
Application for installation of decorative devices on AusNet Services assets

Standard Operating Procedures

Document number	30-2830A
Issue number	8
Status	Approved
Approver	B Colavizza
Date of approval	4/8/2014

Application for installation of decorative devices on AusNet Services assets

Application Form

Complete this form for the attachment of banners, flags, streamers, bunting or any other temporary decorative device to AusNet Electricity Services Pty Ltd poles.

This Application forms part of the agreement between AusNet Electricity Services Pty Ltd and:

Company Name: _____ **ABN:** _____

Applicant Name: _____

Address: _____

If this application is made on behalf of another body or person other than the Applicant, please provide details of that other body or person. AusNet Electricity Services Pty Ltd will not accept an application unless made by the relevant municipal council.

Name: _____ **ABN:** _____

Address: _____

Reason for the Application/Name of Event:

Location(s):

Your Representative who will affix / remove the devices is:

Name	Training Date of the TAFE Gippsland Electrical Distribution Course

Proposed Date of the Banner: _____

Proposed Date of Removal of the Banner: _____

Application for installation of decorative devices on AusNet Services assets

Please attach the following with this Application:

1. A Certified Design prepared by a Registered Mechanical Engineer showing attachment details and layout for proposed Banner

Engineer's Name: _____ ABN: _____

Address: _____ Phone No: _____

design attached

2. Current Certificate of Currency for Public Liability Insurance. certified copy attached

3. Council/Vic Roads Approval to decorate the streetscape permit attached

4. Fee

Number of poles	Fee (GST Ex)
0 - 10	\$520
11 - 30	\$750
31 plus	\$980

Applicant's Signature:

Applicant's Name

Date: _____

Application Submission

Applications and fee payable to be forwarded to:

AusNet Electricity Services Pty Ltd
Customer Projects
8 Beaconsfield Avenue
BEACONSFIELD VIC 3807
Tel: 1300 360 795 Fax: 03 9238 6447
 e-mail: supplyrequest@ausnetservices.com.au

Application for installation of decorative devices on AusNet Services assets

Approved Electrical Contractors

If the Applicant does not have trained and competent personnel to attach the Banner in accordance with this agreement, the Applicant will engage an AusNet Electricity Services Pty Ltd accredited electrical contractor from the list below:

Ace Energy Services	185 Liverpool Road Kilsyth Vic 3137	03 9736 1366
Armstrong Handyman Maintenance Services	56 Swann Road Alexandra Vic 3714	03 5772 2407 0419 391 543
Construction Line Electrics Pty Ltd	67 Broderick Road Carrum Downs Vic 3201	0418-346-782
Electrical Resource Providers	P.O Box 132 Golden Square Vic 3555	03 5442 8900
Electrix Pty Ltd	PO Box 2206 Spotswood Vic 3015	03 9399 4688
Electrix East Pty Ltd	16 Purton Road Pakenham Vic 3810	03 5941 4241
Jemena Asset Management	610 Heatherton Road Clayton Vic 3168	03 8544 9000
Powerline Constructions	7a Snell Grove Pascoe Vale Vic 3044	03 9306 9822
Laser Electrical	PO Box 73 Swifts Creek Vic 3896	03 5159 4292
Tarraelectrics Pty Ltd	158 Commercial Road Yarram Vic 3971	03 5182 6377
Tenix Alliance	Project Manager	03 9238 6348 0419 612 608
Thiess Services Pty Ltd	1/422 Warrigal Road Heatherton Vic 3202	03 9552 2700
Trimmer Tree	33 Storey Street Wonthaggi Vic 3995	03 5672 5393
Utility Services Corporation Ltd	42 Koornang Road Scoresby Vic 3179	03 9730 7788

This list may change from time to time. For any further information concerning accredited contractors please contact the AusNet Electricity Services Pty Ltd Customer Projects centre.

Additional Information for the Applicant

Within the AusNet Electricity Services Pty Ltd distribution network area there are several other organisations that own poles. The applicant must determine the ownership of poles selected for banner placement. For example, VicRoads own traffic light poles and many of the steel lighting poles that are located on main roads.

Licence Terms and Conditions to Attach Banners

This document, together with the completed licence application (the “**Application**”) jointly form the “**Agreement**” which sets out the terms and conditions upon which AusNet Electricity Services Pty Ltd (ABN 91 064 651 118) (“**us/we/our**”) will permit you, the applicant named in the Application (“**you/your**”), to affix your Banner to certain equipment or land owned, leased, licenced or otherwise lawfully occupied by us. By signing the Application you accept the terms and conditions of this Agreement.

The Agreement will commence on the Proposed Date of Attachment as defined in the Application, or, if left blank on the date the last party to sign the Application does so and will continue until the Proposed Removal Date defined in the Application unless terminated earlier in accordance with this Agreement.

In this Agreement:

“**Banner**” means your banner, flag, bunting, streamer or any other decorative device, together with the banner’s supporting bracket (as applicable).

“**Distribution Network**” means any electrical distribution network in Victoria that transmits up to 22,000 volts.

“**Pole**” means our poles, supporting structures and associated structures (or any one or more of them) together with any other equipment specified in the Application.

“**Site**” means the location of the Pole.

1. Licence

Under this Agreement we grant you a licence to:

- a) attach the Banner to the Pole;
- b) attach or construct the Banner at the Site, and
- c) enter the Site, only for the purpose of attaching and maintaining or removing the Banner, all in accordance with this Agreement and any directions or requirements we may issue.

2. Directions Given By Us

Without limiting any of your other obligations under this Agreement you must, at your cost, promptly comply with any reasonable direction we give you, including directions relating to:

- a) removing your Banner to enable us to carry out planned maintenance or emergency work;
- b) your access to, and use of, the Site;
- c) what you must do to obtain our consent, where you are required to obtain our prior consent to your proposed actions, under this Agreement; and
- d) permits and inductions. No work may commence on site until all necessary inductions and permits have been obtained. We require 5 days’ notice.

3. Site Facilities

We will use all our reasonable endeavours to at our cost, maintain the Pole in good repair.

