

Setting up an SSEG application and approval system in a municipality

JB Marks (26 Jan 2018)

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Note: their context is one of a small munic with very little staff capacity, so their focus is just on the absolute essentials at this stage. Further items to be considered in future.

Support area	Detail / notes / support needed	Status
Developing an SSEG policy (optional)	Not considering this currently.	
Develop documentation		
Requirements for Embedded Generation	They don't have such a doc, but consider it necessary. <u>Mark to edit AMEU/SALGA standard doc based on discussions</u>	Done. Email 9/2/2018
Application form for SSEG	They have an application form already. <u>Mark to comment on their existing Application Form</u>	Done. Email 9/2/2018
Commissioning form	They have a commissioning form. <u>Mark to comment on their existing Commissioning Form</u>	Done. Email 9/2/2018
Supplemental SSEG contract	<u>Mark to edit AMEU/SALGA standard doc based on discussions</u>	Done. Email 9/2/2018
Decommissioning form	Will use AMEU/SALGA standard doc	
Public info brochure	They feel this will be useful and necessary. <u>Mark to develop a draft for them to edit / use.</u>	Done. Email 9/2/2018
Internal process		
Process Flow (for an SSEG application)	They will consider in future	
Control Document (checklist)	They will consider in future	
Tariff setting		
Deciding on a suitable SSEG tariff and enabling it on the municipal billing system	They are pondering this currently. They will get back to us. <u>Mark to send a list of info needed for a revenue/tariff assessment.</u>	Done. Email 9/2/2018 (the ball is now in their court)
Metering		
Procuring bi-directional meters	<u>Mark to send info on bi-directional meters used by other municis</u>	Done. Email 9/2/2018

By-law amendment		
Amending the electricity bylaw to accommodate SSEG	Future consideration	
Grid impact studies		
Grid Impact study guidelines	To be considered in future.	
Training of staff to be involved in SSEG assessments etc		
Processing an application (NRS097-2-3; NRS097-2-1; etc)	To be considered as training opportunities arise	
System commissioning	(as above)	
Record keeping (minimum requirements) and IT		
Keeping a register of key information (for NERSA)	For future attention	Future
Keeping a record of exact SSEG location on network/feeders	For future attention	Future
Engaging with municipal IT section/s (SAP? SmallWorld? Etc)	(not relevant)	
Informing the public		
Develop and disseminate information brochure for the public	(see above)	