



Warning: Printed copies of this document not in an official Manual MAY NOT BE THE LATEST. The most up-to-date version is located on the Intranet.

Customer Initiated Augmentation Works Project Manager

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1.0 Introduction

In the Powercor distribution area, when a development requires connection to the distribution system, the customer is responsible for arranging and funding the 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 publish a list of recognised contractors from which the customer can choose. Any project where a customer chooses to use recognised contractors is referred to as an Option 2 project.

One of the recognised tasks is Project Management. Every project must have a Project Manager who is appointed by the customer at the initial request to Powercor for an offer of supply. The notification of the appointment of the Project Manager is via the Contestable Works Agreement. An application can be made via mySupply on Powercor's website.

The Project Manager can be the customer, electrical contractor, principle contractor, civil consultant or any other party that has been assessed and accredited by Powercor as competent to perform the Project Manager role. The customer is to engage a Project Manager and notify Powercor of their selection on the contractor notification form.

The Project Manager is responsible for the overall project management and is required to document, implement and maintain a Quality System which provides effective control of all activities involved in the project. For major developments an overall project management plan will be required, which incorporates the installation and coordination of any utility and infrastructure requirements. It is expected that the electrical reticulation infrastructure requirements, will be incorporated within this plan and be managed by the recognised Project Manager.

Note: A development where the customer requests Powercor to complete all the works (contestable and non contestable) is referred to as an Option 1 project, and a Project Manager must be appointed. The same conditions in relation to Project Management will apply, however the responsibility for some of the tasks may vary

2.0 Purpose

The primary purpose of Project Management recognition is to ensure that contractors involved in the management of the design and construction of electrical infrastructure on behalf of the customer, which becomes the property of Powercor have the necessary skills and systems in place to deliver a project that conforms to all standards and is completed in a timely manner. We also require that there is a single point of contact with Powercor for all matters relating to the activities of the project.

3.0 Categories – Project Management Roles

- **Project Manager Minor (PM1)**

Nominated by the customer/client for minor type projects –

- All Single Customer Projects with loads less than 500kVA.
- All Subdivision Developments of 5 lots or less but excludes any staged developments.

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- **Project Manager Major (PM2)**

Nominated by the customer/client for major type projects –

- All Single Customer Projects with loads greater than 500kVA.
- All Subdivision Developments of greater than 5 lots, including any staged developments.

4.0 Tasks - Project Management

The Project Manager will be required to follow the Powercor documented process for CIAW projects and -:

- Submit a project plan of the development that clearly identifies the electrical infrastructure component. The plan should be reviewed and updated regularly.
- Facilitate and make all contact with Powercor on behalf of the customer/client, this may also include the Powercor offer for connection services.
- Ensure that all assets ultimately connected to the Powercor Network System conform to the required technical standards and regulations.
- Ensure that the following process steps are completed:
 - System planning scopes are requested
 - The electrical design plan is approved
 - Approval from other authorities (e.g. RMA, Council Public Lighting Approval, communications, gas, water etc)
 - The tie in requests are submitted
 - As built plans are completed
 - All relevant successful Network compliance audits are completed
 - Any non conformances are managed
 - The Powercor Personnel Safety & Electrical Asset Completion Notice has been Submitted
 - All relevant test results are submitted
 - Coordination of all key stakeholders (electrical contractor, road contractor, Telstra etc)

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5.0 Key Process Steps

The attached process steps provide the interface between the Project Manager and Powercor. This can be used as a guide to assist the Project Manager in managing the project on behalf of the Developer. Copies of standard forms and test sheets that must be used are included for reference only. The most up-to-date versions are available on the Intranet.