4. Your Obligations

Without limiting any of your other obligations under this Agreement, you must, at your sole cost:

- a) ensure that the Banner meets (and continues to meet) all applicable regulations and standards of relevant regulatory authorities, including (but not limited to) the *Electrical Safety Act* 1998 (Vic) and the Code of Engineering Practice for Shared Use of Poles;
- b) ensure that you comply with all laws, regulations and planning requirements applicable to the attachment and operation of the Banner;
- c) obtain from each relevant regulatory authority all licences, permits and consents required in connection with the attachment and operation of the Banner by you;
- d) prior to attaching the Banner to the Pole obtain our written consent to do so;

- e) ensure that the Banner is only affixed by persons authorised to affix the Banner on our Poles who have completed the training specified in the Application;
- f) ensure that the persons affixing the Banner are issued with appropriate equipment for work on or near a Distribution Network;
- g) affix the Banner to the Pole strictly in accordance with the technical, engineering, design and construction drawings and specifications and any requirements or directions set out in or annexed to the Application;
- h) ensure that the Banner does not interfere with public safety;
- i) where the Pole is on land not owned by us, and if we request you to do so, obtain the relevant landowner's written consent to your activities as contemplated by this Agreement;
- j) maintain the Banner in good repair;
- k) insure against the loss of, or damage to the Banner (title and risk remain with you, notwithstanding that the Banner is affixed to the Pole);
- l) ensure that your use and operation of the Banner does not cause any interference (including mechanical or electrical) with the Pole or any other equipment or items (whether at the Site or otherwise);
- m) remove your Banner as and when reasonably required by us to carry out work for planned maintenance or works given a minimum of 5 working days' notice and negotiated times;
- n) immediately remove your Banner as and when instructed by us to carry out work in the case of an emergency. In the event we are unable to contact you, you agree we may immediately remove your Banner and recover the associated costs in doing so from you;
- o) ensure that all of your representatives who will attach Banners attend our induction training program (details to be notified to you) prior to accessing the Site;
- p) comply with all of our current policies and procedures, as notified to you from time to time, in connection with your access to the Site, especially our *Contractor Health, Safety and Environment Rules* and our *Bush Fire Mitigation Manual*;
- q) comply with all occupational, health and safety legislation, regulations and our directions applicable at the Site and not perform any works on line easements or within any Sites on days of Total Fire Ban unless specifically authorised by AusNet Electricity Services Pty Ltd;
- r) provide, at your expense, structural calculations prepared by a registered engineer to verify that your proposed Banner will not cause our Pole design capability to be exceeded;
- s) maintain a register of the names of your representatives that have completed the relevant training and are deemed to be competent to attach Banners.

5. Price and Payment

In return for the rights granted to you under this Agreement you will pay us the fees applicable, as specified in the Application. Payment will be due on the commencement date of this licence. Our payment terms are 30 days from the date of our invoice to you.

6. Ownership

You agree that nothing in this Agreement transfers any interest, title or property to you in respect to the Pole.

7. GST

Unless otherwise stated, all sums payable under this Agreement are exclusive of GST. The party obliged to pay for a taxable supply made under or in accordance with this Agreement must pay an additional amount equal to the GST payable on or for the taxable supply at the prevailing rate subject to that party receiving a valid tax invoice in respect of the supply at or before the time of payment. Payment of the additional amount will be made at the same time as payment for the taxable supply is required to be made in accordance with this Agreement. "GST" means a tax on goods and services under A New Tax System (Goods and Services Tax) Act 1999 (Cth) or a successor Act, and any terms in this Agreement that relate to payment of GST that are defined in that Act have the same meaning.

8. Additional Costs

At our request, you must promptly reimburse us for all costs and expenses we incur with your prior authorisation, which shall include, but not limited to:

- a) preparation of the Pole which is reasonably necessary to enable you to exercise the rights granted under this Agreement;

- b) any other activity we are required to undertake or require in order to enable you to exercise the rights granted under this Agreement; and
- c) updating drawings and any site supervision.

9. Termination

You may end this Agreement by giving us 1 months' notice in advance of your intention to remove the Banner from our Pole. In this situation we will retain the amount of any fees paid by you to us

We may end this Agreement, at any time by giving you 1 months' notice in writing of our intention to do so. In this situation we will refund the pro rata portion of the fee you have paid. The fee will be apportioned pro rata on a daily basis up to the Proposed Removal Date assuming a 365 day year.

We may also end this Agreement immediately by written notice to you if:

- i. you breach any provision of this Agreement which is, in our reasonable opinion:
 - capable of remedy and you fail to remedy such breach within 7 days of our written request that you do so; or
 - incapable of remedy; or
- ii. either of us no longer has the authority, right, power or consent to carry out the activities contemplated by, or otherwise act in accordance with, this Agreement.

In this event, we are entitled to retain all fees you have paid to us under this Agreement.

10. Action on Termination

By no later than the date on which this Agreement ends, whether in accordance with clause 9 or by natural expiration, you must, at your sole cost:

- a) remove the Banner from the Pole; and
- b) restore the Pole (as near as possible) to its prior physical condition, fair wear and tear excepted, including arranging for the disconnection of the electricity supply connected to the Pole

If you do not fully comply with your obligations under this clause by the date on which this Agreement ends we will carry out the work contemplated by this clause and charge you our fee for doing this, inclusive of all costs incurred as a result of this work. The dismantled Banner will then be disposed of at our discretion.

11. Your Liability to Us

Your liability to us for all costs, loss or damage (whether direct, indirect or consequential) suffered or incurred by us is unlimited where such loss or damage relates to a claim by any person that you, or the Banner, caused, or contributed to, personal injury, sickness or death. In all other cases, your liability to us for all costs, loss or damage (whether direct, indirect or consequential) suffered or incurred by us arising out of, or connected with, your acts or omissions or your breach of this Agreement, is limited to the amount of \$10,000,000 per event. To the limit of your liability, you indemnify us against all such actions, claims and demands (including the cost of defending or settling any action, claim or demand, on full indemnity basis) – to the extent that your acts or omissions in connection with the Agreement have contributed to such action, claim or demand.

12. Our Liability to You

Our liability to you for all direct costs, loss or damage (including those arising from negligence) suffered or incurred by you arising out of, or connected with the Agreement or any other banner licence agreement you enter into with us, is limited to the total amount of \$1,000,000 per annum in aggregate, being our total liability to you under this Agreement and any other banner licence agreement (except where such other agreement expressly provides to the contrary). Our liability to you excludes all indirect or consequential loss suffered or incurred by you.

