

## PROCEDURE: substituting premises (NMIs)

### Guidance

This document is intended as a guide for the flexibility services pilot, supporting partners and Western Power in working together, to effectively manage requests from partners to substitute participating premises (NMIs) for providing flexibility services.

The procedure steps out the principles, process and key activities for substituting premises (NMIs), including how the process will be managed. Western Power will prepare a contract variation for each partner's Flexibility Service Contract to address changes to substituting premises.

This procedure is general, and not comprehensive, in that it does not detail all the individual activities that partners and participants may need to undertake in order to successfully participate in an event or meet their contractual obligations under the flexibility services pilot contract.

### Principles

- Partners may elect to substitute premises between the date of your contract & the pilot go-live and during the period stipulated in the Details Schedule - Substitute Premises in the flexibility services contract. Western Power maintains its discretion to accept or reject proposed substitutes.
- Partners might wish to substitute premises, if a site is no longer available, a site is underperforming (against target), or a site has a new retailer (partner) or new owner (participant).
- In circumstances where a partner needs to remove a premise (NMI) it is preferable to include a replacement flex service offering, of a similar MW capacity, where possible.
- This process is not intended to be used to introduce new, additional flexibility into the pilot.
- Western Power will undertake technical assessment on any new proposed premises (NMIs), against the same method that was applied to premises evaluated during the bid process.
- Substitutes will be assessed for approval against the following criteria:
  1. capacity (MW)
  2. premise (NMI)
  3. cost (\$)
  4. type - whether its solar PV or load shift
- The substitution process takes approximately four weeks (from submission through to testing) but may vary depending on the premise and any upgrade requirements (like new meter infrastructure). The new premises must successfully conduct testing before participating in an event.
- If during the substitution process, any existing sites are no longer available or non-performing, then your payments may be affected.
- Incomplete submissions may be processed in the following month, once all required information is provided.
- Each premise substitution approved by Western Power will trigger a contract variation to a partner's Flexibility Service contract, with the change reflected in Schedule 2 – Site Schedule.



## Process overview

- NMI substitutions are processed during the period up to pilot commencement and in the period defined in the contract.
- The partner requests a substitute by contacting the DER service manager, or flexibility services email and submitting the new premise(s) via the template.
- Western Power undertakes first pass review to accept for further evaluation or reject – based on the size, premises, price and type.
- Any passing NMIs are then put forward for technical evaluation.
- DER Service Manager reverts with any further information requests, or a final result.
- Any accepted premises (NMIs) are defined within a change variation order. The variation order also defines any removed NMIs.
- For any accepted new substitutes, prior to the event, a baseline calculation is conducted.
- Existing NMIs are removed from the platform, as per the effective date as advised by partners.

## Procedure

STAGE	ACTIVITIES	OWNER	LINKED DOCUMENTS
1. TRIGGER	By 5pm on last day prior to event go-live: <ul style="list-style-type: none"> <li>• Partner submits request (as completed template) to DER Service Manager via flexibility services email</li> </ul>	Partner	Template: NMI substitute spreadsheet
2. ASSESSMENT	Within two business days: <ul style="list-style-type: none"> <li>• DER Manager undertakes first pass review of MW, NMI, Cost, Type</li> <li>• DER Manager advises partner of result (either progress to technical assessment or declined)</li> </ul>	WP – DER Service Provider	
	Within five business days (depending on the number submitted): <ul style="list-style-type: none"> <li>• Technical evaluation process is run for NMIs</li> </ul>	WP – Assessment team	
3. APPROVAL	Within one business day: <ul style="list-style-type: none"> <li>• Submitted to commercial for review</li> <li>• Submitted to Project Sponsor for commercial approval</li> </ul>	WP – DER Service Manager	
4. NOTIFICATION	Within one business day: <ul style="list-style-type: none"> <li>• Partner is contacted to advise of their results</li> <li>• Partner advises DER Service Manager of decision to progress to variation, or not</li> </ul>	WP – DER Service Manager	

STAGE	ACTIVITIES	OWNER	LINKED DOCUMENTS
5. CONTRACT VARIATION	Within five business days: <ul style="list-style-type: none"> <li>• Contract Manager develops contract variation</li> <li>• Variation is issued to partner</li> </ul>	WP – Contract Manager	Contract variation order
6. CONTRACT SIGNING	Within two business days: <ul style="list-style-type: none"> <li>• Partner reviews variation and issues signed contract to Contract Manager</li> </ul>	Partner	Flexibility services contract
7. SUBSTITUTE UPLOAD	As ready: <ul style="list-style-type: none"> <li>• Any superseded NMIs are removed from the pilot</li> <li>• Any meter upgrades scheduled</li> <li>• Flexibility services platform data uploaded</li> <li>• Any purchasing system updates made</li> </ul>	WP – DER Service Manager	
8. NMI TESTING	As ready: <ul style="list-style-type: none"> <li>• DER Service Manager liaises with partner to agree suitable testing date</li> <li>• Partner undertakes testing as agreed</li> </ul> <a href="#">[Link to testing procedure]</a>	WP – DER Service Delivery Manager	
9. EVENT PERFORMANCE	Next event day: <ul style="list-style-type: none"> <li>• New NMIs participate as per the contract variation</li> </ul>	Partner	

## Supporting materials

For further information, please see:

- Flexibility services contract
- Procedure – settlements and payments

## Contact

Please share your feedback with us on this procedure, to inform our future work together.

If you have any questions or need access to the materials mentioned in this procedure, please email [flexibilityservices@westernpower.com.au](mailto:flexibilityservices@westernpower.com.au).