# LUMEA CO-LO SITE ACCESS REQUEST

Email completed request to: Co-Lo.access@lumea.com.au

This Site Access Request is only to be submitted when access is required for a **Lumea Co-Location** customer. Please include a clear scope of works and any mandatory items (\*) that are required. Incomplete application will not be processed.

Minimum of 48 hours’ notice is required to approve works on site. For urgent access to a TransGrid site outside of business hours, you must call the Network Operations Centre (NOC) on 1800 370 733.

|  |  |  |
| --- | --- | --- |
|  | **Applicant\*** | **Lumea Main Customer/Licensee/Tenant\*** |
| Name |  |  |
| Company |  |  |
| Mobile |  |  |
| Email |  |  |
| Letter of Authorisation from Main TransGrid Customer attached\* [ ]  |

|  |  |
| --- | --- |
|  | **Site Details** |
| Site Name\* |  |
| Site Number |  |
| Site Address |  |
| ACMA Site ID |  |
| RFNSA Site ID |  |

|  |
| --- |
| **Access Type\*** |
| Scoping |[ ]  Maintenance |[ ]  Installation[[1]](#footnote-2) |[ ]  Site Decommission1 |[ ]  HV Tower Work[[2]](#footnote-3) |[ ]

|  |
| --- |
| Proposed Works\* |
| Site Visit (ground level) |[ ]  Electrical Inspection  |[ ]  Tower Rigging |[ ]  Climb Tower |[ ]
| Equipment Maintenance |[ ]  Add/Remove Equipment[[3]](#footnote-4) |[ ]  Swap Equipment |[ ]  Line of Site Survey |[ ]
| Excavation[[4]](#footnote-5) |[ ]  Work inside TransGrid Compound[[5]](#footnote-6) |[ ]  Work inside TransGrid Substation[[6]](#footnote-7) |[ ]  Electrical Work |[ ]

|  |  |
| --- | --- |
| Timing | Duration |
| Start Time |  | End Time |  | Hours on Site |  |
| Start Date |  | End Date |  | Days on Site |  |

# Personnel Attending Site

TransGrid’s Health Safety and Environmental Requirements for Communications Site Licensees Procedure details the requirements when accessing TransGrid communications sites. The following tables must be completed for all personnel attending site and certification must be available to provide to TransGrid upon request. Items marked (^) are to be provided as an attachment to this request.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Site Supervisor\* | Completed Online Induction^ | RF Safety Awareness Course^ | White Card^ | Police Check (<6 months old)^ |
| Name |  | Company |  |[ ] [ ] [ ] [ ]
| Mobile |  | Email |  |  |  |  |  |
| [ ]  By ticking this box I agree that I have read, understood and agree to ensure all site personnel for works/access comply with TransGrid’s Health, Safety and Environmental Requirements for Licensees Procedure.   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Attendee Name\* | Role | Completed Online Induction\* | RF Safety Awareness Course\* | White Card\* | Police Check (<6 months old)\* |
|  |  |[ ] [ ] [ ] [ ]
|  |  |[ ] [ ] [ ] [ ]
|  |  |[ ] [ ] [ ] [ ]
|  |  |[ ] [ ] [ ] [ ]
|  |  |[ ] [ ] [ ] [ ]
|  |  |[ ] [ ] [ ] [ ]
|  |  |[ ] [ ] [ ] [ ]

 \* Personnel accessing secure areas, including contractors and visitors, are to wear some form of visible identification unless personal safety is compromised during works.

# Key and Card Access Requirements

Access to TransGrid’s Communications Sites is via specific keys.

Access to TransGrid’s Communications Sites located within Substations require a key and swipe access card.

Personnel accessing TransGrid’s Sites are responsible for monitoring the work area to ensure that no unauthorised personnel are present, tailgated and unescorted.

|  |  |  |
| --- | --- | --- |
| Key Request | Yes [ ]  | No [ ]  |
| **Access Swipe Card Request** | **Yes** [ ]  | **No** [ ]  |
| Keys and/or cards are only issued to supervisory personnel responsible for the works on site. To process a request, the following must be attached with this Access Request:* Police check <6 months old^
* Photo ID^
* Passport sized photo (jpg high res format)^

Keys and cards can be picked up from TransGrid’s Wallgrove Office (200 Old Wallgrove Road, Eastern Creek NSW 2766). |

|  |
| --- |
| Method of Procedure (Step-by-Step Work Program)\*\*Non-technical description of all proposed works or actions in their natural order. |
| **1** |  | **21** |  |
| **2** |  | **22** |  |
| **3** |  | **23** |  |
| **4** |  | **24** |  |
| **5** |  | **25** |  |
| **6** |  | **26** |  |
| **7** |  | **27** |  |
| **8** |  | **28** |  |
| **9** |  | **29** |  |
| **10** |  | **30** |  |
| **11** |  | **31** |  |
| **12** |  | **32** |  |
| **13** |  | **33** |  |
| **14** |  | **34** |  |
| **15** |  | **35** |  |
| **16** |  | **36** |  |
| **17** |  | **37** |  |
| **18** |  | **38** |  |
| **19** |  | **39** |  |
| **20** |  | **40** |  |

\*\* All personnel undertaking any works on a TransGrid site must ensure sites are cleaned and maintained. All equipment is to be correctly maintained to ensure its availability and integrity when required.

1. List of TransGrid Substation Sites

## Substation Sites

TransGrid Substation sites have specific OH&S and governance requirements that may require the contractor to obtain additional specific keys and/or sit further inductions and/or be supervised when attending sites.

## Communications Sites with additional access requirements

**Maddens Plains** – need a key for front gate at the road, issued from NSW National Parks and Wildlife.

**High Range, Robertson, Ellsmore** – for any work involving cranes or heavy machinery, be mindful of the overhead power cables which crosses the access track and take appropriate care and action.

1. Application approval must be attached to this access request. [↑](#footnote-ref-2)
2. All work above the anti-climber on HV transmission towers must be performed by TransGrid. [↑](#footnote-ref-3)
3. The addition or removal of equipment requires an Approved Application to be issued by Co-Lo. [↑](#footnote-ref-4)
4. Excavation work on TransGrid’s substation sites requires an excavation permit issued by TransGrid. Depending on location, site supervision by TransGrid personnel may also be required. [↑](#footnote-ref-5)
5. Work inside a TransGrid compound may require site supervision by TransGrid personnel. [↑](#footnote-ref-6)
6. Work inside a TransGrid substation requires additional PSSR Training. [↑](#footnote-ref-7)