13. Requirement to Insure

While this Agreement remains in force, you must maintain all necessary insurance policies, to an adequate level of cover, in respect of your potential liability to us under this Agreement and you must provide copies of such insurance policies to us on your request.

You must take out and maintain for the duration of this Agreement public liability insurance for the amount of ten million dollars (\$10,000,000) with a reputable insurer. The policy must contain a cross-liability clause and provide that the insurance cover will be primary to any other insurance cover available to us.

14. Occupational Health and Safety

You must comply with all legislative and regulatory requirements for occupational health and safety relating to the safety of persons performing works at the Site.

15. Auditing

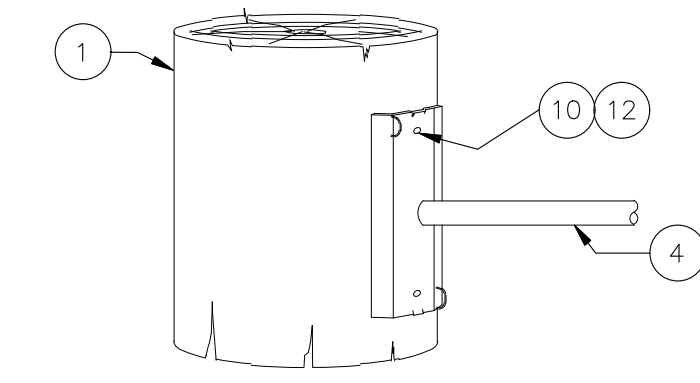
You must provide us with at least 5 business days' notice of the work to install the Banner to enable us to conduct a site safety audit while the work is being carried out.

You must undertake quality control audits of the attachment of the Banner at least one month after it is attached and regularly during the period of attachment. You must deliver a report of the findings of the audits to us on request at your cost.

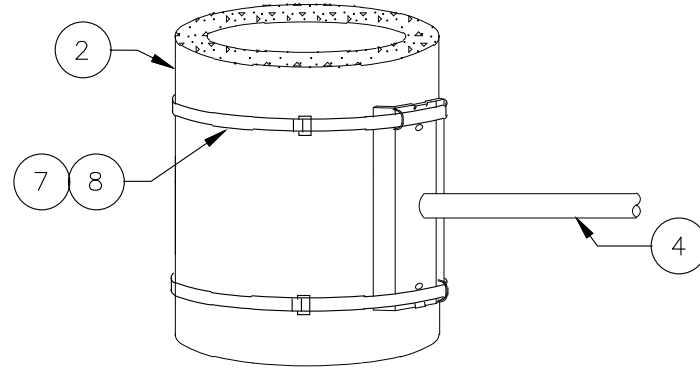
We may also audit the attachment of the Banner and your compliance with this Agreement from time to time. If we consider that you have breached this Agreement we may terminate in accordance with clause 9. Alternatively, we may serve notice on you to remedy the breach within 7 days of our written request. If you advise you have remedied the breach you will need to undertake an independent audit of the attachment to establish compliance and forward a copy of the independent auditors report to us.

16. General

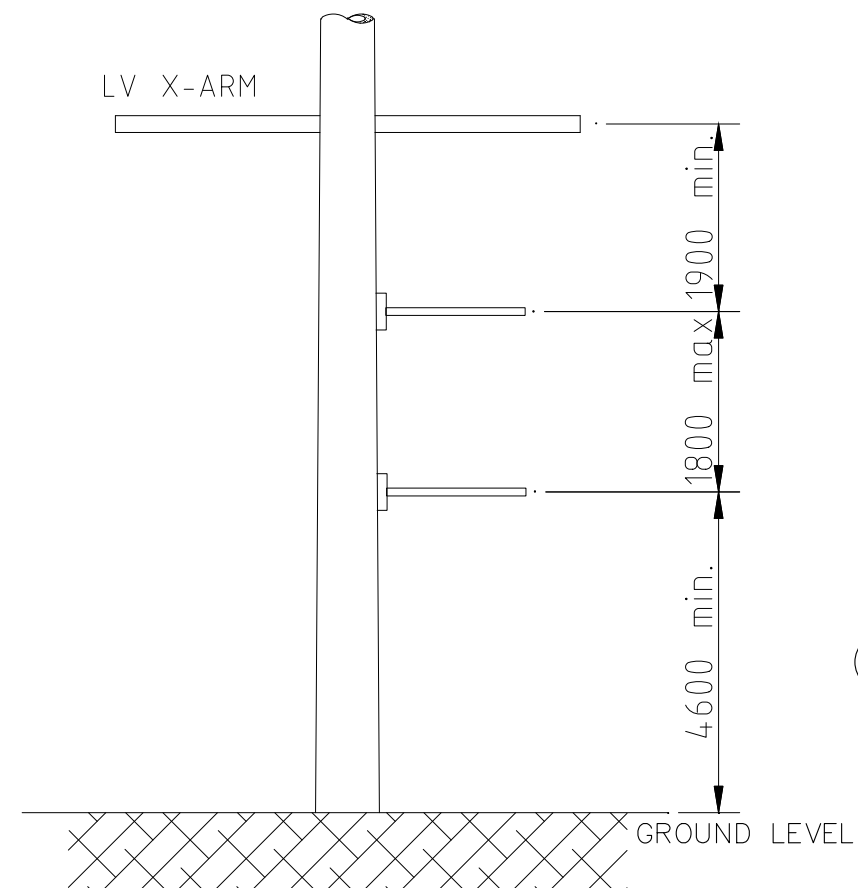
- a) if a dispute arises and cannot be resolved by the senior managers of the parties the dispute must be referred to mediation. The mediator must be an independent person chosen by the parties, or, if the parties are unable to agree on a mediator, within 10 days of referral to mediation, a mediator nominated by the Australian Commercial Disputes Centre (ACDC). The ACDC Mediation Guidelines will apply to the mediation. A decision of the mediator will not be binding on the parties unless otherwise agreed.
- b) the parties must follow the dispute resolution process under clause 16 (a) and only after those processes have failed can a party commence litigation.
- c) a party will not be liable for any delay or failure to perform its obligations under this Agreement if such delay or failure is due to a circumstance beyond its reasonable control. In this situation, the performance of that party's obligations will be suspended while the uncontrollable circumstance continues. If the uncontrollable circumstance continues unremedied for 3 months, we can terminate this Agreement at any time thereafter with written notice.
- d) failure or omission by either party at any time to enforce or require strict or timely compliance with any provision of this Agreement will not remove or reduce that party's rights or remedies in relation to that provision. Rights and remedies may only be removed or reduced in writing signed by or on behalf of by the party entitled to the right or remedy under this Agreement.
- e) you acknowledge that we may assign our rights and obligations under this Agreement to any Related Party. Related Party for the purposes of this clause 16(e) is a related party as defined under the Corporations Act (Cth) 2001.
- f) this Agreement is governed by the laws of the State of Victoria and the parties expressly submit to the exclusive jurisdiction of the courts of that State.



