

# Australian ESI Skills Passport

## National Steering Committee Charter



### Purpose

The Passport Steering Committee (PSC) has been formed to:

- Define the passport system that promotes the ability for Electricity Supply Industry (ESI) Workers to move between Network Operators
- Manage the implementation, application and maintenance of the Australian ESI Skills Passport (the Passport)
- Develop, endorse, review, amend and communicate as necessary rules, processes, standards and procedures supporting the Passport
- Identify training and/or competency assessment standards required to support network access for specific role types within the ESI and that will compliment mutual aid arrangements
- To develop policy in the area of the Passport and the portability of ESI workers

### Background

In the last six years several network operators and/or jurisdictions have developed their own passport system. However their application is limited to their own jurisdiction. It is recognised that a consistent national approach will have far reaching beneficial outcomes for the ESI.

The PSC was established as a sub-committee of Energy Networks Australia's Asset Management Committee (ENA AMC) for the purposes described above and to respond to the Council of Australian Governments, (COAG) workforce mobility strategies. This was then expanded across the whole of industry to include the CEPU/ETU & the Industry Skills Council.

Greater flexibility in the movement of workers and or service providers between network operators will be supported through this process.

### Scope

The scope of this committee initially covers the electricity transmission and distribution ENA Member organisations. However it is recognised that there is potential for the outcomes developed through this process to be utilised by other energy sectors (i.e. generation, rail and gas).

### Accountabilities

The PSC is accountable to:

- Produce and amend, as required, any procedure, format or other document to facilitate the administration of the Passport.
- Manage the Passport framework, web interface and database access arrangements
- In accordance with the time frames set out in the Rules & Administration for the Australian ESI Passport, (the rules), consider and respond to appeals relating to the application of the rules.

### Membership

The PSC shall be made up of:

- One representative from each state and territory representing all network operators of that state or territory
- Two representatives from the CEPU/ETU and;
- One representative from the Industry Skills Council, (EE-Oz)

The Chairperson shall be elected from an Australasian ESI ENA member company. As vacancies arise the PSC will seek nominations from member organisations whilst maintaining the above jurisdictional representation.

Member organisations will undertake an annual review and/or rotation of all representative positions.

Industry stakeholders not listed above may also seek representation subject to approval from the majority of the PSC.

Each representative shall nominate a suitably informed proxy (to be included in mailing lists) who will attend Committee meetings in the absence of the representative member.

### Committee Operations

#### Meetings

The PSC will meet quarterly. Where specific issues or processes arise, additional meetings may be scheduled by the Chairperson. Consideration should be made for teleconferencing where this is deemed suitable.

A member or suitable person shall be appointed by the Chairperson to take meeting minutes, establish agendas, create action items and ensure all records are maintained.

A quorum shall be represented by the Chairperson or proxy and at least 50% of the PSC membership. Decisions will be made based on a consensus approach. Where consensus cannot be reached, decisions will be made by a two-thirds majority vote of the PSC members.

Any action agreed by consensus or vote of a quorum shall represent a valid action of the PSC.

Following the receipt of a related issue from any network member and its inclusion in the agenda for the next meeting of the PSC, guests may attend meetings at the invitation of a PSC member.

The PSC can establish sub-committees or working groups where required in order to facilitate the objectives. The sub-committees or working groups may co-opt subject matter experts from outside the PSC as required.

### Governance Framework for Documents

Documents submitted to the PSC may be reviewed a maximum of three times, after which the quorum may make a recommendation for endorsement or otherwise.

### Code of Ethics

The PSC Committee is committed to the application of and adherence to maintaining ethical behaviors in line with stakeholders expectations and the Rules & Administration for the Passport.



# Signatories

Australian Capital Territory

Date:

Name: Paul Hallam

Signature:

New South Wales

Date:

Name: Tom Emeleus

Signature:

Northern Territory

Date:

Name: Carl Thompson

Signature:

Queensland

Date:

Name: David Wilson

Signature:

South Australia

Date:

Name: Mark Olson

Signature:

Tasmania

Date:

Name: Robert Thomas

Signature:

Victoria

Date:

Name: Adam Beel

Signature:

West Australia

Date:

Name: Shane Eeles

Signature:

CEPU / ETU

Date:

Name: Peter Tighe

Signature:

CEPU / ETU

Date:

Name: John Ingram

Signature:

EE-Oz

Date:

Name: Robert Taylor

Signature: