

APPLICATION FORM FOR THE ISSUE OF A LICENCE BY THE ESSENTIAL SERVICES COMMISSION OF SA UNDER THE WATER INDUSTRY ACT

Application Form

THIS REGULATORY DOCUMENT SHOULD BE READ IN CONJUNCTION
WITH THE FINAL ADVICE



Enquiries concerning the currency of this form should be addressed to:

Essential Services Commission of South Australia
GPO Box 2605
Adelaide SA 5001

Facsimile: (08) 8463 4449
Telephone: (08) 8463 4444
Freecall: 1800 633 592 (SA and mobiles only)
E-mail: licensing@escosa.sa.gov.au
Web: www.escosa.sa.gov.au

AMENDMENT RECORD (since MONTH 2012)

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Application form for the issue of a licence by the Essential Services Commission of SA under the Water Industry Act 2012

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INFORMATION FOR APPLICANTS BEFORE FILLING OUT THIS FORM

Purpose of this form

This form is to be completed by persons making an application to the Essential Services Commission of South Australia (the **Commission**) for the issue of a licence to provide a retail service (or undertake any other activity for which a licence is required by the regulations) in the water industry in South Australia.

The Commission may consider joint applications from two or more persons who wish to hold a licence jointly. Persons making joint applications must ensure that each of the applicants completes a separate application form together with a covering letter explaining that the application is for a licence to be jointly held.

Basis for this form

Section 19(1) of the *Water Industry Act 2012* (the **Act**) provides that an application for the issue of a licence must be made to the Commission in a form approved by the Commission. This is the form approved by the Commission.

Use of this form and applicant's responsibility

For the purpose of this application form, a reference to the term "Officer" include the applicant's directors and secretary, and/or other persons who make or participate in making decisions that affect a substantial part of the business of the applicant (e.g. Chief Executive Officer, Chief Financial Officer, General Manager etc.).

Applicants should list the information requested in the spaces provided in this form and enclose additional information when required. Applicants must take all reasonable steps to ensure the information provided in the application form is complete, true and correct and are required to make a declaration to that effect. Failure to disclose information or misrepresent any matter relevant to such information may result in a licence not being issued or in the suspension or cancellation of a licence at a later time.

Applicants are responsible for providing the Commission with current, accurate and relevant information. This will ensure that the application is processed promptly and without delay. All applications are assessed on a case-by-case basis. If insufficient information is provided with an application, the Commission will request additional information to be submitted before the application is considered further. This may cause delays in the assessment of the application.

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Prior reading

It is essential that licence applicants read the Commission's Water Bulletin – "*Licensing Arrangements for the Water Industry*" before they fill out this form. This Bulletin is available on the Commission's website www.escosa.sa.gov.au under water/licensing. Applicants should also familiarise themselves with the regulatory obligations set out in the Act and the Water Retail Code that will apply to entities that provide retail services.

Licence conditions

Section 25 of the Act requires the Commission to impose certain conditions in licences. The Commission strongly recommends that applicants review these mandatory conditions. Applicants must be familiar with the relevant conditions and be confident that they can comply with the conditions. The Commission will have regard to the scale and nature of the operations undertaken by an applicant in imposing these conditions and will be available to consult with an applicant in this regard.

Consultation and Confidentiality

The Commission will consult with relevant government, industry and consumer groups in the conduct of its licensing functions through a public consultation process. Consequently, applications and/or supporting information will be made available on the Commission's website and in hard copy from the Commission's office for this purpose.

If applicants believe that they are providing confidential information when completing this form they should write "this information is confidential" after any such information. It is the applicant's responsibility to ensure this is clearly highlighted on the form. Applicants should also provide a 'non-confidential' version of the form capable of publication on the Commission's website.

The Commission will use information supplied in applications and in support of applications in accordance with the requirements of Part 5 of the *Essential Services Commission Act 2002*. Applicants claiming confidentiality are encouraged to familiarise themselves with Part 5. Applicants should note that the Commission may be required to disclose confidential information in some circumstances.

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How to lodge an application

Applicants should send their completed application form in writing and electronically.

In writing to: Essential Services Commission of SA
GPO Box 2605
Adelaide SA 5001

Electronically to: licensing@escosa.sa.gov.au

Application fee

Applicants must also enclose an application fee (which is to be set by the Treasurer) with their application. This fee must be received by the Commission in cleared funds before it can commence assessing an application.