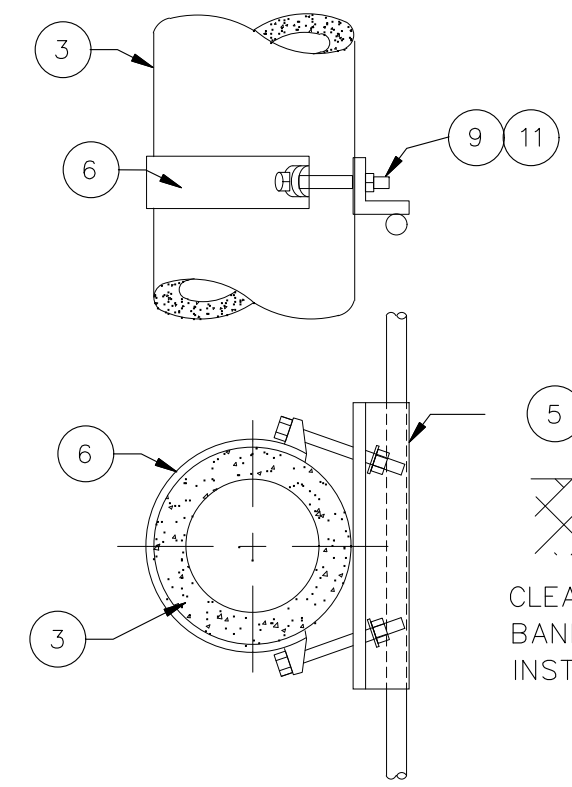
A. WOOD POLE



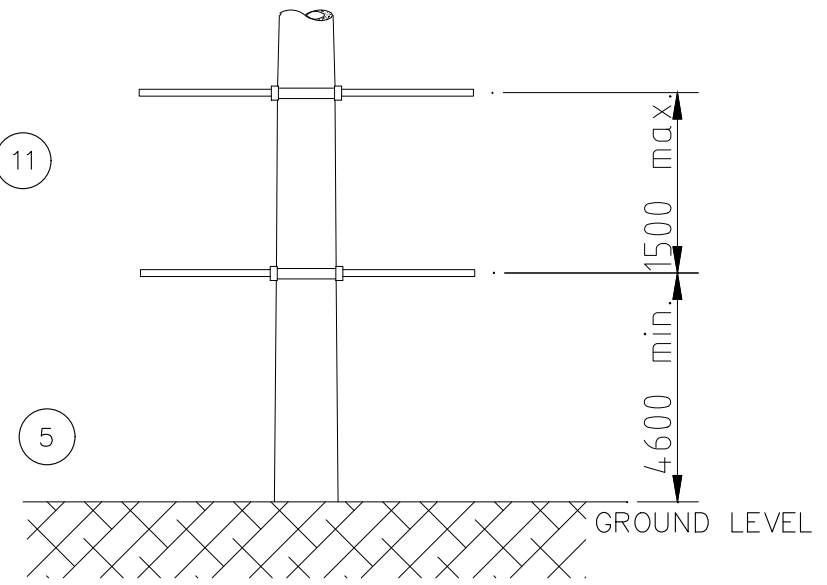
B. CONCRETE POLE



CLEARANCE DETAILS FOR A SINGLE BRACKET BANNER ON WOOD OR CONCRETE DISTRIBUTION POLE



C. CONCRETE PUBLIC LIGHTING POLE



CLEARANCE DETAILS FOR A DOUBLE BRACKET BANNER FOR CONCRETE PUBLIC LIGHTING POLE INSTALLED IN MEDIAN STRIP

POLE GIRTH (mm)	USE CLAMP BAND No.	POLE DIA. (mm)
535	No. 0	170
630	No. 1	200
785	No. 2	250
910	No. 3	290
	No. 4	

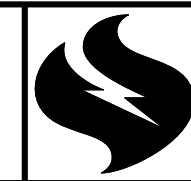
CLAMP BAND SELECTION

- NOTES:
1. Banner brackets are not to be used for any other purpose.
 2. Banner size for single bracket is no larger than 1800mmH x 750mmW with 6 X 100Ø air flutes.
 3. Banner size for double bracket is no larger than 1500mmH x 750mmW with 6 X 100Ø air flutes.
 4. Banner to be secured at two (2) points on each bracket.
 5. Minimum clearance to LV conductors is 1900mm and HV conductor is 3000mm.
 6. Ground clearance is a minimum of 4600mm.
 7. Minimum clearance to an insulated service cable is 600mm.
 8. Washers to be used with all bolts.
 9. Clamp bands are only available from RJ & EV MOTT ENGINEERING Belmont Ph. 03 5248 5968
 10. Band-it strap on concrete poles to be fed through half links of bracket.
 11. No holes are to be drilled in concrete poles.
 12. These brackets and banners must not be installed on steel poles.
 13. Banners to be installed only by an SP AusNet approved Contractor.
 14. Brackets are to be installed in line and horizontal.
 15. Any variation from this drawing must have written approval from SP AusNet.

