



Power Line Undergrounding Project Guidelines

Table of Revisions

Power Line Environment Committee

Project Guidelines

Issue 7 June 2019

Table of Revisions

Issue	Amendment Description	Date
1	Original issue	Oct 2000
2	Revised – Various amendments in accordance with procedural changes and introduction of the “PLEC Pack”	Mar 2003
3	Revised in accordance with change of project management responsibilities from Councils to Network Licensee	May 2004
4	Addition of “Spare Conduit Policy”, additional procedures for easement procurement and reference to Native Title Claims	July 2005
5	Revised – Various amendments in accordance with procedural changes	Jan 2010
6	PLEC Charter amended and transport utility and network utility names updated	Jan 2013
7	Revised including amendments to Spare Conduit Policy, Public lighting and project cost reconciliation	June 2019

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Executive Summary

A Power Line Environment Committee (PLEC) scheme is designed to assist Councils to improve the appearance of a specific locality for the benefit of the general community. This is achieved through updating the local amenity following the removal of unattractive power lines.

This booklet defines the roles and responsibilities associated with PLEC projects and provides guidance to the PLEC process from inception to delivery. It is mainly intended for Council use but includes participation from the Department for Planning, Transport and Infrastructure (DPTI), other utilities and other major bodies. It has been prepared in accordance with State Government Legislation and the PLEC Charter.

To begin the process, the Council responsible for the area concerned makes an application for PLEC funding towards a project (other major bodies such as DPTI may also apply for funding). A single project can include more than one Council area.

In accordance with the Charter, a Council(s) must agree to contribute one third of the cost of the work in its area, while the Network Licensee pays the other two thirds of the cost of the work.

Upon receipt of a registration of interest for a project, an indication of likely costs is prepared by the Executive Officer PLEC. This cost estimate assists Council in deciding on whether to proceed with a project or not. Following confirmation from Council that they wish to proceed, designs for undergrounding the electrical network are developed by the Network Licensee (SA Power Networks).

SA Power Networks then provides overall estimates of project costs, which include the project management of all PLEC works, including trenching and reinstatement and reconnection of consumers' electricity supplies from the new underground connection points. The estimate may also include coordination of works between other utilities and SA Power Networks. The cost of reconnection of telecommunication services is, however, Council's responsibility and as such, is not included in the PLEC submission estimates.

Council is required to provide fixed estimates of work associated with the project (referred to as Council Associated Costs). This includes such things as public relations and securing easements. In registering its interest for a project, Council should discuss the extent to which it can participate in construction works with the Executive Officer PLEC.

On application by Council, a project submission will be presented to PLEC for consideration, and if endorsed, submitted to the Minister responsible (or the Minister's delegate) for approval.

A Management Team consisting of the Executive Officer PLEC, a PLEC representative and an LGA representative assesses all tenders and estimates submitted for the project. A Project Team is responsible for the day-to-day implementation of the project.

Councils must observe all legislative, heritage and other environmental requirements in planning and undertaking projects.



Roles and Responsibilities

Responsible	Process	Action
Council	Registration of Interest (ROI) or approach by proponent. Refer Clause 12(a) and (b) of the PLEC Charter (page 25) for eligible proponents.	Response to six-monthly call for Registrations of Interest. The Executive Officer is available to discuss proposals at any time.
PLEC	PLEC priority setting of proposal.	Response to proponent by Executive Officer. If positive, timing of project can be considered.
Executive Officer PLEC	Design and Estimate request	Executive Officer requests a network design and project estimates from SA Power Networks to meet project timelines.
SA Power Networks	Design Estimate of network alterations, civil work and customers' electrical reconnections	SA Power Networks obtains project estimates. The network estimate is the responsibility of SA Power Networks. SA Power Networks also provides the associated civil and electrical reconnection costs.
Management Team	Estimate review	The Management Team will review the project estimates prior to final submission to PLEC.
Council	Formal Submission	Executive Officer collates submissions and costs from Councils and project costs from SA Power Networks for presentation to PLEC.
PLEC	Recommendation	Recommendations of submissions forwarded to Minister for Energy (or appointed delegate) for each 6-month cycle.
Minister	Approval	SA Power Networks notified of construction program by Minister for Energy (or appointed delegate).
Project Team	Construction Project Management Delivery	SA Power Networks manages the project site for the duration of the project. Council is responsible for public relations and notification of impending works and possible disruptions.

Section 1 - Operation and Processes

The Power Line Environment Committee

The Power Line Environment Committee (PLEC) is a committee assisting the Minister responsible for the *Electricity Act 1996* in assessing and recommending the undergrounding of overhead power lines. The Committee comprises eight members with one member representing the interests of each of the following:

- ▶ Department of Environment, Water and Natural Resources (or its equivalent);
- ▶ Department of Planning, Transport and Infrastructure (or its equivalent);
- ▶ Tourism interests;
- ▶ The Local Government Association of South Australia;
- ▶ Conservation interests;
- ▶ Holders of licenses under the Electricity Act which authorise the operation of networks;
- ▶ Two Community representatives.

The Committee operates under a Charter assigned by the Minister in August 2000 and amended in 2013. A copy of the Charter is included in this booklet as Appendix A. The Charter defines the scope of PLEC activities, its composition, financial arrangements, reporting requirements and associated administrative processes.

The Committee assists local government with initiatives to enhance the aesthetics of a location by undergrounding power lines. Undergrounding can enable trees to be established and streetscaping projects to be implemented thereby improving the appearance of a locality.

The Essential Services Commission of South Australia (ESCOSA) is responsible for the administration of PLEC. The Executive Officer can be contacted as follows:

Contact: Executive Officer PLEC

Postal: 1 Anzac Highway, Keswick SA 5035

Phone: 0403 582 108

E-mail: michael.magin@sapowernetworks.com.au

The role of Executive Officer is to act as a point of contact for all PLEC matters. Specifically, the Executive Officer provides advice and guidance to Council or other proponents on making representations to PLEC and on the submission of funding applications for undergrounding proposals. The Executive Officer is responsible to PLEC for the overall programming, monitoring and reporting on PLEC projects. This also includes the provision of advice to the Minister responsible for the Electricity Act regarding projects considered by PLEC for approval and the level of funding available.

The Network Licensee (SA Power Networks) is responsible for carrying out a specific amount of PLEC project work annually as defined Part 3A of the Electricity (General) Regulations 2012.

In accordance with PART 5A "Undergrounding Of Powerlines" of the *Electricity Act 1996*, the Power Line Environment Committee (PLEC) will invite proposals for the undergrounding of power lines in significant locations, being for the benefit of the general community.

The provisions of Section 58A (1) of the *Electricity Act* states:

"The Minister may prepare periodic programs for work to be carried out by an electricity entity for the undergrounding of power lines forming part of a transmission or distribution network operated by an entity."

The Regulations require that project participants report the total amount of GST paid on projects to PLEC annually. However, there is no net impact of GST paid on components of PLEC projects because the GST can be claimed as a tax credit, therefore all PLEC project cost estimates should exclude GST.

Annexure 1 of the PLEC Charter (refer page 28) provides an indicative timetable for the development of undergrounding programs.



Nairne Main Street

Section 2 - Proposals for PLEC Schemes

PLEC invitation

PLEC invites proposals from Councils for projects. Projects may be selected from a pool of projects where Council has an ongoing commitment or initiated as a new project. Proposals generally originate from a call for Registrations Of Interest (ROI) in accordance with the PLEC Charter.

The submission process is divided into two six-monthly cycles.

For the first cycle, PLEC receives proposals throughout July and August and considers those proposals in conjunction with existing proposals throughout September and October. The program is recommended to the Minister for consideration in November and approval in December. When approved, the Network Licensee is advised of the program of works by the 31st December that will begin in July the following year.

The subsequent six-monthly cycle receives proposals throughout January and February with PLEC consideration throughout March and April in conjunction with existing proposals. The Minister presents the approved program to SA Power Networks by 30 June for the works that will begin in January the following year.

Council proposal for a PLEC scheme

Request for consideration of PLEC project

Councils should contact the Executive Officer PLEC to discuss the possibility of initiating a PLEC project. The Council request should be in the form of a written ROI.

After receipt of the request:

- ▶ a meeting is arranged between Council and the Executive Officer PLEC
- ▶ an assessment is made as to whether the project meets PLEC criteria (refer to Section 8 - General Principles for Setting Priorities)
- ▶ the scope of the project is determined by an on-site inspection, and
- ▶ the PLEC may inspect the project location at this stage to determine its priority.