Annual licence fee

Holding a licence incurs an annual licence fee. The licence fees are set by the Treasurer, however, are collected by the Commission. At annual intervals, the Commission, on behalf of the Department of Treasury and Finance, will send to each licensee an invoice for the relevant annual licence fee. Licence fees are to be paid on receipt of an invoice via one of the payment options set out in the invoice.

A licence cannot be issued until the first annual licence fee has been paid.

1. THE APPLICANT

Applicants must answer all questions in this section.

1.1. Identity of applicant

State the full name of the applicant. The applicant should be the person/entity that will be providing a retail service (e.g. retail or distribution operations etc.). The Commission can also consider joint applications from two or more persons who wish to jointly hold the licence. Joint applicants should each complete an application form, and submit their application forms at the same time, with a covering letter explaining that a joint application is being made.

Name: ADELAIDE HILLS COUNCIL

1.2. Legal identity of applicant

Provide information about the applicant, (i.e. whether the applicant is a natural person, proprietary limited or public company, partnership or local government body etc). If the applicant is a body corporate, please also state the jurisdiction in which the applicant is registered, and the applicant's ABN/ACN.

Local Government

ABN: 23 955 071 393

1.3. Address and Contact Details of applicant

Business Address:

28 Onkaparinga Valley Road

WOODSIDE

State: South Australia **Post Code:** 5244.....

Postal Address (if different to Business Address):

PO Box 44 WOODSIDE

State: South Australia **Post Code:** 5244.....

Telephone: 08 8408 0400.....

Facsimile: 08 8389 7440.....

E-mail: mail@ahc.sa.gov.au.....

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1.4. Contact Person on behalf of applicant

The full name, title and contact details of a person to whom the Commission can direct enquiries and correspondence about the application.

Full Name: Christopher John Button

Title: Manager, Health & Regulatory Services

Business Address:

28 Onkaparinga Valley Road, WOODSIDE

State: South Australia **Post Code:** 5244.....

Postal Address (if different to above):

PO Box 44 WOODSIDE

State: South Australia **Post Code:** 5244.....

Telephone: 08 8408 0465.....

Facsimile: 08 8389 7440.....

E-mail: cbutton@ahc.sa.gov.au

1.5. Contact person for licence fees

The full name or title of the person to whom the Commission can direct enquiries and correspondence about licence fees:

Full Name: Paul Alan Leonard Francis.....

Title: Financial Controller.....

Business Address:

28 Onkaparinga Valley Road, WOODSIDE

State: South Australia **Post Code:** 5244.....

Postal Address (if different to above):

PO Box 44 WOODSIDE

State: South Australia **Post Code:** 5244.....

Telephone: 08 8408 0433.....

Facsimile: 08 8389 7440.....

E-mail: pfrancis@ahc.sa.gov.au

2. THE LICENCE

Applicants must answer all questions in this section.

2.1. A detailed description of the retail services for which a licence is sought

For example:

Water: drinking- residential and/or non-residential;

Water: non-drinking – residential and/or non-residential;

Sewerage: residential and/or non-residential; and

Sewerage – trade waste – non-residential.

Applicants should provide detailed information in respect of where the retail services will be provided and to whom (i.e. type and number of customers)

Sewerage: residential and non-residential

Council currently operates six Community Wastewater Management Systems currently servicing 1404 occupied premises, these are as follows:

1. Birdwood-Mt. Torrens Community Wastewater Management System

This system was constructed in 1972. The system has 510 connection points (489 occupied premises, 21 vacant allotments), two pump station, three oxidation lagoons, a treatment facility and an eight ha woodlot. The property owners are primarily residential with some and non-residential premises.

2. Kersbrook Community Wastewater Management System

This system was constructed in 1976. The system has 153 connection points (148 occupied premises, five vacant allotments), one pump station and five oxidation lagoons. The property owners are primarily residential with some and non-residential premises

3. Woodside Community Wastewater Management System

This system was constructed in two stages the first being 1975 with an extension constructed in 1992. The systems has 611 connection points (565 occupied premises, 46 vacant allotments, three pump stations and discharges to Bird in Hand lagoons owned by SA Water Corporation.

