



Rules & Administration for the Australian  
Electricity Supply Industry (ESI) Skills  
Passport

**February 2012**

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February 2012	13	Part 4 SCOPE; Addition of note regarding the non-mandatory issue of Passports to one off short term workers performing work either under the supervision of Authorised workers, or on greenfield sites.	PSC

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## 1 INTRODUCTION

These Rules supersede ENA DOC 013-2006 and incorporate additional information regarding the administration of a national passport and the implementation of the national refresher training recognition protocol for the ESI and mutual aid arrangements for the removal of barriers to the movement of service providers and/or individuals between jurisdictions.

The Australian Energy Skills Passport, (the Passport) has been developed and is overseen by the following industry stakeholders of the Electricity Supply Industry (ESI):

- Energy Networks Association (ENA) member companies
- Communications Electrical Plumbing Union, (CEPU/ETU)
- EE-Oz (Industry Skills Council)
- Department of Resources Energy & Tourism (DRET)

The Passport supports endorsed national training packages that have already been developed by industry for electricity generation, transmission and distribution. Optimal performance of the Passport relies on a common understanding between jurisdictions in regard to training and therefore, the Industry Skills Council (in conjunction with the Passport Steering Committee) has established and published common delivery and assessment standards for training. These standards describe the minimum requirements in regard to training and associated refresher training for ESI workers and ensure workers in the electricity industry meet and maintain the same base level of skills which are recognised across jurisdictions.

## 2 OBJECTIVES

The objectives of these rules are to:

- a) Provide the rules for the implementation and ongoing management of a national passport system;
- b) Highlight the responsibilities of individuals for ensuring the currency and validity of their refresher training, authorisations and inductions;
- c) Set up the framework to provide for the recording and portability of an individual's refresher training, authorisations and inductions between network operators; and
- d) Provide a vehicle for recognition of national training standards across all jurisdictions in Australia.

## 3 PURPOSE

The purpose of these rules is to establish a framework to ensure the consistent application and use of the Passport across all jurisdictions.

The Passport system has been designed to replace and/or compliment existing state based models and its primary purpose is to facilitate portability of the workforce. The passport provides the mechanism for recording:

- a) The functional role of the Passport holder;
- b) The currency of training consistent with Attachment 2 of this document;
- c) Network authorisations issued, (eg HV Operations and Authorised Recipients); and
- d) Network inductions undertaken.

## 4 SCOPE

The Passport system established in accordance with these rules shall apply to all ESI workers who:

- a) Hold an authority issued by a Network Operator; and/or
- b) Are required by a Network Operator to undertake any training and/or assessment for field based activities consistent with Attachment 2 of this document.

NOTE: It is not a mandatory requirement to issue Passports to one off short term workers performing work either under the supervision of Authorised workers, or on greenfield sites.

## 5 RESPONSIBILITIES

### 5.1 PASSPORT STEERING COMMITTEE (PSC)

The Passport system established in accordance with these rules is administered by the PSC who shall continually monitor the operation of the Passport system to confirm that it complies with the requirements identified in the Objectives, Purpose and Scope. To achieve this, the PSC will:

- a) Review and make changes to these rules as required where changes in the ESI environment, commonwealth or state legislation or the Australian Quality Training Framework (AQTF) impact them;
- b) Review and make changes to the Passport design and format as required;
- c) Produce reports as required by the ESI, eg work category profiles, number of Passports issued etc;
- d) Manage the Passport framework and web interface;
- e) Consider applications for access to the reporting functionality of the database;
- f) Consider the cost benefits of any proposed structural changes to the Passport and/or database;
- g) Consider appeals regarding the issue, application, restriction or cancellation of a Passport;
- h) Establish supplementary procedures as required; and
- i) Engage appropriate EE-Oz Technical Advisory Committee's (TAC) as required.

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 CEPU/ETU; and
- One representative from the Industry Skills Council (ISC).

The PSC shall develop a charter for ongoing governance and administration and the Chairperson shall be a network operator representative.

### 5.2 NETWORK OPERATOR

The Passport shall be managed according to these rules and the directions of the PSC. To achieve this, each Network Operator shall:

- a) Issue Passports and recognise Passports issued by other Network Operators as governed by these rules;
- b) Maintain accurate training and authorisation records;
- c) Appoint and maintain records of Validation Officers;
- d) Maintain a record of validation stamps in use relevant to their company;
- e) Implement audit and inspection procedures of Passport processes;

- f) Ensure Passport details are entered into the database as soon as practicable and that such records are maintained and updated as new information becomes available;
- g) Upon cessation and commencement of employment that the employer field in the database is updated within 14 days;
- h) Check existing Passport holders against database records for cancelled or flagged Passports;
- i) Provide reports on the operation of the passport system to the PSC as requested; and
- j) Ensure privacy is maintained within the requirements of the Network Operator's procedures, legal obligations and Part 11 of these rules.