Streetscaping requirements

Council's plans for streetscaping the PLEC project area must be provided during the scoping of the project to assist in the network design and location of lighting columns etc. PLEC will not usually recommend undergrounding power lines in the absence of such plans. Council must submit a firm undertaking to the streetscaping as an integral part of the undergrounding project where required. All streetscaping costs are the responsibility of Council.

A guide to streetscaping on PLEC projects can be found online at www.escosa.sa.gov.au.



Projects initiated by the Department of Planning, Transport and Infrastructure

DPTI initiates some PLEC projects in conjunction with work carried out on arterial roads. It is highly desirable for DPTI to contact the Executive Officer PLEC in the form of a written request to initiate a PLEC project.

DPTI must provide project management for coordination with SA Power Networks on PLEC projects it initiates. As these projects involve main roads, DPTI is responsible for the design and installation of the public lighting scheme at its own cost in conjunction with the electrical network design.

DPTI is financially responsible for a portion of the trenching and reinstatement as defined in the Charter (Refer Annexure 2 page 30). DPTI may wish to tender for the civil and electrical work under the terms and conditions of the tender specification provided by SA Power Networks. Estimates for the PLEC portion of the project must be separately and clearly defined to apportion the division of costs outlined in Annexure 2 of the PLEC Charter.

Section 58(A) (2) of the Electricity Act 1996 provides:

"Undergrounding work may not be included in the program unless -

- a) the Council of each area concerned agrees to contribute to the cost of the work in its area on the basis determined by the Minister; or
- b) the Minister determines, in relation to particular work, that the Council need not contribute to the work."

DPTI-initiated PLEC projects cannot proceed if the associated Council is not willing to contribute funds toward the undergrounding project. It is therefore necessary for DPTI to negotiate Council's participation and contribution to the project before it can be considered by PLEC.



Section 3 - The Project Process

A considerable amount of planning and work goes into a power line undergrounding project prior to final submission to the Committee and formal approval by the Minister.

To get the project to a stage where estimates can be provided to PLEC, designs of the changes to the electricity network will be required from SA Power Networks. Council must provide the location of proposed and existing infrastructure (stormwater, underground services etc) and proposed kerbing and streetscape plans for SA Power Networks to manage the electrical design, civil work and installation of underground infrastructure.

Councils must ensure that funds for expenditure associated with the project are endorsed and budgeted by Council to align with the construction schedule.

Scoping of the project

The scope of the project will be determined from discussion between the Council representative, DPTI (if involved) and the Executive Officer, or any other representative deemed necessary. The Executive Officer will provide the PLEC an early opportunity to assess the project in accordance with the criteria set out in Section 8 (page 22) and to provide input into the project scope.

As the major impact of a PLEC project is aesthetic, the focus is based on the best use of funds to achieve this aim. PLEC projects generally focus on areas of high public use. In most cases for instance, it will be a community amenity, a shopping precinct or an area of heritage significance. Solely residential areas are not considered to meet the required PLEC criteria and are of a low priority.

Intersecting streets are generally required to have wires undergrounded to at least the first pole back from the main thoroughfare, a distance of approximately 30-50 metres. This may vary depending on the individual location. The position of new poles will require Council agreement. Other constraints limiting the scope of the project may be electrical design implications that arise due to the nature of existing electricity infrastructure or existing underground infrastructure such as stormwater drainage.

At the first scoping meeting with the Executive Officer, Council will be advised as to what constitutes their part of the works. Councils' responsibilities are as follows:

- ▶ Provision of a Liaison/Project officer throughout the term of the project.
- ▶ Costs of undergrounding customers' telephone cables on customers' properties i.e. not in the road reserve, required to facilitate the undergrounding of the power lines (not included in PLEC costs). Refer page 9 for further information regarding communications infrastructure works.
- ▶ Costs associated with the reconnection of ancillary services such as CCTV etc.
- ▶ Negotiation, survey and lodgement of plans and costs associated with all easements.
- ▶ Liaison with all affected businesses, landowners and residents including advanced notice of works.
- ▶ Provision of existing infrastructure plans, and proposed streetscape and kerbing plans.

If it is agreed that Council will assume responsibility for any component of construction works, then the responsibilities of each party will be negotiated prior to final project submission.

If Council is installing its own public lighting scheme, it will be responsible for the costs and coordination of supply and installation of that scheme. Costs of the private lighting are not a part of the PLEC submission estimate and will be the sole responsibility of Council.

Preliminary estimate of Council's costs

From the information obtained during the initial scoping of the project, the Executive Officer will provide Council and/or DPTI with a plan of the scoped location and an indication of costs to be considered. The viability of the project can then be assessed, and a forward budget estimate can be prepared. The indicative costs will also assist a Council in determining whether it wishes to proceed with the project or divide the project into stages to cater for Council's budgeting.

In addition to the indicative costs, the Executive Officer will outline Council's responsibilities, including the need for negotiations with other parties and the requirements of obtaining and lodging easements. The indicated cost information includes the relocation and reconnection of consumers' services, trenching and reinstatement and an approximation of extra public lighting requirements for the project.

The Council is required to advise the Executive Officer in writing as to whether it desires to proceed with the project.

Request for provision of underground network design

If Council proceeds with the application for PLEC funding for the project, the Executive Officer will request in writing, a design and estimate of the project costs from SA Power Networks. A copy of the scoping plan will be forwarded with this request, clearly defining the extent of the project. Council will need to provide existing/proposed streetscape and kerbing plans at this stage to assist SA Power Networks with the public lighting design. Locations of existing infrastructure should be determined using the "Dial-before-you-dig" utility service during the network design phase.

If other costlier methods of existing infrastructure are required, such as Ground Penetrating Radar, 'pot-holing' or other methods, the use of these must be agreed between the Executive Officer and the SA Power Networks Project Manager. In addition, Council is required to provide any current agreements it holds with any communications carriers that may impact on the undergrounding proposal.

If necessary, the Executive Officer will meet with the SA Power Networks' Project Manager on-site to clarify the scope and to ensure that all required information is provided. If there is a legitimate need for SA Power Networks to alter the scope, e.g. technical reasons, a meeting between all affected parties will be facilitated by the Executive Officer. The changes will be recorded, and a copy sent to all parties.

A detailed design drawing of the electrical layout will be requested from SA Power Networks by the Executive Officer giving due regard to the lead-times required by SA Power Networks to produce the design. This will then be distributed to Council (and DPTI if required). The design must be provided in a timely manner to meet PLEC Management Team requirements prior to formal submission. Any delay to the provision of the design will be negotiated with the Executive Officer.

If SA Power Networks' electrical design drawing includes a SA Power Networks' lighting design, it will include a note or stamp stating compliance with the appropriate public lighting code to the road category designated in writing by Council or DPTI. The electrical design will also be endorsed as approved by the appropriate SA Power Networks representative. SA Power Networks will not be responsible for lighting designs done by others.

A SA Power Networks drawing showing the existing electricity infrastructure to be removed will also be required.

Where relevant, DPTI will be consulted throughout the process. DPTI (or its agent) will be required to arrange or endorse a public lighting design and provide a road plan available to SA Power Networks in a timely manner for inclusion in the electrical design. This will assist with identifying the location of service points and elimination of conflicts with infrastructure location. Upon provision of the DPTI lighting design, SA Power Networks will include the design of intersecting side-street lighting, compliant with the DPTI lighting where required.

Electrical design received by Executive Officer PLEC

SA Power Networks will provide a copy of the network design, and any amended design, to the Executive Officer for records. SA Power Networks will also forward a copy of the design to Council and other involved parties including DPTI. Any changes to the scope of the project from this point will be negotiated with SA Power Networks. Any increases in cost will be the responsibility of Council and SA Power Networks.

SA Power Networks will provide applicable telecommunication carriers with a notification drawing advising of the proposed alterations to the electricity infrastructure and the timing of works. Council should also contact the appropriate communications representatives (and DPTI representatives if involved) to establish the status of designs and the coordination of associated infrastructure modifications.

It is SA Power Networks' responsibility to ensure that changes to communication carriers' infrastructure, because of the undergrounding, are carried out in accordance with any current agreements between the SA Power Networks and carriers involved.

Communications infrastructure work may be integrated into the civil contract as a separate component of the project costs. Communications carriers are responsible for the additional costs associated with communications infrastructure outside the customers' properties and negotiation will be required with SA Power Networks to include this work in the project. However, Council is responsible for the management of the negotiations with respect to communications infrastructure.

Council designs

After receiving the electrical design drawing from SA Power Networks or the Executive Officer, Council must combine designs for traffic, public lighting, tree planting and parking to ensure the most efficient outcome. Council can determine its project costs based on the electrical design layout and its street designs for the relevant portion of the work. A summary of this work should be included in the Council's submission to PLEC.

Project cost estimates received by the Executive Officer PLEC

When requested by PLEC, Council and SA Power Networks should send estimates of project costs separately to the EO PLEC by the agreed date. The response period may be negotiated with the EO PLEC and may depend on the nature of the project. SA Power Networks will be required to provide estimates in a timely manner following a request from the Executive Officer. The estimate will include the overall project management of all works, including trenching and reinstatement and reconnection of consumers' electricity supply from the new underground connection points.

Council must provide estimates of Council Associated Costs for work on the project as requested by the Executive Officer (refer Appendix C - Costs Incurred by Parties). The Management Team will assess the estimates compiled by Councils and SA Power Networks prior to final project submission. The costs will be itemised in the submission provided to PLEC by the Executive Officer.

Spare Conduit policy for PLEC projects

If a cable fault occurs, the provision of a spare pipe enables cables to be readily replaced thus avoiding further excavation of a roadway or footpath. When replacing an overhead system with underground cables, SA Power Networks will install spare conduits for this purpose.

The installation and provision of these additional conduits are included in the PLEC estimates. Spare conduits are to be included in a project in accordance with SA Power Networks' Trenching and Conduit Standard for Underground Distribution Cable Networks.

Sometimes SA Power Networks will install additional conduits for the purpose of future augmentation of the distribution network. In such cases, augmentation conduits are clearly identified on SA Power Networks' electrical design drawings. The cost of the provision and installation of these conduits is not included in the PLEC estimates.

Any additional conduits required for telecommunication or other third-party purposes are not included in the PLEC estimates and will be paid for by the telecommunications carrier or third party requesting the additional conduits. The number of conduits installed depends on the request and the location of the work.

If a larger trench is required because of additional conduits for telecommunication, third party and/or augmentation purposes, the additional trenching costs will be borne by the party requesting the additional conduits. These charges will be based on the proportional increase in depth or width, or on estimates of the increased civil costs associated with the larger trench.

SA Power Networks may also offer services to Council to manage the undergrounding of ancillary services for a fee as part of the PLEC project. This includes managing the installation of additional conduits and the removal of existing third-party assets (e.g. overhead telecommunications infrastructure) or electricity supplies to new bus shelters, payphones, parking meters etc.

These costs, including any additional conduits for communications carriers, DPTI and other third parties, will not be included in the PLEC estimates.

Negotiation of indicative construction date

SA Power Networks will confirm project construction dates with relevant Councils following approval of projects by the Minister.

In many cases, the undergrounding of the overhead electricity assets will have an impact on communications equipment. SA Power Networks will be responsible for advising communications carriers in writing of planned PLEC works a minimum of six months prior to this work being started. Correspondence will include approximate project start and finish dates and associated electrical design drawings. Council's financial responsibilities regarding communications infrastructure are detailed further on page 13.

Both parties will endeavour to adhere to an agreed construction schedule. This will assist Council in planning its work associated with the project, as it will have to address the preliminary requirements prior to SA Power Networks' construction works. Any subsequent change to the agreed schedule will be negotiated and agreed between affected parties. Construction work is outlined in detail in Section 6 - Construction Process.



Section 4 - Application for PLEC Funding

Council estimate and application

When Council has estimated its costs associated with the project (refer Appendix C - Costs Incurred by Parties), it can then send a formal written submission to the Power Line Environment Committee.

The submission must contain all the information to support the proposal and must include an explanation of the benefit to the community, tourism or any other feature enhanced by the outcome of the project. Plans and photographs of the locality will assist in PLEC's assessment of the proposal. The postal address for forwarding funding applications is:

Executive Officer PLEC
SA Power Networks
1 Anzac Highway
Keswick SA

Council must provide the following information to define the scope of a project when making application for funding:

- ▶ Justification of proposal in terms of the following:
 - The size and characteristics of the community likely to benefit from the project.
 - The significance of the area or route, ie for tourism, heritage or symbolic value (eg gateway).
 - Other significant factors such as proximity to previous PLEC projects, particularly if it is part of an existing staged development.
- ▶ Estimated eligible Council Associated Costs:
 - Project liaison, public relations and project newsletters to residents
 - Other costs eg easements.
- ▶ A detailed schedule and schematic plan of proposed streetscape works in accordance with the agreed schedule of total works.
- ▶ A general location plan
- ▶ Final streetscaping plans and reports including photographs of locations showing planned features that will be provided to improve the area where appropriate.
- ▶ A statement describing the ownership of the site on which the equipment is to be installed and, if relevant, an in-principle agreement to grant an easement between the Council and the landowner if available.

Council is responsible for negotiating suitable sites for ground-mounted equipment such as transformers and switching cubicles, establishing the easements required and obtaining any planning or other approvals that may be necessary. SA Power Networks will discuss the possible easement sites with Council representatives during the electrical design phase.

Council is required to forward confirmation of any agreement in relation to land access and easements to SA Power Networks prior to work beginning on the project. For Further considerations refer Section 9 - Legislative and Planning Requirements.

To expedite the easement procurement process, SA Power Networks will:

- ▶ provide written notice to Council advising of easement requirements
- ▶ carry out a title search on the subject property
- ▶ advise Council of land ownership
- ▶ forward an agreement document for Council to obtain the landowner's written agreement.

In some situations, high easement compensation payments are requested by landowners, which impinge on the funds available for projects. Where required, Council will be responsible for separate payment of easement compensation to landowners.

Section 47 of the Electricity Act 1996 provides for the placement of electrical infrastructure on public land. As a part of its network design process, SA Power Networks would normally seek to establish easements on private property. However, if difficulties are encountered by Council in securing such easements, or it is not practical to do so, the placement of electricity infrastructure in the road reserve may provide an alternative to sites suggested by SA Power Networks.

Council or SA Power Networks may propose alternative sites. In these circumstances, Council is responsible for ensuring that alternative sites are unencumbered by existing infrastructure e.g. stormwater culverts and gas mains etc. If, during the construction phase, any unidentified infrastructure is encountered and subsequently damaged, Council will be responsible for all costs associated with the exposure, repair, relocation or removal of the affected infrastructure.

Council is responsible for ensuring all parties are notified in relation to the proposed works so that designs can be carried out and construction schedules met in agreement with all concerned. Council is also responsible for all public relations/liaison including forward notification of work where business and residential properties are affected.

PLEC does not fund the removal of other utilities' communications equipment from SA Power Networks' infrastructure. This is carried out by the communications companies at their expense, with Council contributing to the reconnection costs of this equipment where required. SA Power Networks will notify the affected carriers in advance and integrate the work into the PLEC construction schedule. The incremental cost for the communications work is solely the responsibility of the carrier and is not to be included in the PLEC project costs.

It will be necessary to consult with all relevant utilities to complete the project scope prior to making a submission to the Executive Officer.

Council is reminded of its obligation to observe all legislative, heritage and other environmental requirements. PLEC has provided information in Section 9 - Legislative and Planning Requirements and while not necessarily exhaustive, it may assist Council in this regard.

Streetscaping

Undergrounding of the electricity infrastructure is a part of the overall streetscaping plan. PLEC will require details of streetscaping and improvements to amenities to be included in proposals where appropriate. Details of any improvement that may impact on the electrical design, including final kerb and footpath levels based on the streetscape design, should be discussed during the scoping stage. Although not subject to PLEC funding (except for reinstatement treatment over the trenching area), it requires a firm undertaking and a timetable for such work by Council to complement the undergrounding initiatives.

Network licensee estimate of construction costs

SA Power Networks will forward its estimate of the cost of construction to the Executive Officer by the agreed date for review by the Management Team. The construction estimate will be concurrent with Council's application and estimate of its associated costs.

Review of costs prior to submission

The Management Team, which consists of the Executive Officer PLEC, the Chairperson PLEC and an endorsed LGA representative, will review the network, civil and electrical reconnection costs provided by SA Power Networks. Submissions by Councils of their Associated Costs will also be assessed by the Management Team.

Agreement between parties

The Executive Officer on behalf of the Power Line Environment Committee will request written commitment to budgeted expenditure on undergrounding projects from Councils once submissions have been assessed for funding.

