ESVCONNECT

REGISTRATION OF CATHODIC PROTECTION SYSTEMS

USER GUIDE

Contents

Forward

ESVConnect is optimised for Microsoft Edge, Google Chrome, and Firefox for Windows OS and Android devices only.

Errors will occur using Internet Explorer versions 10.0 and below and Apple devices (iPads and iPhones).

1   Creating a user profile

From the ESV website http://www.esv.vic.gov.au/ select **Log in to ESVConnect**.
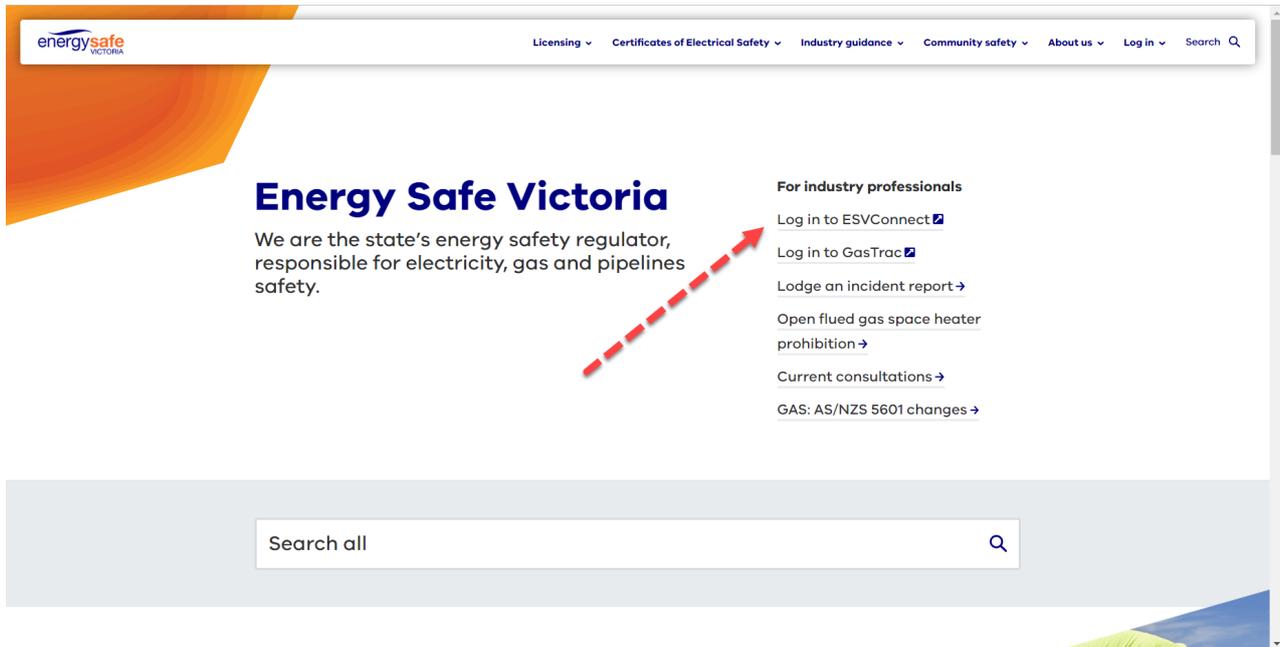
On the **ESV**Connect Login page, select Register for **ESV**Connect.
Enter the required information. You will receive an email with a verification code and instructions on how to login.
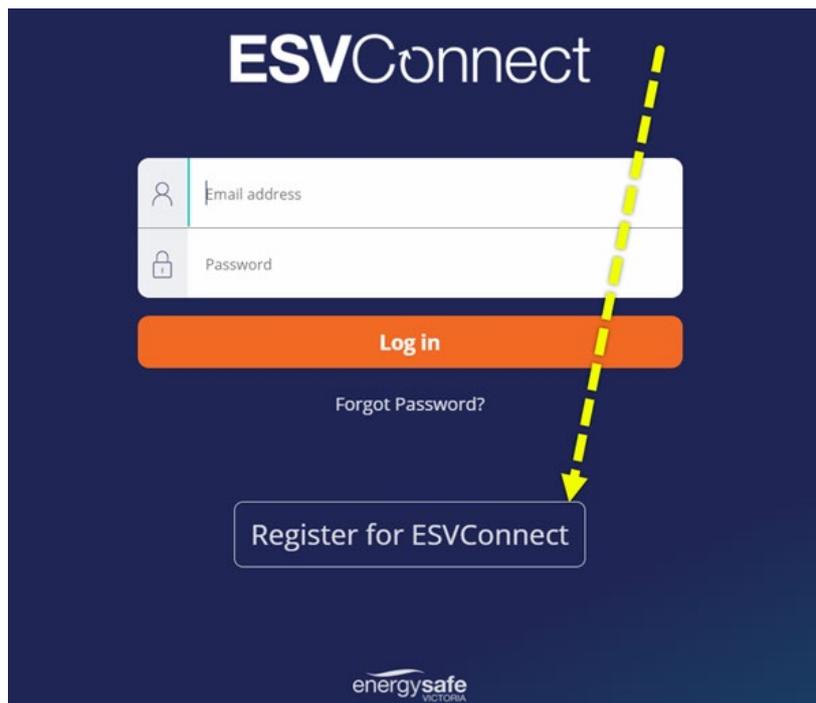
2 Lodging an application to register a Cathodic Protection System

