INTRODUCTION

Issue 6
INTRODUCTION  INDEX

SUBTRANSMISSION CONSTRUCTION MANUAL ORGANISATION CHART
CONSTRUCTION STANDARDS FEEDBACK FORM Sh 1
CONSTRUCTION STANDARDS FEEDBACK FORM Sh 2
REPORTING A PROBLEM OR IMPROVEMENT WITH THE CONSTRUCTION MANUALS QUICK REFERENCE GUIDE
CONSTRUCTION MANUAL INTRODUCTION

This manual is intended primarily for use by construction and maintenance personnel and details the Ergon Energy standard constructions. The manual was compiled initially with input from representatives from each of the six regions of Ergon Energy.

Manufacturing/fabrication drawings are not included in this manual but are detailed in the Ergon Energy Distribution Network Hardware manuals that are available on the Intranet.

With co-operation between Distribution Network Standards and Field staff this manual, in conjunction with the Standard for Distribution Line Design Overhead STNW3361, will serve as a valuable instrument by which efficient and economic constructions complying with relevant codes of practice and guidelines can be constructed throughout Ergon Energy Corporations area of supply.

Difficulties with the adoption of this manual or suggestions for improvement should be entered on the Construction Standards Feedback Form NA000303F100 in accordance with the work flow diagram.

DISTRIBUTION NETWORK STANDARDS OFFICERS

- Carmelo Noel – Engineering Manager Distribution Network Standards – Ph. 4931 2459
- Adam Bletchly – Underground & Public Lighting Standards Engineer – Ph. 4931 2783
- Fabio Zaini – Principal Engineer Overhead Standards – Ph. 3664 4441
- Paul De Sousa Roque – Senior Line Structure Engineer – Ph. 4931 2277
- Craig Avenell – Program Leader - Overhead Construction Standards – Ph. 4931 2782
- Johnson Chung – Line Standards Engineer – Ph. 3664 4862
- Paul Relf – Lines Standards Senior Technical Officer – Ph. 3664 4797
- Leon Burton – Lines Standards Drafter – Ph. 4931 2254
- Darren Sayers – Estimating Systems Officer – Ph. 4931 2641
- Ian Mckee – Facilities Access Technical Specialist – Ph. 3664 7359
- Shae Barnes – Facilities Access Commercial Support Officer – Ph. 4616 2413
- Subramanian(Jegan) Ramasubramanian – Line Standards Officer – Ph. 3664 7391
- Rao Margani – Sub-Transmission Standards Engineer – Ph. 4931 2336
- Boyd Brunsmann – Senior Network Standards Officer – Ph. 3664 4812
- Tim Borg – Lines Standards Drafter – Ph. 4931 2220
- Kim Slater – Underground & Public Lighting construction standards officer – Ph. 4931 2280
All issues must be communicated on this form and followed up with an e-mail if required.

Work Practices Co-ordinator O/H or U/G Operational forum – fieldstandards@ergon.com.au

Refer to the flow diagram on page 2 for the communication flow of this form.

<table>
<thead>
<tr>
<th>Name of originator</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region</td>
<td>Depot / Location</td>
</tr>
<tr>
<td>Construction Manual</td>
<td>Drawing / Page number</td>
</tr>
</tbody>
</table>

Description of problem / improvement

Remedy / suggestion

Team leader comments

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work practices operational forum comments:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Management Line Standards Group’s comments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Photographs or other supporting material may be attached if required.
Reporting a Problem or Improvement with the Construction Manuals

**Originator**
1. Discuss Problem/ Improvement with Peers
   - 2. Is further action required?
     - Yes
     - 3. Complete NA000303F100 Construction Standards Feedback Form
     - No
   - No

**Team Leader**
4. Discuss with Team Leader
   - 5. Is further action required?
     - Yes
     - 6. Standards and Practices Operational Forum
     - No

**Work Practices Co-ordinator**
   - 7. Is further action required?
     - Yes
     - 8. Review Information
     - No

**Asset Management Line Standards Group**
8. Review Information
   - 9. Is further action required?
     - Yes
     - 10. Update Process
     - No
   - 11. Form Completed and Returned to Stakeholders

Check this is the latest Process Zone version before use.
Purpose and scope

- To provide guidance for reporting a problem or improvement that has been identified within the Ergon Energy Overhead, Underground and Lighting Construction Manuals.

Communication Flow

- **Peer Discussion**
  Any problem / improvement should be discussed with your peers in the first instance. This will determine whether or not a simple solution is available.

- **Construction Standards Feedback Form**
  Feedback Form, NA000303F100, should be initiated. This form should then be forwarded to the Team Leader for comment.

- **Team Leader Comment**
  Team Leaders should review any problems / improvements that are perceived by staff. If they can resolve the issue, the feedback form with comments should be returned to the originator.
  
  The Team Leader should respond to this form within two weeks of receipt. If they are unable to resolve the issue, the feedback form should be forwarded to the Work Practices Co-ordinator for comment.

- **Work Practices Co-ordinator Comment**
  The Work Practices Operational Forum should review the problem / improvement. If able to be resolved through the forum, the Work Practices Co-ordinator should comment and forward the feedback form back to the originator via the Team Leader.
  
  The Work Practices Co-ordinator should respond to this form within two weeks of receipt. If the issue is unable to be resolved, the coordinator should comment and forward the form to the Asset Management Line Standards Group.

- **Asset Management Line Standards Group Review and Comment**
  The Asset Management Line Standards Group will collate all problems / improvements that have not been able to be resolved during an earlier phase in the process. If the group considers that no action is required, an explanation of this decision will be recorded on the feedback form and returned to the originator via the Work Practices Co-ordinator and the Team Leader.
  
  If the group decides that action is required, the relevant actions should be initiated. This intended action should be recorded on the feedback form and returned to the originator via the Work Practices Co-ordinator and the Team Leader. The Asset Management Line Standards Group should respond to this form within two weeks of receipt.

Responsibilities

- Executive General Manager Asset Management is the Process Owner responsible for approving this Reference document.
- Manager Engineering Line Design Standards is responsible for maintaining this Reference document.
- Manager Engineering Line Design Standards is the Subject Matter Expert (SME) for the content of this Reference document.

References

- NA000303F100, Construction Standards Feedback (Form)