsibility for damage to the painting during the normal course of maintenance work
- Essential Energy takes no responsibility for maintenance of the painting
- Essential Energy reserves the right to demand the painting over of any designs deemed to be offensive to the community at no cost to Essential Energy
- Maximum painted height is not to exceed the reach of an average person standing on the ground at the base of the pole (approximately 2.1 metres)
- Operating mechanisms, locks, electrical connections, identification discs, pole numbers or electrical leakage test points must not be painted
- No equipment on the pole is to be removed or manipulated
- Where anti-graffiti paint has been used on pillars or padmount transformers, the application to paint will not be permitted
- The requirements of the Traffic Act and the Workplace Health and Safety Act must be observed
- No climbing, or climbing equipment, is permitted
- Any visual abnormality, e.g. leaning pole or broken insulator, must be reported to Essential Energy immediately
- Discoloured wood or soil at the base of the pole may have been chemically treated and must not be touched
- Any electrical abnormality, e.g. electrical shocks or “tingles” must be reported to Essential Energy immediately
- Work must cease immediately lightning or thunder is noticed
- A gap of at least 150mm must be left at the bottom of the pole to ground level to enable water to seep out from within the pole.

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3.4 Approval

Proposed private attachments or pole painting must meet Essential Energy approval before authority to proceed may be given.

The approval process is as follows:

- 1 The proposed attachment must be an approved type as detailed in Section 3.
- 2 Parties seeking to install attachments or paint poles must lodge an Application form, Indemnity Form and Level 3 ASP design with Essential Energy for processing.
- 3 The Applicant may arrange installation once authority to install an attachment or proposed pole painting design is received in writing from Essential Energy.
- 4 Installations of attachments must be carried out by an appropriate ASP.
- 5 Pole painting must be carried out by an ASP, licensed electrician or persons under the supervision of an ASP or licensed electrician.

Installations not meeting these criteria will be removed where practicable and authority cancelled.

3.5 Pole Maintenance or Replacement

If painting or private attachments are installed on an Essential Energy pole and the pole needs to be changed for maintenance or safety reasons, the use of the pole will need to be renegotiated or terminated at the discretion of Essential Energy.

3.6 Key Terms and Definitions

In this document the following terms have the meanings, as listed below:

Approved Attachment: An attachment that has been assessed by Essential Energy and satisfies the requirements of this Procedure.

Attachment Owner: The party legally responsible for any private attachment or pole painting (authorised or unauthorised) that is installed or painted on an Essential Energy pole.

Accredited Service Provider (ASP): Persons with current accreditation under the Office of Fair Trading, Electricity Network Connections – Accreditation scheme

http://www.fairtrading.nsw.gov.au/Consumers/Buying_services/Electricity_network_connections.html

Painting: Any pole, pillar or padmount transformer painting of community benefit.

Private Attachment: Any pole mounted device that is neither owned by Essential Energy nor installed for an Essential Energy core business purpose.

Promotional Sign/Banner: Any sign or banner that identifies and or promotes non-profit services, events or activities for community information or benefit, or for licensed charities.

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4 REFERENCES

CEOF6595 – Essential Energy Equipment: Agreement & Application to Paint or Install Private Attachments

CEM7092 – Distribution Planning: Manual

Electricity Supply Amendment (Offences) Bill 2007

Essential Energy acknowledges that Energy Australia document NS183 Installation of Private Attachments on EnergyAustralia Poles has been used as a reference in the preparation of this document.

5 REVISIONS

Issue Number	Section	Details of Changes in this Revision
2	3.1 & 3.2	Inclusion of pillars and padmount transformers
3	All	References, template & logo change in line with Essential Energy branding.
4	All	3 year review – no content changes Update to Arial font Changes made to corresponding form CEOF6595