ITEM	DESCRIPTION	REQUIRED			MATERIAL I.D.	REMARKS
		WOOD A	CONCRETE B	PL CONCRETE C		
12	Washer, Galv, Ø10	4			000695	
11	Washer, Galv, Ø16			8	000701	
10	Coach Screw, M10x75	4			000497	
9	Bolt & Nut, Galv, M16, Length to suit			4	00****	
8	Buckle, Band-it, S/S, 19mm		4		001011	
7	Band, Band-it, S/S, 19mm		4		001014	
6	Clamp Band			2		select Band from VX9/72/29
5	Bracket, Banner, Double			2		Refer EVX14/710/2
4	Bracket, Banner, Single	2	2			Refer EVX14/710/1
3	Concrete Pole Public Lighting			1		Refer VX15/316
2	Concrete Pole	1		1		Refer VX9/7020/97
1	Wood Pole		1			Refer VX9/7020

REVISION	REPLACED REFERENCES TO TXU WITH SP AusNet	MJB Revised by	MJB Approved
B	25/09/09		
REFERENCE DRAWINGS	BRACKET SINGLE	EVX14/710/1	BRACKET DOUBLE
			EVX14/710/2

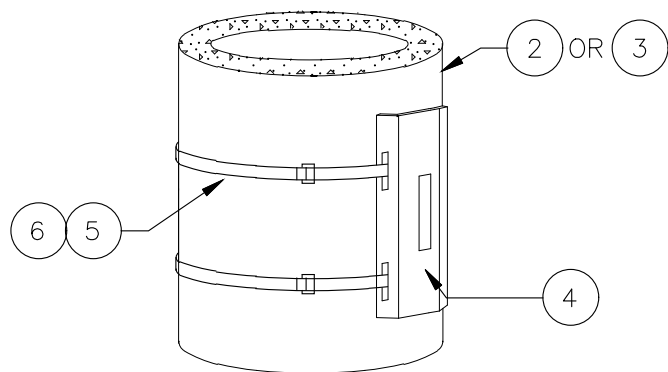
BANNER BRACKET FOR CONCRETE AND WOOD POLES MOUNTING DETAILS



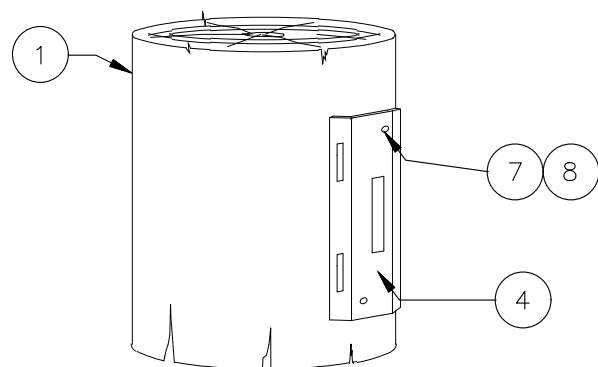
DRAWN: J VASSILIOU
 DESIGN: J COSTOLLOE
 © SP AusNet

APPROVED: S DE SILVA
 STDS MGR.: M NEVINS
 APPR DATE: 20/11/2003

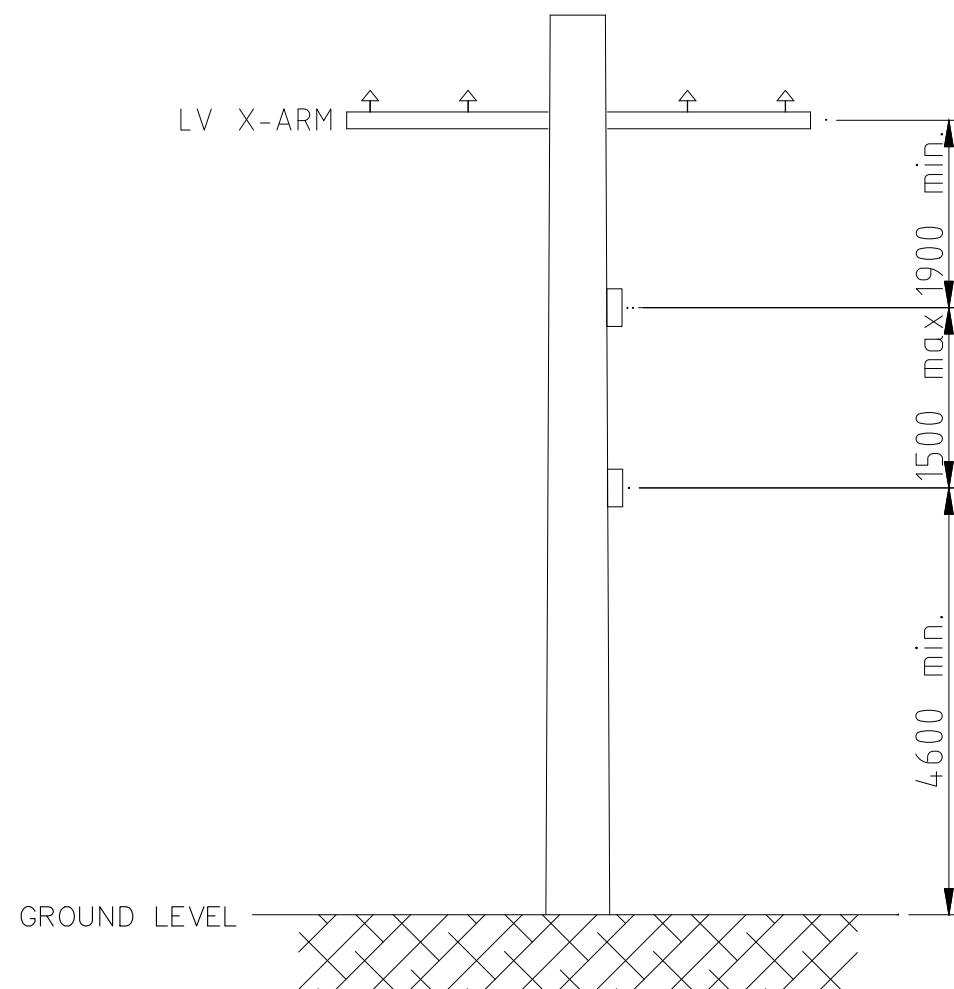
EVX9/700/1 B



A. CONCRETE POLE OR STEEL POLE (SP AusNet POLES ONLY)



B. WOOD POLE



CLEARANCE DETAILS FOR A REMOVABLE BANNER

NOTES:

1. Banner brackets are not to be used for any other purpose.
2. Banner arms to be installed for periods no longer than ten weeks.
3. Banner arms must be locked onto banner bracket.
4. Banner to be secured on each bracket.
5. Banner size for bracket is to be no larger than 1500mmH x 750mmW with 6 x 100mm air flutes.
6. Minimum clearance to LV conductors is 1900mm and HV conductor is 3000mm.
7. Ground clearance is a minimum of 4600mm.
8. Minimum clearance to an insulated service cable is 600mm.
9. Washers to be used with all coach bolts when fitting to wood poles.
10. Band-It strap on steel or concrete poles must be 19mm wide and fitted through the slotted holes.
11. Banner to be installed only by an SP AusNet approved contractor.
12. Brackets to be installed in-line and horizontal.
13. Any variation from this drawing must have written permission from SP AusNet.
14. Arm of removable bracket to be made from steel tube 25φ

8	Washer, Galv, Ø10			4	000695	
7	Coach Screw, M10x75			4	000497	
6	Buckle, Band-It, S/S, 19mm	4	4		001011	
5	Band, Band-It, S/S, 19mm	4	4		001014	
4	Bracket - Removable arm	2		2		Refer EVX14/710/3
3	Concrete Pole	1				
2	Steel Pole (TXU Owned)		1			
1	Wood Pole			1		
ITEM	DESCRIPTION	CONCRETE A	STEEL A	WOOD B	MATERIAL I.D.	REMARKS
		REQUIRED				

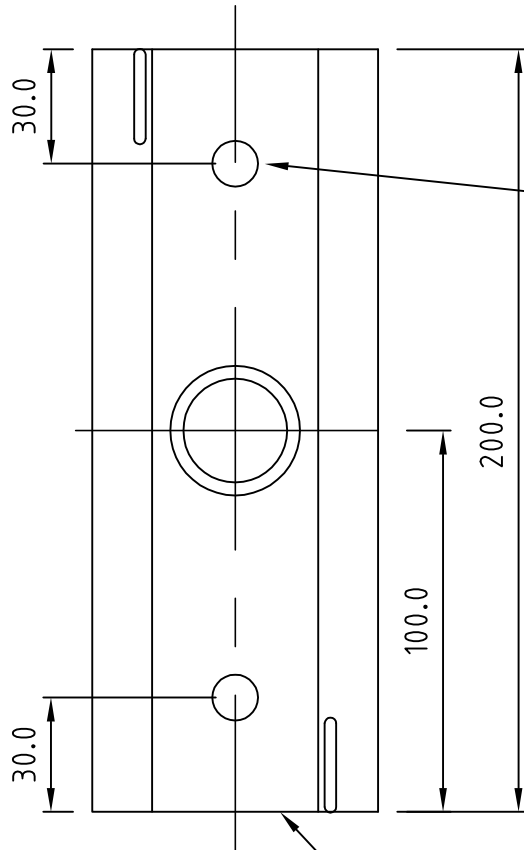
REVISION	DESCRIPTION	MJB Revised by	MJB Approved
B	24/09/09 REPLACED references to TXU with SP AusNet		
REFERENCE DRAWINGS	BRACKET	EVX14/710/3	

BANNER BRACKET FOR TEMPORARY
ARM - MOUNTING DETAILS



DRAWN: J VASSILIOU
DESIGN: J COSTOLLOE
© SP AusNet
APPROVED: S DE SILVA
STDS MGR.: M NEVINS
APPR DATE: 20/11/2003

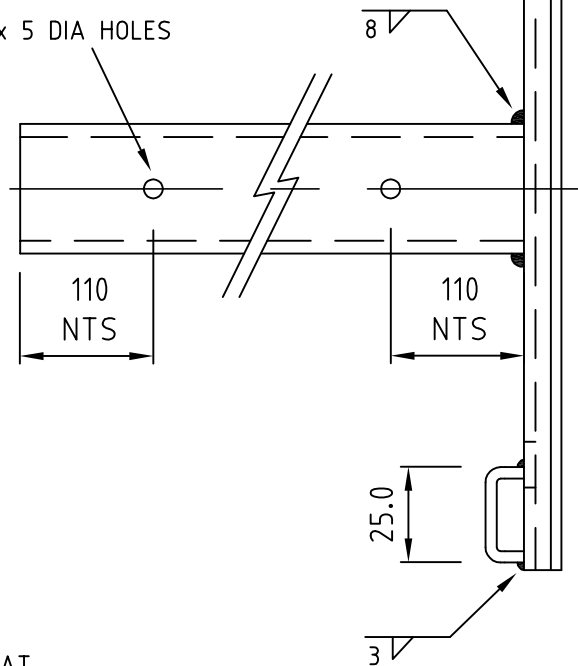
EVX9/700/2B



MATERIAL - 3mm CHAIN
LONGLINK, SECTION

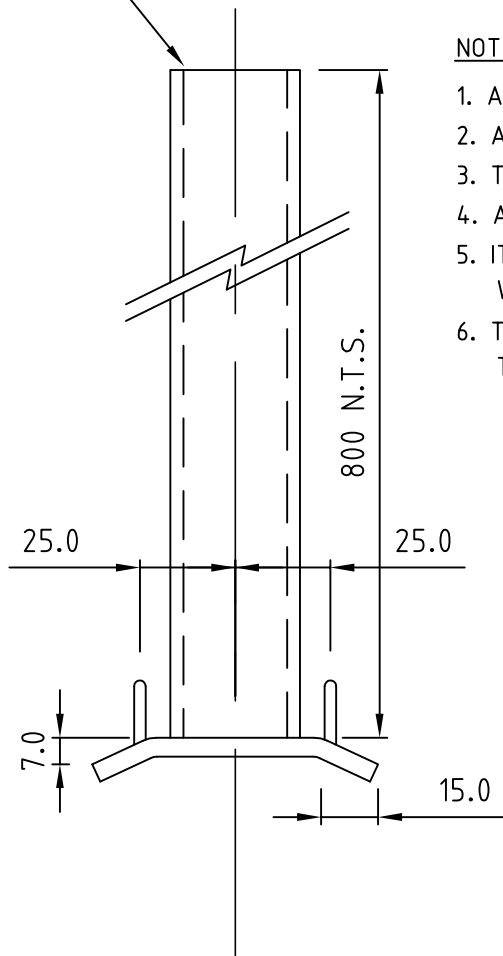
2 x 12 DIA HOLES

2 x 5 DIA HOLES



MATERIAL - 75 x 5 FLAT
TO AS 3679 GRADE 350

MATERIAL - 34 x 3.4 PIPE
TO AS 1163 GRADE C350.



