

Mains Design Instruction

Installation of non-network attachments on Endeavour Energy structures

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Mains Design Instruction

PRIMARY SYSTEMS

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**MDI 0024 INSTALLATION OF NON-NETWORK ATTACHMENTS ON ENDEAVOUR
ENERGY STRUCTURES**

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1.0 PURPOSE

To specify the requirements and conditions for approval to install non-network attachments, including signs, banners, bunting, surveillance equipment and festoon lighting, to poles and streetlight columns owned by Endeavour Energy.

2.0 SCOPE

This instruction applies to non-network attachments such as all signs, banners, bunting, surveillance equipment, festoon lighting, and similar items that are intended to be attached to poles and streetlight columns in Endeavour Energy's franchise area.

Endeavour Energy's poles and streetlight columns are commonly used to hang signs, banners and other attachments. However, not all attachments are acceptable for mounting on Endeavour Energy poles and columns.

This instruction sets out details of those attachments that are or are not acceptable and the process for gaining Endeavour Energy's approval to hang signs or other attachments on Endeavour Energy's poles and streetlight columns. This instruction also provides the way of attaching the permitted items and who can attach them with a thorough understanding of the safe approach distances of power lines or other electrical equipment on the Network as outlined Endeavour Energy's Electrical Safety Rules.

The installation of communication equipment such as communication cables and transmitters as attachments on Endeavour Energy structures, are not covered by this instruction as they are included in:

- Mains Construction Instruction MCI 0002 – Attachment of communication cables to Endeavour Energy poles and Mains Construction Instruction; and
- MCI 0003 – Attachment of communication transmitters to Endeavour Energy structures.

3.0 REFERENCES

Company Policy (Network) 9.6.9 – Facilities Access (Shared Infrastructure)

Company Policy (Network) 9.9.1 – Network Asset Maintenance

Branch Workplace Instruction (Network Connections) WPJ 6039 – Processing an unmetered supply

Mains Construction Instruction MCI 0002 – Attachment of communication cables to Endeavour Energy poles

Mains Construction Instruction MCI 0003 – Attachment of communication transmitters to Endeavour Energy structures

Mains Design Instruction MDI 0031 – Overhead distribution: Design standards manual

Mains Design Instruction MDI 0047 – Overhead transmission mains design

Endeavour Energy Electrical Safety Rules

Endeavour Energy Network Management Plan December 2013

Annexure 1: Flowchart demonstrating the outline of the application process

Annexure 2: Sample letter and agreement

Annexure 3: Application for permission to install attachments on Endeavour Energy structures

Annexure 4: Schedule of attachments

Work Health and Safety Act (NSW) 2011

ENA National Electricity Network Safety Code (Doc 01- 2008)

ENA National Guidelines for prevention of unauthorised access to electricity infrastructure (NENS 015-2006)

ENA National Guidelines for Safe Approach Distances to Electrical Apparatus (NENS 04-2006)

NSW Work Cover – Work near overhead power lines, Code of Practice, 2006
Service and Installation Rules of NSW August 2012.
Drawing no. 253463 - Banner Location on Wood Pole
Drawing no. 253464 - Banner Location on Lighting Column

4.0 DEFINITIONS AND ABBREVIATIONS

ABC

Aerial bundle conductor

Accredited service provider (ASP)

A company or individual accredited by NSW Trade and investment - accreditation scheme for service providers to undertake electricity network contestable works (as a minimum Level 2 accreditation is required).

Attachment

Any pole mounted device/sign/banner that is neither owned by Endeavour Energy nor installed for Endeavour Energy electrical network purposes.

Approved attachment

An attachment that has been assessed by Manager Primary Systems/Regional Services Manager of Endeavour Energy or their delegate and satisfies all the relevant requirements of this Standard.

Banner

A rectangular flag that hangs vertically on a pole or column.

Bunting

Any lightweight open weave of fabric or tape strung between poles/columns and/or another structure.

Community benefit sign

Any sign or banner that identifies and or promotes non-profit generating services, events or activities for community information or benefit.

FACA

Facility Access and Commercial Analyst

HV

High voltage

LV

Low voltage

Owner of the attachment(s)

The party seeking the installation of the attachment on Endeavour Energy structure(s)

RMS

Road and Maritime Services

5.0 ACTIONS

5.1 General

Attachments to Endeavour Energy structures that are not installed by Endeavour Energy and are not related to network operation are considered to be non-network attachments. For example,

banners, sign boards, festoon lightings, communication equipment, surveillance equipment, isolation switches for small special services such as supply to bus shelters, speed cameras of RMS etc.

Attachments are categorised into three groups as detailed in clauses 5.1.1, 5.1.2 and 5.1.3. Attachments in all three categories and their proposed positions on the structure shall comply with clause 5.3 and the relevant sections of this standard applicable to the attachment.

Not all attachments require the approval of Endeavour Energy, as specified in clause 5.1.1.

Where Endeavour Energy approval is needed, the suitability for public display of these non-network attachments shall be assessed by the council where the attachments are to be installed. When approving an attachment proposed on street light columns, the councils are advised to consider the detrimental effect of reduced intensity of light falling onto the road surfaces that could be inflicted by the attachment. The council approval shall be obtained prior to seeking approval from Endeavour Energy for the installation of the attachment.

The impact on the future development of the network, safety, operational flexibility and maintenance on network equipment will be taken into consideration when assessing applications for attachments to the network structures.

Where attachments are permitted or approved, an Accredited Service Provider (ASP), of Level 1 or Level 2, shall be engaged to carry out the installation or removal of the attachment as stated in clause 5.3.6.

Endeavour Energy reserve the right to remove any attachment found posted on any of the Endeavour Energy structures that do not comply with this standard or attachments that interfere with maintenance work of the Endeavour Energy equipment, without prior notification to the owner of the attachment.

5.1.1 Standard attachments permitted without prior approval of Endeavour Energy

The following attachments are permitted to install on Endeavour Energy structures without prior approval of Endeavour Energy however, these attachments shall comply with the requirements in clause 5.3:

- street name signs;
- bus stop signs;
- no parking signs;
- RMS signs such as speed advisory signs;
- public utility signs for the purpose of locating adjacent underground services such as water and gas mains and fire hydrants; and
- “Neighbourhood Watch” signs and “Safety House” signs.

