



Use of Urban Utilities
Switchboard Design Drawing
Template Procedure

Contents

Version control/updates	2
Introduction	3
Process	3
Figure 1 - UU Drawing Generator Questionnaire	4
Conditions of use	5

Version control/updates

Revision	Description	Date
1	First Issue	13 th July 2023

We welcome feedback on this Procedure. Send your comments to:
DevelopmentEnquiries@urbanutilities.com.au

COPYRIGHT

This Urban Utilities Procedure and its contents (including without limitation documents, text, designs and graphics) are subject to copyright under the laws of Australia and, through international treaties, other countries. The copyright materials and other intellectual property rights in this document are owned and retained by Urban Utilities or third parties

Introduction

Urban Utilities has developed the following pump station Switchboard Design Drawing Templates to assist developers, designers and constructors in developing assets that meet Urban Utilities requirements.

SP-EE-TYP-00001	Sewage Pump Station Switchboard Design Drawing Template
WB-EE-TYP-00001	Water Booster MPC Switchboard Design Drawing Template

When requested by the designer on behalf of the entity developing the asset, Urban Utilities will generate Preliminary Switchboard Design Drawings from the Switchboard Design Drawing Templates using the site-specific information provided by the designer.

These Preliminary Switchboard Design Drawings will be used by the designer as a basis to develop the site-specific switchboard design drawings for construction.

Process

The process for generating and transmittal of the Preliminary Switchboard Design Drawing set following the request from the person or group responsible for the preparation of the design (hereafter referred to as the “Designer”) will be as follows:

1. The **UU Drawing Generator Questionnaire** (TEM797) is available to download in spreadsheet format from the Urban Utilities Developer Services website at <https://urbanutilities.com.au/development/help-and-advice/standards-and-guidelines>.

This Questionnaire contains a list of questions regarding site civil, electrical, I&C, and pump motor design information relevant to the site. This information is needed by Urban Utilities to generate the Preliminary Switchboard Design Drawing. See Figure 1 for an example of the Questionnaire.

3. On receipt, the Developer Services Design Assessment Officer will evaluate the Request and approve it to progress to the next step when the information provided is adequate.

NB If the information is insufficient, the Urban Utilities Design Assessment Officer will contact the Designer requesting further information.

4. The information approved to progress will be used by Urban Utilities to generate the Preliminary Switchboard Design Drawings for the site.

Once generated Urban Utilities will:

- a) issue the Preliminary Switchboard Design Drawings to the Designer using the agreed filesharing method,
- b) create a share folder in the file share system,
- c) place the generated Preliminary Switchboard Design Drawings set into this folder, and
- d) send the link to Designer at their nominated email address for download.

The Preliminary Switchboard Design Drawings provide the basis for the Designer to develop their design deliverable drawings for the site according to the Conditions for Use outlined in this Procedure.

Urban Utilities will allocate the site-specific deliverable drawing number for its Redeye Drawing Management System.

The Designer will ensure the site-specific deliverable drawing number is shown in the title block under Urban Utilities Drawing Number.

The Preliminary Switchboard Design Drawings issued by Urban Utilities also has an Urban Utilities version-controlled template number shown under the title block and this is not to be changed by the Designer.

Conditions of use

The use of Preliminary Switchboard Design Drawings that are generated from Urban Utilities Switchboard Design Drawing Templates is subject to the following requirements:

- a) Urban Utilities is providing the Preliminary Switchboard Design Drawings for use when designing and constructing Urban Utilities switchboard assets.
- b) The Designer must carry out the necessary investigations to confirm that the site design drawings they develop based on the Preliminary Switchboard Design Drawings are suitable for their application to the site and modify where required in consultation with Urban Utilities. The Designer must take full RPEQ responsibility for their site design.

- c) Use of the Preliminary Switchboard Design Drawings may introduce unintended risks. The Designer must manage these risks through the site-specific risk assessment and management.
- d) Urban Utilities has prepared the Switchboard Design Drawing Templates and will generate the Preliminary Switchboard Design Drawings from these on request using all reasonable care and skill. Urban Utilities accepts no liability arising from the application of the Preliminary Switchboard Design Drawings to the site design.
- e) The Switchboard Design Drawing Templates and Preliminary Switchboard Design Drawings generated from these templates show general switchboard dimensions and arrangements. This is a guide only with the intention that switchboard builders will innovate and optimise switchboards on a site-by-site basis to comply with AS/NZS 61439-1 and ensure the assets are fit for purpose i.e., double sided versus single sided switchboards etc. There remains, however, a strong Urban Utilities preference for commonality of general arrangements among switchboards within the same asset type.
- f) Where a deviation from the functionality provided for in the Preliminary Switchboard Design Drawings, or deviation from the Technical Standards specified for the site, is proposed by the Designer, then a Request for Deviation from Technical Standards must be submitted to Urban Utilities Design Coordinator according to the Developer Services Design Variation Process and must be identified within the Preliminary Design Report/Design Report.
- g) Urban Utilities preference is for the standard code to remain unchanged. Any change in functionality which results in changes to the standard code will only be accepted by Urban Utilities in exceptional cases.
- h) Where agreement to the Deviation is obtained in writing from Urban Utilities then the Designer must prepare the alternative design drawing incorporating the Deviation that complies in every other way to the functionality provided for in the Preliminary Switchboard Design Drawings and the Technical Standards specified for the site.