

**ELECTRICITY (LICENSING) AMENDMENT (MODIFIED NOTICE SUBMISSION  
PROCESS) REGULATIONS 2017**

**CONCERNING NOTICES TO BE PROVIDED FOR LARGE CONSTRUCTION SITES**

**PROPOSED AMENDMENTS**

**BACKGROUND**

Large construction projects such as Perth Stadium, high rise apartment buildings, power stations and refineries give rise to hundreds of notices that must be completed by the electrical contractor as the project progresses, delivered to the network operator to whose network the project will be connected and be managed by the network operator according to its electrical installation inspection plan.

The electrical installations of these large projects are always subject to periodic progress inspections by the network operator's electrical inspection staff as soon as building activity commences. Therefore, it is not necessary to notify the network operator before each electrical circuit and switchboard is energised.

This activity consumes a significant amount of time by the contractor and supporting staff. EnergySafety has been requested by industry to consider developing a more streamlined process that will result in a reduction of notices while retaining the integrity of the inspection process.

**POLICY**

EnergySafety has, at the request of industry, reviewed the policy regarding the submission of notices for notifiable work carried out on electrical installations. The amended policy is that if a significantly large number of notices will be generated by a project that satisfies a prescribed set of criteria, it will be acceptable for the electrical contractor to submit to the relevant network operator a reduced number of notices when key milestones are achieved as prescribed in the regulations. This will be known as the modified notice submission process.

**PROPOSED AMENDMENTS**

Preliminary notice – Regulation 51: If the project satisfies all the qualification criteria, it will be acceptable if the electrical contractor submits, to the relevant network operator, a single notice for the whole project before electrical installing work commences. The electrical contractor must indicate on the notice that it intends to use the modified notice submission process.

Notice of completion – Regulation 52: If the project satisfies all the qualification criteria, it will be acceptable if the electrical contractor submits, to the relevant network operator, a notice before the site main switchboard is first energised. Subsequently, a notice is to be submitted to the relevant network operator before each individual sub-distribution board supplied directly from the site main switchboard is first energised. Thereafter, the electrical contractor must arrange for all electrical work carried out on the load side of each of these sub-

distribution boards to be recorded in a logbook that must be kept on the site for the duration of the project so that the electrical installation inspector is able to identify the electrical installing work carried out since the last inspection.

Electrical safety certificate - Regulation 52B: If the project satisfies all the qualification criteria the electrical contractor need not submit certificates for electrical work carried out on the project.

Logbook: The logbook should record a description of the electrical switchboard, circuit or equipment, the date when it was first energised, the name of the electrical worker(s) who installed it, and the name of the person who checked and tested it. The logbook may be either hard copy or electronic and shall be retained by the electrical contractor for a period of five years after completion of the project and be available on demand by a designated inspector.

If the logbook is not maintained up-to-date at least weekly the Director may, in writing, inform the electrical contractor that the exception has been withdrawn on and from the date of the notification and all future electrical work is subject to the normal application of the regulations regarding the submission of notices.

An electrical contractor commits an offence if the electrical contractor makes an entry in the logbook that is false or misleading.

Penalty: \$50 000.

Qualification criteria: To be able to qualify for these exceptions the project must –

- a) be subject to periodic progress inspection of the electrical installation under the relevant network operator's inspection policy and plan; and
- b) be of at least 12 months duration; and
- c) have a calculated maximum demand of at least 1 MVA; and
- d) be likely to otherwise generate at least 20 notices of completion.

Application of the exceptions: If an electrical contractor intends to make use of the exceptions regarding submission of notices for a project this intent must be indicated on the initial preliminary notice submitted to the relevant network operator at the commencement of the project. The electrical contractor is expected to continue to use the modified notice submission process for the duration of the project but may, by notice given to the relevant network operator, in writing, indicate that it intends to revert to the normal application of the regulations regarding the submission of notices, commencing on a date specified in the notice.

If the electrical contractor wants to change over to the modified notice submission process for projects that commenced before these regulations commence and that satisfy the qualification criteria, this intent should be made known, in writing, to the relevant network operator and arrangements agreed by both parties as to when the change to the modified notice submission process will occur. For this case, item b) of the qualification criteria will be satisfied if the project will continue for at least 6 months after the changeover date.