NOTE: Restricted User access for participating Generation companies shall only be granted with the written permission of the PSC and the necessary signatories to a Restricted User Agreement in an approved form.

### 5.3 OTHER ESI EMPLOYERS (e.g. Service Providers)

Service Providers shall:

- a) Ensure all employees who fall within the scope of these rules are holders of a Passport;
- b) Maintain accurate training and authorisation records;
- c) Provide reports on the operation of the Passport system to the PSC as requested;
- d) Maintain a record of validation stamps in use relevant to their company;
- e) Provide and maintain accurate employee and employer details for the purposes of database entries;
- f) Within 14 days report to the issuing Network Operators details of lost or stolen Passports, or changes in recorded Passport information (employer, worker category); and
- g) Upon cessation and commencement of employment that the employer field in the database is updated within 14 days.

### 5.4 VALIDATION OFFICERS

Validation Officers shall:

- a) Authenticate records of completed training, inductions and network authorisations;
- b) Endorse Passports within the scope of their approval;
- c) Not endorse their own Passport

NOTE: Validation Officers may also be training providers approved by a Network Operator.

### 5.5 TRAINING PROVIDERS

Training providers engaged by an ESI employer shall:

- a) Deliver the initial training in the endorsed units of competency (Attachment 2) in accordance with the AQTF requirements.
- b) Validate Passport entries within their scope of approval as delegated by an ESI Network Operator, in the case of paper Passports by the use of their unique stamp;
- c) Report training and assessment outcomes to the individual and employer as soon as practicable;
- d) Where applicable, maintain a record on validation stamps in use relevant to their company; and
- e) Ensure that Passport entries are made and validated at the completion of training and/or assessments.

## 5.6 PASSPORT HOLDERS

Passport holders shall ensure that they only undertake work for which they have been trained and authorised and:

- a) Monitor the currency of training, authorisations and inductions recorded in the Passport.
- b) Have Passports readily available when accessing networks and for validation when attending training.
- c) Produce their Passport when requested.
- d) Secure the Passport in a way to prevent unauthorised use.
- e) Within 14 days report to their employer details of lost or stolen Passports, or changes in recorded Passport information (employer, worker category).

## 6 THE PASSPORT

### 6.1 GENERAL

- a) A Passport shall be a uniquely identified personal portable record of an ESI workers training, authorisations and inductions.
- b) A Passport can be in paper, card or electronic format, is issued by a network operator and its design shall be approved by the PSC.
- c) Irrespective of the Passport format, the application of these rules is the same and is mandatory.

### 6.2 PASSPORT ISSUE PROCESS

- a) Passports shall be issued to any ESI worker described in the scope of these rules.
- b) Only Network Operators shall issue Passports, based on evidence of the applicants' qualification or functional role.
- c) Only one Passport number shall be issued to any one person at a time.
- d) The initial issue of a Passport shall be undertaken by the Network Operator with whom the Passport holder is primarily engaged at the time of issue.
- e) ESI workers not directly employed by a Network Operator can obtain a Passport by making application to a Network Operator.
- f) An application form for the issue of a Passport is available at [www.esipassport.com.au](http://www.esipassport.com.au).

### 6.3 PASSPORT IDENTIFICATION

The Passport shall contain the following minimum information that links the holder of the Passport to the contents:

- a) Name of Passport holder;
- b) Unique Passport number;
- c) Date of Birth;
- d) The Passport holder's employer at the time of issue;
- e) The primary functional role of the Passport holder (eg lineworker, cable joiner, engineer );
- f) Issuing Network Operator; and
- g) Issue date.

### 6.4 NUMBERING

- a) Each Passport shall be uniquely numbered prior to issue according to the protocols outlined in Table 1.
- b) The numbering protocols established below shall be strictly adhered to.

