



Powercor Australia Ltd
ABN 89 064 651 109

Guidelines

Recognition of Contractors Customer Initiated Augmentation Works (CIAW), Option 2

Document Administrator: Ian Wilbraham	Nominated Approver: Jan Needham
Document no: JEQA4UJ443MT-197-16	Issue date: 18/9/18 Page 1 of 8

1. INTRODUCTION

This guideline provides the background to contestable works in Powercor and the process for contractors to apply for recognition of the categories they are seeking.

2. CONTESTABILITY

Choosing who does the work

In the Powercor distribution area, when a development requires connection to the distribution system, the customer is responsible for arranging and funding the electrical distribution works, including the connection to the Powercor distribution system. The customer has the choice of who is engaged to undertake the work but Powercor undertakes the final connection to the distribution system. Powercor has a list of service providers from which the customer can choose to complete the contestable work. Any project where a customer chooses to use one of these service providers is referred to as an Option 2 project.

There are many tasks involved in making electricity available to a development. The tasks can be divided into Contestable Services and Non Contestable Services

Contestable Services

These are the tasks that can be completed by Powercor or any Powercor approved Service Provider. Generally the tasks involve:

- Project Management
- Designs for Underground Residential Subdivisions
- The construction of new assets which includes the provision of materials and as built plans

The cost of Contestable Services will depend on a number of variables, including:

- The distance needed to extend our lines to the property;
- Avoiding trees or overcoming objections from third parties;
- The type and size of equipment used to provide the amount of electrical supply requested; and
- Meeting regulatory requirements, such as those applied by the Department of Environment, Land, Water and Planning and local Councils.

Document Administrator: Ian Wilbraham	Nominated Approver: Jan Needham
Document no: JEQA4UJ443MT-197-16	Issue date: 18/9/18 Page 2 of 8

Non Contestable Services

There are some tasks called 'Non Contestable Services' that only Powercor can complete, such as:

- System design and planning requirements
- Electrical design plan approval
- Updating Powercor records
- Augmentation works on Powercor's existing distribution system to provide the contracted electricity supply amount to the installation.
- Works that need to be completed on Powercor's existing power lines
- Tie in of contestable work to Powercor's distribution system

If any of the tasks required to provide electricity supply to a development are identified by Powercor as Contestable Services, we will ask the customer to choose, whether they wish for Powercor or a Service Provider to complete these tasks. Tasks that are Non Contestable Services can only be completed by Powercor.

Document Administrator: Ian Wilbraham	Nominated Approver: Jan Needham
Document no: JEQA4UJ443MT-197-16	Issue date: 18/9/18 Page 3 of 8

3. CONTESTABLE WORKS - RECOGNITION CATEGORIES

Powercor maintains and publishes a list of “recognised” contractors known as the “*Recognised Contractors List*” for Customer Initiated Augmentation Works.

To gain recognition by Powercor, the customer (or Project Manager on behalf of the customer) shall submit documentation to support the capability of the Project Manager and all Subcontractors in their skill category.

3.1 Table 1

The following categories of recognition are available:

Project Manager or Principle Contractor

PM1	Project Manager, Minor
PM2	Project Manager, Major

UNDERGROUND WORKS		OVERHEAD WORKS
--------------------------	--	-----------------------

Design Contractors

U2	Reticulation Designer		O2#	Line Designer
U3	Reticulation Draftsperson		O3#	Line Draftsperson
U4	Public Lighting Schemes - Design		O4#	Line Survey
			O5#	Public Lighting Schemes – Design

Construction Contractors

U5	Cable Laying/Handling		O6	Substation/transformer Installation - ground type
U6	LV Cable Jointer		O7	Substation/transformer Installation - pole mounted
U7	HV Cable Jointer		O8	Linesperson for work on LV.
U8	Substation installation (Kiosk)		O9	Linesperson for work on HV.
U9	Cable Testing (U9L - LV, U9H - HV, U9B - both)		O10	Public Lighting Schemes - Construct
U10#	Cable Detailing			
U11	Linesperson for work on LV.			
U12	Linesperson for work on HV.			
U13#	Substation Installation - Indoor and ground type			
U14	Public Lighting Schemes - Construct			

not available for new applications

Document Administrator: Ian Wilbraham	Nominated Approver: Jan Needham
Document no: JEQA4UJ443MT-197-16	Issue date: 18/9/18 Page 4 of 8

NOTES:

Project Management

All projects must have a Project Manager who is appointed by the customer. The Project Manager can be the customer's electrical contractor, principle contractor, civil consultant or any other party that has been assessed and recognised by Powercor.

PM1: Project Manager, Minor

Nominated by the customer/client for minor type projects –

- underground and/or overhead reticulation up to 22kV for a single customer with a load up to 500kVA
- underground and/or overhead reticulation up to 22kV for a domestic/commercial/ industrial development up to 5 lots but excludes any staged developments

PM2: Project Manager, Major

Nominated by the customer/client for both minor (as above) and major type projects –

- underground and/or overhead reticulation up to 22kV for a single customer where the load exceeds 500kVA
- underground and/or overhead reticulation up to 22kV for a domestic/commercial/ industrial developments for 6 or more lots including all staged developments

4. REQUIREMENTS FOR CONTRACTOR RECOGNITION

Recognition of each Contractor will be based primarily on the following elements.

4.1 Skills & Competency of Personnel

Use of personnel who have completed recognised training courses, with appropriate refresher training, in each skill category is required.

