Control Room Working Group
Actions Register

Action	What	Who	Due	Status
1.	Mario R to prepare a briefing note to the PSSWG regarding disabling the telephone pre-recorded messaging and beeping when calling control room to control room.	Mario Rositano	November 2019	In progress.
2.	Mario R to identify which TNSP's and DNSP's currently have the pre-recorded message in place.	Mario Rositano	November 2019	In progress.
3.	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	In progress.
4.	SA Power Networks to discuss with AEMO on Solar PV curtailment. SA Power Networks to present to the CROWG on several projects.	Ali Walsh Mario Rositano	October 2020	In Progress. Presentation scheduled for October 2020 meeting.
5.	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	In Progress.
6.	Electricity Industry Terminology and Phraseology 1st Meeting	Mario Rositano	October 2020	In Progress.
7.	PSSWG "SRAS Communications Protocol" circulated for feedback.	Mario Rositano	October 2020	In Progress.

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.
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.