TABLE 1

System Generated Intelligent Numbering for ESI National Skills Passport								
Energy Stream	State of Issue		Network Operator ID		Sequence Number	Passport Status		
(1)	(2)		(3)		(4)	(5)		
Electricity = E	Aust. Capital Territory	ACT	ActewAGL	10	000001	Initial issue	I	1
	New South Wales	NSW	Aurora Energy	11	to	Subsequent issue	I	2...
	Northern Territory	NTY	CitiPower/ Powercor	12	999999	Cancelled	X	1...
	Queensland	QLD	Country Energy <sup>1</sup>	13				2...
	South Australia	SAA	ElectraNet	14				
	Tasmania	TAS	ENERGEX	15				
	Victoria	VIC	EnergyAustralia <sup>2</sup>	16				
	Western Australia	WAA	Ergon Energy	17				
				ETSA Utilities	18			
				Horizon Power	19			
				Integral Energy <sup>3</sup>	20			
				Jemena	21			
				Power and Water	22			
				Powerlink Queensland	23			
				SP AusNet	24			
				Transend Networks	25			
				TransGrid	26			
				Western Power	27			
				United Energy	28			

Example, a Passport issued by Energy Australia will generate a number similar to this example: ENSW 16-001234-I1

<sup>1</sup> Name changed to Essential Energy in February 2011

<sup>2</sup> Name changed to Ausgrid in February 2011

<sup>3</sup> Name changed to Endeavour Energy in February 2011

## 6.5 REPLACEMENT, LOST AND STOLEN PASSPORTS

- Where a Passport is lost or stolen, the Passport holder shall notify their employer within 14 days.
- Application for replacement Passports will be made using the form at [www.esipassport.com.au](http://www.esipassport.com.au).
- It is the responsibility of the Passport holder to initiate the issue of a replacement Passport and submit evidence of competence if requested.
- Where a network operator is notified of a lost or stolen Passport, they shall ensure that the number of that Passport has been cancelled in the database.
- Cancelled numbers shall not be re-issued under any circumstances.
- Where a paper Passport has exceeded its ability for capturing entries it shall be exchanged with a replacement Passport. A replacement Passport shall be issued by a Network Operator.
- Where a replacement Passport is provided, records of the Passport holder's current training shall be transferred to the new Passport. (For paper based Passports, this evidence can be in the form of a training report inserted in the Passport).

## 7 PASSPORT ENTRIES

### 7.1 PAPER PASSPORT

- Prior to the issue of the Passport, all entries on page 1 shall be completed and be clearly legible.

- b) All entries shall be validated by date of training, stamp and signature.
- c) The size of the stamp shall not exceed 20mm high by 25mm wide.
- d) The dates entered in the entries for refresher training and authorisations shall be the date upon which the competency was achieved or authorisation was approved.
- e) All fields for Passport entries must be completed or the record will be invalid.

#### **7.1.1 NETWORK AUTHORITIES**

- a) Entries for network authorisations shall be stamped and signed and should include as much descriptive information as possible regarding the scope of the authority.
- b) In some situations two or more authorities can be issued at different times by different Network Operators. In such circumstances, where the authorities have the same operating intent and common refresher training requirements, the refresher training relating to that authority need only be entered once in the Passport.
- c) In order to manage the ongoing currency of any refresher training that uses a single entry record for more than one authority as described above, the expiry date of the first issued authority should be used as the expiry date for subsequent authorities with the same authority intent.
- d) Alternatively, network authorisations may be recorded and issued on a card and carried in the Passport.

#### **7.1.2 INDUCTIONS**

Entries for inductions shall be recorded in the Inductions section.

### **7.2 ELECTRONIC PASSPORT**

Passport entries are recorded directly into the database by the network operator's validation officer.

## **8 PASSPORT DATABASE**

### **8.1 GENERAL**

Database means the Australian ESI Skills Passport Database, a secure web-based database recording and managing the Passport system and is only accessed in accordance with this document. Other than for an individual's own record, access is limited by username & password protocols.

### **8.2 ACCESS TO DATABASE CONTENTS**

Access to and functionality of the information contained in the database shall be as outlined in Table 2. Use of the information shall be strictly dictated by the privacy provisions in section 12.