There is no structure rental charge on these attachments and do not have a time constrain on removal of the attachments.

5.1.2 Attachments requiring prior approval of Endeavour Energy

All attachments not included in clause 5.1.1 shall require an approval from Endeavour Energy as delegated in clause 5.7. This may include, but is not limited to:

- dish mirrors that are designed to clear traffic blind spots;
- banners, festoon lights, festival decorations required by local community bodies (such as local councils and chambers of commerce); and

- attachments that afford commercial benefits.

Therefore, the application processes detailed in clause 5.7 shall be followed to obtain approval for such attachments prior to their installations.

The dimensional requirements are provided in Endeavour Energy drawing numbers:

- 253463 Rev. B – Banner location on distribution poles; and
- 253464 Rev. A – Banner location on lighting column and Figure 3.

5.1.2.1 *Attachments with commercial benefits*

The attachments containing commercial advertising such as:

- a sponsor's name or any indication of commercial services;
- surveillance equipment (not benefited by the general public);
- communication equipment;
- all items chained or tied to the pole/column; and
- advertisement for real estate, fetes, art shows, garage sales and the like shall be considered as attachments with commercial benefits.

Endeavour Energy's Facility Access and Commercial Analyst shall be contacted for assistance in obtaining approval for posting any attachment that has commercial benefit. The application processes detailed in clause 5.7 shall be followed to obtain approval for such attachments prior to their installations.

There shall be an ongoing Endeavour Energy structure rental charge for attachments with commercial benefit. If Endeavour Energy determines that the proposed attachment on its assets is one with commercial benefit, the facility rental charge is applicable. In such instances, the applicant will be required to place an order with Endeavour Energy and pay, up to three (3) months in advance, a sum calculated in line with the Company Policy (Network) 9.6.9 – Facilities Access (Shared Infrastructure).

5.1.3 *Prohibited attachment*

The attachments described in the sections below shall not be permitted on Endeavour Energy structures.

5.1.3.1 *Wrap-around posters*

Wrap-around posters are not permitted on Endeavour Energy wood poles and steel columns under any circumstances. Wrap-around posters traps moisture that encourages soft rot in wood poles and rust in steel columns, which can damage the structure or reduce their service life.

5.1.3.2 *Election signs*

Signs and posters promoting political parties, representatives or candidates during public elections or political action at any time are not permitted on Endeavour Energy assets.

5.1.3.3 *Garbage bins*

Garbage bins will not be permitted to be attached to Endeavour Energy structures as they hinder the access to the structure for pole treatment and inspection employees

5.1.3.4 *Ornamental lights*

Ornamental lighting (such as festoon lighting) installations strung between structures, either self-supported or supported by catenary wires, are not permitted on any Endeavour Energy structures, under any circumstance due to safety concerns.

However, ornamental lights proposed on an individual structure may be approved at the discretion of Endeavour Energy after assessing the safety risks and the other requirements of this document. Such installations on conductive poles shall be suitably insulated.

5.2 **Community attachments**

Attachments that are proposed by local and community bodies (such as councils and chambers of commerce) may be permitted to install on Endeavour Energy's poles. The following conditions shall be applied:

- the attachment does not incorporate advertising material and is not of commercial benefit;
- Endeavour Energy has approved the attachments through the application process described in Clause 5.7 which includes obtaining approval of a Special Small Service if an electrical supply is required from the Endeavour Energy network;
- the attachment shall be displayed for the duration negotiated at the time of approval. Unless the duration is renewed, the attachments shall be removed within seven (7) days from the date of expiry. The attachments referred in clause 5.1.1 shall be exempt from this condition; and
- must comply with the requirements of clause 5.3.

5.3 **Dimensions, locations, positioning, installation and removal of all attachments**

The components of the attachment in contact with Endeavour Energy structure (such as clamps of the attachment) shall be protected from corrosion (for example, galvanised), or shall be constructed with non-corrosive materials (such as aluminium or non-metallic).

5.3.1 *Dimensions*

The dimensions of non-commercial sign shall not exceed 800 mm (height) and 600 mm (width) as shown in Figure 1.

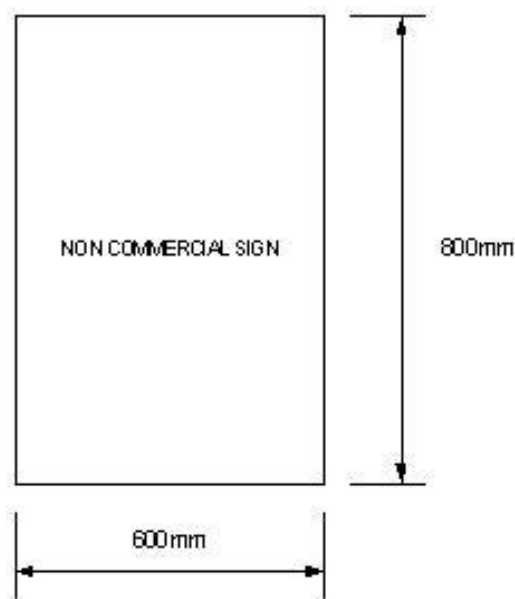


Figure 1 : Maximum dimension for a non-commercial signs



Figure 2: Typical arrangement of acceptable public notice signs

The corners on metallic signs, banners and the like shall be rounded with a minimum radius of 30 mm as shown in Figure 2.

The dimensions of banners shall not exceed 2000 mm (height) and 700 mm (width) as shown in Figure 3. Banners shall not be rigid in order to prevent the wind load on the banners transferring onto the structure.

5.3.2 Wind loading considerations

If the size of the signs or banners exceeds the values stipulated in clause 5.3.1, a Level 3 ASP shall be engaged by the applicant to provide written calculations confirming that the pole can withstand the additional wind resistance generated by the attachment. The requirements stated in Mains Design Instruction MDI 0031 – Overhead distribution: Design standards manual and/or Mains Design Instruction MDI 0047 – Overhead transmission mains design (depending on the operating voltage of the equipment on the structure) shall be taken into consideration in the calculation. All costs associated with this analysis shall be borne by the party requiring the installation of the attachments.