A formal Agreement will also be drawn up between a Council and SA Power Networks regarding commitment to a project and a schedule of payments in accordance with the funding proportions specified in the Charter. As it is likely that Council's portion of the works will be the smaller component of the project costs, a contribution (equal to the difference between Council's Associated Costs and one third of the overall project costs adjusted for any additional lighting charges), will be required in the early stage of the project. The schedule of payments will be negotiated between the Executive Officer, SA Power Networks and Council and be incorporated in the agreement document provided by SA Power Networks.

Note that the estimate of construction costs by SA Power Networks will be provided on the basis that it is the maximum estimated cost that SA Power Networks requires to undertake all aspects of work for which it is responsible, in keeping with the projected construction dates. If the actual cost for construction of that work is less than the maximum estimated cost, SA Power Networks will notify the Executive Officer PLEC of the under-expenditure to determine if there should be an adjustment to the levelisation sum and hence, any refund to Council.



Section 5 - Approval Process

Preparation of full submission to PLEC

On receipt of project estimates from parties, the Management Team will assess the estimates and the Executive Officer will collate this information along with supporting information provided by Council in its application and prepare the project for submission to PLEC.

The information presented to the Committee will be a précis of the detail provided by Council, supporting the benefits of the project.

The associated costs will be broken down and presented in a form clearly indicating the costs associated with each section of the work and who is responsible.

The fundamental cost-sharing arrangement is a division of one third of costs attributable to Council, and two thirds of costs attributable to the Network Licensee. This cost-sharing arrangement is only varied by DPTI participation in the project or by the Minister determines otherwise in accordance with Section 58(A) (2) of the Electricity Act 1996 (referred to in Section 2 p.6). The breakdown of costs with DPTI involvement can be found in Annexure 2 of the Power Line Environment Committee Charter (refer Appendix A - PLEC Charter).

DPTI and Council will negotiate responsibilities associated with lighting assets on DPTI arterial roads.

Steps of the process

When a submission for funding is provided to PLEC, the following steps will be taken to ensure all the necessary information is available to allow the Committee to assess the various submissions and decide which projects will be recommended for PLEC funding.

Submission Details - The Executive Officer checks the details provided in the Council submission and where necessary, seeks further information. Details of SA Power Networks' proposed design and cost estimates are provided and where necessary, the site is inspected.

Preliminary Negotiations - If necessary, the Executive Officer will discuss any further detail of the project with the parties involved. Any amendments considered appropriate are made and costs revised if necessary.

Submission to PLEC - A summary of the issues to be considered by PLEC with relation to assessment criteria is prepared by the Executive Officer and relevant details including time frames and public lighting responsibilities are provided to Members.

PLEC Resolution on Funding – In making its recommendation, the Committee will consider the submission with due consideration of all the relevant information. This may involve an inspection of the site and obtaining further information.

Advice of Recommendation - The Executive Officer informs the Council and SA Power Networks of the recommendation made by the Committee. At this point construction dates can be discussed between Council and SA Power Networks to provide maximum planning time.

Preliminary Funding Advice - Funding is subject to Ministerial approval. Following the PLEC recommendation, advice costs attributable to each party will be provided to Council by the Executive Officer, subject to approval. The preliminary advice enables Council to firm up financial obligations and prepare detailed plans and schedules. The total project costs will be divided on a 2:1 basis in accordance with the PLEC Charter. A reconciliation sum for either party, based on the overall project costs, will be calculated to ensure an accurate division of expenditure between the parties.

Provision of Agreement – SA Power Networks will provide an Agreement template that will commit both parties to the project financially with an agreed schedule of payments apropos the reconciliation sum described above. The Agreement will also bind the parties to a construction schedule.

Notification to the Minister – The Chairperson of PLEC will sign-off the projects recommended by the Committee. PLEC will then recommend to the Minister, a program that has been considered by PLEC in accordance with the Charter on a bi-annual basis.

Notification to SA Power Networks and PLEC – Having considered the material provided, the Minister will confirm the approved program and advise SA Power Networks and PLEC of the undergrounding program that SA Power Networks is required to undertake. The Executive Officer will confirm the program with Councils and DPTI as required.

Follow-up - Progress of the project both constructional and financial, is monitored by the Executive Officer and appropriate reports made. This will be prepared on a monthly basis with SA Power Networks and Council supplying progressive information of construction completed and the current schedule in relation to the agreed schedule.



Section 6 - Construction Process

The project team

A Project Team involving stakeholders is convened to manage the construction phase of the project. The Project Team leader will be SA Power Networks' PLEC Project Manager who is responsible for the overall management of the project. The Project Team is responsible for overseeing the design, construction and costs. The executive Officer also provides reports to the Committee. Refer to Appendix D - Project Team Structure, for the structure of the Management Team, Project Team and associated roles and responsibilities.

Advice to customers

Council is responsible for public relations and notifying customers and traders of impending work that may disrupt the road and footpaths adjacent to properties. This also includes disruption to the customers' own properties for the installation of underground services. SA Power Networks will notify customers of proposed power outages in accordance with standard practices.

Civil work and installation of associated material

SA Power Networks will source tenders for the civil component of the work and electrical service installations. SA Power Networks will coordinate trenching and installation of piping, pole footings and other components in preparation for the undergrounding of electricity wires with the successful tenderer.

SA Power Networks will be responsible for site ownership. It must ensure that the work area is safe and is left in a safe condition, with appropriate signage and security, to prevent access by the general public while the site is vacated. As noted in Section 3, however, if Council assumes responsibility for any component of construction works, then the responsibilities of each party will have been negotiated prior to project submission.

If Council is installing its own public lighting scheme, it will be responsible for the costs and coordination of supply and installation of all the materials in a timely manner for SA Power Networks or its contractor to carry out the associated work.

SA Power Networks will notify Council one month prior to civil work starting as a reminder that arrangements can be made for Council to advise customers that are affected by the work. Meetings, either on-site or via telephone/video conferencing, should be held as required throughout the life of the project. Minutes should be provided to all attendees within a reasonable time.

A program of agreed dates will be negotiated by SA Power Networks and Council (to occur in the six-month program window or as agreed) when parties have been notified of the PLEC recommendation. The Executive Officer will be notified by either party of any variation to construction timelines.

SA Power Networks will determine the trench alignment in conjunction with the Council and/or DPTI. Locations of existing infrastructure should be determined using the "Dial-before-you-dig" utility service or other methods agreed to in accordance with Section 3 of this document during the network design phase. On completion of the project, an 'as-built' drawing will be finalised by SA Power Networks specifically showing the trench alignment and noting any deviations to trench route and piping configuration from the original plan.

If any party fails to meet the agreed dates for the provision of infrastructure or services, the project may be seriously delayed until work can be re-programmed into construction schedules.

Any issues arising from the failure to meet agreed dates, or differences related to constructional matters and associated cost impacts (if any) will be resolved by the Project Team. Resolution of any such issues may be escalated using established practices within the stakeholders' organisations or subsequently referred to the Management Team.

Installation of poles and underground equipment

SA Power Networks will install all necessary poles and underground cables, transformers, switching cubicles and associated equipment. Any deviation to the trench alignment or design from the original plans must be discussed between the Executive Officer, SA Power Networks and Council prior to commencement as there may be cost implications to Council, SA Power Networks or telecommunications carriers.

Connection of consumers' services.

SA Power Networks will include the reconnection of electrical services in the overall schedule of works. SA Power Networks will be required to notify customers of power outages in accordance with the requirements set out under its regulatory obligations.

Removal of redundant overhead infrastructure.

When all services are connected and changed over to the 'live' underground system and alterations to communications infrastructure are completed, SA Power Networks' overhead infrastructure can be removed. It may be possible for the removals to be staged during construction if suitable to SA Power Networks' program and work practices.

The most important aspect of removals is the changeover of the public lighting system. In many instances, the lighting cannot be installed unless the existing poles and wires have been removed. The removals are generally programmed to occur over as short a time-frame as possible utilising maximum resources. This is to ensure continuity of street lighting and minimum interruption to supply. In commercial locations, it may be necessary to complete electrical changeovers out of normal business hours. It is essential that the electrical contractor completes all associated work so there are no delays or cancellation of the work.

Where DPTI is involved in the project, there is more coordination and cooperation required ensuring that all parties involved are ready for the removals. All communications carriers must have completed their works in the agreed timeframes.