TABLE 2

Access Role	PSC	Network Operator		Service Provider - Employer	
	Member	Administrator	Training Coordinator	Coordinator	Individual Worker
Employee – Create/Replace Passport	NO	YES	NO	NO	NO
Employee – Cancel Passport	NO	YES	NO	NO	NO
Employee – Generate Notation	NO	YES	YES	NO	NO
Employee – Remove Notation	NO	YES	YES	NO	NO
Employee – Create link to new employer	NO	YES	NO	YES	NO
Employee – Terminate employment records	NO	NO	NO	YES	NO
Employee – Create	NO	YES	NO	NO	NO
Employee – Delete	NO	NO	NO	NO	NO
Employee – Modify personal details	NO	YES	YES	NO	NO
Employee – View	NO	YES	YES	YES	YES
Employee – Recall	NO	YES	YES	NO	NO
Service Provider – Create	NO	YES	NO	NO	NO
Service Provider – Create new contact for own company	NO	NO	NO	YES	NO
Service Provider – Delete	NO	YES	NO	NO	NO
Service Provider – Modify	NO	YES	NO	YES	NO
Service Provider – View	NO	YES	YES	YES	NO
Network Operator – Modify	NO	YES	NO	NO	NO
Network Operator – View	NO	YES	YES	YES	NO
Network Operator Contacts – Change Permissions	NO	YES	NO	NO	NO
Network Operator Contacts – View Permissions	NO	YES	NO	NO	NO
Network Operator Contacts – Create	NO	YES	NO	NO	NO
Network Operator Contacts – Delete	NO	YES	NO	NO	NO
Network Operator Contacts – Update all	NO	YES	NO	NO	NO
Network Operator Contacts – View all	NO	YES	YES	NO	NO
Service Provider to Network Operator Link – Create	NO	NO	NO	YES	NO
Network Operator to Service Provider Link – Remove	NO	YES	NO	YES	NO
Run Reports workers accessing your network	NO	YES	YES	NO	NO
Run restricted reports – Own employees	NO	YES	YES	YES	NO
National statistical non-identifying reports	YES	NO	NO	NO	NO

### 8.3 DATABASE CONTENT

Information entered into the database is outlined in Table 3.

Table 3

Name	Surname and first name
Date of Birth	DD/MM/YYYY
Gender	Male / Female
Energy Stream	Electricity (E)
Issuing Network Operator	The name of the network operator who issues the initial or most recent version of the Passport
State of issue	QLD, SAA, WAA, NTY etc
Issuing date	Date of issue of initial Passport
Passport number	Automatic
Employer	The name of the Passport holders current employer
Primary functional role	The current functional role of the Passport holder (see Attachment 1)
Other functional roles	Secondary or dual trade role, e.g. where lineworker is also undertaking cable jointer duties. (see Attachment 1)
Apprentice/Trainee	Tick box (YES/NO)
HV live worker	Tick box (YES/NO)

### 8.4 REPORTING

- a) The purpose of the database's reporting capability is to produce reports for auditing purposes or to analyse role functions and age profiles nationally or in selected jurisdictions.
- b) The database's reporting capability is limited to the creation of reports as outlined in Table 2.
- c) Reports generated from the database which are inclusive of personal details shall only be made available to the affected employee, their employer or a network operator with permission to view those records.

## 9 PASSPORT HOST WEBSITE

- a) The Passport database is accessed via a web based portal. The website ([www.esipassport.com.au](http://www.esipassport.com.au)) is registered in the name of Jemena Asset Management on behalf of the PSC.
- b) The PSC shall manage and approve website content.

## 10 PRIVACY REQUIREMENTS

- a) The PSC shall establish a privacy policy and make it available via the website.
- b) National Privacy Principles contained in Schedule 3 to the Privacy Act 1988 (Cth) (or an applicable privacy code approved by the Federal Privacy Commissioner pursuant to that Act) shall be complied with at all times.

## 11 FLAGGING OF PASSPORT DATABASE RECORDS

### 11.1 PLACING RESTRICTIONS ON A DATABASE RECORD

- a) A network operator may place a flag against a Passport database record to indicate that a restriction, relating to accessing an electrical network, has been placed against the

Passport holder. A typical circumstance where a flag may be placed upon a record includes breaches of safety or work practices that put at risk the employee, work colleagues, the public or integrity of the Network.

- b) Such restrictions shall only be implemented in accordance with the network operator's safety and compliance procedures.
- c) The Passport holder and their employer shall be formally advised at the time that the Passport will be flagged, the reasons for flagging the Passport and the appeals process.
- d) The flag will not be initiated until after a 14 day period has expired from the date of notification. If after a 14 day period the individual does not lodge an appeal the flag will be automatically registered on the ESI Passport Database.
- e) If during the 14 day period the employee was to resign and seek employment with an alternative employer the employee record in the Passport database may be flagged within this period.
- f) The process outlined in 11.1 (apart from part c) shall also apply to ESI Employers including the appeals process as outlined in 11.4 of this document.

### **11.2 CHECKING A FLAGGED PASSPORT**

- a) Whenever a person, who holds a current Passport, is engaged to undertake work involving network access, the engaging network operator should check whether there is any record on the database of the Passport being flagged. If the Passport has been flagged, the network operator may seek additional details only by obtaining the consent of the Passport holder. Prior to obtaining permission the network operator must advise the Passport holder:
  - I. Of the purpose for seeking further information
  - II. How the information may be used.
  - III. Who will have access to the information provided, and
  - IV. Of any potential consequences for the person should permission to seek the information not be granted.
- b) Where additional information is received, the network operator must make such detail available to the Passport holder.
- c) Prior to any action being taken by the engaging network operator as a result of the information received, the Passport holder shall be given an opportunity to put their position on the matter.

### **11.3 MONITORING AND REMOVING FLAGS FROM A DATABASE RECORD**

- a) At intervals no greater than 3 months, network operators shall undertake a review of Passports they have flagged. The ESI Employer will take all reasonable steps e.g. training/mentoring to enable reassessment of the employee to facilitate the removal of the flag.
- b) If a Passport holder changes employer while a flag is in place, the new employer will take on all obligations in relation to re-training/mentoring and re-assessment. The new employer shall provide evidence to the Network Operator who placed the flag on the record to facilitate the removal of the flag.
- c) Additionally at intervals of no greater than 12 months the PSC shall also undertake a review of Passports that have been flagged.
- d) Where the network operator removes a flag that they have placed against a Passport, the Passport holder and their employer shall be notified directly.

## 11.4 APPEALS PROCESS

Any grievances that the holder of a Passport may have with the Passport process shall initially be dealt with in accordance with the employers' procedures.

Where the dispute is not settled, the employer shall formally escalate the dispute to engage the network operator involved in the restriction. This escalation shall be in writing via the Network Operator's Passport system email address, (eg [passport@'company name'.com.au](mailto:passport@'company name'.com.au))

- The parties shall undertake to consider the appeal within 14 days.
- The appeal process shall involve a meeting of all parties.
- The Passport holder may seek to have representation at the appeal.
- The network operator will provide reasons for upholding or denying the appeal to the Passport holder and employer at the conclusion of the meeting.
- Written confirmation of the decision shall be provided to the Passport holder and employer within 7 days.

To ensure that natural justice is demonstrated, the Passport holder may within 7 days of the decision of the initial decision make a further appeal in writing to the chair of the PSC. The appeal request shall include relevant documentation & reasons for the appeal. In extenuating circumstances the PSC may grant an extension of up to 14 days for the submission of documentation and reasons relating to the appeal.

The chair of the PSC shall coordinate the panel that will hear the appeal. The parties shall undertake to consider the appeal within 28 days. The panel may meet via electronic medium or in person. The panel shall be made up of:

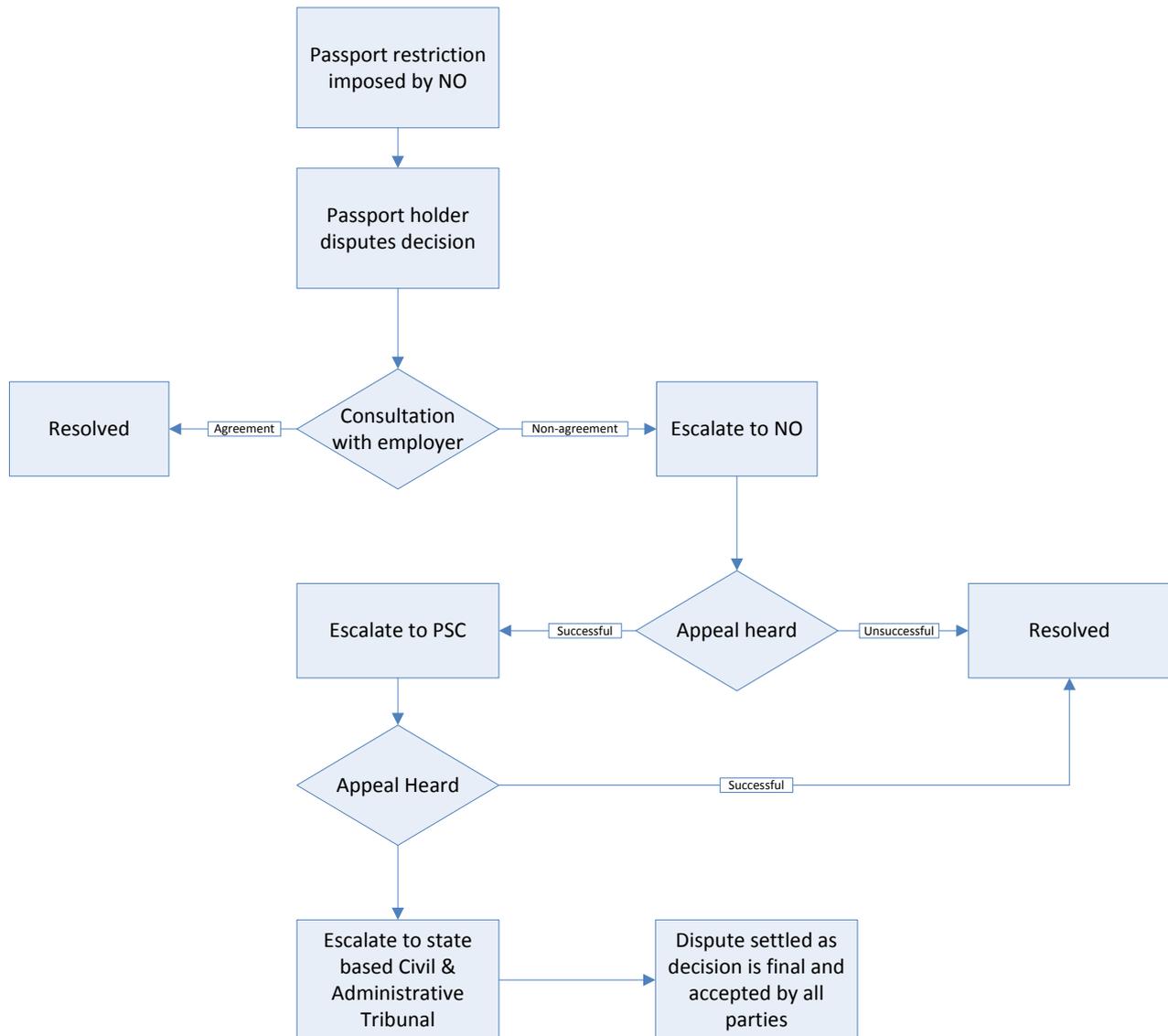
- 2 independent members of the PSC
- 1 union member of the PSC

The PSC appeals panel will provide reasons for upholding or denying the appeal to the Passport holder, employer and network operator at the conclusion of the meeting. Written confirmation of the decision shall be provided to the Passport holder, employer and network operator within 14 days. The decision must be by consensus of the PSC appeal committee

Where the dispute is not settled at the end of this process, the Passport holder may escalate their appeal to the Civil and/or Administrative Appeals tribunal relevant to that jurisdiction.

A decision of the Civil and/or Administrative Appeals tribunal relevant to that jurisdiction shall be accepted by all parties as final.

## 11.5 APPEALS FLOWCHART



## 12 INTER-ORGANISATIONAL ARRANGEMENTS

One of the objectives of the Passport is to assist in the removal of barriers to the movement of service providers and/or individuals between jurisdictions. Optimal performance of the Passport relies on a common understanding between jurisdictions in regard to training, inductions and authorisations which in turn leads to effective portability of the ESI workforce.

Inter-organisational arrangements are usually created for one of the following types of work:

- a) Contract work
- b) Project specific work
- c) Unplanned or emergency works, (Mutual Aid Event)

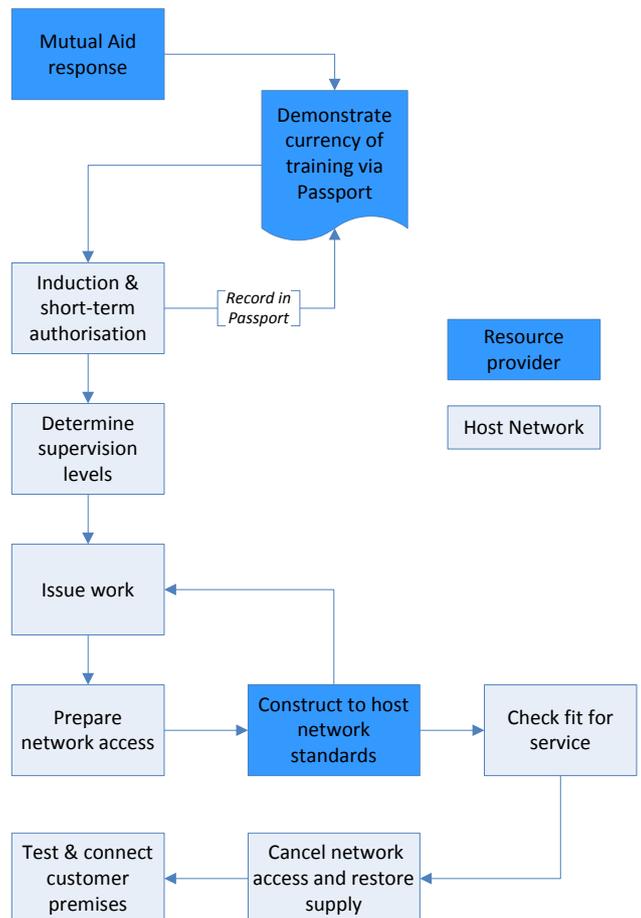
The Passport provides evidence of the currency of training, inductions and authorisations associated with the scope of work.

## 12.1 UNPLANNED OR EMERGENCY WORKS, (MUTUAL AID EVENT)

Mutual aid can be defined as an arrangement for the temporary provision of labour and/or plant between industry organisations, normally in response to a natural disaster. Mutual aid responses are almost entirely restricted to overhead distribution works.

To facilitate rapid response and to assist in meeting a stated objective of the Passport, on September 8, 2009 industry participants signed an MOU which:

- Identifies the minimum refresher training competencies which must be current for ESI transmission and distribution lineworkers in an emergency situation to gain and maintain access for the duration of the emergency to any ESI network infrastructure nationally.
- Confirms agreement to mutual recognition of these refresher training competencies and their currencies for the purposes of gaining and maintaining access to any ESI network infrastructure nationally.
- Confirms the agreement of each network operator to assess the refresher training competencies for ESI distribution and transmission line workers and to conduct induction training which includes local safety procedures, risk assessments, familiarisation in the tasks to be performed and identifies restricted work activities.
- Recognises that these refresher training competencies form the longer term basis for workforce mobility and commit to developing other competencies for energy supply industry workers such as, but not limited to, gas distribution, and cable jointers.



The process flow above shows a simple demonstration of access for an interstate response to a mutual aid request where the employees would not be able to perform HV operating or customer installation testing.

## 13 DEFINITIONS

Authority	An organisation's endorsement in writing for a specific function.
Category	Means the primary functional role of a Passport holder.
Current	Means the refresher training frequencies as required by the network operator and applicable state or territory legislative and regulatory requirements have been met
Delivery & Assessment Standard	Document which describes the delivery & assessment methods and the learning outcomes for each unit of refresher training.
DRET	Department of Resources Energy and Tourism.
ENA	Energy Networks Association.
ESI worker	A person employed by a Network Operator or a service provider.
ESQ	Energy Skills Queensland
EE-Oz	ElectroComms and EnergyUtilities Industry Skills Council Limited
CEPU/ETU	Electrical Trades Union
Flagged	Means a Network Operator has placed restrictions related to safety breaches.
Mutual Aid	An arrangement for the temporary provision of labour/plant between network operators.
Network Operator	Means a member network operator of ENA participating in and subject to these rules.
NO	Network Operator
Passport	A document that links an ESI worker via a unique number to their training, authorisation and induction records.  The passport can be in paper, card or electronic format and is issued by a network operator
PSC	Passport Steering Committee.
Refresher Training	Training to compensate for or prevent deterioration in a previously achieved standard of performance. Usually undertaken at a set frequency.
Service Provider	An employer in the ESI who is not a network operator.
Shall	Shall is to be interpreted as "mandatory"
Should	Should is to be interpreted as "advisory or discretionary"
Training Provider	An organisation that delivers relevant training to an ESI worker.
Validation Officer	A person or training organisation who has been appropriately trained and who has the authority of the Network Operator to authenticate Passport entries.
Jurisdiction	Describes a Network Operator or a group of Network Operators in a geographical area, e.g. NSW, VIC

## ATTACHMENT 1 - ESI PASSPORT FUNCTIONAL ROLE CLASSIFICATIONS

Classifications of Passport holders shall describe the functional role of the Passport holder and be limited to those listed in Table 5. Where a classification is not recorded in the table below, the issuing network operator shall nominate the classification closest to the actual role.

Category of Worker	Comparable roles	Comments
Asset Inspector	Pole inspector	Engaged in asset inspection, pole testing and data capture.
Cable Joiner	Nil	Joining & laying HV &/or LV cables.
Electrician	Electrical fitter/mechanic Substation/Power Station Electrician	Electricians working on ESI network infrastructure, including work in distribution, transmission, zone substation or terminal stations, and a generation environment.
Electrical inspectors	Nil	Engaged in compliance inspections of customers HV and/or LV installations.
Engineer	Nil	All streams ie Civil, electrical working in the ESI.
Lineworker Distribution	Nil	Lineworker engaged in working on distribution and sub transmission assets up to 66kV.
Lineworker Transmission	Nil	Lineworker engaged in working on transmission assets above 66kV.
Meter Technician	Nil	An electrical worker engaged in the installation of direct, C/T and/or HV metering installations.
Non Electrical Worker	See comments	A person with no electrical qualifications who works in an ESI environment. Eg, Cleaner, maintenance workers, fire services technician, labourer, gardener, store person, driver.
Power Station Operator	See comments	Mechanical or electrical fitter, undertaking electrical or mechanical duties within a PowerStation environment. Includes Islanded and interconnected generation systems
Electricity supply worker - non trade	Nil	A person with no electrical qualification working on ESI infrastructure eg. Cable layer, Plant Operator, meter reader, Rigger, civil worker.
Trade worker	See comments	Tradespersons working in a non electrical area, eg. painter, plumber, concreters, carpenter, mechanic, mechanical fitter, etc.
Support Worker	See comments	OHS Coordinator, Trainer, managers. Auditor.
Switching Operator	See comments	Describes a person whose duties are primarily operating networks even though they may be qualified in other areas. Includes all operating to be defined by the authority in the passport, Transmission, Distribution, Stations.
Team Leader / Supervisor	Nil	Team Leader / Supervisor not actively engaged in field work.
Technical Worker	See comments	Includes all types of design, SCADA Tech, Telecommunications, Technician.
Tester, Protection , Control & Cables	See comments	Includes testing protection and control circuits associated with Transmission & Distribution and stations. Includes field protection devices & cables.
Vegetation Worker	Tree clearer	Engaged in vegetation control work for ESI network infrastructure – elevated or on ground.

## ATTACHMENT 2 - REFRESHER TRAINING FOR MUTUAL AID ARRANGEMENTS

UNIT CODE	INDUSTRY AGREED UNIT TITLE	CABLE WORK <sup>1</sup>	STATION ELECTRICAL WORK <sup>2</sup>	DISTRIBUTION SUBSTATION ELECTRICAL WORK <sup>3</sup>	POLE WORK <sup>4</sup>	TOWER WORK <sup>5</sup>
UETDRRF01A	Apply ESI safety rules, codes of practice and procedures for work on or near electrical apparatus	Yes	Yes	Yes	Yes	Yes
UETDRRF10A	Provide first aid in an ESI environment <sup>13</sup>	Yes	Yes	Yes	Yes	Yes
HLTCPR201A	Perform CPR	Yes	Yes	Yes	Yes	Yes
UETDRRF02A	Perform pole top rescue <sup>6</sup>	Yes <sup>7</sup>			Yes	
UETDRRF03A	Perform EWP rescue	Yes <sup>8</sup>			Yes	Yes
UETDRRF04A	Perform tower rescue					Yes
UETDRRF05A	Perform rescue from switchyard structures at heights		Yes <sup>9</sup>			
UETDRRF06A	Perform rescue procedures from a live LV panel <sup>10</sup>	Yes	Yes	Yes		
UETDRRF07A	Perform cable pit/trench/excavation rescue	Yes <sup>11</sup>				
UETDRRF08A	Perform EWP controlled descent escape	Yes <sup>12</sup>			Yes	Yes
UETDRRF09A	Apply access procedures to work on or near electrical network infrastructure	Yes	Yes	Yes	Yes	Yes

<sup>1</sup> Cable Joints/cable jointing and terminating in a trench environment & cable work above ground.

<sup>2</sup> Electrical Fitter/Mechanic/ Tester/Protection & Control work in a station environment.

<sup>3</sup> Electrical Fitter/Mechanic/ Tester/Protection & Control work outside a station environment at ground level

<sup>4</sup> Linework on distribution or transmission poles

<sup>5</sup> Linework on distribution or transmission towers

<sup>6</sup> Where local rules prohibit the undertaking of pole line work from a ladder, UETDRRF02A is not mandatory.

<sup>7</sup> For cable jointing work from a ladder or on poles > 2 m above ground level

<sup>8</sup> For cable jointing work from an EWP on poles > 2 m above ground level

<sup>9</sup> For work, not from an EWP, on structures > 2 m above ground level.

<sup>10</sup> Not applicable to cable jointers who are not authorised for live work and are restricted to jointing and terminating new assets that have not been commissioned, placed into service or can be made alive by normal operating means.

<sup>11</sup> For live cable jointing work in a trench environment

<sup>12</sup> For cable jointing work from an EWP on poles > 2 m above ground level

<sup>13</sup> Not required where a Passport holder has successfully undertaken "HLTFA301B - Apply First Aid". *NOTE: Despite any wording to the contrary in any Unit utilised and other than in a jurisdiction where a greater frequency is legislated, ESI First Aid refresher training frequency remains 12 months*