Banners and signs are not permitted to be extended from pole to pole, or from a pole to any other structure. However, decorative buntings with minimal surface area and effectively no wind loading are permitted provided the requirements of clause 5.3.3 are satisfied.

5.3.3 Position of attachment in general

All attachments shall comply with all requirements shown in Drawing no's 253463 Rev B and 253464 Rev A. The minimum clearances to the top of the attachment illustrated in the drawing no. 253463 Rev B are provided in Table 1.

Table 1: Minimum clearances to services

Designation of services	Minimum clearance to the closes service in mm		
	Standard construction	Pole with a DOF	Pole with a USL
Pole servicing HV	1500	2000	2400
Pole servicing LV	1000	NA	1000
Pole servicing Street lighting	1000	NA	NA

The minimum height above ground line is 3.0 m for all attachments (bottom edge). In order to allow safe passage for vehicles, the banners should not be hung less than 5.5 meters (bottom edge) above the road surface when the banners overhang onto the roadway.

The minimum clearances from top of the attachments to any communication cable, such as Broadband cable, shall be 600 mm.

The minimum clearance between the lamp of a street light and the top of a typical banner is illustrated in Figure 3.

Decorative buntings are not permitted to be strung from pole to pole as it may become entangled in power lines. Bunting shall be for decorative purposes only. However, decorative buntings with minimal surface area and effectively no wind loading are permitted from poles or columns to shops (refer to Figure 4) only if there are no uninsulated service conductors from the same structure to shops.

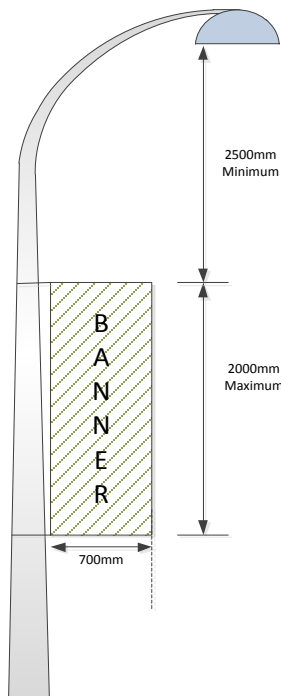


Figure 3: Size limit for soft banners on street lighting column

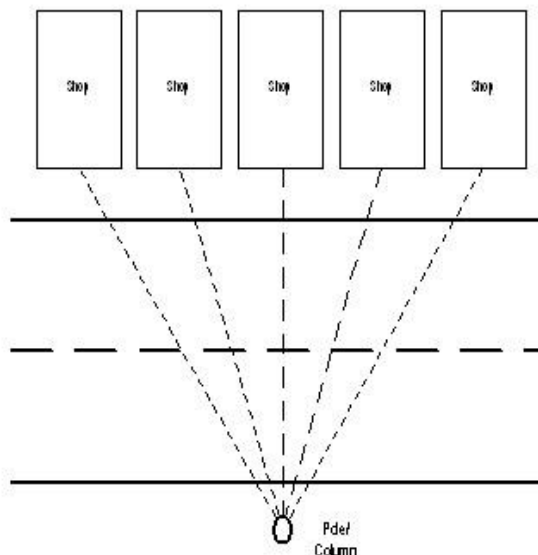


Figure 4: Typical acceptable bunting from pole or column to shop

5.3.4 Additional requirements for banners

In addition to the clearance requirements outlined in Clause 5.3.3, banners shall not be hung any closer to the HV or LV (including the streetlight mains) than their overall length plus the clearances stated in Table 2. This is to mitigate the risk of the banner being entangled with the mains/services if the bottom support bracket is broken.

The attachment position shall be selected so that the larger of the two clearances provided in Table 1 and Table 2 are maintained.

Table 2: Minimum clearance for banners

Classification	Minimum clearance from the services to top of the banner
LV mains and services including Street lights	Overall length of the banner + 500 mm
11 kV mains	Overall length of the banner + 700 mm
22 kV mains	Overall length of the banner + 1000 mm

In the example illustrated in Figure 5 below, the banner is hung 1500 mm below a 11kV mains (which is the minimum clearance required when there is no DOF or USL on the pole as per the drawing no. 253463 Rev.B). Therefore the maximum length of the banner can only be $1500 \text{ mm} - 700 \text{ mm} = 800 \text{ mm}$ long so that if the bottom support bracket breaks and the banner flies up, the banner will still be 700 mm from the 11kV mains.

Longer banners can be achieved by mounting the banner lower on the pole but still maintaining 5.5 or 3.0 m ground clearance as applicable from the bottom of the banner to the road surface or ground line respectively.