4. Charleston Community Wastewater Management System

This system was constructed in 1999. The systems has 130 connection points (108 occupied premises, 22 vacant allotments, one pump stations and discharges to Bird in Hand lagoons owned by SA Water Corporation

5. Verdun Community Wastewater Management System

This system was constructed in 1999. The systems has 41 connection points (39 occupied premises, two vacant allotments, two pump stations and discharges to the Hahndorf Wastewater treatment facility owned by SA Water Corporation

6. Stirling Community Wastewater Management System

This system was constructed in 1996. The systems has 53 connection points (53 occupied premises, two pump stations and discharges to the Heathfield Wastewater treatment facility owned by SA Water Corporation

2.2. Date from which Licence is sought

If the applicant seeks to have the licence issued by a certain date, provide this date. Please note that the Commission does not undertake to issue the licence by this date. Applicants should usually allow the Commission a minimum of eight weeks to consider an application, as a public consultation period of several weeks' forms part of the Commission's consideration of licence applications.

1 January 2013

3. SUITABILITY OF APPLICANT TO HOLD A LICENCE

Applicants must answer all questions in this section.

3.1. *Standard of honesty and integrity shown by applicant*

In deciding whether the applicant is a suitable person to hold a licence, the Commission may:

- consider the applicant's previous commercial and other dealings, and*
- the standard of honesty and integrity shown in those dealings.*

Please provide information that will assist the Commission in its consideration of this matter. If the applicant:

- has been found guilty of any criminal offence,*
- has been successfully prosecuted under any Territory, State or Commonwealth legislation (such as the Australian Securities and Investments Commission Act 2001 or the Competition and Consumer Act 2010); or*
- has been the subject of disciplinary action,*
- details of such matters must be disclosed. Failure to disclose such information or misrepresent any matter relevant to such information may result in the cancellation of a licence.*

The Commission may use the service of an external expert to assist with the assessment of the applicant's standard of honesty and integrity.

The Council has not been convicted of any criminal offence. The Council has never been prosecuted under any State or Commonwealth legislation. The Council welcomes any further investigation by the Commission

3.2. *Standard of honesty and integrity shown by officers and major shareholders (if relevant) of the applicant*

Applicants should address responses to this question in the same manner as 3.1 above.

The Council's Elected Members and CEO have not been convicted of any criminal offence or ever been prosecuted under any State or Commonwealth legislation. The Council welcomes any further investigation by the Commission.

3.3. Names and addresses of the officers of applicant

State the names and addresses of the officers of the applicant. "Officers" of the applicant include the applicant's directors and secretary, or other persons who make or participate in making decisions that affect a substantial part of the business or operations of the applicant that will be licensed.

Full Name: See Attachment 1

Date of Birth:

Office Held:

Business Address:
.....

State: **Post Code:**

Full Name:

Date of Birth:

Office Held:

Business Address:
.....

State: **Post Code:**

Full Name:

Date of Birth:

Office Held:

Business Address:
.....

State: **Post Code:**

(Attach additional pages if necessary)

*3.4. Names and addresses of major shareholders of
applicant (not relevant for local council applicants)*

State the full names and addresses of the major shareholders of the applicant.

Full Name: N/A

Date of Birth (if applicable):.....

Office Held:

Business Address:
.....

State: **Post Code:**

Full Name: N/A

Date of Birth (if applicable):.....

Office Held:

Business Address:
.....

State: **Post Code:**

Full Name: N/A

Date of Birth (if applicable):.....

Office Held:

Business Address:
.....

State: **Post Code:**

(Attach additional pages if necessary)

3.5. Details of the group members (not relevant for local council applicants)

This is information about entities controlled by the applicant, or by the ultimate parent entity of the applicant (if applicable).

N/A
.....
.....
.....

3.6. Additional information

Please answer the following questions.

- Is the applicant a resident of, or does it have permanent establishment in, Australia? If the answer to this question is “no”, please provide further details.*

Yes
.....

- Is the applicant under external administration (as defined in the Corporations Act 2001) or under a similar form of administration under any laws applicable to it in any jurisdiction? If the answer to this question is “yes”, please provide further details.*

N/A
.....

- Is the applicant immune from suit in respect of the obligations under the Water Industry Act 2012? If the answer to this question is “yes”, please provide further details.*

No
.....

- Is the applicant capable of being sued in its own name in a court of Australia? If the answer to this question is “no”, please provide further details*

Yes
.....

3.7. Financial resources available to the applicant

Provide information about the financial resources available to the applicant who provides sufficient evidence of the current and ongoing financial capacity of the applicant to effectively provide the relevant retail services (e.g. bank guarantees, credit history and business continuity arrangements).

