

MANAGER, BALLARAT BRANCH:

To - WORKS SUPERINTENDENT:

21st May, 1963.

(Copy for:- Depot Foreman).

STORES:

The declared policy of this Department is that the only appropriate place for the storage of the Commission's materials until they are required for use is in an official Store under the control of the local Storekeeper and subject to proper accounting and security procedures.

The establishment of unofficial subsidiary Stores by construction or operating sections is not permitted, with the exception that proper storage and security of the Commission material on charge to a user section must be provided by the section concerned. The only materials which may be left in custody of such a section are listed below:-

- (a) Loose tools and equipment allotted to the section.
- (b) Minimum quantities of special maintenance items held in immediate readiness for use in emergencies, where the time taken for withdrawal from Store would jeopardise restoration work.
- (c) Part packs of small items containing less than the unit quantity issued from Store.
- (d) Material, correctly charged and labelled, accumulated for the execution of works in progress or on the point of commencement.
- (e) Any low-value scrap (excluding non-ferrous metals) which is suitable for use by the section, and which has been approved by Management for retention in the section.

Attention has been drawn to the practice, which exists in some Branches of this Department, of drawing Stores for certain Construction and Maintenance Works well in advance of their estimated date of actual usage, and to the consequent lack of proper security when such materials are located for extended periods outside the control of Stores personnel.

In order that operations within this Branch may proceed with proper attention to the security of materials, having regard to the need for all stores to be readily available when required for use, the undermentioned general procedure is to be adopted in all future cases:-

1. No Stores may be withdrawn and removed from Store more than four weeks before the projected date of usage.
2. Heavy items of relatively low value (such as poles) may be taken to site a maximum of four weeks before the projected date of usage, when special reasons make this desirable and major works are involved.
3. The accumulation of general construction material at properly secured depots may be arranged a reasonable time before the job commences, but this should never exceed two weeks.



4. Great care must be taken that valuable items (including conductor) are not drawn from Store until shortly before they are required in the field; nor should they be dumped into unsecured locations until the latest opportunity which will allow the job to proceed without interruption.
5. All surplus Store's are to be returned to Store at the earliest opportunity after the relevant portion of the job has been completed, together with appropriate transfer forms. Such surplus material is not to be retained against usage for future jobs.
6. All jobs are to be checked in detail for correct allocation of costs and transfers within seven days of completion, in order that the loss of surplus materials may be obviated and to enable the exercise of proper cost control.
7. Whenever transformers in the custody of the Distribution Engineer are used, the documents incurring costs (i.e. transformer movement forms) are to be despatched as soon as possible after each transformer is removed from the holding site, and should always reach the Accountant within five working days of the corresponding movement (not of installation).
8. The opportunity should be taken to advise the Storekeeper as early as possible of any large Stores requirements. This may be carried out either by means of a schedule setting out details and required dates of delivery, or by Stores Requisition post dated to the required delivery date.
9. The Storekeeper will arrange to cost and allocate all Stores Requisitions at the earliest practicable date after delivery is specified, provided that the material is available. He may, however, subject to his storage facilities, retain such material in custody pending its withdrawal for use in the field. Such material should be labelled with the job number and description, and this practice will enable material costs to be processed at an early date in the history of construction - where necessary - in advance of ultimate usage.
10. With the minor exceptions of material items withdrawn from stock temporarily for specific purposes, or in emergencies, the Storekeeper will not issue material except against completed Stores Requisitions, bearing valid allocation numbers, properly authorised, and receipted by the Recipient. Any incomplete documents which may be accepted during an emergency must be completed at the earliest opportunity after the emergency has passed.
11. In cases where it is prudent to keep maintenance stocks of obsolete or non-standard items, these are to be kept in Store and the Storekeeper will arrange to take such items into stock on a custody basis if already on charge.
12. All items which are listed in (a) to (e) above are to be properly stored and secured, and the head of the section concerned is responsible to the Branch Manager at all times for the proper storage, security and physical accounting of such items.
13. Low-value scrap approved for retention within a user section is to be so stored that it is properly segregated into classes (i.e. pipes, fittings, round stock, sheet, class and size of timber etc.) in order that any requirements may be selected without difficulty. Such scrap is to be suitably protected against deterioration or misuse. (N.B. This item particularly refers to Works sections).



14. Any scrap not approved for retention is to be returned to the Storekeeper for disposal before the job concerned may be regarded as complete and its order closed.
15. The established procedure for the disposal of scrap copper and non-ferrous metals is to be followed in all respects. No work site is to be left unattended until scrap copper has been locked in approved receptacles or removed to a place of safety.

The general procedure outlined above has been formulated for the purpose of implementing the Department's policy without embarrassing our operations. However, if any section head feels that a variation of these principles will prove of ultimate benefit to the Commission, he should submit details to me for consideration. Until approved, no variation may be permitted.

H. L. L.