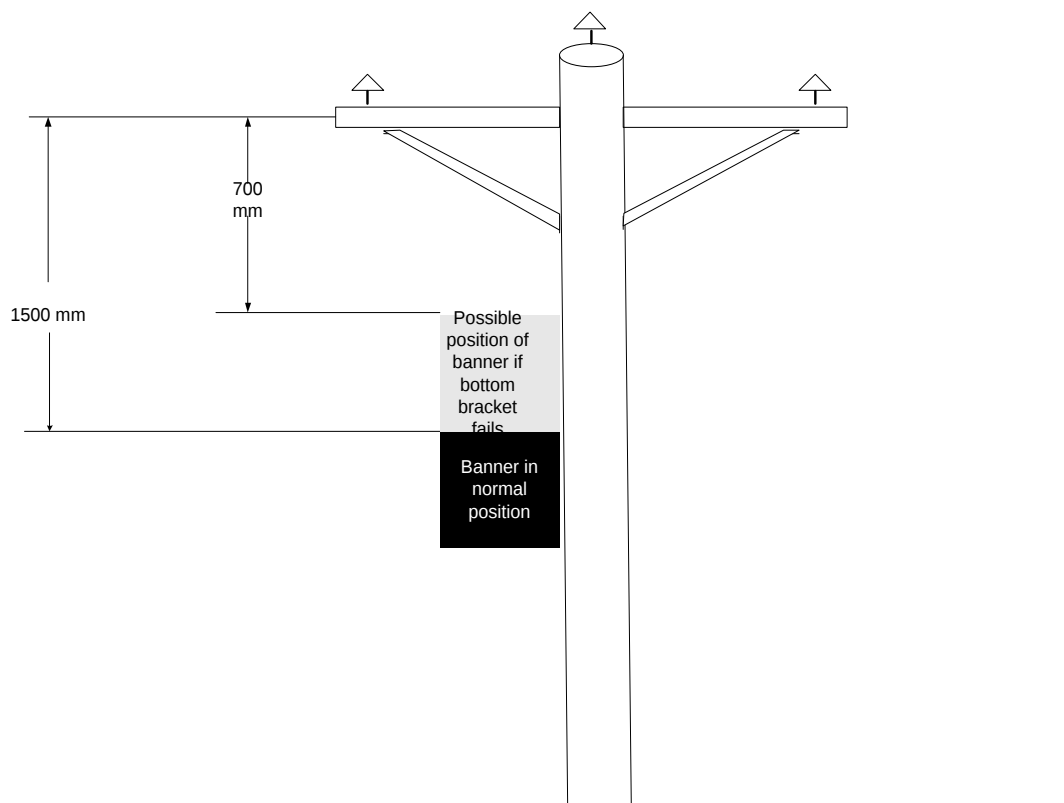


Figure 5: Illustration example of clearances from 11kV line to 800 mm long Banner attachment

See also Drawing no. 253464 Rev. A for details of mounting banners on streetlight columns.

5.3.5 Unsuitable positions

Signs shall be positioned on the structure so as not to obscure or interfere with Endeavour Energy equipment or pole identification. Some of such equipment and identifications are as follows:

- Pole identification discs on timber poles (nominal 50 mm recessed disc approximately two [2] metres above ground);
- Pole identification plates on concrete poles (approximately two [2] metres above ground);
- Pole numbers, generally installed on the road side of the pole;
- Equipment identification numbers on equipment;
- earthing/protective battens, cables and associated guards;
- Electrical equipment, such as streetlight control boxes, fault indicator equipment or signal control equipment on remote controlled switches; and
- Underground mains, cable guards and conduits.



Figure 6: Unacceptable sign clutter, creating pole climbing hazards and obstruction to pole inspections

Signs/banners shall not be installed on the following types of structures (poles) that carry:

1. air break switches (ABS), enclosed switches, transformers (pole substations), reclosers, regulators and underground to overhead connections (UGOH). Some of these poles with equipment are shown Figure 7; and



a) A pole with an ABS



b) A pole with a substation



c) A UGOH pole

Figure 7: Typical poles with common electrical equipment

2. any communication equipment such as Endeavour Energy communication repeater enclosures, mobile phone cells and related cabling along the pole, and associated termination boxes. Some of these poles can be identified in the examples shown Figure 8.



a) Endeavour Energy communication repeater enclosure



b) Mobile phone cell attachment with communication cable along the pole



c) Mobile phone cell attachment on steel street light pole

Figure 8 : Typical poles with common communication equipment

5.3.6 Installation and removal of an attachment

Installation and removal of attachments shall be the responsibility of the owner of the attachment and must comply with the requirements set out in this standard. All installation and removal of signs shall be undertaken by a Level 1 or Level 2 ASP authorised by Endeavour Energy. All installers work must comply with the NSW Work Cover, *Work near Overhead Power Lines, Code of Practice 2006*.

The person that requires any attachment (including the attachments specified in clause 5.1.1 that does not require prior approval of Endeavour Energy) installed on Endeavour Energy structures shall notify in writing the relevant Regional Service Manager of Endeavour Energy, at least one week prior to their installation, that the attachment comply to the relevant requirements of this standard, when and where (including the structure number) the installation shall take place and the details of the ASP. The notification shall provide the conditions of the approval for attachments specified in Clause 5.1.2 that required prior approval of Endeavour Energy. At least one week prior to the removal of any attachment, the person shall notify the relevant Regional Service Manager in Endeavour Energy.

All attachments must be installed and removed in a safe manner and follow the requirements of the Electrical Safety Rules of Endeavour Energy. The installer shall complete an appropriate risk assessment and apply mitigations to safeguard that the work is undertaken safely.

The removal of attachments shall be carried out within seven days of the date of removal on the application approved by Endeavour Energy.

5.3.7 Timber poles

Signs shall be attached to the pole with a minimum of two (2) galvanised/stainless steel nails or coach-screws driven upwards on to the pole not less than 5° angle to horizontal plane. No timber is to be removed from the pole. Where signs are removed and bolts were used, the boltholes must be plugged with a plastic plug.

Approved steel bandings shall be used where deep cracks are visible along the timber pole surfaces or to install temporary attachments.



Figure 9 : Acceptable steel banding

5.3.8 Concrete and steel poles

Concrete and steel poles shall not be drilled or nailed. Attachments shall be affixed using two (2) 19 mm stainless steel straps. The surface of such poles shall not be damaged or defaced in any way.

5.3.9 Replacement/relocation of poles

Where signs are attached to poles, and those poles are subsequently relocated or replaced, Endeavour Energy accepts no responsibility for the re-installation/returning of attachments or notification of the owner.

5.4 Safe approach distance

When working near overhead power lines, the safe approach distances, as set out in the Electrical Safety Rules of Endeavour Energy (ESR), must be followed. For full details of safe working distances, refer to ESR.

5.5 Special small services

Special small services (SSS) refers to an overhead or underground service to connect supply to certain small electrical installations, usually located in public places e.g. bus stop shelters, public conveniences, decorative lighting, locality signs, public telephones etc. Section 5 of *Service and Installation Rules of New South Wales August 2015* provides the detailed requirements for special small services.

SSS may be installed on a temporary or permanent basis to supply other approved attachments or ancillary services. The application for SSS shall be evaluated and processed in accordance with Branch Workplace Instruction (Network Connections) WPJ 6039 – Processing an unmetered supply. These services must be installed in accordance with Section 5, Special Small Services of the *Service and Installation Rules of New South Wales August 2015*. A level 3 ASP shall be retained by the applicant to provide a design assessment for any application for special small services or telecommunication equipment.



