

12th September 2002

«Mr»  
«Name»  
«Address»  
«Town» «Postcode»

Dear «Salutation»,

I last wrote to you in July, about some changes to our process and it is opportune to provide you with an update of the compliance audit process, labelling requirements, the introduction of new Kiosk substations to Powercor and letter of consent.

## 1. Compliance Audit

In our last bulletin you were provided with a flow chart of the Powercor Compliance Auditing Process together with an audit request form. To enable efficient scheduling of all audit requests across Powercor, the following must be observed.

- The audit should be conducted within 5 working days of receipt of request (including all necessary information) or by the agreed date if greater than 5 days. The request for an audit is to be in writing or E Mail/fax direct to the auditor. It is unreasonable to expect that an auditor is available at short notice, however good planning by the requestor will result in the audit being conducted when required. Please allow in you planning, 5 working days as lead time when requesting an audit.
- The auditor will advise the requestor and the Powercor Project Manager of the audit result summary within 24 hours of completion of the audit.

Please note the change of e-mail address for Health & Safety Auditing Pty Ltd

<b>Auditor</b>	Distribution Auditing Services Pty Ltd	Health & Safety Auditing Pty Ltd
<b>Name</b>	Peter Gillham	Colin Snowden
<b>Address</b>	PO Box 1155 Bairnsdale Vic 3875	215 Richards St Ballarat Vic 3350
<b>Phone</b>	0419 889 616	0438 250 718
<b>Fax</b>	03 5156 4805	03 5338 7329
<b>E – Mail</b>	<a href="mailto:Das@net-tech.com.au">Das@net-tech.com.au</a>	<a href="mailto:1safety@tpg.com.au">1safety@tpg.com.au</a>

## 2. Signage and Labelling

The fundamental requirement is that all labels must be installed prior to the final Network compliance audit being undertaken. All labelling and signage is to form part of the compliance audit

The recognised contractor is to arrange for the manufacture and fitting of all labels to Powercor Technical standards for any option 2 work that they complete. This would include all naming conventions, however Powercor would check and approve the naming at the time of plan approval.

Powercor will advise you of the LIS pole numbers for any new distribution and public lighting poles. This will require prior council approval of the public lighting design in order for Powercor to allocate the LIS numbers at the time of plan approval. The recognised contractor will arrange for the manufacture and fitting of all LIS pole numbers to the Powercor signage

and labelling standards. The LIS pole numbers can be manufactured in a single piece provided the materials, colour and size adhere to the current standards for LIS numbers, Powercor will update the standards in the near future to show this alternative option.

For your information the table below contains a list of companies that Powercor have used to provide label-making services.

Location	Name	Phone	Fax	E mail
Ballarat	Ballarat Engraving Services	5341 8172	5341 2449	<a href="mailto:bes@netconnect.com.au">bes@netconnect.com.au</a>
Bendigo	McIntosh Signs 221 Breen Street Golden Square Vic 3555	5441 1005	5441 1204	<a href="mailto:Mail@mcintoshsigns.com.au">Mail@mcintoshsigns.com.au</a>
Geelong	Walker Signs	5222 6501	5221 8790	<a href="mailto:sales@walkersign.com.au">sales@walkersign.com.au</a>
Sunshine	Walker Signs	5222 6501	5221 8790	<a href="mailto:sales@walkersign.com.au">sales@walkersign.com.au</a>
Warrnambool	Lifetime Trophies	5561 1124	5561 1124	<a href="mailto:lifetime@standard.net.au">lifetime@standard.net.au</a>
Mildura	AV Trophies Pty Ltd	5023 0746	5023 6991	N/A
Shepparton	Shepparton Trophy Centre	58314345	58217109	<a href="mailto:gvpb@bigfoot.com.au">gvpb@bigfoot.com.au</a>

The above changes for signage and labelling will be effective for any projects constructed from 1<sup>st</sup> November 2002.

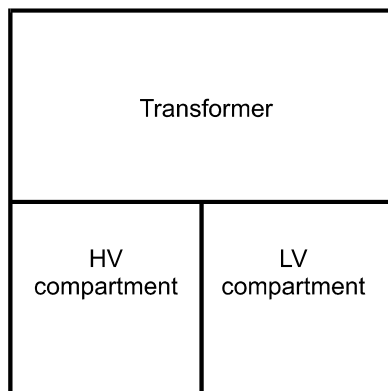
### 3. Kiosk Substations

Powercor have introduced new standards for Kiosk substations. The following are some of the main changes for Kiosk substations for new installations. Full details can be found on the Powercor Intranet.

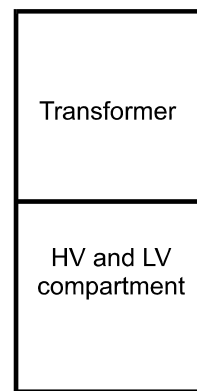
Powercor's standard range of kiosk transformers has both the HV and LV compartments accessible from the front, ie. side by side as shown in Figure 1. The front elevation and box culvert foundation is shown in Figure 2

For 200 kVA kiosk substations and above the HV compartment is on the left side when looking at the front of the kiosk, with the LV compartment on the right. For smaller substations of 100 kVA and below, the HV and LV compartment are combined.