An approved Trainer may be able to provide appropriate courses to assist in the recognition of Contractors. It is anticipated that an approved trainer/s would be made available through the TAFE system, and where possible, independent of Supply Utilities.

4.2 Record of Past Performance and Experience

The past performance and experience of the applicant will be considered.

Where an applicant has not been previously approved by Powercor it is recommended that the applicant seek advice as to the adequacy of their capability in each category being applied for.

Where acceptable training or sufficient skills can be demonstrated without satisfactory evidence of past performance the applicant may be recognised, subject to Powercor providing additional checks on their quality assurance process through site inspections, to allow the applicant establish his capability and develop his quality system.

Document Administrator: Ian Wilbraham	Nominated Approver: Jan Needham
Document no: JEQA4UJ443MT-197-16	Issue date: 18/9/18 Page 5 of 8

4.3 Quality Systems

The Quality System is the documented organisational structure, responsibilities, procedures, activities, capabilities and resources which collectively provide effective project control.

Any Quality System certification currently held by either the Project Manager or proposed Subcontractors to Australian Standard may be acceptable if issued by a nationally recognised 3rd party authority, e.g. Standards Australia and the system meets project requirements.

Written approval of the Contractor's Quality System is required to be granted by Powercor prior to commencement of any of the project works. The Project Managers and Contractors Quality Systems may be compliance audited without notice during the term of the project.

Where the Contractor elects to sub-contract any of the works, the Contractor is responsible to ensure the preparation and implementation of adequate controls used by all Subcontractors such that the Contractor's Quality System requirements are complied with.

Where the Contractor directly carries out any project works, he shall also comply with, and be subject to requirements stated in this document applicable to any Subcontractors.

All quality related records including details of the above shall be retained by the Contractor for a period of 7 years.

.

Document Administrator: Ian Wilbraham	Nominated Approver: Jan Needham
Document no: JEQA4UJ443MT-197-16	Issue date: 18/9/18 Page 6 of 8

5. INFORMATION TO BE PROVIDED

Complete and sign an application form and provide information as detailed.

1. Company Details:

Company profile, postal address, telephone contact and e-mail of nominated contact.

2. Categories:

Request for recognition to specific categories in which the applicant seeks recognition.

3. Skills & Competencies:

Provide details for each skill/competency category for all employees associated with this application.

- Recognised training courses and refresher training for employees, minimum skills required by the contractor for employees and the refresher training process and or program
- Past performance and experience of the Contractor in each skill category

4. Key Personnel:

The name and resume of key personnel involved.

Key personnel includes:

- Managers, Supervisors and team leaders
- Single person specific skills, e.g. where one person undertakes all design work
- Partners and Directors of companies where the Partner or Director is directly involved in the performance of the work

5. Health & Safety Plan:

Provide a copy of the company's current Health & Safety Plan.

6. Quality System:

Provide details of your company's quality system.

7. Sub – Contractor:

Where the contractor intends to use a sub-contractor to perform any activity the same details will be required from the sub-contractor.

The Registering Officer is:

Title **Field Audit and Quality Manager**
Location 72 Roseneath Street , North Geelong, Victoria
Postal P.O. Box 185
Address Geelong, Vic, 3220
Email fieldauditandquality@powercor.com.au

Document Administrator: Ian Wilbraham	Nominated Approver: Jan Needham
Document no: JEQA4UJ443MT-197-16	Issue date: 18/9/18 Page 7 of 8

6. TERMS & CONDITIONS

Access to the Technical Standards

If you do not have access to our Technical Standards you will need to arrange access by opening the link to our website <https://www.powercor.com.au/working-with-us/suppliers/technical-standards-and-work-practices/> and follow the instructions.

Annual Review:

The “recognition” of contractors and continuance on the *Recognised Contractors List* is reviewed annually. The review is initiated by Powercor and based on a re-submission of the details required for Recognition.

Performance of Contractors

A contractor will be removed from the *Recognised Contractors List* for poor performance. Powercor will remove any contractor from the list who repeatedly fails to comply with the specifications provided by Powercor.

Although the contractors are engaged by the customer and the customer incurs the cost of their contractors not complying with the specifications provided, the long term interest of all customers connected to the Powercor distribution system requires Powercor to maintain minimum standards. Contractor recognition is part of ensuring the minimum standards are maintained.

Appeal Process

Where a Contractor has been refused recognition or removed from the *Recognised Contractors List* following a review, the Contractor has an appeal process available. The Appeal will be to the General Manager Electricity Networks at Powercor.

Powercor's Quality Assurance Process

Powercor reserves the right to carry out audit/observation of design and construction activities and audits of the quality systems and their implementation, and of documentation submitted, at any time.

Auditing by Powercor does not relieve the customer or the customers' contractor of their responsibility regarding compliance with Powercor specifications.

In carrying out audits, Powercor will not unreasonably cause delays to the customer's works program. Should observations or a quality audit reveal deficiencies in the quality system, or undocumented non-conformance, then Powercor will verbally advise the customer or their agent as soon as practicable and follow up with written advice.

It is the customer's responsibility to ensure that any deficiencies are rectified to the satisfaction of Powercor. If surveillance and audit reveals nonconformity's, Powercor may at its discretion charge a field **Audit Fee** to the customer for additional audits.

Document Administrator: Ian Wilbraham	Nominated Approver: Jan Needham
Document no: JEQA4UJ443MT-197-16	Issue date: 18/9/18 Page 8 of 8