Figure 10: Typical special small services

5.6 Telecommunications equipment

Telecommunications equipment, such as mobile phone cells and Broadband cable services, may be installed on Endeavour Energy poles under a negotiated licensing agreement with Endeavour Energy. Applications to install telecommunications equipment on Endeavour Energy poles must be made as stated in Clause 5.7. These applications will be directed to Facilities Access and Commercial Analyst of Endeavour Energy by the relevant Regional Service Manager. Further information on these types of installations, are provided in Mains Construction Instruction MCI 0002 – Attachment of communication cables to Endeavour Energy poles [insert title] and Mains Construction Instruction MCI 0003 – Attachment of communication transmitters to Endeavour Energy structures [insert title].



Figure 11 : Installations of antenna for mobile phone cells

5.7 Application process to obtain Endeavour Energy approval

The details for evaluating and processing application are outlined in the sections below and a summary is listed in Annexure 4: Flowchart demonstrating the outline of the application process.

5.7.1 Applicant and the documentation

The person (the applicant) that requires any attachment (including the attachments specified in clause 5.1.1 that does not require prior approval of Endeavour Energy) put up on Endeavour Energy structure shall be the owner of the attachment who is referred as the customer in the flowchart in Annexure 1. The owner of the attachment shall inform the requirement in writing to the relevant Regional Service Manager of Endeavour Energy, at least four weeks prior to the proposed installation date. The Regional Service Manager shall send out the letter and the agreement in Annexure 5: Sample letter and agreement, the application form in Annexure 6: Application for permission to install attachments on Endeavour Energy structures and a copy of this standard (MDI0024) to the applicant.

All applications to obtain Endeavour Energy approval for the proposed attachment(s) shall be in writing, and include all details such as purpose, proposed number of attachments, type, size, style, street address(s), suburb(s), column or pole numbers, the installation and removal dates of attachment etc., requested in the application form in Annexure 6.

The following documentation must be accompanying all applications when they are submitted to Endeavour Energy:

- application form in Annexure 6;
- the agreement in Annexure 2 signed by the applicant;
- drawing of the attachment showing the dimensions and the proposed method of mounting the attachment on the Endeavour Energy structure; and
- a written approval from the relevant local council stating that the council have approved the proposed attachment at the proposed location and permitted for display to the public.

A sample of the attachment may be sighted by the Endeavour Energy assessor prior to approval of the attachment.

Applications for attachments covered by this document with no commercial benefit should be addressed to:

Regional Services Manager (North, Central or South, applicable as shown below)
Endeavour Energy
PO Box 811
SEVEN HILLS NSW 1730

Endeavour Energy's network franchise area has three (3) regions, responsible for the local government areas set out in the Table 3.

Table 3: Designation of Endeavour Energy Region based on Local Government areas

Region	Local government areas
North	Bathurst, Baulkham Hills, Blacktown, Blue Mountains, Hawkesbury, Lithgow, Parramatta, Penrith, plus parts of Hornsby, Mid-Western and Ryde.
Central	Camden, Campbelltown, Fairfield, Holroyd, Liverpool, Wingecarribee,

	Wollondilly, plus parts of Bankstown.
South	Kiama, Shellharbour, Shoalhaven, Wollongong.

5.7.2 Evaluation of the application

The attachments that comply with this standard may be approved by Regional Services Manager of Endeavour Energy, provided:

- the attachments provide benefit to the community, and does not afford any commercial benefit to any particular party;
- the attachments do not incorporate advertising material;
- the proposed attachment has been approved by the relevant local council;
- no corporate logos are displayed on the attachment;
- that the permission for installation of attachments is requested only for a specific period of time, as negotiated, and unless the permission is renewed, the attachments shall be removed within seven (7) days of the date of expiry;
- that the organisation requiring the installation of such attachments accept the terms and conditions contained in clause 5.8;
- the proposed decorative buntings (if applicable) are with minimal surface area having no effective wind loading on the Endeavour Energy structure that runs from pole to shops (Note: road crossings need 5.5m ground clearance); and
- attachment satisfies the dimensional requirements stated in this document and does not impede on the required electrical safety clearances or safe access to network equipment.

The applicant shall be advised to contact Major Projects and Customers Manager in Network Connections of Endeavour Energy, if the attachment requires an electrical supply from the Endeavour Energy network as Small Special Services (for example, surveillance cameras and ornamental lightings). There will be a separate application process to be followed for this purpose and both applications can be processed in parallel. However Network Connections shall not permit to connect the supply unless the attachment is sanctioned to be installed on Endeavour Energy structure by the relevant Regional Services Manager.

Where attachments are permitted or approved, a Level 1 or Level 2 ASP must be engaged to carry out the installation or removal work of the attachments as stated in clause 5.3.6.

The applications for attachments that has commercial benefit to any party shall be forwarded to Endeavour Energy's Facility Access and Commercial Analyst (FACA). FACA shall evaluate the application as stated in Company Policy - Facility Access (Shared Infrastructure) document 9.6.9. If the application is acceptable, Chief Engineer's or his delegate's approval shall be obtained by FACA and forwarded to Regional Services Manager with a copy of the application. Attachments that are of commercial benefit to any party shall not be installed on Endeavour Energy structures without the prior approval from the Chief Engineer or his delegate.

Application/s for approval of attachments that are not covered or are inadequately covered by this standard shall be referred to Manager Primary Systems for evaluation.

All approvals granted by Manager Primary Systems and Facilities Access & Commercial Analyst will be notified to Regional Service Manager of the respective area.

The same postal address of the applicant appear on the application form is applicable for all enquiries.

Endeavour Energy reserves the right to refuse any proposed attachments if Endeavour Energy considers that the attachment or the content to be unsuitable.

5.8 Terms and conditions

5.8.1 Non-transferability of permission

Permission to mount attachments on any Endeavour Energy's structure will be granted only to the party seeking such permission and shall be limited to the purpose described in the application.

The permission will not be transferable to any other party, nor will it give the party seeking such permission an exclusive right to mount attachment on any Endeavour Energy structure.

5.8.2 Termination of agreement

Permission for the party seeking to mount attachments such as signs, banners and the like on Endeavour Energy structure(s), may be terminated at any time solely at the discretion of Endeavour Energy giving notice in writing to the party.

Should Endeavour Energy issue such a notice, the party shall remove the attachments from the structure(s) within seven (7) days of the notice, and shall make good any damage or defacement to the structure(s) caused by the installation or removal of the items.