Council is responsible for reinstatement of the ground or footpath once the poles have been removed. In most cases poles will be cut off below ground level to facilitate reinstatement. Where poles are removed, SA Power Networks will temporarily reinstate the site to a safe condition for Council to follow up with its final reinstatement works associated with its streetscape plans.

Project finalisation and review.

In managing the project, SA Power Networks may engage various contractors and suppliers to carry out work on the project. Contributions towards the Council's portion of the work outlined in the PLEC funding arrangements in accordance with the Charter will be required from Council. An agreed schedule of payments, the total of which will not exceed the sums approved by the Minister, will be established between the parties.

On completion of the project, payment of a final 2:1 reconciliation sum adjusted for the full cost of any decorative public lighting may be required. SA Power Networks, Council or DPTI must send its invoice (exclusive of GST) to the responsible party within one month of the completion of the project.

A monthly report will be submitted to PLEC by the Executive Officer. It will report on the progress of the projects including planned and actual start dates, percentage of project completed and actual finish dates.

PLEC will monitor and review the project as required by assessment of the status reports received from the Executive Officer. Deliberation will be given to such things as disputes and the levels of financial expenditure with regard to accuracy of the original estimates. PLEC may report to the Minister where the project varies from the Charter or Legislation.



Section 7 - Public Lighting

SA Power Networks provides public lighting as a service to Councils. The cost of installing the required standard of lighting (in accordance with the Australian Standard AS/NZ 1158) in any proposal for PLEC funding is included as part of the overall project costs and shared on a 2:1 basis.

DPTI arterial road street lighting

DPTI is primarily responsible for lighting its arterial roads. The department, through its Road Safety Division, will nominate PLEC projects on arterial roads, to which it will direct funding, based on its road safety priority. As a general principle, DPTI will fund street lighting in the metropolitan area because of the greater safety benefit obtained on its busiest roads.

Funding of street lighting on DPTI's regional arterial roads, mostly main roads through country townships, is treated differently. Because of the funding principle noted above, PLEC seeks to install SA Power Networks' street lighting on projects on DPTI's regional roads. On written application by the Executive Officer PLEC, DPTI may grant permission for the installation of SA Power Networks' lights where it deems the location suitable.

Depending on the basis for any proposed lighting installation on DPTI's roads, the division of installation and operating costs between DPTI and Council may vary. It is Council's responsibility to negotiate such arrangements with DPTI. SA Power Networks will give regard to each project concerning the inclusion of lighting side-street intersections in conjunction with the DPTI arterial road lighting design.

Street lighting costs on PLEC projects

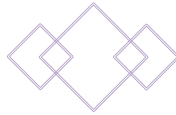
To ensure that a consistent and equitable allocation of PLEC funding is maintained, the following principles are applied with respect to SA Power Networks lighting:

1. Where replacement of public lighting assets is undertaken by SA Power Networks as part of a PLEC project, the cost of the replacement work includes standard lighting. Standard lighting infrastructure refers to SA Power Networks' range of galvanised or powder coated columns, luminaires, fittings and lamps. The cost of lighting, installed to the appropriate standard within the project scope, will be included in the overall project costs.
2. If a higher standard of lighting equipment is requested by Council, there may be a separate additional charge in addition to Council's PLEC contribution. These charges will be confirmed in writing in the project approval notification. Provision for payment will also be included in the project agreement between SA Power Networks and Council. SA Power Networks can provide examples of available lighting to Council.
3. Council may install its own lighting infrastructure. In such circumstances Council will own, install and fully maintain that infrastructure and be responsible for associated risks. Metering requirements and tariffs will need to be discussed with Council's electricity retailer.
4. Where proposed schemes include DPTI lighting or other lighting in (3) above, the cost of such lighting installations is excluded from the PLEC project cost used to determine the division of costs for PLEC funding.



5. Where a proposed scheme includes the installation of SA Power Networks' lighting infrastructure on DPTI roads (for example on regional arterial roads), the cost of lighting will be included in the overall project costs.

If a lighting layout requested by a Council incorporates SA Power Networks' standard lighting, but does not comply with the relevant road lighting standard, then SA Power Networks will require an indemnity from the relevant Council with respect to the non-compliant arrangement.



Section 8 - General Principles for Setting Priorities

To ensure a fair and equitable allocation of funding by PLEC towards undergrounding projects for the benefit of the community, guidelines have been established to assist PLEC in setting priorities.

PLEC Charter

The charter assigned to PLEC is:

“to advise the Minister responsible for the Electricity Act in relation to the preparation of programs for undergrounding work and to undertake consultations, and seek such proposals and submissions, as are required to be undertaken and sought by the Minister for the purposes of that section.

...The purpose of undergrounding work that is subject to these programs is to improve the aesthetics of the electricity network for the benefit of the general community having regard to road safety and the provisions for electrical safety pursuant to the Electricity Act 1996.”

Applications for funding

Proposals for funding are usually initiated following responses to the advertised “Registration of Interest” from one or more authorities such as Councils, DPTI or Department of Environment & Heritage etc. Proposals may also be forwarded to the Executive Officer at any time for PLEC to evaluate for possible funding.

The Local Government Authority responsible for the area involved generally makes applications for PLEC funding and Sections 4 and 5 give the steps for processing an application.

Priority of applications

In assessing whether an application should receive funding, PLEC will take into consideration the following in its assessment of the project:

- ▶ The size and characteristics of the community likely to benefit from the project.
- ▶ The significance of the area or route, such as for tourism, heritage or its symbolic value (e.g. gateway).
- ▶ Other significant factors such as recognition of a greater safety priority, the proximity to previous PLEC projects or if it is part of a staged development.

Implementation of Council’s streetscaping proposals on previously funded projects will also be a factor determining priority and consideration of funding applications by PLEC.

The following illustrates the types of projects that will be considered for funding:

- ▶ routes of high traffic volumes (eg major arterial roads)
- ▶ areas of high tourism, heritage or amenity value,
- ▶ routes of high symbolic value (e.g. gateway routes)
- ▶ areas of high concentrations of people (e.g. shopping areas, recreation areas, foreshore and coastal recreation areas)
- ▶ major through-routes in towns

PLEC funding for normal residential streets will not be considered. However, some residential areas may be an inevitable component of a scheme.

Section 9 - Legislative and Planning Requirements

The following listing of legislative and non-legislative requirements is intended as a guide to applicants preparing PLEC projects. Organisations making applications to PLEC need to confirm that the proposal does not contravene any of these requirements. It is not necessarily an exhaustive list and there may be other requirements that need to be considered.

As undergrounding involves reducing the impact of power lines on the environment, it is expected that generally these controls will have limited direct effect other than for adjacent structures.

However, where undergrounding may expose areas that are found, or known, to be of Aboriginal heritage, or excavating trenches within areas of roadside vegetation, then these requirements will need to be considered.

Legislative controls

Native and Roadside Vegetation

Subject to controls under the Native Vegetation Act, clearance is allowed where it accords with a management plan prepared by the Local Council and approved by the Native Vegetation Council.

Assistance and advice for such matters can be obtained from the Department of Environment, Water, and Natural Resources or by visiting the web site www.environment.sa.gov.au or email nvc@sa.gov.au

State Heritage Register

Registered items and areas are subject to the planning control of both the local Council and the Minister for Environment and Heritage whose permission must be obtained before undertaking any change or doing anything that may affect the character or appearance of an item.

The Heritage Branch of the Department of Environment and Heritage should be contacted regarding items of heritage significance (refer contact details below) or by visiting the web site <https://www.environment.sa.gov.au/our-places/heritage/sa-heritage-register> or email DEWNRheritage@sa.gov.au

Aboriginal Heritage

Aboriginal sites and objects are protected under the Aboriginal Heritage Act 1988. Aboriginal sites and objects include areas and items of significance to Aboriginal tradition, anthropology, archaeology or history. Aboriginal sites in South Australia are afforded 'blanket' protection under the Act whether they are recorded or not.

Contact with the Department of Aboriginal Affairs and Reconciliation is recommended. Enquire by visiting the web site http://www.premcab.sa.gov.au/dpc/departament_aard.html

Native Title

Any land on which easements may be sought, should be investigated for Native Title claims. Proposed activities or developments that affect native title may be classed as 'future acts' under the Native Title Act.

Further information on Native Title is available on the web site <http://www.nntt.gov.au/>

Metropolitan Adelaide – Regulated and Significant Tree Control

The Minister of Planning has issued a Plan Amendment Report that contains provisions relating to protection of significant trees that applies to all the Development Plans contained within the Metropolitan Adelaide area.