NOTES -

1. ALL SHARP EDGES & BURRS TO BE REMOVED.
2. ALL DIMENSIONS ARE IN MILLIMETRES (mm).
3. TOLERANCES TO BE +/- 1 UNLESS OTHERWISE STATED.
4. ALL WELDING TO CONFORM TO AS 1554 PART 1.
5. ITEM TO BE GALVANIZED AFTER FABRICATION IN ACCORDANCE WITH AS 4680.
6. THIS BRACKET IS NOT TO BE USED FOR ANY OTHER PURPOSE THAN SUPPORTING A BANNER NOT LARGER THAN 1800 x 750.

ORIGINAL SCALE - 1 : 2

REFERENCE
DRAWINGS

MB
Approved

WJK
Revised by

REPLACED TXU LOGO WITH SP AusNet

REVISION
A 22/11/05

**BRACKET SINGLE BANNER
FOR CONCRETE AND WOOD POLES**



DRAWN: B MARGERY

DESIGN: J COSTOLLOE

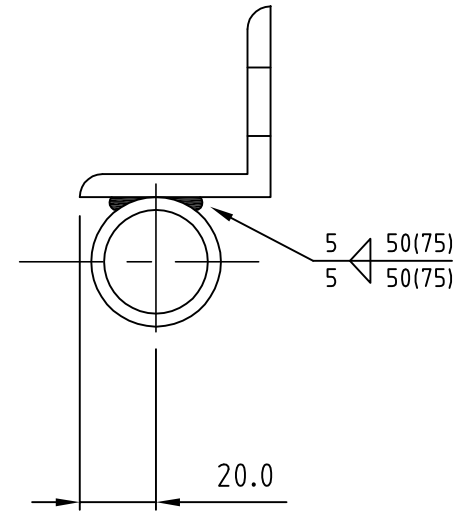
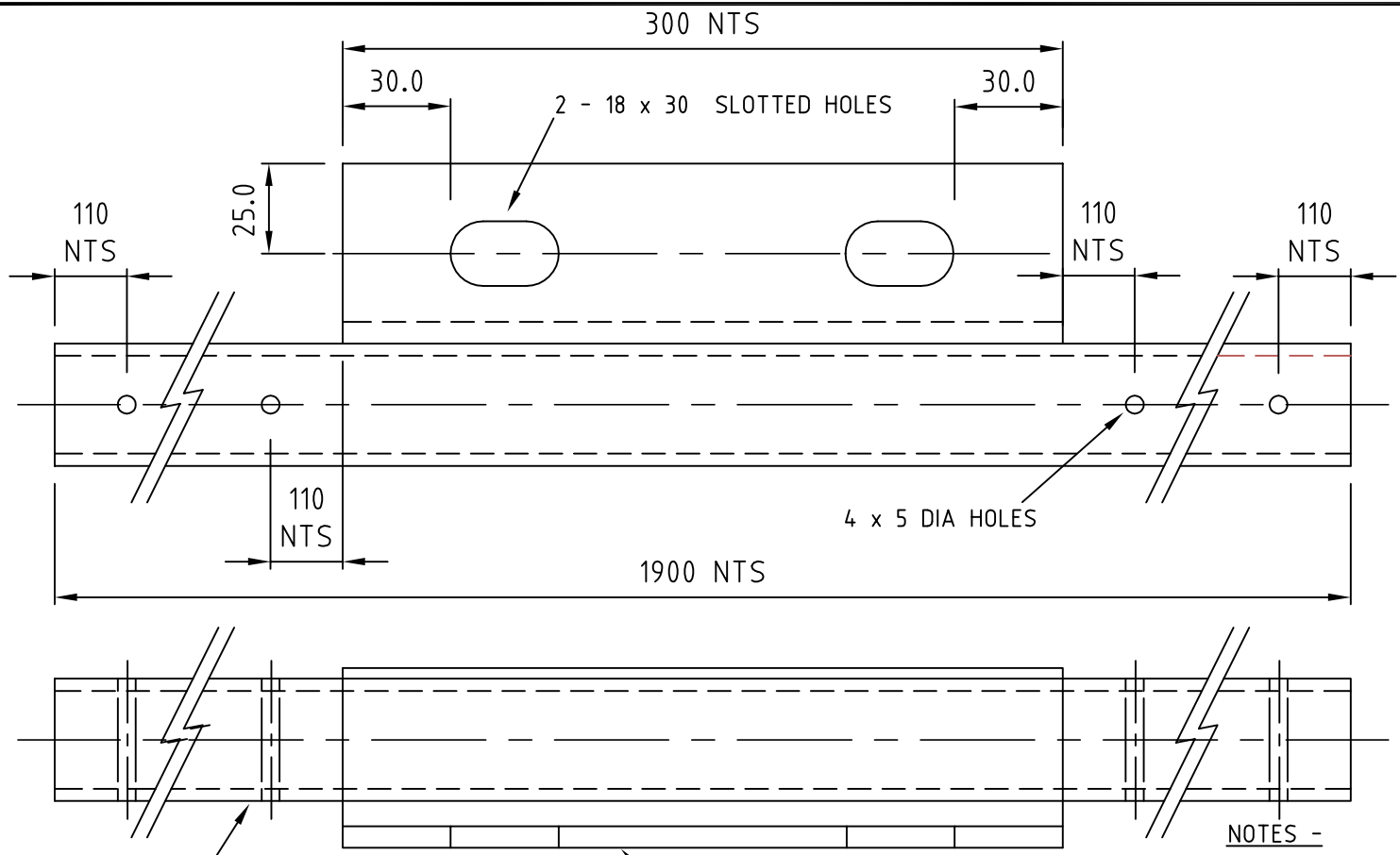
© 2005 TXU

APPROVED: S DE SILVA

STDS MGR: M NEVINS

APPR DATE: 20/11/2003

EVX14/710/1 A




MATERIAL - 34 x 3.4 CIRCULAR HOLLOW TO AS 3679 GRADE C250.