In the event of the party failing to do so, Endeavour Energy may remove such attachments(s) and all costs incurred by Endeavour Energy for such removal(s) shall be payable by the party. Any attachment found to be presenting a safety hazard will be removed by Endeavour Energy immediately.

5.8.3 Maintenance and repair of Endeavour Energy assets

In order to carry out maintenance or repairs to the assets of Endeavour Energy, it may be necessary for Endeavour Energy to remove attachment(s) without prior notification to the owner of the attachments. If the removal is required, the items will be removed with due care. However, no guarantee can be given that no damage to the items will result, and Endeavour Energy will accept no responsibility for any loss or damage to the items. Where possible, attachment(s) removed in such circumstances will be either reattached to the pole after completion of the work, or returned to the party as soon as is practicable.

5.8.4 Repairs to Endeavour Energy assets caused by the attachments

Any repair works to Endeavour Energy's assets, arising directly or indirectly from the installation of the attachment(s), shall be carried out by Endeavour Energy at the expense of the owner of the attachments.

5.8.5 Other necessary approvals

The owner of the attachment(s) on Endeavour Energy structure(s) shall comply with environmental requirements and obtain all other necessary approvals from the relevant authorities such as local council, NSW Roads and Maritime Services, or others before proceeding with application to Endeavour Energy.

5.8.6 Insurance

The owner of the attachment(s) on Endeavour Energy structure(s) shall maintain public liability insurance, and Workers' Compensation insurance against all risks relating to the party installing the items.

5.8.7 Indemnity

The owner of the attachment(s) on Endeavour Energy structure(s) shall be responsible for installation and maintaining the attachment(s) in a safe manner, and shall indemnify Endeavour Energy against all claims in relation to the attachment arising from the party or its employee or agent installing/removing and maintaining the attachment(s). The owner of the attachment(s) shall also indemnify Endeavour Energy from all third party claims related to the attachment(s). This includes but not limited to claims in relation to third party property, injury to public, violation of privacy and effects on the wellbeing of the neighbourhood.

5.9 Records

All applications for attachments that bare commercial benefits to the applicant shall be recorded with the Facilities Access and Commercial Analyst and all other applications for attachments covered by this standard shall be recorded with relevant Regional Services Managers. These records shall be stored on Endeavour Energy's document management system, and the records shall include but not limited to:

- the identity including the contact details of the parties requesting the attachments;
- particulars of the attachment, such as location;
- Endeavour Energy assets impacted;
- type and size of the attachment;
- the period of displaying the attachment; and
- the applicant's agreement to Endeavour Energy's terms and conditions.

6.0 AUTHORITIES AND RESPONSIBILITIES

Chief Engineer has the authority and responsibility for:

- approving applications for attachments that carry commercial benefits to the applicant; and
- notifying the respective Regional Services Manager.

Manager Primary Systems has the authority and responsibility for:

- managing applications for attachments not included in this standard. This includes evaluation of such applications, providing a copy of the approved application to the respective Regional Services Manager; and
- assisting the Regional Services Manager in enforcing conditions of approval by providing relevant technical information if requested.

Regional services manager has the authority and responsibility for:

- managing the records of all applications approved by Endeavour Energy;
- enforcing the conditions of approval such as installations complying to this standard, compliance to the terms and conditions in clause 5.8 including the removal of attachments by the installer within seven (7) days of the date of expiry; and

- maintaining a register of approved attachments that installed on Endeavour Energy structure(s), their dates of removal and the details of the installer responsible for installing and removal of the attachment(s).

Facilities Access and Commercial Analyst has the authority and responsibility for:

- managing applications and maintaining a register of attachments that carry commercial benefits to the applicant; and
- providing a copy of the approved application to the respective Regional Services Manager.

Applicants have the authority and responsibility for:

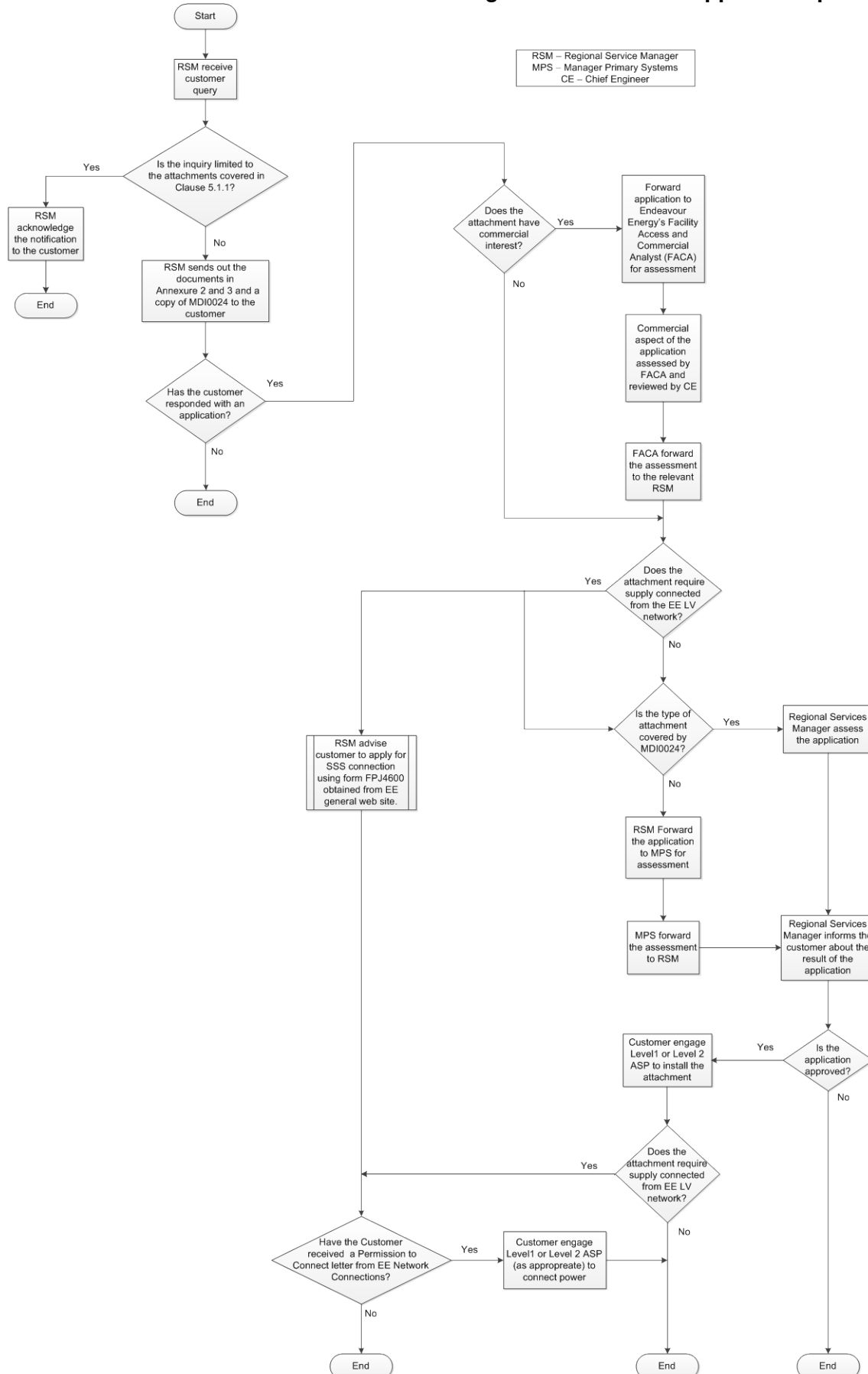
- providing design information regarding attachments and their impact on Endeavour Energy structures. This includes the documentary evidences require by this standard in support of the applications; and
- installation, removal and maintenance of attachments as specified in this document.