Summary of attached documents




No	Name	Doc No	Purpose
1.	Open Trench Audit Report	JEQA4UJ443MT-160-149	Check list of items to that should be included in the stage audit.
2.	Tie In Request	PCA4143.D6	Provide details of tie in date. Date can be updated as project progresses but must be submitted with 15 minimum business days prior to the submission of the Personal Safety & Electrical Asset Completion Notice
3.	Field Audit & Quality - Submitting a Salesforce Option 2 Network Final Audit Request (PM1 & PM2)	JEQA4UJ443MT-197-11	Form to be completed and submitted online via Powercor website when requesting a final Network compliance audit
4.	HV Cable test report	06-F459	Details of results from HV cable tests
5.	LV Cable test report	06-F460	Details of results from LV cable tests
6.	Public Lighting Earth & Polarity test report	03-F570	Details of results from Public Lighting tests
7.	Transformer Kiosk – test report	06-F462	Details of Transformer tests
8.	Underground as Constructed Joint Details	12-15-F0032	Identification of Jointer and Joint details
9.	Distribution Plant – HV Metal Clad Switchgear Test Report	06-F456	Details of Metal Clad Switchgear tests
10.	Final Network Compliance Audit Report	NA	Report of findings from the final Network Compliance audit. Generated via Salesforce.
11.	Certificate of Practical Completion (COPC)	JEQA4UJ443MT-160-87	Declaration that construction has finished, there is no further access to the assets by the Service Provider and assets are ready for Tie In

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Key process Steps

Project Manager	Document/Form	Powercor	B Days
Appoint Project Manager	Contestable Works Agreement →		
Request conditions for overall plan of total development	Plan of subdivision with staging order →	Prepare Overall Estate Network planning scope.	
	Overall Estate Network Planning Scope ←	Forward Overall Estate Network Planning Scope to Project Manager	30 days
Request conditions for individual Stage	Plan of subdivision →	Prepare Network Planning Scope for Stage.	
	Planning Scope ←	Forward Planning Scope to Project Manager	30 days
If staging order changes from original request then it will need to be re-submitted	Plan of subdivision with revised staging order →	Prepare revised Overall Network planning scope.	
	Overall Estate Network Planning Scope ←	Forward revised Overall Estate Network Planning Scope to Project Manager	30 days
Submit electrical design	Electrical Design Drawings →	Complete plan approval process	30 days
	Approved Electrical Design Drawings ←	Return approved Electrical Design	
	Augmentation Agreement ←	Prepare offer and contracts based on approved plan	20 days
Accept offer & return	Signed Augmentation Agreement →		20 Days expiry
	Invoice ←	Invoice Developer and send acceptance letter with copy of signed Augmentation Agreement.	
Make payments once invoice is received from Powercor			
Complete civil works and electrical works			
Arrange open trench audit and forward to Powercor via Salesforce	Complete Open Trench Audit	Arrange open trench audit for the completion of the construction tie-in file	
Arrange for As-built drawings to be submitted for approval by Powercor	As-built drawings	Forward As-built drawings to Closeout (TR&DS) team and gain approval	5 days
		Forward copy of Approved As-Built drawings to Project Manager	1 day
Arrange final Network Compliance audit	Network compliance request & As built drawings Staged Audit Results →		10 days' notice
Complete all tests	As published →		
Submit COPC completion notice, including test results and audit reports	COPC →	Review for consent (as required)	
	Letter of consent ←	Issue letter of consent	2 days

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Rectify non-conformances.		Any non-conformances found within 30 days submit a cancellation of COPC.	
Resubmit new COPC with revised dates and test reports.		Schedule tie-in	20 days
	Notify customer that works have been Tied – In 	Complete Tie-in – Generally up to 6 weeks	
Submit HV and Network Contribution requests (if applicable)	HV Rebate Form & Network Contribution tax invoices	Register Rebate requests and process	
	Rebate cheque 	Process any rebates	

6.0 How to Contact Powercor Australia LTD

How to contact Powercor

Powercor's Customer Contact Centre: Phone 132206

Email inquiry: info@powercor.com.au

If you require assistance to complete your online application, call Powercor's Customer Contact Centre on 132 206.

Alternatively, visit our Internet Site at www.powercor.com.au and click on the 'Upgrade or extend the network with mySupply' on the Home page.