Kiosk Substations 200kVA and above



Kiosk Substations 100kVA and below



Operational Access

Operational Access

Figure 1 - Typical Layout of Kiosk Substation

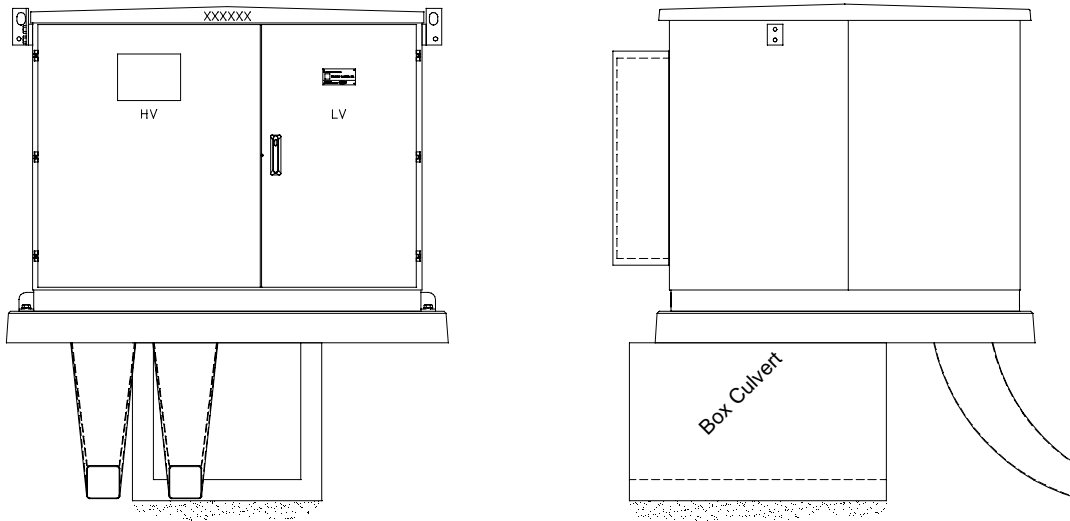


Figure 2 - Box Culvert Foundation System (200 to 2000kVA)



Photo showing front of Kiosk including bearing slab.

Access is required at all times to front for operational requirements.

### 3.1 Reserve Size

The front of the kiosk should be located at the road reserve, as shown in Figure 3. The reserve required for the substation is the size of the kiosk and a 1.2m boundary surrounding the substation lot (as shown in Figure 3). These new requirements should be used to register the reserve on the plan of subdivision.

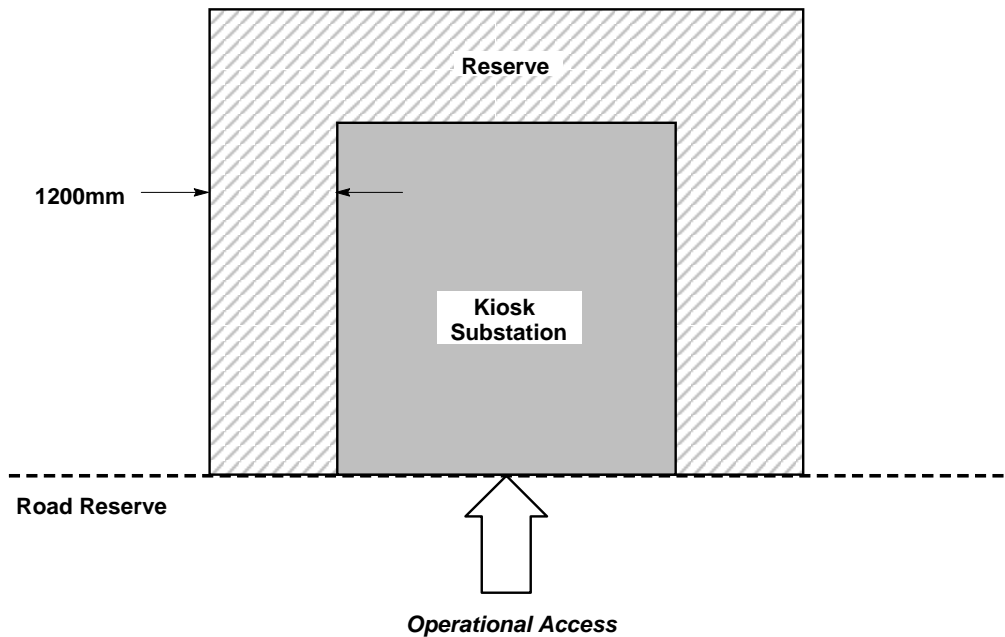


Figure 3 - Kiosk Substation Reserve Size

The approximate size of the reserve for full capacity substations is given in Table 4.

Table 4 - Kiosk Reserve Requirements			
Phase	Rating kVA	Reserve Size	
		Width (mm)	Depth (mm)
3	200 - 1000	4100	3000
3	1500, 2000	TBA	TBA

#### 4. Tie In and Letter of consent

Powercor have received many requests for a letter of consent to be issued at various stages during the construction of subdivisions. I wish to make clear that the issuing of a letter of consent from Powercor to the council as part of the statement of compliance process will only occur after the receipt of a satisfactory audit for that stage of the subdivision in question. Powercor will not accept bonding as an alternative procedure to the above requirement.

Should you wish further information please contact Colin Jenkins on phone 5327 2360

Enc:

Tie in and letter of consent, flow chart  
Audit request form

Yours faithfully

Mick Belcher  
Network Connections Manager  
Powercor Australia Ltd.