7.0 DOCUMENT CONTROL

Documentation Content Coordinator : Manager Primary Systems

Documentation Distribution Coordinator : Branch Process Coordinator

Annexure 4: Flowchart demonstrating the outline of the application process



Annexure 5: Sample letter and agreement

.....
(Date)

.....
(Name of the applicant)

.....
.....
.....
(Applicant's address)

Dear Sir/Madam,

**Request for permission to install attachments on Endeavour Energy structures
Endeavour Energy's Terms and Conditions and Form of Agreement**

I refer to your recent letter dated, seeking approval to install attachment(s) on
(Date of the inquiry letter)

Endeavour Energy structures.

Please find attached copy of MDI0024, the Endeavour Energy's Terms and Conditions for the installation of attachment(s) from Endeavour Energy structures such as electricity poles, road lighting columns etc. at proposed locations and for definite periods within the area of Council.
(Name of the council)

The Terms and Conditions and Form of Agreement must be signed by an authorised applicant and returned, together with the supporting documentations as required by Clause 5.7 of MDI0024, to **Regional Services Manager**, **Endeavour Energy, PO Box 811 Seven Hills NSW 1730.**
(Name of the Region)

The information provided in the application will be evaluated and the permission for the attachments shall be granted only if the attachments, including mounting arms to be installed are designed in compliance with all the requirements stated in Endeavour Energy's Mains Design Instruction MDI 0024. Please note that the schedule of attachments in the application should include all details, including dimensions, content, locations, dates (period of display), Endeavour Energy structure numbers etc. along with the other supporting documentations requested.

A decision on the suitability of the attachments can only be made when the details required are submitted to Endeavour Energy for approval.

Unfortunately, Endeavour Energy is unable to assist with the installation of support brackets and attachments, which must be carried out by Level 1 or Level 2 Accredited Service Provider (ASP).

Please do not hesitate to contact, Regional Services Manager
(name of the Regional Services Manager)

....., on phone, should you have any queries.
(Name of the Region) (contact telephone number)

Yours sincerely

[Endeavour Energy representative's name]
[Endeavour Energy representative's title]

In reply please quote file no.:

Attachments: Terms and Conditions
Copy of MDI 0024 - Attachment of non-Network items to poles and streetlight columns
Drawing no. 253463 Rev. B - Banner Location on Distribution Poles
Drawing no. 253464 - Banner Location on Lighting Column

**AGREEMENT TO ALLOW ATTACHMENTS
TO BE ATTACHED TO ENDEAVOUR ENERGY STRUCTURES**

1. Non-transferability of permission

Subject to the, entering into this
(name of the applicant)

agreement, there after referred as **The Applicant**, permission is given for the applicant to install the attachments described in the schedule of attachments in **The Applicant's** application (a copy attached), thereafter referred as **the schedule**, which are conforming to the requirements of Endeavour Energy's Mains Design Instruction MDI 0024, on the terms and conditions set out below. **The Applicant** is also known as the owner of the attachment.

This permission is not transferable to any other party, nor will it give **The Applicant** to the right to mount any other attachments other than attachments listed in **the schedule**, or any other Endeavour Energy's structure such as pole or street lighting column other than the structures detailed in **the schedule**, without specific approval by Endeavour Energy.

2. Termination of agreement

The permission for **The Applicant** to use all or any structure(s) in the nominated location in **the schedule** may be terminated at any time, without reason, by Endeavour Energy giving notice in writing to **The Applicant**. Should Endeavour Energy issue such a notice, **The Applicant** shall remove the attachment(s) from the structure(s) within seven (7) days of such notice, and **The Applicant** shall make good any damage or defacement to the Endeavour Energy structure(s) caused by the installation or removal of the attachment(s).

In the event of **The Applicant** failing to remove the attachment(s) within the nominated period, Endeavour Energy may remove such attachment(s), and all costs incurred by Endeavour Energy for such removal shall be payable by **The Applicant**.

3. Installation of works

The installation work must be carried out in accordance with the requirements of Endeavour Energy's Mains Design Instruction MDI 0024 - Attachment of non-Network items to Endeavour Energy poles and streetlight columns, a copy of which is attached.

The Applicant shall submit a document from an Accredited Service Provider (ASP) certifying that the attachments have been installed in accordance with MDI 0024 for each of the locations. **The Applicant** shall submit this document to Endeavour Energy within one week of installation of attachment(s).

If the requirements of MDI 0024 are revised in future, **The Applicant** must accept the new requirements and make changes to the attachment(s), where required. A new certificate signed by an ASP shall be submitted when changes are made to the attachment(s) following any changes to MDI 0024.