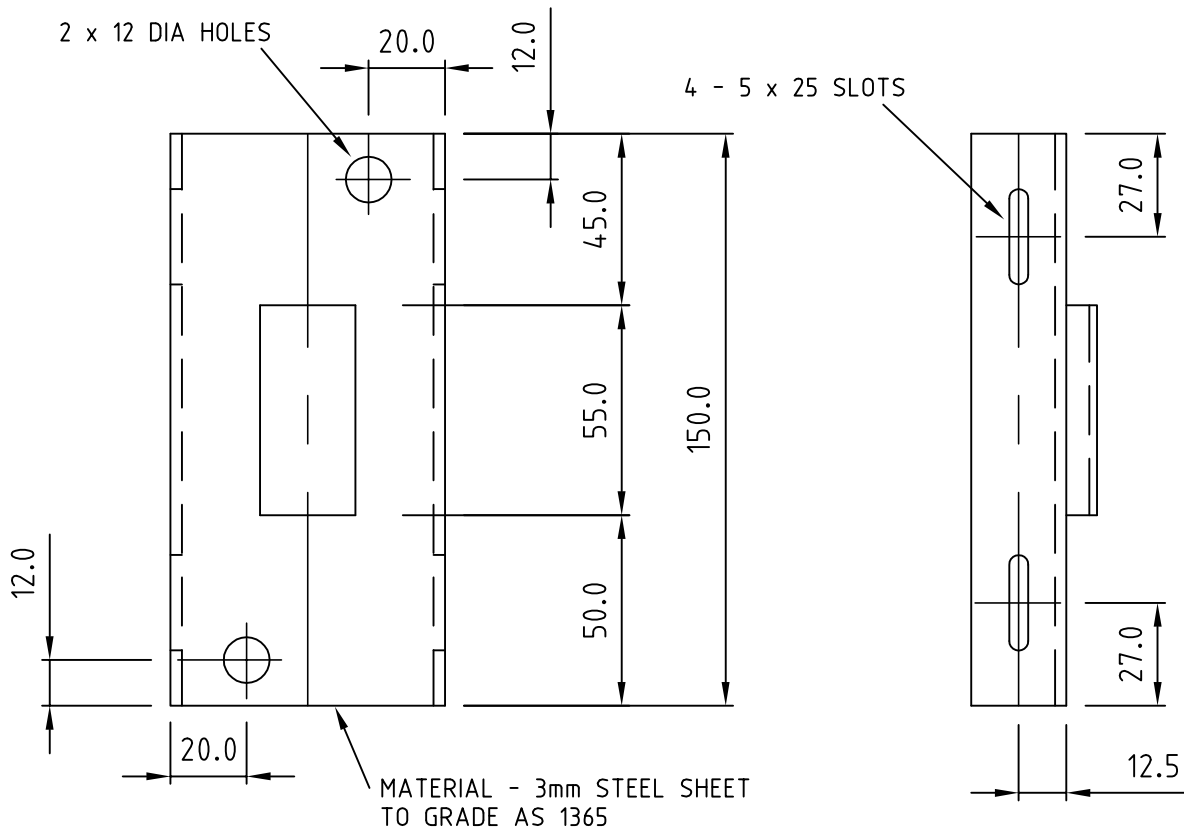
MATERIAL - 50 x 50 x 6 ANGLE IRON TO AS 3679 GRADE C250.

NOTES -

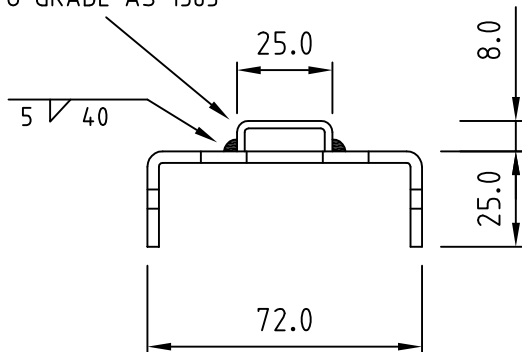
1. ALL SHARP EDGES & BURRS TO BE REMOVED.
2. ALL DIMENSIONS ARE IN MILLIMETRES (mm).
3. TOLERANCES TO BE +/- 1 UNLESS OTHERWISE STATED.
4. ALL WELDING TO CONFORM TO AS 1554 PART 1.
5. ITEM TO BE GALVANIZED AFTER FABRICATION IN ACCORDANCE WITH AS 4680.
6. THIS BRACKET IS NOT TO BE USED FOR ANY OTHER PURPOSE THAN SUPPORTING TWO BANNERS NOT LARGER THAN 1500 x 750 EACH.

ORIGINAL SCALE - 1 : 2

REVISION	REPLACED TXU LOGO WITH SP AusNet	WLK Revised by	MB Approved	BRACKET DOUBLE BANNER FOR CONCRETE PUBLIC LIGHTING POLES IN MEDIAN STRIPS		DRAWN: B MARGERY	APPROVED: S DE SILVA
A	22/11/05					DESIGN: J COSTOLLOE	STDS MGR.: M NEVINS
REFERENCE DRAWINGS						EVX14/710/2 A	



MATERIAL - 2mm STEEL SHEET TO GRADE AS 1365



NOTES -

1. ALL SHARP EDGES & BURRS TO BE REMOVED.
2. ALL DIMENSIONS ARE IN MILLIMETRES (mm).
3. TOLERANCES TO BE +/- 1 UNLESS OTHERWISE STATED.
4. ALL WELDING TO CONFORM TO AS 1554 PART 1.
5. ITEM TO BE GALVANIZED AFTER FABRICATION IN ACCORDANCE WITH AS 4680.
6. THIS BRACKET IS NOT TO BE USED FOR ANY OTHER PURPOSE THAN SUPPORTING ONE BANNER NOT LARGER THAN 1500 x 750.

ORIGINAL SCALE - 1 : 2

REFERENCE DRAWINGS

MB Approved
WJK Revised by

REPLACED TXU LOGO WITH SP AusNet

REVISION
A 22/11/05

BRACKET BANNER REMOVABLE ARM FOR CONCRETE STEEL AND WOOD POLES



DRAWN: B MARGERY
DESIGN: J COSTOLLOE
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APPROVED: S DE SILVA
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APPR DATE: 20/11/2003

EVX14/710/3 A