Meeting Minutes

 **Meeting Details**

**Meeting Purpose:** Consultative Committee Meeting: Powercor/UDIA/ALDE/CCF and other industry participants

**Meeting Co-Ordinator:** Jan Needham

**Location:** Citipower Centre **Date:** 05/09/2019 **Time:** 10:30 AM to 1:00 PM

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| **Attendees:** | **Name** | **Organisation** |
| James Walker (JW) | Citipower/Powercor |
| Jan Needham (JN) | Citipower/Powercor |
| Matt Thomas (MT) | Citipower/Powercor |
| Sam Koski | Citipower/Powercor |
| Anthony James (AJ) | Citipower/Powercor |
| Stuart Hansford | Citipower/Powercor |
| Steve Dimech (SD) | Citipower/Powercor |
| Aaron Yuen | ESC Victoria |
| Merryn Wilson | ESC Victoria |
| Tim Harris | Plan B Services |
| Pete Brenchley | Plan B Services |
| David Hedley | Spiire/ALDE  |
| Neville Worme | BG&E/ALDE |
| Colin Snowden | Compliance + |
| Troy Cravino | UCS |
| Josh Kuhle | UCS |
| Ken Rowlinson | Murtec Group |
| John Forbes | UDIA/Dennis Famiy Corporation |
| Neville Hodge | Daly’s Construction |
| Jay Graham | Powerplant |
| Peter Bryant | Citipower/Powercor |
| John Federico | Blue Frog Design |
| Anthony Grodzki | ALDE |
| Nick Rees | Morton Power |
| Colin Jenkins | Citipower/Powercor |
| Ken Whiteman | WPA |
| Danny Jutrisa | Citipower/Powercor |
| Marko Nastic | Traffic Works |

**Minutes documented By:** Sam Koski

1. **Welcome**

Invitees from across the industry – Good representation today although representation from Civils would be ideal.

JW conveyed that the objective of the group is to engage with industry for the purpose of:

* Improving safety on site
* Improving the quality of the built asset
* Communicating process changes and receiving and incorporating feedback
* Improving the understanding and application of technical standards
* Providing certainty of timeframes and increasing levels of responsiveness
1. **Outstanding Actions**

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| **Action** | **Responsible** | **Status** |
| Update ESC on Charter at next meeting scheduled for the 14th July 2019 | Powercor | Closed |
| Provide further information on cable details inaccuracy audit category | Powercor | Closed |
| Link Bulletins to Technical Standards and provide process clarification | Powercor | In Progress |
| Powercor will provide an example report showing an overview of all contractor ratings. | Powercor | Closed |
| CCF to provide nominations for Road Contractors to attend the committee | CCF | Open |

1. **Performance Updates**

***Audit Performance, Results and Trends***

JN presented Powercor’s audit results and trends which can be found on the “What’s New” page on Powercor’s website. <https://www.powercor.com.au/industry/supplier-resources/contestable-works/whats-new/>. Powercor’s current turnaround times are currently averaging 7 days compared to 12-15 days 18 months ago.

Powercor have seen an increase in re-audits over the past 3 months compared to this time last year. JN advised that re-audits are not triggered by score, they are a result of significant issues onsite that are unable to be rectified at the time of audit or via photo submissions. The data reported is based on re-audits conducted not requested.

Of concern is the exclusion of marker tape being installed all together at some sites. This raised a question regarding when Powercor will start educating civil contractors on what the standards look like. SD an auditor with Powercor advised the auditors are providing onsite training and education whilst conducting audits and finding non-compliances. It was suggested that Powercor explore the possibility of providing training packs for CCF.

***Design QA Processes***

MT presented the current project turnaround times and performance which included a timeline of stages throughout a project and the length of time each stage is with either Powercor or Industry. The presentation can be found on the “What’s New” page on Powercor’s website. <https://www.powercor.com.au/industry/supplier-resources/contestable-works/whats-new/>.

Powecor has a strong focus on first plan audits and can see improvement opportunities within the design process across the industry.

***Technical Standards***

AJ advised that a working group has been established separate to the steering committee to review and agree on harmonisation opportunities, develop an implementation plan and communication strategy for the civil Urban Residential Development (URD) design and construction standards across all five Distribution Businesses (DB’s) in Victoria. A draft gap analysis has been completed with over 1200 standards currently being reviewed. The proposed timeline can be found on our website. <https://www.powercor.com.au/industry/supplier-resources/contestable-works/whats-new/>.

1. **ESC Governance meeting update**

JW updated the group on the outcome of the fifth ESC governance meeting which took place on the 16th July 2019. The minutes of the last meeting including individual Distribution Business reports can be found on the ESC website and accessed via the following link: <https://www.esc.vic.gov.au/electricity-and-gas/inquiries-studies-and-reviews/electricity-connections-process-review-2018#tabs-container2>

The next ESC governance meeting is scheduled for 17th September 2019.

1. **Role of PM2**

As part of Powercor’s commitments to the ESC, the contestable works agreement is currently being reviewed. This has provided an opportunity to re-define the role of the PM2.

A constructive discussion around the key responsibilities and contact for the PM2 role took place. Some of the key themes include:

* Multiple groups involved.
* On – Site requirements - Civil and Electrical
* Shortage of skills or experience– Civil. Currently not capable of being the main point of contact.
* Lack of current ownership in PM2 role
* Need good foreman and buy in from Civils
* Developer education
* Project Management responsibilities (Option 1 V’s Option 2)
1. **Workshop Introduction**

MT provided information on the content of workshops scheduled for 8th October 2019 at the Citipower/Powercor offices.

Topics to be covered include:

* Tie in process
* Master Plan Review
* Design review and Safety in Design
* IT Systems

Everybody is welcome however Powercor are targeting PM2’s and Design houses.

1. **Close**

A survey was provided to the group to obtain feedback on the format and content of current and future meetings. Any feedback provided will assist in making the forums productive and informative for everyone.