If the applicant is a company, please enclose a copy of the audited (and Board approved) profit and loss statement and balance sheet for the previous two financial years, including the director's report and the audit opinion. If the applicant is a subsidiary company, please also provide a copy of the audited profit and loss statement and balance sheet of the applicant's parent company for the previous two financial years.

If an applicant is a local council, please enclose a copy of the audited profit and loss statement and balance sheet for the previous two financial years.

Applicants should also submit copies of business plans which detail the strategic direction of the applicant, including its objectives, identified opportunities in the market place and forecast results.

See Attachment 2 - Annual reports (including Financial Reports) for 2009/10 & 2010/11

Attachment 3- Annual Business Plan & Budget 2012/31

Attachment 4 –Strategic Management Plan 2011/12-2020/21

Attachment 5- Business Continuity Plan) adopted April 2011

3.8. Human resources available to the applicant

Provide information about the human resources available to the applicant, for example, the number of employees and the experience of these employees in providing the services for which the licence is sought. If the applicant will employ contractor/s to assist with the licensed operations, please provide the name of that contractor/s, and details about the experience of the contractor/s in such operations and details of the processes in place to ensure the contractor/s will comply with the regulatory obligations imposed by the licence.

Council staff that provide the majority of in-house maintenance in relation to the lagoons, pumps and pipe work include:

Jess James - Team Leader Construction. Qualification- Certificate 3 in Civil with six years' experience.

Harold Raymond - Operations Support Officer. Qualification- Cert 3 in Civil with six years' experience

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Mark Kemp: Operations Support Assistant. Qualification- Cert 4 in Civil with three years' experience

External contractors: Council currently uses a contractor with excess of 10 years' experience in the field

MAK Industrial Water Solutions- Company profile attached (see Attachment 6)

3.9. Technical resources available to the applicant

Applicants are asked to provide details about the availability of technical resources to be used in carrying out the services for which a licence is sought. The information should include details about the technically qualified staff available to the applicant and (if relevant) of experience gained in similar operations.

Applicants must also provide sufficient details of the systems and processes to be used to market and/or communicate with customers, to provide bills, to follow up payments and process customer move-ins and move-outs and deal with customer enquiries and complaints.

Adelaide Hills Council has an Engineering and Works Department that consists of:

- Manager, Engineering & Assets
- Manager of Works and Services
- Team Leader Construction
- Operations Support Officer
- Operations Support Assistant

An inspectorial department which consists of:

- Manager Health & Regulatory Services
- Senior Environmental Health Officer
- Environmental Health Officer

All of these staff have knowledge as to how CWMS systems are operated with most of them having considerable experience.

Two of CWMS are licenced by the EPA and subject to monitoring program.

Council applies a CWMS service charge to all properties serviced by the various systems. The cost of providing these services includes operating the system, depreciation of plant, maintenance of equipment, an administration allocation and infrastructure replacement provision.

3.10. Contracts

Applicants must provide reasonable evidence that they are able to meet reasonably foreseeable obligations under contracts for the sale and supply of water or the sale or supply of sewerage services (or both) as the case may be. Such contracts would include contracts whereby the applicant is reliant on a supply of water or specific sewerage service from a third party which is intends to on sell to its customers.

Four of Council's CWMS have the wastewater treated and disposed of by SA Water Corporation.

The other two systems have lagoons where Council is responsible for the treatment of the wastewater.

The Birdwood – Mt Torrens system has three lagoons, a wastewater treatment plant and eight Ha of woodlot for onsite wastewater disposal. The Council also has an agreement with the Birdwood Park & Sporting Clubs Association Incorporated which have storage tanks whereby they pump wastewater from the system for use as sub-surface irrigation of their grounds. (See Attachment 7) In addition Council is in the process in consultation with EPA and DOH of securing further off-site reuse of the resultant wastewater.

Kersbrook system has five lagoons. The Council has an agreement with the Kersbrook Soldiers Memorial Park Community Sports Club which have storage tanks whereby they pump wastewater from the system for use as sub-surface irrigation of their grounds. (See Attachment 8)

3.11. *Suitable and appropriate infrastructure*

The Commission may not issue a licence unless it is satisfied that the infrastructure to be used in connection with the relevant service is appropriate for the purposes for which it will be used. Applicants are therefore asked to provide a detailed description of the infrastructure that will be utilised by the applicant in providing the retail services for which the licence is sought and verify that the infrastructure has been (or will be) developed in accordance with relevant Australian Industry Codes and Australian Standards with reference to technical specifications or reports.

