

## Setting up an SSEG application and approval system in a municipality

Kouga (meeting 27 Feb 2018)

(See separate attendance register for participants)

Support area	Detail / notes / support needed	Status
Developing an SSEG policy (optional)	They want to go this route and have a draft. Theo Madatt will send to <b><u>Mark for suggestions. Mark to compare with Tshwane's Policy.</u></b>	Done emailed 22/3/2018
<b>Develop documentation</b>		
Requirements for Embedded Generatio	<b><u>Mark to edit</u></b> the Standard doc for Kouga based on discussions had at the meeting	Done. Emailed 28/2/2018
Application form for SSEG	<b><u>Mark to edit</u></b> the Standard doc for Kouga based on discussions had at the meeting	Done. Emailed 28/2/2018
Commissioning form	<b><u>Mark to edit</u></b> the Standard doc for Kouga based on discussions had at the meeting	Done. Emailed 28/2/2018
Supplemental SSEG contract	They will use Standard doc	Emailed version 28/2/2018
Decommissioning form	They will use Standard doc	Emailed version 28/2/2018
Public info brochure	Not discussed	
<b>Internal process</b>		
<b>Process Flow</b> (for an SSEG application)	Not discussed (munic potentially too small for this)	
<b>Control Document</b> (checklist)	Not discussed	
<b>Tariff setting</b>		
Deciding on a suitable SSEG tariff and enabling it on the municipal billing system	Theo will send billing etc revenue information to Mark. <b><u>Mark to look at potential tariffs and send brief report to them.</u></b> They will not submit SSEG tariffs to NERSA this round (too late) – but will in future.	Await info from Theo
<b>Metering</b>		
Procuring bi-directional meters	They will specify meters for customers to use, and install (using Munic approved installers only). They will need to procure some as well in case of faulty meters. <b><u>Mark to send a list of meters NMBM recommends</u></b>	Done. Emailed on 5/3/2018
<b>By-law amendment</b>		

Amending the electricity <b>bylaw</b> to accommodate SSEG	They will amend the by-law once the Policy is approved.	
<b>Grid impact studies</b>		
<b>Grid Impact study</b> guidelines	1) Mark to include study contents in 'Requirements' doc. 2) Send full contents once available (Poeler study)	(part 1 done) 2 still to do
<b>Training of staff</b> to be involved in SSEG assessments etc		
Processing an application (NRS097-2-3; NRS097-2-1; etc)	3 staff members have been on training. They would like to send more on future courses.	Future
System commissioning	(ditto)	Future
<b>Record keeping</b> (minimum requirements) <b>and IT</b>		
Keeping a register of key information (for NERSA)	Discussed briefly. Take forward in future.	Future
Keeping a record of exact SSEG location on network/feeders	Discussed briefly. Take forward in future. They have no electronic/GIS system for such record keeping.	Future
Engaging with <b>municipal IT section/s</b> (SAP? SmallWorld? Etc)	Not relevant	
<b>Informing the public</b>		
<b>Develop and disseminate information brochure</b> for the public	Not discussed.	