Staff Sharing Register Template

**Date of Update:** Click or tap to enter a date.

This register is intended to be a living document and must be updated quarterly under the Electricity Distribution Ring-Fencing Guideline) (by 15 January, 15 April, 15 July and 15 October of each year), though can be updated more frequently if required. This register includes shared staff positions, under cl. 4.2.2 and 4.2.4.

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| --- | --- | --- | --- | --- |
| Staff Position Name | Staff Position Description | Term / Duration | Exemption / Waiver | Ring-fencing controls |
| *Please provide the position name.* | *Please provide a description of roles, functions and duties.* | *Please provide the expected or actual duration of the sharing arrangement for each staff in the position eg. 3 staff for 2 months, 1 staff for 2 days, 7 staff permanently shared.* | *Please state the exemption or waiver being used to allow sharing this position eg. 4.2.2(b)i, 4.2.2(b)iii or 4.2.2(d). If using a waiver, please provide a link to the waiver.* | *Please briefly explain any relevant controls for these positions that reduce the risk of ring-fencing breaches eg. ring-fencing training, information controls, physical separation* |
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Office Sharing Register Template

**Date of Update:** Click or tap to enter a date.

This register is intended to be a living document and under the guideline must be updated quarterly (by 15 January, 15 April, 15 July and 15 October of each year) though can be updated more frequently if required. This register includes staff in shared offices, as in cl. 4.2.1 and 4.2.4.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Office Location | DNSP Staff | RESP Staff | Ring-fencing controls | Exemption / Waiver |
| *Please provide the name of the suburb, town or LGA of the office.* | *Please describe what duties are performed by DNSP staff in this office.* | *Please describe what duties are performed by RESP staff in this office.* | *Please briefly explain any relevant controls for this office that reduce the risk of ring-fencing breaches eg. ring-fencing training, information controls, physical separation* | *Please state the exemption or waiver being used for sharing this office eg. 4.2.1(b)i or 4.2.1(b)iii. If using a waiver, please provide a link to the waiver.* |
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