



Charter of the

Victorian Electricity Supply Industry
(VESI)

Skills and Training Reference
Committee (STRC)



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DATE	VERSION	AMENDMENT	NAME
July 2009	1	Published on VESI Website	Gerard Cooke
December 2010	2	Update to convenor appointment timeframe and secretary appointment	Pam O'Neill

1 Purpose

The purpose of the VESI Skills and Training Reference Committee is to achieve the following requirements:

- Ensure network operators have appropriately trained people working on or near networks on behalf of VESI as per applicable regulatory obligations,
- Provide a consistent approach to portability of fieldworkers across the industry (eg Passport, Registration Rules etc)
- Provide VESI representation at the National level on industry training and competencies

2 Scope

The scope of this committee is to be the authoritative Victorian Electricity Supply Industry committee in matters relation to the training requirements for personnel who work on or near the network assets and includes the following entities:

- Service Providers to the VESI; and
- Training Providers to the VESI and Service Providers.

3 Objectives

The objectives of the VESI Skills and Training Reference Committee are to:

- Provide strategic policy and direction in the VESI for all skilling related matters
- Establish and oversee appropriately resourced working groups to implement strategic policy and direction
- Influence the national direction on training matters that achieve the best outcome for VESI
- Ensure adequate representation on a state and national level in the field of training requirements
- Provide direction on behalf of participating companies to demonstrate how they meet their obligations of ensuring persons operating or maintaining its networks assets have standard of qualifications, proficiency and experience to safely perform their function.

- Provide common industry tools (i.e. journals, guidelines, training modules etc) for use in VESI for the training of apprentices and ongoing currency of competency
- Be the single focal point for questions regarding training in the VESI
- Continually seek improvements in the manner that training outcomes are managed and delivered in the VESI
- Source input from external stakeholders to ensure broader viewpoints are taken into account.

4 Membership

The committee shall consist of representatives from any Victorian Network Operator who agree to participate in this forum.

Refer to attachment A to see current member companies

The committee may invite other persons upon recommendation.

5 VESI STRC Committee Procedure

5.1 Convenor and Secretary

The CONVENOR is to be ELECTED from within the Committee.

The Convenor will be appointed for a period of one year. This term may be extended at the agreement of the Committee.

The Secretariat, shall be appointed by the committee.

5.2 Meeting Frequency and Location

Meetings shall be held bi-monthly and the frequency of these meetings shall be reviewed annually.

Where necessary, extraordinary meetings may be called by the Convenor.

Unless otherwise agreed by the committee, meeting venues and facilities will be provided by participating Network Operators on a sequential rotation basis.

5.3 Quorum

A quorum shall consist of at least one representative from each of the participating Victorian network operators.

5.4 Decision Making

Where a policy issue is involved, the matter shall be resolved by consensus.



Where an administrative matter is involved, the matter can be passed with a simple majority.

The committee shall enable stakeholder groups (including allied representative organisations, Service Providers, Training Providers, etc) an opportunity to submit proposals either in writing or person or both. In such circumstances the Committee shall give full consideration to the proposal and provide a written considered response. Minutes and agenda will be provided to the above parties upon request.

5.5 Agenda and Minutes

Agendas and minutes will be produced and circulated as deemed appropriate and prior to each meeting.

5.6 Annual Report

The Committee shall establish annually a Report on the preceding year and Business Plan for the forthcoming year. The Report and Plan shall be submitted to the relevant General Managers of each participating company and ESV and upon request any other stakeholders group (including Service Providers, Training Providers allied representative organisations).

5.7 Changes to Committee Procedures

The Committee may change these procedures as required at a full meeting of the Committee where consensus is reached relating to the proposed change.



Appendix A

CitiPower/Powercor

Pam O'Neill – Training Co-ordinator
Paul Cadzow – Network Access Manager
Peter Hocking – Development Services Officer

Jemena

Adam Beel – Field Practices and Training Manager (as required)
Robert Foord – Training Specialist Electrical
Alex McRobert – Network Compliance Officer
Georgina McLaughlan – Training Co-ordinator

SP-AusNet

Chris Websdale – Works Practices and Training Manager
Gerard Cooke – Apprentice and Trainee Manager

