

UDC Project Pre-Start Meeting Record



Project Title:			W/R No:		W/O No:	
Date of Meeting:		Meeting Start Time:			Location:	
Required Participants					Type of Work to be Performed	
<input type="checkbox"/> (D) Developer or Developer's Representative <input type="checkbox"/> (PM) Project Manager <input type="checkbox"/> (CC) Civil Contractor <input type="checkbox"/> (EC) Electrical Contractor			<input type="checkbox"/> (EE LP) Ergon Energy Liaison Person <input type="checkbox"/> Representatives of other authorities if/as required (eg. Communications, water, gas)		<input type="checkbox"/> Civil Works <input type="checkbox"/> Electrical Works <input type="checkbox"/> Electrical Testing Works <input type="checkbox"/> Horizontal Directional Drilling	
Role	Attendees Name	Email Address	Contact No.	Authority/Company	Signature	
EE LP						
Apologies:			Authority/Company			

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PURPOSE

To document and clarify Ergon Energy's requirements for construction of the project and to establish the items specified on the following pages.

Items to be established at the pre-start meeting:

1. The role of the Ergon Energy Liaison Person.
2. Contractors will certify that all personnel utilised on the project are appropriately trained and qualified.
3. The Developers Representative must provide appropriate notifications at or prior to completion of development milestones. A random audit of work at these milestones (or at any other time) may be undertaken at Ergon Energy's discretion.
4. The parties will confirm latest approved document versions.
5. The parties will confirm what the documentation completion requirements are e.g. Certificate of Completion, Data Collection forms.

Confirm the contractors currently hold or have access to a copy of the following documents: (Available on the Ergon Energy website, Developer Toolkit webpage)

Item to Confirm	Yes	No	N/A	Intended Recipient(s)	Comment (if required)
Correct version of specifications				All parties	
Latest accepted version of Construction Issue Plan(s)				All parties	
UDC Completed Paper Work Checklist (Pages 3 & 6)				Developers Representative and Electrical contractors	

DEVELOPMENT CONSTRUCTION DATES

Civil Works	Start:	Completion:
Electrical Works	Start:	Completion:

Works Request No: _____

Description: _____

List of Forms Required on Completion

The forms must have all relevant sections completed.

NOTE: Indicate in the box if the form is applicable (All forms may not be listed)

- Completed Certificate of Completion - Civil Works
- Copy of "As Constructed Drawings" (Civil)
- Copy of Bore Logs (Horizontal Directional Drilling only)
- Copy of Cable Location Logs
- Certificate of Completion - Electrical Works
- Copy of "As Constructed Drawings" (Electrical)
- Certificate of Acceptance - Electrical Works
- Earth Resistance Tests
- Certificate of Completion - Electrical Testing
- Certificate of Test - Low Voltage Cable Continuity and Insulation Resistance Tests
- Certificate of Test - High Voltage Cable
- Certificate of Test – Public Lighting – Continuity and Insulation Resistance Tests
- Commissioning Checklist for Simple Events PW001201R100
- Copy of Developer's verification of Civil Works construction compliance
- Copy of Contractor Construction Compliance Checklist
- Field Data Collection Form – HV Switches NA000403F193
- Field Data Collection Form – Transformers/Regulators/Reactors NA000403F194
- Field Data Collection Form – Street Lights NA000403F195
- Field Data Collection Form – Poles NA000403F196
- Field Data Collection Form – LV Pillars/Cabinets NA000403F197

The above Ergon Energy forms are located on the Ergon Energy Web site: www.ergon.com.au.

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Action Plan

No	Action	Responsibility	Target Date	Comments
1	Confirm current version of Construction Issue Plans	Developers Representative		Date of current transmittal sheet copy attached to this document
2	HV Connection point	Electrical Contractor		
3	LV Connection point	Electrical Contractor		
4	For cables at Connection Points (Padmounts, Poles, & RMU's) may make a formal request for assistance to have them inserted or they are to be buried and backfilled with sand to surface level beside the live asset.	Electrical Contractor		
5	Requirement for combined earth readings for new estate (all MEN's connected)	Electrical Contractor		
6	Record cable hauling tensions on "As Constructed Drawings".	Electrical Contractor		
7	Name of the person licensed to perform electrical installation work supervising the installation of the ducts/conduits.	Developers Representative		Name:
8	Please provide 48 hours notice before commencement of Civil works.	Developers Representative		
9	Please provide 48 hours notice before conduiting of road crossing commences.	Developers Representative		
10	Please provide 48 hours notice before Light foundations are poured.	Developers Representative		
11	Please provide 48 hours notice before commencement of Electrical works.	Developer Representative		
12	Please provide 48 hours notice before High Voltage cable pulling commences.	Developer Representative		
13	Please provide 48 hours notice before commencement of High Voltage cable joints.	Developer Representative		

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No	Action	Responsibility	Target Date	Comments
14	Please provide 48 hours notice before all High Voltage cable testing takes place.	Developers Representative		
15	Please provide 48 hours notice before backfilling the earthing and conduits around the padmount site.	Developer Representative		
16	Padmount surrounds must be finished to all applicable specification prior to the Certificate of Acceptance being issued	Developer Representative		
17	Where there is a street light circuit feed from a pillar box the circuit must be left disconnected at both the active and neutral conductors with all exposed ends insulated and the street light circuit tagged with the site number that the circuit will supply. The fuse cartridge is to be removed from the carrier and secured so it is available when commissioning occurs. The fuse carrier is to be secured without the cartridge to prevent exposure to live terminals if the low voltage were to be energised.	Electrical Contractor		
18	Minutes of pre-start and other correspondence to be sent to – ccg.contestable@ergon.com.au	Developer Representative		
19	Latest forms and associated specifications and documentation can be found on Ergon Energy website. www.ergon.com.au .	Developer Representative/Electrical Contractor /Civil Contractor		

Documentation Received by Ergon Energy Liaison Person

List all documentation exchanged at Pre-start Meeting	Signature

Meeting Finish Time:

CONTRACTOR COPY

Works Request No: _____

Description: _____

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