

## Purpose

The Passport Steering Committee (PSC) was established as a sub-committee of ENA's AMC and has been formed to establish a consistent national approach for the ESI to:

- examine and advise on strategies which seek to unify training standards across the ESI
- 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
- develop policy in the area of the Passport and the portability of ESI workers
- consider any matter referred to committee by the ENA AMC and the ESI Safety Committee (ESISC)

## Scope

The scope of this committee 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.
- Respond to any matters referred by the ENA AMC or the ESISC

## Membership

The PSC shall be made up of representatives of electricity network operators, the CEPU and 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 representation.

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 or as determined by the PSC. Where specific issues or processes arise, additional meetings may be scheduled by the Chairperson.

Consideration should be made for electronic forms of meeting where this is deemed suitable, e.g. teleconferencing and webex.

The Chair shall establish agendas and ensure all records are maintained and ensure the appointment of a suitable person from the host company to take meeting minutes. Endorsed minutes shall be published in the administrative area of [www.esipassport.com.au](http://www.esipassport.com.au)

A quorum shall be represented by the Chairperson or proxy and at least 50% of the member organisations.

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

Decisions will be reached on agenda items for that meeting only.

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, rejection or to continue development of the document.

## Code of Ethics

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