After logging in, you'll be greeted with the **Home** screen.
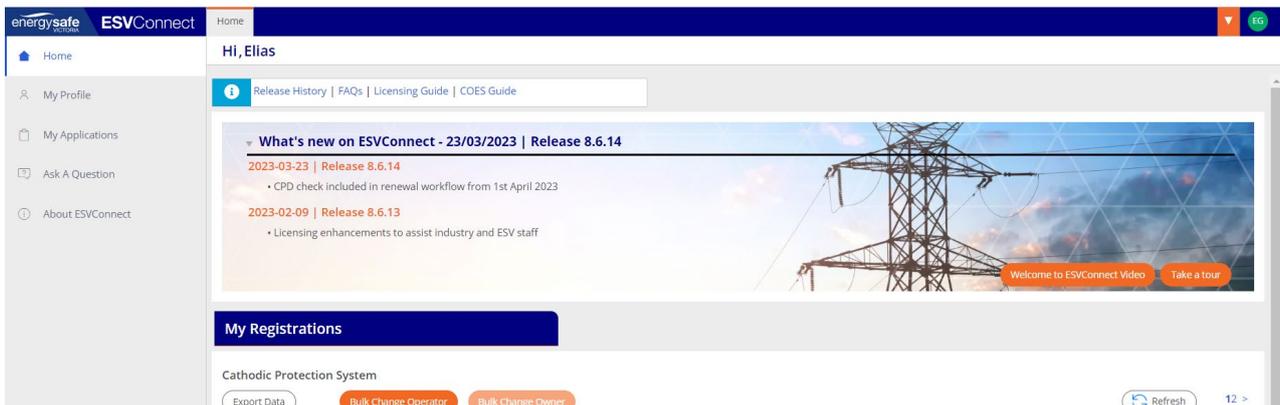
Select **My Applications** from the left hand menu
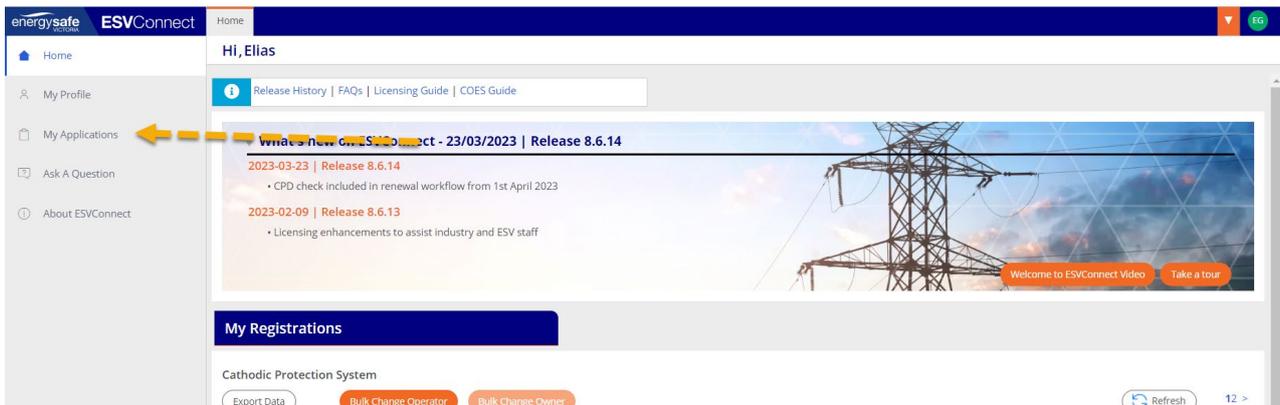
Select **Apply for a CPS Registration** from the options shown to begin the CPS Registration process (Refer to Section 2.2 for more in-depth detail)
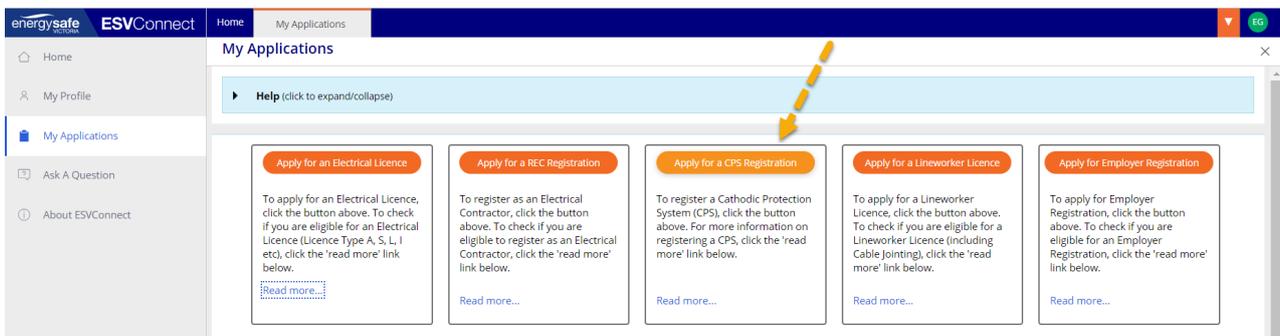
2.1   Ask a question

If you are unsure about the information you need to provide during the application process, or the program is not working as expected, you can use the **Ask a question** function.

You will be directed to the Energy Safe website: https://www.esv.vic.gov.au/esvconnect/cps/

Alternatively you can e-mail manually via sending an e-mail to electrolysismitigation@energysafe.vic.gov.au with **ESVConnect Enquiry** in the title.

2.2   Commence the application process

From the **My Applications** screen, choose **Read more…** to get to the **Registration of Cathodic Protection systems page.**
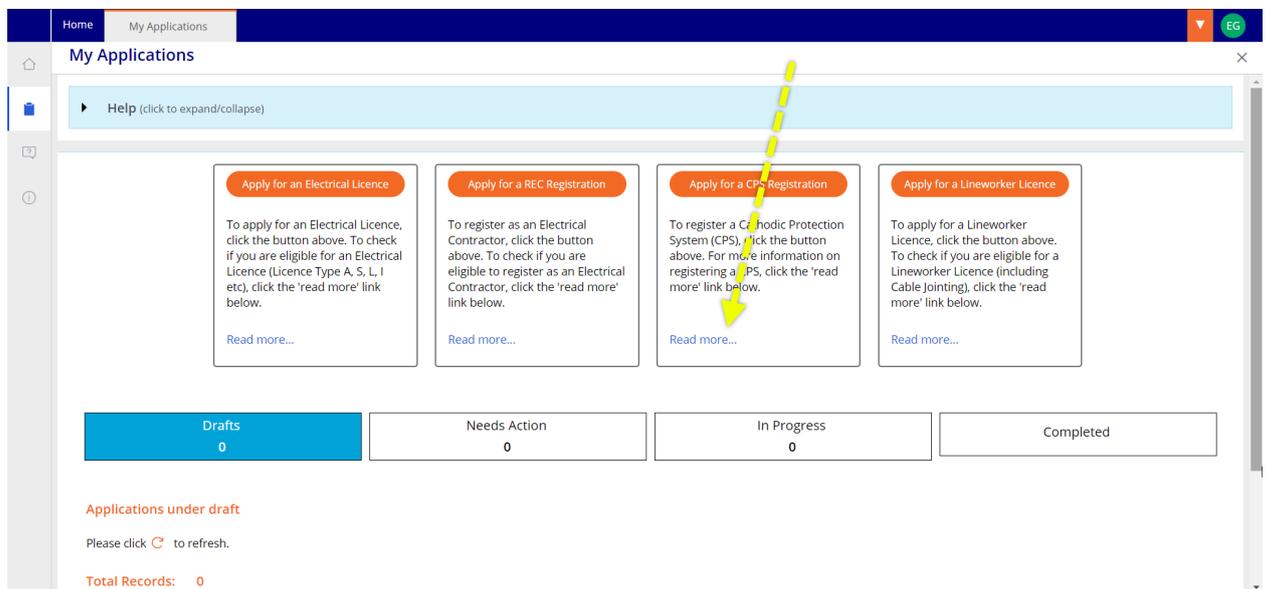
From the **Registration of Cathodic Protection Systems** page you can download the:

- **Authorisation form**
- Operator **Consent form**, and
- Interference **Testing report**

which may all be required with your application submission.

To begin your application, select **Commence Application Process**.
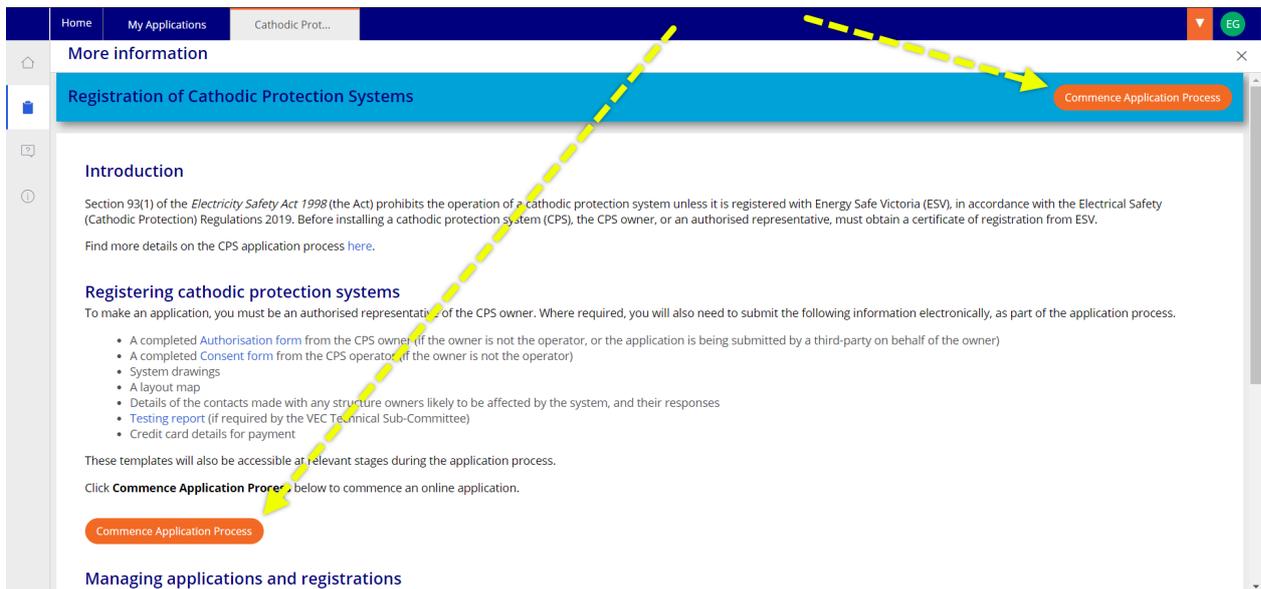
Alternatively, if you already have the required documents ready you can go straight to the application process by choosing **Apply for a CPS Registration** from the **My Applications** menu (accessed via dragging the cursor to the left side of the screen).
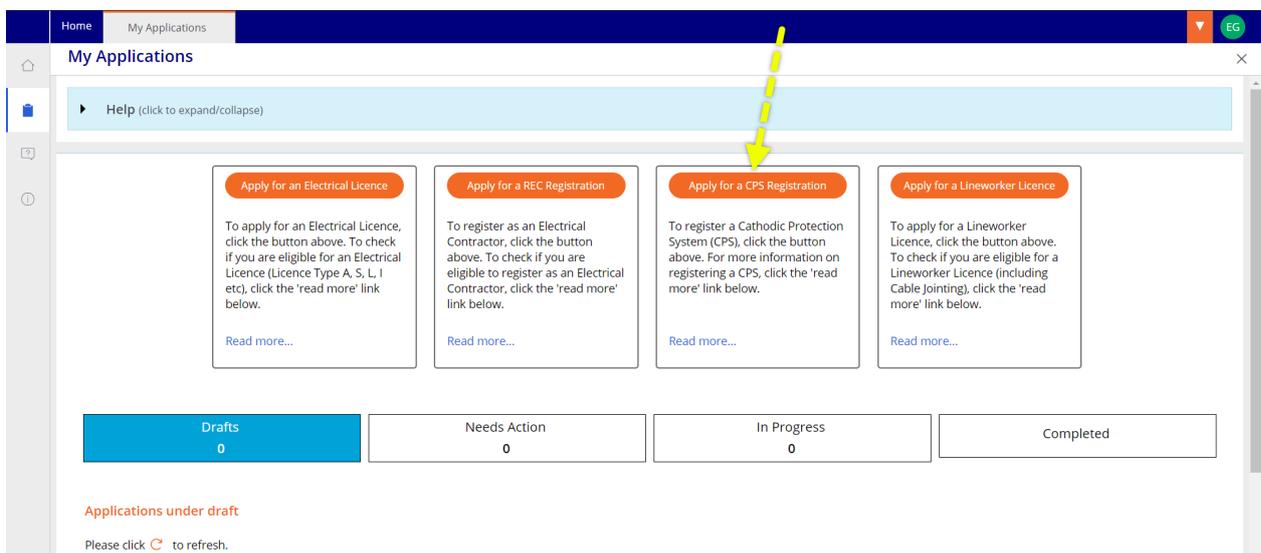
2.3 First steps – basic details and copying previous application data

When a new application for a Cathodic Protection System (**CPS**) is commenced, you're shown the terms and conditions (Once you've read and agreed with them tick the box) and then the basic system details are required. The final question is if you wish to copy a previous application, use the radio buttons to make your choice.
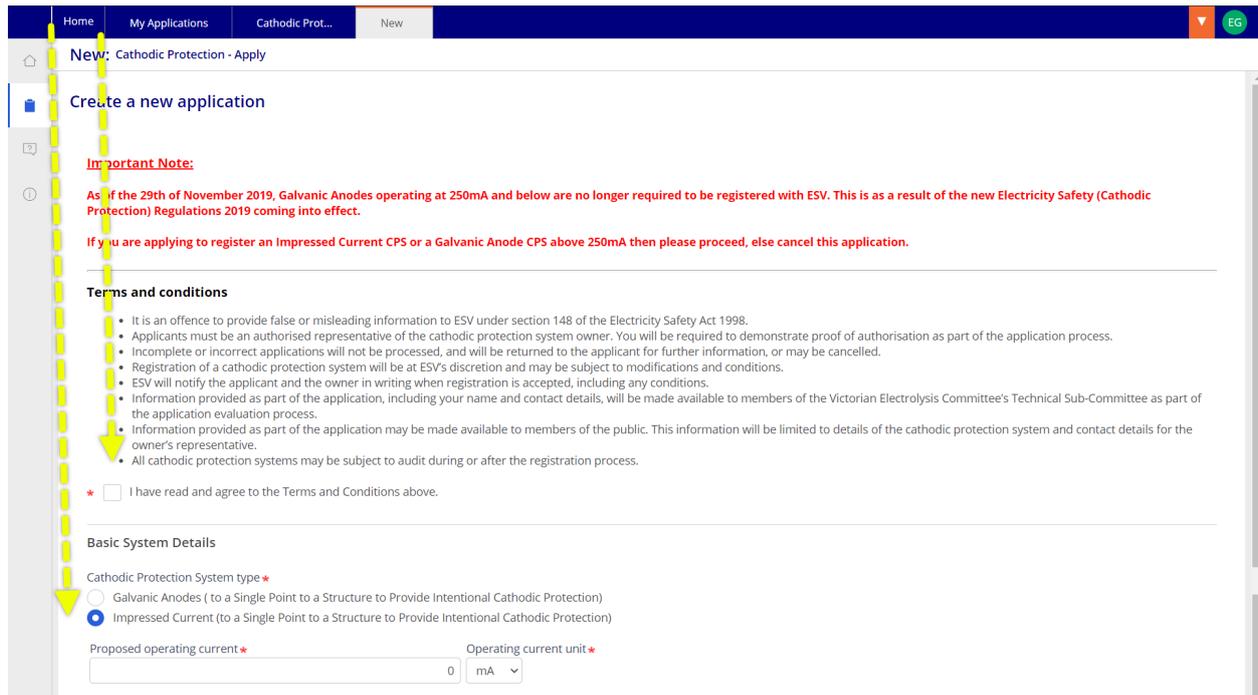
> **Note:**
>
> Data may only be copied from previous applications **you** have made.
>
> Take note of previous application numbers (in the format **G20-1XXXX**) in emails received from **ESV**Connect or from your DRAFT, IN PROGRESS or COMPLETED applications on your **ESV**Connect dashboard.

2.4 To copy from an existing application

Select **Yes** using the radio buttons and enter the existing application number.

The following data will be copied over to the new application if an existing application number has been provided:

- **Applicant details**
- **Owner details**
- **Operator details**
- **Selected system details** (including the type of system, proposed operating current, primary structures, and secondary structures).

2.5 Starting a new application

A new applicant must first declare their authority to apply for the Cathodic Protection registration. The following authorities are available for selection:

- **Owner** (or employee of the owner)
- **Owner's contractor** (an authorised representative of the owner)
- **Operator** (or employee of the operator)
- **Operator's contractor** (an authorised representative of the operator).

If the applicant is not also the owner (or an employee of the owner) an **Authorisation Letter Template** must be completed.

The letter is available for download after selecting one of the radio buttons.

The applicant must then provide their personal information and contact details.

Select [Next >>] to continue with the application.

> **Note:**
>
> **ESV**Connect is designed to comply with the requirements of the *Electricity Safety Act 1998* and the Electricity Safety (*Cathodic Protection) Regulations 2019*.
>
> Mandatory information is required to ensure applications are compliant.

2.6 Applications are automatically saved

You can close your application at any time and your information will be automatically **saved**.

If you are part way through a page when you close the application, you will be asked if you want to save your information or discard it.

You can complete your application from the **Draft** section on your dashboard later.

Unsaved changes ✕

You are about to discard your unsaved changes.

Cancel   Discard   Save

In this section the applicant must enter their personal business details.

You will be required to enter the following information:

Applicant Details

Screen guide

Enter the application details here.
If you are not the CP system owner (or an employee of the owner), then the owner must provide authorisation before your application can be accepted.
Download the authorisation letter template by clicking on the **Download authorisation letter template** download link that displays when you select any Applicant authorisation other than Owner or employee of owner. Once you have the appropriate signature, upload the completed form via the Attachments screen.
A red asterisk * identifies required information. You cannot proceed to the next screen without completing these fields.

Applicant authorisation

State your authority to apply, are you the: *
- ⦿ Owner (or employee of owner)
- ○ Owner's contractor (an authorised representative of the Owner - 3rd party)
- ○ Operator (or employee of the Operator)
- ○ Operator's contractor (an authorised representative of the Operator - 3rd party)

Personal information

First name *
Elias

Last name *
Galanis

Contact address

540 Springvale Road, Glen Waverley, Victoria 3150   [Search]

Select address *
- ⦿ 540 SPRINGVALE RD, GLEN WAVERLEY VIC 3150
- ○ Matching address not found – enter manually

Street address
540 SPRINGVALE RD

Suburb
GLEN WAVERLEY

State
VIC

Postcode
3150

Communication details

Contact number *
0438097914

Email
elias.galanis@energsafe.vic.gov.au

[↻ Refresh from My Profile]

If the applicant is not an operator or an operator's contractor, the final question in this section relates to who operates the CPS.

If the owner is also the operator, select **Yes** using the radio button. If **Yes** is selected the owner will have full legal responsibility for the CPS.

If the owner is not the operator, select **No.** The **Operator Consent Form** must then be downloaded and completed as part of the application.

Additional contacts can be added to manage the owner's CPS by selecting on the **Add another associate** link. These new contacts will have the same access to the owner's systems as the principal contact.

Select [Next >>] to continue with the application.

2.7 Owner details

In this section the applicant must enter the business or company name associated with the CPS. Business or company names can be searched by **Australian Business Number (ABN) / Australian Company Number (ACN)** or **Name.**

Once the appropriate business or company has been selected, the contact details will be pre-populated from the **ESV**Connect database.

All businesses and companies must register an account with **ESV**Connect before they can be searched. If a business/company does not exist, please submit a request to add a business by emailing electrolysismitigation@energysafe.vic.gov.au and request **I want to add a business**.

You will be required to supply the following information:

Additional contacts can be added to manage the owner's CPS by selecting on the **Add another associate** link. These new contacts will have the same access to the owner's systems as the principal contact.

If the applicant is not an operator or an operator's contractor, the final question in this section relates to who operates the CPS.

If the owner is also the operator, select **Yes** using the radio button. If **Yes** is selected the owner will have full legal responsibility for the CPS.

If the owner is not the operator, select **No.** The **Operator Consent Form** must then be downloaded and completed as part of the application.

Select **Next >>** to continue with the application.

2.8 Operator Details

This section requires the applicant to enter the business or company name associated with operating the CPS. The business or company can be searched by **Australian Business Number (ABN)/Australian Company Number (ACN)** or **Name.**

Once the appropriate business or company has been selected, the contact details will be pre-populated from the ESVConnect database.

Additional contacts can be added to manage the operator's CPS by selecting on the **Add another Associate** link. These contacts will have the same access to the operator's CPS as the principal contact.

Select **Next >>** to continue with the application.

2.9 System details

This section requires the applicant to provide **basic details** for the CPS they are registering.

Select the type of system:

- **Galvanic Anodes** – the anodes must be able to be disconnected for testing purposes.
- **Impressed Current** – this must have a time switch facility for testing purposes.

The proposed **operating current** of the CPS must be provided in Amps or Milliamps. The application fee (which is based on the operating current) will be automatically calculated and shown.

If the applicant has received an exemption from the relevant registration fee as stated in Section 8 of the *Electricity Safety (Cathodic Protection) Regulations 2009*, this box must be ticked. This waives the application fee. The letter from ESV granting the exemption must be uploaded to the application in the **Attachments** section.

Primary Structure Type details must be provided by selecting the most appropriate response from the drop-down boxes.

To add an additional Primary Structure select ⊕.

Secondary Structure Type details must be entered if relevant to the CPS. A secondary structure is an affected structure not owned by the primary structure owner. The most appropriate response must be selected from the drop-down menu. A reason for including the secondary structure must be indicated.

If there's an additional Secondary Structure use the ⊕ button to add them.

Installations Address must be provided for the proposed address of the CPS.

Additional Details are required for the CPS in relation to a description of its location and Melways/VicRoads location reference.

GPS Coordinates are also required for the CPS system (latitude and longitude information).

Select **Next >>** to continue with the application.

2.10 Affected Parties

This section requires the applicant to add the details of any affected third parties.
Details are entered using the radio buttons to select **Yes** or **No**.

Selecting **Yes** requires the applicant to provide details of the affected parties. The applicant must also select when the party was **notified**, their **response** and the **response date**.

If there is more than one affected party use the ⊕ button to add them.

ESV recommends allowing 20 business days for responses to an application, or it may be delayed.

If a third-party requests Interference Testing, your CPS will be authorised as **Install Only - Testing Required**. Where this occurs, you will be notified via email with instructions to:

- **conduct Interference Testing once the system has been installed**
- **get agreement on any mitigation required, and**
- **complete the registration via the ESVConnect website using the instructions in your initial letter from ESV.**

Select **Next >>** to continue with the application.

Note:
The Affected Parties screen will only display if the proposed CPS is greater than 0.25 Amps.

2.11 Attachments

This section requires the applicant to attach all requested supporting documents in relation to their CPS. These documents are matched to the information the applicant has provided.

Select **Add attachment** to attach supporting documentation.

1	2	3	4	5	6	7
Applicant Details	Owner Details	System Details	Affected Parties	Attachments	Review Application	Payment

Attachments

Please provide the required documentation by clicking "Add Attachment" below. To remove a file; select and click the trash button 🗑 .

ESV will review all documents to ensure they are appropriate.

A red asterisk * identifies a required attachment. You cannot proceed to the next screen without providing these documents.

| System drawings * | Add attachment |
| | ⚠ Attachment required |

| General arrangement map * | Add attachment |
| | ⚠ Attachment required |

| Supporting documents | Add attachment |

Close   << Back   Next >>   Submit

> **Note:**
> The same attachment can be used for both the System Drawing and the General Layout Map if all required information is included on the one drawing.
>
> Email messages will need to be saved as PDF files before they can be attached.

2.12 Review application

This section requires the applicant to review the application before declaring that all the information provided is true and correct.

Declaration

☑ * I declare that the information contained in this application and attachments is true and correct and that I have read ESV's Privacy Statement and understand the obligations and conditions that apply to registered cathodic protection systems.

2.13 Payment

This section requires payment for the application using the Commonwealth Bank payment gateway.

To make a payment:
Select the Proceed to Payment button.

You will be redirected to the secure **Payment Gateway** to enter credit/debit card details.

Enter the debit/credit card details.

2.14 Acknowledgement of receipt and tax invoice

When payment has been successful, the applicant receives an email with attachments acknowledging receipt of the application and a receipt for payment.

The acknowledgement letter contains an application reference number that should be quoted if the applicant needs to contact ESV in relation to the application.

> **Note:**
> The CPS application reference is **not** the same as the CPS registration number issued when the CPS is approved to operate.

2.15 Exemptions

Applicants may be exempt from providing certain information. Proof of an exemption must be provided with the application.

System drawings	Attach proof of exemption to 'System Drawings' on the attachments page.
General arrangement map	Attach proof of exemption in 'General Arrangement' map on attachments page.
Consultations	Select 'No' on the **Affected Parties** screen and attach evidence under **Supporting Information** on the attachments page.
Fee exemption	Applicants to declare they have an exemption on the **System Details** screen and attach evidence under **Fee Exemptions** on the attachments screen.

2.16 Screen guides

In addition to this user guide, screen guides are available on each screen within the system. These screen guides explain the relevance of each screen on the application wizard.

Before commencing data entry, applicants are advised to read these guides and follow the instructions provided.

3 The application process (at a high-level)

ESV carries out a **Technical Review** once an application has been submitted.

The application is then tabled at the next available **Technical Sub-Committee (TSC)** meeting, where ESV will be advised of any objections to the installation and operation of the CPS, or whether it should be approved to operate. TSC meetings are held on the first Wednesday of the month.
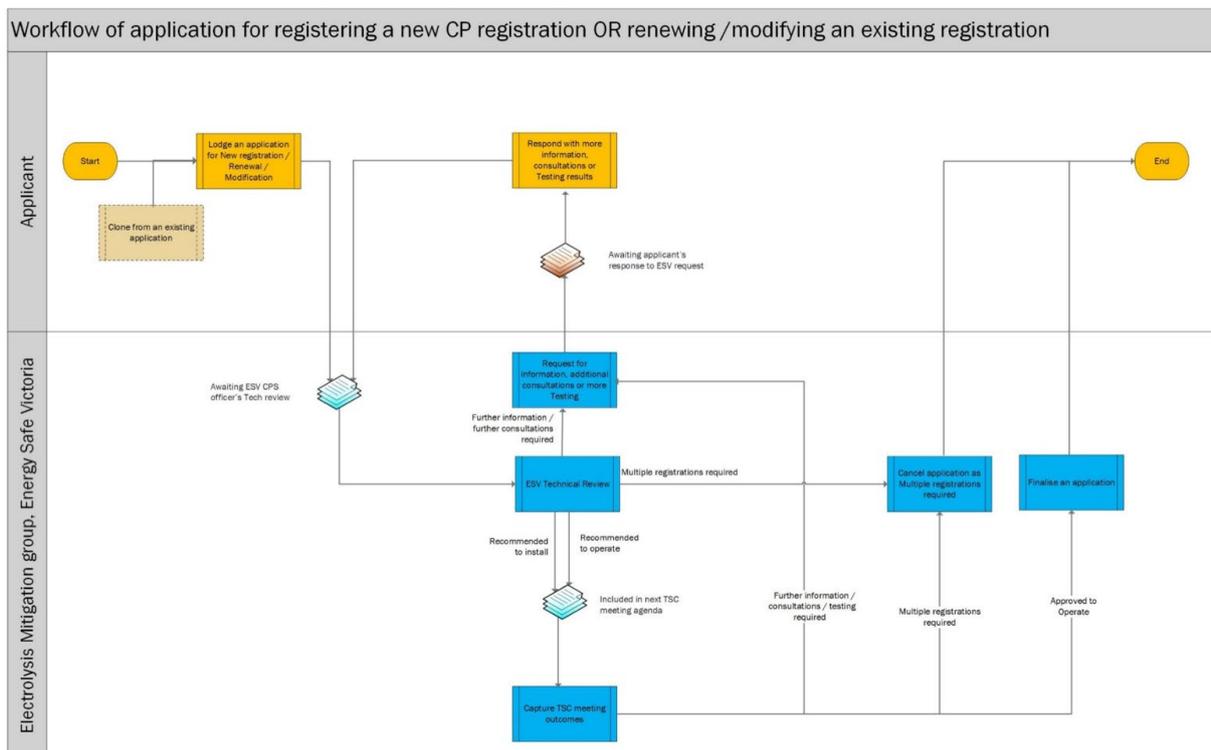
3.1 Required testing

If a third party has indicated they require testing to assess whether their assets may be adversely affected by the operation of a CPS, this must be carried out prior to re-submitting the affected application.

A **testing template** can be downloaded and attached to your application from the:

- **Registration of Cathodic Protection Systems** page, or
- The **Respond to Request for Information** page initiated from the **Needs Action** section on your dashboard.

Applicants will also be required to update the **Actual system current output** and whether any **Secondary structures** were included as a result of mitigating any adverse effects.

This application will then return to the **Technical Review** stage and follow the usual process.

3.2 Further information required

If further information is required or incorrect information has been supplied, **ESV**Connect will send an email to the applicant advising that rectification of the issue is required.

To correct or supply missing information, access your application via the **Needs Action** tab on your **ESVConnect** dashboard.

3.3 Further consultation required

If the ESV Technical Review or the TSC members have indicated that all third parties have not been consulted in relation to the operation of your CPS, you will receive an email from **ESV**Connect requiring you to notify them.

To correct or supply missing information, access your application via the **Needs Action** tab on your **ESV**Connect dashboard.

4 Managing your CPS

To manage your CPS, select the individual system number from your dashboard.

From there you can:

- Transfer Ownership
- Change Operator
- Notify Date of Operation
- Modify CPS
- Renew CPS.
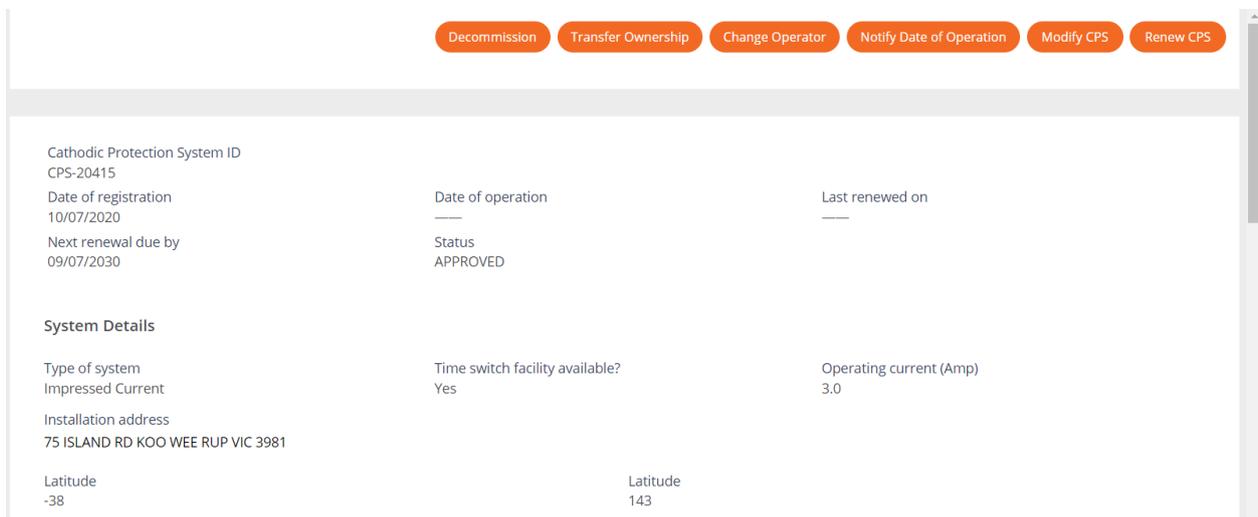
4.1 Transferring ownership of a CPS registration

CPS owners **must notify ESV of any transfer of ownership** to a new company as part of the ongoing management of the CPS. While transferring ownership, the CPS registration should also be transferred via **ESV**Connect so ESV's register can be updated to reflect the new owner's details.

To transfer ownership of a CPS registration via **ESV**Connect:

1. Navigate to the relevant CPS registration on the **My registrations** section of your **ESV**Connect dashboard.

2. On the registration detail screen, select **Transfer Ownership**.

3. Read and accept the **Terms and Conditions** of starting a new application. Once the **Proceed** button is selected, the registration is locked from further operations.

4. On the **Applicant details** screen, capture the contact address and **Communication** details.

5. Select **Next >>** , the **Owner Details** screen displays:

   - The current owner's details are already populated.

   - Search for the new owner's business using the *Business lookup* section. When selected, the ABN and business name details are populated in accordance with information recorded by the Australian Securities and Investments Commission (ASIC).

   - Capture the new owner's contact person details. It is expected the new owner is aware that a CPS registration transfer has been requested, through conversations outside the system.

6. Review the details supplied in the application using the **Review Application** screen. Correct any errors by navigating to the relevant page using the buttons at the top of the page (or by selecting the **<<Back** button).

7. Read and agree the declaration before selecting the **Submit** button.

8. When submitted, a letter is generated and sent to the new owner's specified contact person, the applicant, and the ESV Electrolysis Mitigation section.

4.2   To bulk change owners on multiple CPS registrations

Note: this process can be used to change the contact details of the existing owner by keeping the same ownership and only changing the contact details.

1. Navigate to the relevant CPS registration via the **Home** tab on the left-hand menu to access the **My registrations** section of the **ESV**Connect dashboard.

2. Select **Bulk Change Owner** underneath **My Registrations**.

3. Select **Proceed** on the next screen.

4. Fill in the applicant details as required.

5. Choose the CPS systems that you wish to register to a new owner by ticking the box to the left of each unit. Select **Next** when ready to proceed.

6. Choose to register the units with a new owner via the radio buttons

7. Read through the application and tick the Declaration box at the bottom when you're ready to **Submit** your application.

4.3   New owner's actions

The new owner's specified contact person (or persons) will be able to see the **Transfer Ownership** application via the **Needs Action** section on their dashboard. When the application is opened, the user will see the current owner and system details of the CPS being transferred.

Upon reviewing the ownership transfer request, the new owner can:

1. **Accept ownership**

   The CPS registration now belongs to the new owner and the previous owner will no longer be able to manage this registration online.

The new owner:

- can immediately start managing the CPS registration via **ESV**Connect. A letter is generated and sent to the new owner, notifying them of their obligations and providing them with a new Certificate of Registration

- takes on the obligations of the registered CPS owner including the obligation to ensure the CPS is operated in accordance with the Act, Regulations, and any conditions to which the registration is subject.

When a CPS registration is being transferred to a new owner, the operator details automatically revert to the new owner. The new owner can notify ESV of their operator details via **ESV**Connect once the transfer is complete.

2. **Refuse ownership**

The nominated new owner can comment about why they are not accepting ownership and return the request to the applicant.

The CPS registration remains with the old owner. A letter is generated and sent to the applicant advising the reasons for refusal.

4.4   Requesting a change of operator

CPS owners may change the operator at any time as part of the system's ongoing management. When changing an operator, the CPS registration should also be updated via **ESV**Connect.

4.5   To change an operator

1. Navigate to the relevant CPS registration via the **Home** tab on the left-hand menu to access the **My registrations** section of the **ESV**Connect dashboard.

2. On the registration detail page, select **Change Operator** .
   Read and accept the Terms and Conditions of starting a new application.

3. Select the **Proceed** button. The registration is locked from further operations.
   The **Applicant Details** screen displays.

4. Complete your contact address and other communication details.

5. Select **Next**. The **Operator Details** screen displays:

   - The current operator's details are already populated.

      Either nominate the owner as the new operator **OR** nominate a new operator.

      If **nominating the owner as the new operator**, ESV's register is automatically updated with those details and ESV's Electrolysis Mitigation section is notified of the change via email. No further processing is required.

      If **nominating a new operator**:

      - Search for the new owner's business using the *Business lookup* section.
        When selected, the ABN and business name details are populated in accordance with information recorded by the Australian Securities and Investments Commission (ASIC).

      - Capture the new operator's contact person details. It is expected the new operator is already aware they are being nominated through conversations outside the system.

6. Review the details supplied in the application via the **Review Application** screen. Correct any errors by navigating to the relevant page using the buttons at the top of the page (or by selecting **<<Back**).

7. Read and agree the declaration before selecting **Submit**.

   When submitted, a letter is generated and sent to the new operator's specified contact person, the applicant, and ESV's Electrolysis Mitigation section.

4.6 To bulk change operators on multiple CPS registrations

Note: this process can also be used to change the operator contact details by keeping the operator company the same and only changing the contact details.

1. Navigate to the relevant CPS registration via the **Home** tab on the left-hand menu to access the **My registrations** section of the **ESV**Connect dashboard.

2. Select **Bulk Change Operator** underneath **My Registrations**.

3. Select **Proceed** on the next screen.

4. Fill in the applicant details as required.

5. Choose the CPS systems that you wish to register to a new operator by ticking the box to the left of each unit. Select **Next** when ready to proceed.

6. Choose to register the units with a new operator via the radio buttons

7. Read through the application and tick the Declaration box at the bottom when you're ready to **Submit** your application.

4.7 New operator's actions

The new operator company's contact persons will be able to see the **Change of Operator** application under the **Needs Action** section on their dashboard. On opening the application, the user will see the current operator and CPS details.

Upon reviewing the request, the new operator can:

1. **Accept**

   The CPS registration is now associated with the new operator and the old operator will no longer be able to manage this registration online.

   The new operator can immediately start managing the CPS registration via **ESV**Connect. A letter is generated and sent to the new operator confirming the change.

2. **Refuse**

   The nominated new operator can comment about why they are not accepting ownership and return the request to the applicant.

   The CPS registration remains unchanged.

   A letter is generated and sent to the applicant advising the reasons for refusal.

4.8 Notifying ESV about the date of operation

For **Impressed Current systems**, the CPS owner or operator must provide ESV with **at least five (5) days' notice** before commencing its operation. This notification can be made through **ESV**Connect.

To notify ESV of the date of operation of a CPS registration:

1. Log in into **ESV**Connect.

2. Navigate to the relevant CPS registration via the **Home** tab on the left-hand menu to access the **My registrations** section of the **ESV**Connect dashboard.

3. On the **Registration Details** page, select [Notify Date of Operation] .

4. Enter the proposed date of operation using the calendar.

4.9 Modifying a CPS registration

CPS owners must notify ESV if the system will be modified in any way within **ten (10) working days** of the change being made. A modification includes but is not limited to a change in:

- current output
- configuration of structures being protected - including secondary structures
- ground-bed location - this may constitute a new registration.

To modify a CPS registration:

1. Log in to **ESV**Connect.

2. Navigate to the relevant CPS registration via the **Home** tab on the left-hand menu to access the **My registrations** section of the **ESV**Connect dashboard.

3. On the registration detail page, select [Modify CPS] .
   Any notifiable modifications will have a Technical Review carried out by ESV and will be tabled at the next TSC meeting, where ESV will be advised about any objections to the modification and operation of the CPS or whether it should be approved to operate.

4.10 Renewing a CPS registration

All Cathodic Protection Systems with an output **greater than 2 amps** are registered for a period of **ten (10) years**. A registration can be renewed at any time prior to the expiry of the ten-year period through **ESV**Connect.

To renew a CPS registration:

1. Log in to **ESV**Connect.

2. Navigate to the relevant CPS registration via the **Home** tab on the left-hand menu to access the **My registrations** section of the **ESV**Connect dashboard.

3. On the registration detail page, select [Renew CPS] .
   Details of the previous registration copied to aid the renewal include:

   - Owner Details
   - Operator Details
   - System Details (output current and secondary structures can be updated).

   Details that must be re-entered include:

   - Applicant Details
   - Affected Party Details
   - Relevant Attachments.

When a renewal is in progress, the **CPS details cannot be changed** using **ESV**Connect.

4.11   Changing contact details

Contact details can be changed for both the owner and operator by following the Bulk Change Ownership (see 4.2) and Bulk Change Operator (see 4.6) process. This is done by keeping the ownership or operator companies the same and only changing the contact details. This can also be done for the Administrative contact details by using the Add another associate button.

4.12   Filtering your data

From the **My Registrations** screen it's possible to filter your data to only show the Cathodic Protection Systems' data you wish to see. The filters will also affect any data extracted via the **Export Data** function. **To apply a filter to CPS data:**

1. Login to **ESVConnect**.

2. Navigate to the relevant CPS registration via the **Home** tab on the left-hand menu to access the **My registrations** section of the **ESV**Connect dashboard.

3. To the right of the sub-heading of the data you wish to apply a filter too, use the ▼ button to bring up the filter menu.

    A Filter can be applied to the following categories:

    - Type

    - CPS ID

    - Status

    - Op (A)

    - Street Address

    - Suburb

    - Owner

    - Operator

    - Next Renewal Due By

4. Select the checkbox to the left of the options presented to select that option as a filter (multiple options are possible). You can also use the "Search Text" function to create your own options. Select **Apply** to apply your chosen filters to your dataset.

5. To remove a filter, bring the filter option up again and choose **Clear Filter** from the top of the box.

6. It's also possible to sort most of the data columns by selecting on the subheading (Please note that **Op (A), Owner** and **Next Renewal Due By** currently can't be sorted)

See here for an example of applying an **Impressed Current** filter to the types of systems registered.
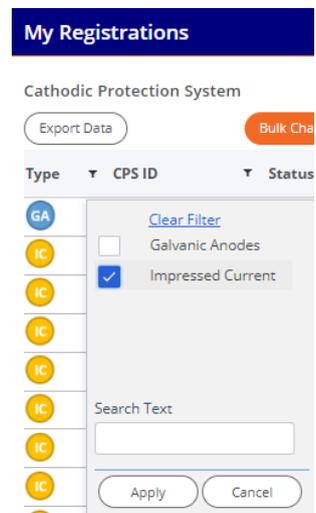
5   FAQs

Question
As a contractor (operator), I've been asked by a CPS owner's representative to assist with renewing their CPS. The owner has no knowledge of ESVConnect or if they are the registered contact person.
What is the process from start to finish?

Answer
To renew the CPS, the owner's representative will need to: - Create a User Profile.   See **Section 1 Creating a user profile** for more information about how to do this.   - E-mail manually via sending an e-mail to electrolysismitigation@energysafe.vic.gov.au with **ESVConnect Enquiry** in the title, requesting access to all of the CPS belonging to the company they represent.   ESV will notify the CPS owner's representative by email when registrations can be accessed. Once email notification has been received: - Select the CPS to be renewed and select **Change Operator**.   See **Section 4.2 Requesting a change of operator** for more information about how to do this.   - Enter the details for the contact from the operator company.   - The operator can now renew the requested CPS. See **Section 4.5 Renewing a CPS registration** for more information about how to do this.

Question
I am not the main representative for either an owner company or an operator company, but still require access to registrations associated with my company to assist with managing a CPS.
How do I get access?
Answer
This can be done by:

1. When the main representative applies for a CPS registration, they can add you as an additional contact by selecting the **Add another associate** function.
   See **Section 2.5 Owner Details** for more information about how to do this.

2. Log in to ESVConnect using your User Profile.

3. You will now have access to that CPS