It should be noted that some parts of metropolitan Adelaide are also currently covered by the Native Vegetation Act 1991, which provides protection to native tree species. In these areas, regulated trees that are not protected by the Native Vegetation Act 1991 will be protected by the Development Act 1993 controls. Country areas will continue to be protected by the Native Vegetation Act 1991.

A fact sheet is available from Department of Planning, Transport and Infrastructure or by visiting the Planning SA website; www.sa.gov.au/topics/planning-and-property/land-and-property-development/building-and-property-development-applications/regulated-and-significant-trees

Electricity Act and Regulations

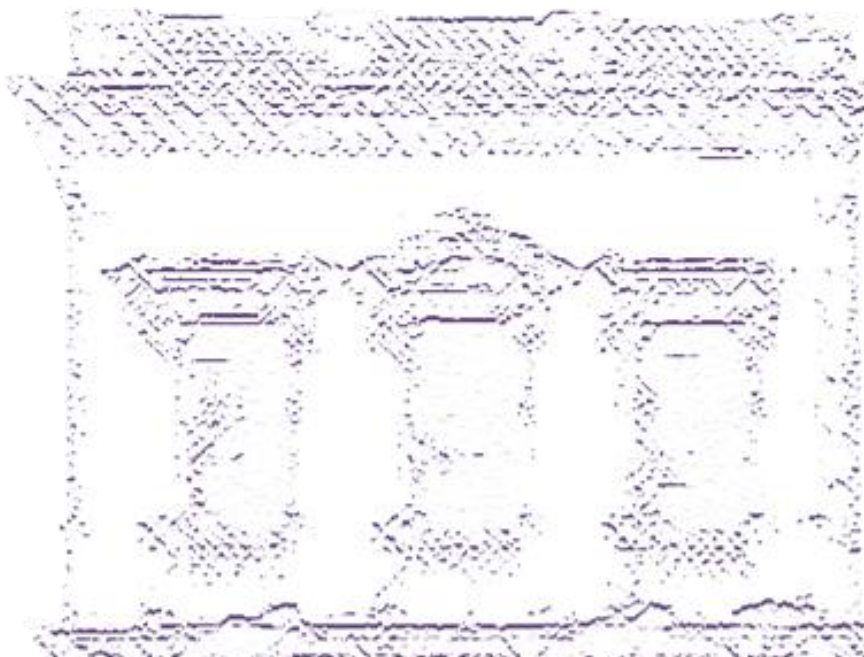
The Electricity Act and associated Regulations provide powers and duties in relation to SA Power Networks' power lines and obligations on adjacent property owners and developers. Issues covered include tenure of SA Power Networks' equipment, planting and nurturing of vegetation, safety and building near power lines.

For further information visit the Office of the Technical Regulator website; <https://www.sa.gov.au/topics/energy-and-environment/electrical-gas-and-plumbing-safety-and-technical-regulation/about-the-otr/office-of-the-technical-regulator>

Non-statutory protection

National Trust Buildings

The National Trust no longer maintains their list of heritage buildings as this role has been largely taken over by the State Heritage Register. The majority of buildings on the National Trust list are included in the State Heritage Register.



Appendix A - PLEC Charter

The Charter of the Committee is to advise the Minister responsible for the *Electricity Act 1996* (the Minister) in relation to the preparation of programs for undergrounding work pursuant to section 58A of the *Electricity Act* and (on the Minister's behalf) to undertake such consultations, and seek such proposals and submissions, as are required to be undertaken and sought by the Minister for the purposes of that section. In addition, the Committee is responsible for monitoring the progress and costs of undergrounding work which is undertaken pursuant to such programs. The purpose of undergrounding work that is the subject of these programs is to improve the aesthetics of an area for the benefit of the general community having regard to road safety and the provisions for electrical safety pursuant to the *Electricity Act 1996*.

Establishment of Committee, membership and proceedings

1. The Committee shall comprise eight members with one member representing the interests of each of the following:
 - ▶ Department of Environment and Heritage (or its equivalent);
 - ▶ Department for Planning, Transport and Infrastructure (or its equivalent);
 - ▶ tourism;
 - ▶ the Local Government Association of South Australia;
 - ▶ conservation;
 - ▶ the holders of licences issued under the *Electricity Act* which authorise the operation of transmission or distribution networks (Network Licensees); and
 - ▶ two community representatives.
2. Each member of the Committee shall be appointed by the Minister for a period of up to three years.
3. Upon the expiry of a member's term of office, the Minister may appoint the member for a further term.
4. The Minister shall appoint one of the members as Chairperson (who shall preside at each meeting of the Committee at which that person is present) and may appoint another member as Deputy Chairperson.
5. Members who are not employees of a Government department or statutory authority shall be paid fees which shall be determined by the Minister and paid by the Essential Services Commission of South Australia.
6. The Essential Services Commission of South Australia shall provide secretarial services to, and fund the operation of, the Committee (including funding the remuneration package for an executive officer of the Committee and the costs of producing the annual report referred to in clause 26).
7. A quorum at a meeting of the Committee shall consist of five members.
8. Each member present at a meeting of the Committee shall have one vote on any question arising for decision and, if the votes are equal, the member presiding at the meeting may exercise a casting vote.

9. A decision carried by a majority of the votes cast by members at a meeting of the Committee shall be a decision of the Committee.
10. The Committee shall keep accurate minutes of its proceedings.
11. Except as set out in this Charter, the Committee may determine its own procedures (including the procedures for holding meetings by teleconference).

Preparation of undergrounding programs

12. (a) In July of each year the Committee shall, by written notice, invite proposals and submissions, on behalf of the Minister, from Councils, bodies responsible for the care, control or management of roads, Network Licensees, and such other persons as the Minister considers appropriate for undergrounding work to be included in an undergrounding program to be prepared under section 58A of the Electricity Act for the six months commencing on 1 July after the date of publication of the notice. The notice must state that such proposals and submissions must be provided to the Committee no later than 31 August in the year in which that notice is published.

(b) In January of each year the Committee shall, by written notice, invite proposals and submissions, on behalf of the Minister, from Councils, bodies responsible for the care, control or management of roads, Network Licensees, and such other persons as the Minister considers appropriate for undergrounding work to be included in an undergrounding program to be prepared under section 58A of the Electricity Act for the six months commencing on 1 January after the date of publication of the notice. The notice must state that such proposals and submissions must be provided to the Committee no later than 28 February in the year in which that notice is published.
13. The Committee shall prepare and publish guidelines to assist Councils and others in the preparation of proposals and submissions for undergrounding work to be included in an undergrounding program as described in clause 12 and for the coordination of undergrounding work as described in clause 21. Such guidelines must be consistent with any guidelines which are issued by the Minister under clause 22.
14. Annexure 1 sets out an indicative timetable for the development of undergrounding programs for a financial year.
15. The Committee must consider all of the proposals and submissions received by it within the time period specified in the relevant notice referred to in clause 12 in relation to undergrounding work to be carried out in the relevant six-month period.
16. In preparing any undergrounding program the Committee must, on behalf of the Minister, consult with Councils, bodies responsible for the care, control or management of roads, Network Licensees and such other persons as the Minister considers appropriate.
17. No later than seven months before the commencement of the six-month period to which an undergrounding program is to relate, the Chairperson must provide to the Minister:
 - (a) a comprehensive summary of all proposals and submissions received by it in relation to undergrounding work to be carried out in that six-month period;
 - (b) a draft program (including a schedule) for undergrounding work to be carried out in that six-month period;