The following conditions will apply without exception:

- a. Installation and maintenance of the attachment(s) must be carried out by **The Applicant** engaging an Accredited Service Provider (ASP).
- b) Under no circumstances shall any part of any person or any other item of equipment come within the safe approach distances of Endeavour Energy's overhead mains, as set out in ENA guideline NENS 04:2006 – National guidelines for safe approach distances to electrical and mechanical apparatus.
- c) Under no circumstances shall any part of any attachment come within the clearance distances to Endeavour Energy's overhead mains specified in Clause 5.3 of MDI0024 and drawing numbers 253463 Rev. B and 253464 Rev. A.
- d) The clearance from the bottom of the attachments and the road curb side shall be no less than 5.5 meters above ground. This will allow the safe passage of vehicles along public thoroughfares while maintaining the integrity of Endeavour Energy's network.
- e) Under no circumstances shall any of Endeavour Energy's poles or columns be drilled or defaced in any way.
- f) **The Applicant** may carry out the installation, removal and maintenance of the attachment(s) by engaging Level 1 or Level 2 ASP at any time subject to giving four (4) weeks' written notice to Endeavour Energy, specifying the work that is intended to be carried out.
- g) Endeavour Energy may require its employee/s to be present during installation, removal and maintenance activities to confirm safety of the public and the installing personnel, and the proper protection of the Endeavour Energy structure(s) such as pole(s) and column(s).
- h) **The Applicant** shall confirm that the attachment(s) remain in good condition and are replaced when

damaged or worn.

4. Maintenance and repair activities on Endeavour Energy assets

In order to carry out urgent or required maintenance or repairs to the assets of Endeavour Energy, it may be necessary for Endeavour Energy to remove an attachment/s without prior notification to **The Applicant**. In such situation, the attachment/s will be removed with due care, however Endeavour Energy will not be responsible for any resultant loss or damage to the attachment/s or **The Applicant's** assets.

Where possible, any attachment/s removed under such circumstances will be either reinstalled on the structure after completion of the maintenance work, or returned to **The Applicant** as soon as is practicable.

5. Repairs to Endeavour Energy assets

Any repair works to Endeavour Energy's assets, arising directly or indirectly from the installation or removal of the attachments, shall be carried out by Endeavour Energy and **The Applicant** will pay Endeavour Energy the total cost of the repair including the overheads.

6. Other necessary approvals

If applicable, **The Applicant** shall obtain all other necessary approvals from the relevant authorities, such as the relevant council, the Roads and Maritime Services (RMS), Law enforcement authorities etc. before proceeding with the installation/removal of the attachments. The Council will confirm in writing to Endeavour Energy prior to the installation of the banners/signs that all necessary approvals have been obtained.

7. Insurance

The Applicant will maintain public liability insurance, Workers' Compensation insurance and such other insurances as Endeavour Energy may require. Endeavour Energy requires **The Applicant** and its agents installing the attachments on Endeavour Energy's structures to provide copies of the above insurance policies prior to the installation of the attachment(s). The insurance policies should cover the applicant and its employees/agents from all risks relating to installation, maintaining and removal of the attachments.

8. Indemnity

The Applicant shall confirm that all attachments are installed and maintained to a safe condition. **The Applicant** indemnifies Endeavour Energy and its officers, employees, contractors and agents against all losses, costs and liability that any or all of them suffer as a result of the acts or omissions of **The Applicant** or its employees or agents whether in tort, contract or otherwise.

Each indemnity in this letter of agreement given by **The Applicant** is a continuing obligation of **The Applicant** and is separated and independent from the other obligations on **The Applicant**, and survives the termination and expiry of this letter of agreement.

9. Attachment approval

The Applicant will submit each attachment design for Endeavour Energy's approval prior to the attachment being installed¹.

The Applicant hereby accepts the terms and conditions as specified above, in relation to the attachments described in **the schedule** and other attached or referenced documents in the application.

Signed:.....

Name:.....

Position:.....

Date:.....

Please provide details of **The Applicant's**:

Public liability insurance	Company	Policy no.	Expiry date
Workers' Compensation insurance	Company	Policy no.	Expiry date

Endeavour Energy grants permission to install the attachments that described in **the schedule**, on Endeavour Energy structures in accordance with the guide lines in MDI 0024 and the permission is subject to terms and conditions of the above agreement signed by **The Applicant**.

Signed:.....

Name:.....

Position:.....

Date:.....

¹ Where the banner includes commercial advertising, such as a sponsor's name or any indication of commercial services, Endeavour Energy may determine that a facility rental charge is applicable. If Endeavour Energy determines that the banners on its assets contain commercial content, the applicant will be required to place an order with Endeavour Energy as directed by Facilities Access and Commercial Analyst of Endeavour Energy and pay, in advance up to three (3) months, a charge for each structure (column/pole) each week.

Annexure 6: Application for permission to install attachments on Endeavour Energy structures

1.	Name of the applicant		
2.	Residential address of the applicant		
3.	Postal address of the applicant (if differ from residential)		
4.	Contact details of the applicant		
	Email address		
	Daytime telephone number		
5.	Details of the public liability insurance of the applicant		
	Insurance Company	Policy No.	Expiry date
6.	Details of the worker's compensation insurance of the applicant		
	Insurance Company	Policy No.	Expiry date
7.	Name of the project which required the attachments		
8.	Name of the local council where the attachments are proposed to be displayed		
9.	Details of the ASP proposed to engaged by the applicant in installation of the attachment		
	Name		
	Business Address		
	Email address		
	Day time telephone number		
10.	Material used for the mounting device of the attachment which is in physical contact with the Endeavour Energy structure		

Annexure 4: Schedule of attachments

Suburb/ locality	Street name	Endeavour Energy structure no. (if available)	Structure type (pole/street light column)	Attachment type (banner/sign /festoon lighting etc.)	Reference to the drawing/phot ograph of the attachment	Purpose of the attachment	Proposed dates	
							Installation of attachment	Removal of attachment

I also confirm the following documentary evidences are attached to my application;

1. Letter of approval from the relevant council stating that the council has no objection for the attachments with the proposed contents to be displayed at proposed locations,
2. Drawing or a photograph of the attachments showing the dimensional information and the method of attaching the attachment on to the Endeavour Energy structure clearly,
3. Copy of the applicant's valid public liability insurance,
4. Copy of the applicant's worker's cover insurance.

Signature of the applicant :

Date: