

As at 18 April 2024

NO.	WHAT	WHO	DUE	STATUS
1.	To send information to members about the Geomagnetic activity that occurred during the VIC System Event in February.	Mario Rositano	August 2024	In Progress
2.	Include with minutes – further details on the PSOT Framework and Pilot Project as per request from Chris Van der Zalm and Jordan Maxwell.	Dan Lavis	August 2024	In Progress
3.	Draft a revised sentence for <i>3.3.1 Section C: Operations Contact Details Requirements</i> – align with schedule S5.2.6.2 - to be presented at the next meeting NEM-Generator-Registration-Guide.pdf	Jordan Maxwell	August 2024	In Progress
4.	Organise demonstration of Indji Watch for Jordan Maxwell of Iberdrola and how AEMO uses the data – invitation will be expanded to include any member who would benefit from the demonstration.	Mario Rositano	Q1, 2024	Action Complete
5.	Progress with updating the Electricity Industry Terminology and Phraseology document – including relevant meetings with the sub-group.	Mario Rositano	Q2, 2024	In Progress
6.	<p>Review the following question from the PSSWG and provide feedback to MR or DS prior to the next CROWG meeting.</p> <p>Question for CROWG Members from the PSSWG:</p> <p>The CROWG recently developed voice communications requirements, which have now been included in Section 3.3.1 of the NEM Generator Registration Guide: nem-generator-registration-guide.pdf (aemo.com.au)</p> <p>The PSSWG is seeking clarification on the following section:</p> <ul style="list-style-type: none"> Primary operational contacts should be established via direct connections through a Public Switched Telephone Network (PSTN). Backup operational contacts should also be established via direct connections through a PSTN but can include mobile phones if the phone is located in an area of reliable coverage to more than one carrier cell tower 	ALL MEMBERS	Q2, 2024	In Progress

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	<p>and is on a different network to the primary number.</p> <p>Should we clearly define what a PSTN is in the context of resilient communications?</p> <p>Could this include NBN with battery backup for at least (say) three hours, in accordance with the communications equipment automatic access standard? (NER S5.2.6.2).</p>			
7.	<p>Send information to members about the challenges of shift work in a control room. Members to review information and contribute to the informed discussion during the next CROWG meeting.</p> <p>Discussions on this will continue during the August meeting</p>	Mario Rositano	August 2024	In Progress
8.	<p>Progress with updating the Electricity Industry Terminology and Phraseology document – including relevant meetings with the sub-group.</p>	Mario Rositano	Q1, 2024	In Progress
9.	<p>Send email to CROWG Members seeking assistance with Chairing duties for July 2023 meeting – reminding members that everyone is eligible for the role.</p>	Mario Rositano	November 2023	Action Closed.
10.	<p>For NSW System Restart Training October-November 2023. To be included on the invitation and information email list, please register your interest via email to RTOTraining@aemo.com.au</p>	All Members	July 2023	Action Closed.
11.	<p>Locate and review the report for the 25 August separation event and add a discussion topic to the next CROWG meeting in July.</p>	Mario Rositano	July 2023	In Progress
12.	<p>If members know of a policy or procedure for call recordings within their organisation, if they have permission, forward a copy to Colin Sharp.</p>	All Members	July 2023	In Progress
13.	<p>Include discussion topic on manual frequency control for generators for the next OTWG meeting and report findings to CROWG.</p>	Daniel Lavis	July 2023	In Progress
14.	<p>Devise responses for the following questions on Manual Frequency Control and report back at the next meeting:</p>	Generators	July 2023	In Progress

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	<ul style="list-style-type: none"> Do they have the capability for manual frequency control? Do they have staff to carry out the manual frequency control process? Do they have a current training program (formal or informal) that includes manual frequency control? If manual frequency control is not a component of a current training program, identify whether there is a requirement for establishment of a specific training program for manual frequency control, or can it be added to an existing training framework? 			
15.	Mario to schedule a meeting for Fatigue Management.	Mario Rositano	August 2022	Action Closed.
16.	Darren Spoor to provide an update on the hosting location for Industry Best Practice for Control Room Communications information, at the next CROWG meeting.	Darren Spoor	November 2022	Action Closed.
17.	Daniel Lavis to provide an update on module development for the Power System Operators Training Framework at the November CROWG meeting. MR to add item to agenda.	Daniel Lavis / Alexis Bowman	November 2022	Action Closed.
18.	Alexis Bowman to include a request for columnteers to facilitate future CROWG meetings, with July Meeting Minutes.	Alexis Bowman	July 2022	Action Closed.
19.	Mario to send out updates on VDS and the TOR for the CROWG (which is being reviewed)	Mario Rositano	March 2022	Action Closed.
20.	Carry over the discussion on Operational Communications to next meeting. Darren to flesh something out for review and comment – obtain input from the CROWG before taking it further via official channels to consultation.	Mario Rositano	March 2022	Action Closed.
21.	Mario to organise a meeting/regular agenda item to discuss and share information on rosters and best practice.	Mario Rositano	March 2022	Action Closed.
22.	Mario to distribute copy of Ellise's presentation on 'Extreme Weather Events in the NEM'	Mario Rositano	November 2022	Action Closed.

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23.	Intermittent Generator Related Binding Constraint discussion to be continued at a future meeting with the key people. Mario to distribute Petar Pantic's slide pack from a recent forum and organise an additional meeting to address issues raised today. Include Nathan Everitt (BayWa r.e.) in the discussion.	Mario Rositano	March 2022	Action Closed.
24.	Mario to follow up with Adrian Pang about various WF and SF perspectives on phrases (e.g., energy loss factor, what SCADA system is being referred to, etc)	Mario Rositano	March 2022	Action Closed.
25.	Contact VDS reps to arrange another meeting either late 2021, or early 2022. Possibly around beginning of summer.	Mario Rositano	November 2021	Action Closed.
26.	Provide details about the Monash University study at the next CROWG meeting, as well as the layout of the control rooms and DTS rooms, as they are set up as production control rooms.	Daniel Lavis	November 2021	Action Closed.
27.	Put something together and discuss with Ken (when he returns from leave) to move this issue of binding constraints forward.	Mario Rositano	November 2021	Action Closed.
28.	Organise another meeting so there can be further discussions for semi and non-scheduled participants	Mario Rositano	November 2021	Action Closed.
29.	Set up another EITP subgroup meeting and try to get some of the Semi & Non-Scheduled participants involved as well.	Mario Rositano	November 2021	Action Closed.
30.	Mario to capture low demand discussion points and forward to PSSWG with a view to further discuss and investigate these issues.	Mario Rositano	July 2020	Action Closed.
31.	Mario R to provide a briefing note to the PSSWG relating to the concerns for communication contact points for wind and solar farms. In addition, seek advice and guidance from the PSSWG.	Mario Rositano	November 2019	Action Closed.
32.	Mario R to identify which TNSP's and DNSP's currently have the pre-recorded message in place.	Mario Rositano	November 2019	Action Closed.
33.	Mario R to prepare a briefing note to the PSSWG regarding disabling the telephone	Mario Rositano	November 2019	Action Closed.

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	pre-recorded messaging and beeping when calling control room to control room.			

Control Room Working Group

Closed Actions



Action	What	Who	Due	Status
1.	Mario to seek guidance from the PSSWG in relation to timings of meeting and do the CROWG meetings need to be conducted the day before the PSSWG.	Mario Rositano	TBA	Action Closed. Meetings to take place 6 weeks prior to PSSWG.
2.	All members to forward any agenda topics that they which to discuss at the next meeting to the Secretariat.	All	TBA	Action Closed.
3.	Mario to include Gas control rooms with in the CROWG TOR and present draft TOR at the next meeting for discussion.	Mario Rositano	TBA	Action Closed.
4.	Mario provide a list of members from Generators and frontline staff to be invited as part of the CROWG membership.	Mario Rositano	November 2019	Completed. Generators invited to April 2020 meeting. Contact list will continue to evolve.
5.	Mario R to prepare a briefing note for the PSSWG outlining proposed changes and concerns to current scripts.	Mario Rositano	November 2019	Completed. Note section 9 of April 2020 minutes.
6.	Mario R to pass on to the OTWG the work from Essential Energy (Ed Sellwood) on terminology and phraseology.	Mario Rositano	November 2019	Completed - Email sent to D Lavis 6/8/2019.
7.	Mario to forward amendment relating to guest membership of the CROWG TOR to the PSSWG for endorsement.	Mario Rositano	November 2019	Completed. Document circulated 27/4/2020.
8.	Ed Selwood to speak to Caroline Ferres to discuss how this work ties in with the AEMO Training Group "Communications" work. Discussions to include aiming to create a complete set of terminology that goes across NEM and how to best achieve this. The draft document Standard Terminology Operating Protocol Annexure to be circulated to the group.	Ed Selwood / Mario Rositano	TBA	Completed. Document circulated 13/4/2020. Task to be taken on by CROWG.
9.	Circulate a copy of the discussion paper on Operations Training & Challenges (pending approval from AEMO Management).	Mario Rositano	TBA	Completed. Document circulated 13/4/2020.

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10.	Mario to canvas the CROWG for volunteers to participate in the Electricity Industry Terminology and Phraseology task.	Mario Rositano	July 2020	Completed. Final make-up of group to be confirmed.
11.	Conduct Security Vetting Survey	Doug Deans / Mario Rositano	July 2020	Completed.
12.	Mario to work with Simon Bolt regarding AGC review and frequency issues.	Mario Rositano Simon Bolt	July 2020	Completed. Issues have been reported and discussed with AEMO.
13.	AEMO to distribute presentation on Low Demand Challenges focusing on voltage control and system strength.	Basar Derbas	June 2020	Completed. Presentation circulated 28/6/2020.
14.	Darren Spoor to provide questions/survey to the group regarding communication audit.	Darren Spoor	July 2020	Completed.
15.	SA Power Networks to discuss with AEMO on Solar PV curtailment. SA Power Networks to present to the CROWG on several projects. Presentation to be distributed.	Ali Walsh / Mario Rositano	October 2020	Completed (distributed 21 Oct 2020)
16.	Electricity Industry Terminology and Phraseology 1 st Meeting	Mario Rositano	September 2020	Completed
17.	Electricity Industry Terminology and Phraseology 2 nd Meeting	Mario Rositano	November 2020	Completed (23 rd Nov 2020)
18.	Circulate copy of Draft System Restart Terminology and Phraseology of the meeting minutes and updated spreadsheet to the CROWG	Mario Rositano	December 2020	Completed (11 th Dec 2020)
19.	Darren Spoor to provide latest version of Communication Protocol to CROWG for final comment and endorsement.	Darren Spoor	February 2020	Completed.
20.	PSSWG "SRAS Communications Protocol" circulated for feedback.	Mario Rositano	October 2020	Completed.
21.	Distribute the BOM Weather Outlook presentation.	Mario Rositano	October 2020	Completed (distributed 21 Oct 2020)

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22..	Organise some kind of reboot of the VDS project/working group	Mario Rositano	June 2021	Completed
23.	Invite Semi and Non-Scheduled Participants to next CROWG meeting	Mario Rositano	June 2021	Completed
24.	Create an initial list of emergency or time critical events and definitions from AEMO's perspective.	Mario Rositano	December 2020	Completed
25.	Seek endorsement of System Restart Terminology and Phraseology spreadsheet from the CROWG	Mario Rositano	August 2021	Completed
26.	Add link or entire document for the NEM Generator Connection Guidelines	Alexis Bowman	July 2021	Completed