- (c) details of all consultations undertaken by the Committee in relation to the preparation of that draft undergrounding program (including the matters raised by the parties consulted and the response of the Committee to those matters);
 - (d) the cost of undertaking each item of undergrounding work included in that draft undergrounding program, as estimated by the Committee; and
 - (e) such other information as the Minister may request.
18. (a) Undergrounding work must not be included in a draft undergrounding program provided to the Minister under clause 17 unless:
- (i) the Council of each area concerned has agreed to contribute to the cost of such work as is proposed to be carried out in its area on the basis determined by the Minister; or
 - (ii) the Minister determines, in relation to that work, that the relevant Council need not contribute to the cost of the work.
- Unless the Minister otherwise determines, the basis on which a Council must agree to contribute to the cost of the work proposed to be carried out in its area for that work to be eligible for inclusion in an undergrounding program is \$1 for every \$2 of the cost of the work proposed to be carried out in its area, at the expense of Network Licensees, pursuant to the program.
- (b) Without detracting from clause 18(a), undergrounding work may also be included in a draft undergrounding program provided to the Minister under clause 17 where the Minister approves of a body other than a Council (eg. the National Parks and Wildlife Service) contributing to the cost of the works.
19. After considering the draft undergrounding program provided to the Minister under clause 17 (together with the summary of all proposals and submissions, the details of all consultations undertaken in relation to it and the estimated cost of undertaking each item of undergrounding work included in it, as provided to the Minister under clause 17) and such other matters as the Minister considers appropriate or as may be submitted to the Minister (whether by the Committee, Councils, bodies responsible for the care, control or management of roads, Network Licensees or otherwise), the Minister shall approve the relevant draft undergrounding program provided to the Minister, together with such amendments as the Minister thinks fit.
20. Once an undergrounding program has been approved by the Minister, any variation to that program may only be made in accordance with the Electricity Act and with the approval of the Committee.
21. Unless the Committee otherwise determines, the proponent of any undergrounding project which is included in an undergrounding program will be responsible for coordinating the work relating to that project (including liaising between the relevant Network Licensee and any bodies the cooperation or services of which are required to facilitate that work).
22. The Minister may from time to time, and after consulting with the Committee, issue written guidelines to the Committee which specify the nature of the projects to be included in draft undergrounding programs prepared by the Committee, the priority to be given to such projects and such other matters relating to undergrounding programs as the Minister considers appropriate.

23. Where any undergrounding work included in an undergrounding program includes work that is initiated by DPTI as part of DPTI's road reconstruction program, DPTI, the relevant Network Licensee and the relevant Council must contribute to the cost of the work proposed to be carried out in the manner specified in Annexure 2.
24. The Committee may make recommendations for the development of proposals or submissions for undergrounding work where the resultant work (for instance, tourist routes) would traverse more than one Council area and may co-ordinate that work with the Councils concerned.
25. Network Licensees which are required to carry out undergrounding work in accordance with an undergrounding program approved by the Minister must report each month to the Committee on the progress of that undergrounding work. Such reports must, if requested by the Committee, include details of the cost of that work and copies of all relevant invoices. The Committee must make a written report to the Minister if it considers any such costs to be unreasonable and must include in that report its reasons for reaching that conclusion.
26. The Committee must provide to the Minister, by 30 September each year, an annual report covering the activities of the Committee to 30 June of that year. The report must include, in respect of that year, a list of the proposals and submissions for undergrounding work considered, the undergrounding work which has been commenced and the undergrounding work which has been completed, together with details of the costs incurred in undertaking undergrounding work pursuant to undergrounding programs approved by the Minister and details of the contribution to that cost by each Council, each Network Licensee and each other body that contributed to that cost.
27. The Committee must provide to the Minister such advice in relation to matters related to the undergrounding of power lines as the Minister may request from time to time.
28. This Charter may be amended by the Minister after consulting the Committee and the Essential Services Commission of South Australia.

Annexure 1 – Indicative Timetable for the development of undergrounding programs

[The following timetable relates to the development of undergrounding programs for the financial year ending 30 June 2002, this year being chosen for the purposes of an example only.]

- July 2000 – invite proposals and submissions for undergrounding work to be included in the undergrounding program for 1/7/01 to 31/12/01 (Charter, cl.12(a)).
- 31 August 2000 – receive proposals and submissions for undergrounding work to be included in the undergrounding program for 1/7/01 to 31/12/01(Charter, cl.12(a)).
- mid November 2000 – Minister advises total cost of work to be undertaken at the expense of Network Licensees and to be included in the undergrounding program for 1/7/01 to 31/12/01. This will be an estimate because the values of the consumer price index for the March 2001 quarter (CPIx), the total cost of undergrounding work for 2000/01 (TCx) and the goods and services tax payable in relation to the undergrounding work for 2000/01 (GSTx) will not be known as at that date (see Electricity (General) Regulations 2012, reg. 44(c)).

- ▶ from September 2000 to November 2000 – the Committee considers all the proposals and submissions, prepares a draft undergrounding program for 1/7/01 to 31/12/01 and consults in relation to it (Charter, cl.15-16).
- ▶ 1 December 2000 – the Committee provides to the Minister a draft undergrounding program for 1/7/01 to 31/12/01, together with copies of all the submissions and proposals, details of all consultations undertaken and the estimated cost of each item of undergrounding work (Charter, cl.17).
- ▶ 24 December 2000 – having considered the material provided to the Minister and such other matters as the Minister considers appropriate or as may otherwise be submitted to the Minister, the Minister approves the draft undergrounding program for 1/7/01 to 31/12/01 with such amendments as the Minister thinks fit (Charter, cl.19).
- ▶ 31 December 2000 – the undergrounding program for 1/7/01 to 31/12/01 is provided to the Network Licensees that are required to undertake work pursuant to it (Electricity Act 1996, s.58A(6)).
- ▶ January 2001 – invite proposals and submissions for undergrounding work to be included in the undergrounding program for 1/1/02 to 30/6/02 (Charter, cl.12(b)).
- ▶ 28 February 2001 – receive proposals and submissions for undergrounding work to be included in the undergrounding program for 1/1/02 to 30/6/02 (Charter, cl.12(b)).
- ▶ mid May 2001 – Minister advises total cost of work to be undertaken at the expense of Network Licensees and to be included in the undergrounding program for 1/1/02 to 30/6/02. The values of “CPI” and “A” for 2000/01 will be known by this time, while the values of “TC” and “GST” for 2000/01 should be able to be estimated fairly accurately because the 2000/01 undergrounding program will have only six weeks to run until completion. In determining this cost, the Minister will need to take into account that section 58A(3) of the Electricity Act (together with reg. 44 of the Electricity (General) Regulations 2012) requires the Minister to ensure that the total cost of the work to be carried out at the expense of the Network Licensees in each financial year (as estimated by the Minister) is not less than the amount prescribed by regulation. Accordingly, any difference between the Minister’s estimate and the minimum amount referred to above (which should only result from a difference between the estimated and actual “TC” and “GST” factors) will need to be carried forward and treated as an adjustment to the analogous cost determined by the Minister (in mid-November 2001) for the undergrounding program for 1/7/02 to 31/12/02.
- ▶ from March 2001 to May 2001 – the Committee considers all the proposals and submissions, prepares a draft undergrounding program for 1/1/02 to 30/6/02 and consults in relation to it (Charter, cl.15-16).
- ▶ 1 June 2001 – the Committee provides to the Minister a draft undergrounding program for 1/1/02 to 30/6/02, together with copies of all the submissions and proposals, details of all consultations undertaken and the estimated cost of each item of undergrounding work (Charter, cl.17).
- ▶ 23 June 2001 – having considered the material provided to the Minister and such other matters as the Minister considers appropriate or as may otherwise be submitted to the

Minister, the Minister approves the draft undergrounding program for 1/1/02 to 30/6/02 with such amendments as the Minister thinks fit (Charter, cl.19).

- ▶ 30 June 2001 – the undergrounding program for 1/1/02 to 30/6/02 is provided to the Network Licensees that are required to undertake work pursuant to it (Electricity Act, s.58A(6)).

Annexure 2 – Undergrounding work initiated by DPTI

When undergrounding work is initiated by DPTI as part of DPTI's road reconstruction program, costs will be shared on the basis of:

Contributions of DPTI

- ▶ Cost of relocation of mains*
- ▶ Full cost of trenching and reinstatement, including costs of coordination, less 2/3 of trenching costs

Contributions of Network Licensee

- ▶ 2/3 of (undergrounding costs of the Network Licensee less DPTI contribution for the relocation of mains)
- ▶ 2/3 of cost of registration of easements
- ▶ 2/3 of cost of customer service alterations
- ▶ 2/3 of trenching costs

Contributions of Council

- ▶ 1/3 of (undergrounding costs of the Network Licensee less DPTI contribution for the relocation of mains)
- ▶ 1/3 of cost of registration of easements
- ▶ 1/3 of cost of customer service alterations

The Network Licensee and the Council will share the remaining costs on a 2:1 basis.

* The equivalent cost to relocate the overhead mains (which is the alternative to undergrounding), is paid by DPTI as a contribution towards the undergrounding costs.



Appendix B - Scope of Work

The scope of work covered by the Project consists of:

- ▶ Planning and design of a new underground high and low voltage distribution system including service reconnections and standard SA Power Networks' street lighting where required (standard lighting consists of lighting columns to the Australian Standard).
- ▶ Labour contract establishment and acquisition of all equipment, materials and services.
- ▶ Project and Contract Management including connection and energising of the new distribution system.
- ▶ Stakeholder communications planning including resolution of operational issues of concern to ratepayers and residents.
- ▶ Installation, connection and commissioning of all cables, plant and equipment and associated works that constitute the new electricity distribution system; including street lighting systems (but excluding DPTI Lighting Systems) by SA Power Networks or its contractors.
- ▶ All permanent reinstatement works to roadways, road verges, footpaths, driveways and gardens directly affected by the project works.
- ▶ Conversion of all existing overhead customer service connections to underground service connections between the new underground service point and the property building.
- ▶ Identifying deficiencies in the electrical installation of the property and notifying the owner.
- ▶ Removal of the redundant overhead distribution system and street lighting.
- ▶ Practical completion validation of the Project including issue of practical completion certificate.

The Project commencement date will be in accordance with the agreed schedule based on the underground construction program provided by the Minister responsible for the Electricity Act 1996. A program will be issued before commencement.

Appendix C - Costs Incurred by Parties

These guidelines have been prepared to assist all parties in identifying eligible 'in-kind' costs that can be included in the approved project budget.

Eligible costs

Eligible costs are reasonable direct project costs incurred by project participants. These costs are categorised into labour, materials and other general costs.

Labour

- ▶ Project specific hours for labour of employees attributable to the project that are included in the cost estimates submitted by participants.

Materials

- ▶ Materials reasonably used on the Project.

Contract Expenditure

- ▶ Specific contract costs eg civil work attributable to the project, which is included in the cost estimates submitted by participants.

Council Associated Costs included in PLEC portion of the work

These include costs associated with

- ▶ project labour associated with liaison/project management
- ▶ Public liaison and public relations
- ▶ Easement and survey costs

Project management costs (mainly for SA Power Networks) included in PLEC portion of the work

These include labour and overhead material costs for:

- ▶ Design and construction of the new underground network
- ▶ Contract establishment
- ▶ Project management, contract administration and site supervision
- ▶ Quality Compliance management
- ▶ Safety management
- ▶ Environmental management
- ▶ Removal of existing assets

Costs for the above are strictly limited to work attributable to the network undergrounding ie does not include communications infrastructure or private lighting schemes etc.

Ineligible associated costs

Costs prior to submission including streetscape/urban design.

Administration or consultancy costs prior to submission such as preparing an expression of interest, community surveys.

Extra costs not included in the like-for-like replacement of assets. These include extra project requirements, which are not standard equivalent design, such as decorative street light columns, network enhancements or network reinforcement (augmentation).

Value for money

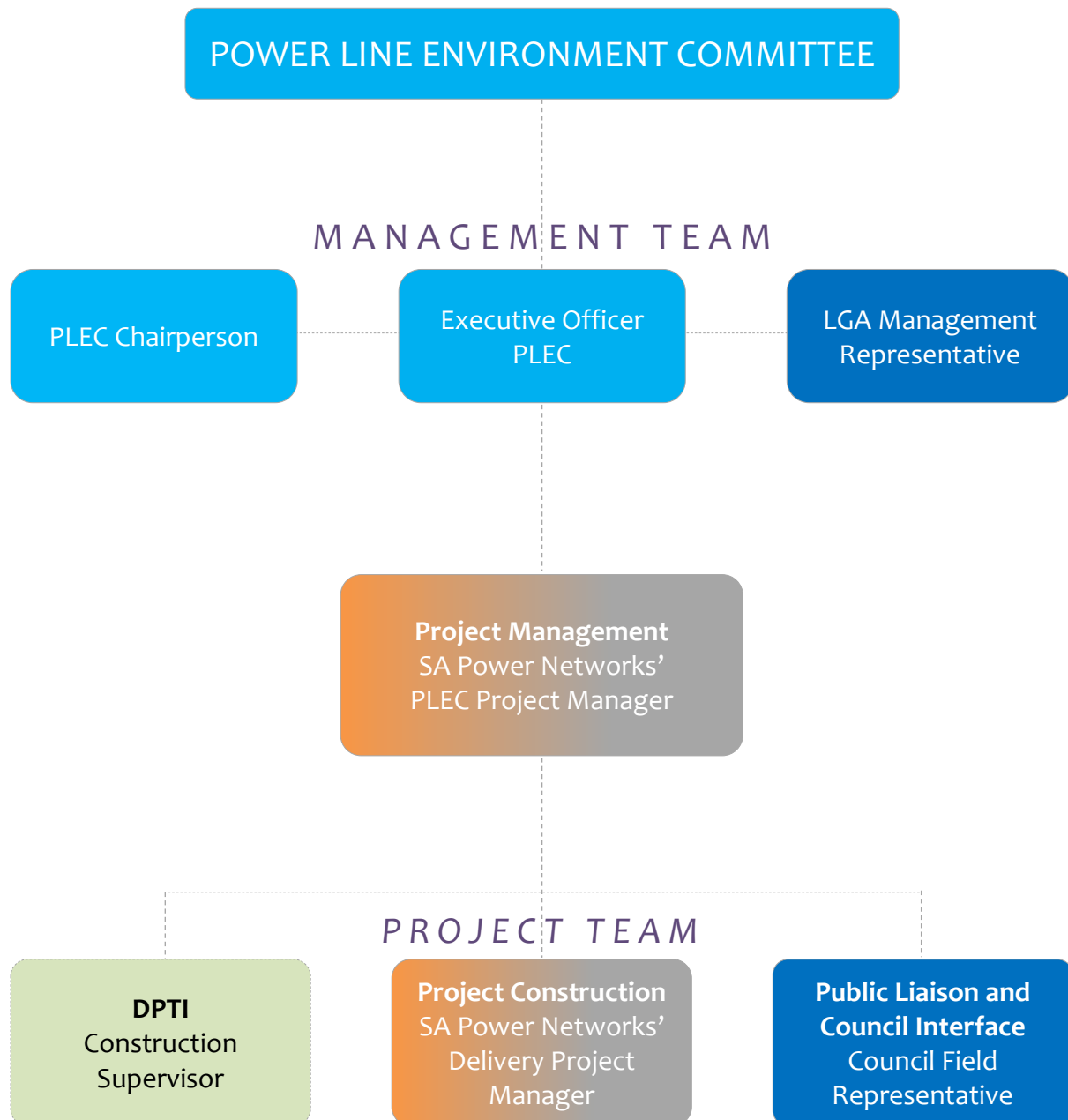
Parties are required to justify that the best value for money for components of the project has been achieved for the expenses being submitted as associated costs where alternatives are available to carry out the activity. This matter may be part of a review by the Management Team.

Relationship of associated costs to project budget.

The parties will contribute their respective shares of costs in accordance with an agreed invoicing schedule.

The associated cost provision is included in the project budget based on Council's estimates.

Appendix D - Project Team Structure



Project Roles and Responsibilities

PLEC Project Manager

- Network Design
- Develop the project construction schedule
- Coordinating overall project for completion on time
- Run project meetings
- Progressive expenditure review
- Provide reports on progress and milestones to Executive Officer PLEC
- Cost reconciliation
- Project close-out reports to Management Team where required
- Telecommunications utility notification
- Assist in program schedule planning
- Plan, prepare and issue Council payments/invoices

SA Power Networks Delivery Project Manager

- Site Supervision of overall project
- Contract Management
- Manage Contract Payments
- Material procurement, control and reconciliation
- Site safety
- Site management of Contractors (civil, electrical, streetlight if required)
- Coordination of project construction activities.
- Coordinate Telecommunications operations
- Provide reports to PLEC Project Manager on cost, progress and milestones
- Testing and Commissioning
- Environmental Management
- Allocation of resources

Council Field Representative

- Field representation of Council on Project Team
- Identify and assist in managing LGA project interface issues on site
- Carry out agreed project activities as requested by PLEC Project Manager
- Liaise with PLEC Project Manager on stakeholder management issues
- Liaise with and provide first point of contact for enquiries by residents/traders
- Coordinate TELCO alterations
- Provide “in kind” cost reports where required
- Carry out agreed project initiatives as requested by the PLEC Project Manager

Management Team

- Assessment of estimates
- Overall responsibility for the Program and Program Management
- Recommendation and advice to PLEC
- Expenditure reviews
- PLEC reports
- Stakeholder management
- Dispute resolution



POWER LINE
ENVIRONMENT
COMMITTEE