If an applicant does not own the infrastructure to be used in delivering the relevant retail services, the applicant must provide information regarding the appropriateness of that infrastructure and of the binding arrangements that are (or will be) in place with the owner of the infrastructure in regards to the use of the infrastructure.

All CWMS infrastructure has been developed and installed in accordance with legislative requirements, meets all Australian technical and safety standards, are licensed by the EPA and are fit for purpose. Council has a regular management / maintenance program in place to ensure regular compliance. A detailed description of the infrastructure associated with the CWMS system is contained in Council's Asset Infrastructure Asset Management Plan. The Council also has detailed operational and maintenance manuals for each scheme.

3.12. *Risk management*

Provide confirmation and reasonable evidence that the applicant's management has identified the risks associated with the retail services it intends to provide and has established, utilises and relies upon risk management systems and processes which are adequate, accurate and current to address those risks. A copy of the applicant's risk management strategy should be submitted.

Council has established a risk register. Risks associated with the operation of CWMS have been assessed in the establishment of that register. A copy of the relevant part of the risk register can be found at Attachment 9.

3.13. *Licences held by the applicant in other Australian jurisdictions*

If the applicant holds, or has previously held, a retail services licence or equivalent in other Australian jurisdictions please provide details. If a licence previously held has been suspended or cancelled, please provide details.

N/A

.....

.....

.....

3.14. *Previous unsuccessful licence applications in other Australian jurisdictions*

Please state whether the applicant has applied for a water retail licence or equivalent in another Australian jurisdiction and not been issued with a licence, and provide relevant details.

N/A

.....

.....

3.15. *Licences held by associates of the applicant*

If an associate of the applicant (within the meaning of the Corporations Act) holds a water retail licence in South Australia or in other Australian jurisdictions, please provide details.

N/A

.....

.....

3.16. *Compliance program*

Applicants are required to submit a copy of their Compliance Program which details what compliance systems the applicant has (or will have) in place and a description of how these systems will ensure compliance with the applicable regulatory obligations imposed by a licence and the Water Retail Code. The Commission expects that a Compliance Program will, as a minimum, document:

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- *the obligations that will apply to the applicant;*
- *the processes that are (or will be) in place to ensure the applicant's compliance with obligations;*
- *details on how compliance is monitored;*
- *details of how non-compliance will be reported and rectified; and*
- *details of any internal audit programs in place that review (or will review) the effectiveness of the Compliance Program from time to time.*

Council intends to build on existing plans and policies to provide further detail in consideration of the safety, maintenance and technical management obligations imposed by the Water Industry Act 2012 and the Water Retail Code. Council is also expanding its management and maintenance plan to ensure compliance with all statutory obligations.

3.17. Additional information

The Commission encourages applicants to provide any additional information they consider would be of assistance in supporting the application. Please provide below.

Delegation from Council to CEO to sign application (Attachment 10)

4. FACTORS SPECIFIED IN THE ESSENTIAL SERVICES COMMISSION ACT 2002

In considering a licence application, the Commission must have as its primary objective the protection of the long term interests of consumers with respect to the price, quality and reliability of essential services, and must also have regard to the need to:

- a) promote competitive and fair market conduct;*
- b) prevent misuse of monopoly or market power;*
- c) facilitate entry into relevant markets;*
- d) promote economic efficiency;*
- e) ensure consumers benefit from competition and efficiency;*
- f) facilitate maintenance of the financial viability of regulated industries and the incentive for long term investment;*
- g) promote consistency in regulation with other jurisdictions.*

If the applicant believes that information about their application would assist the Commission in its consideration of these factors, the applicant should provide such information below.

Most of the townships in regional South Australia are provided with wastewater services by Local Government through various forms of CWMS. Councils did not “choose” to become involved in the provision of wastewater services as historically this was the role the South Australian Engineering and Water Supply Department (E&WS) and subsequently SA Water under the *Sewerage Act 1929*.

From the early 1960s the State Government sought to encourage Councils to construct a cheaper form of communal drainage in regional towns based on linking existing septic tanks.

The then *Local Government Act 1934* was amended to provide Councils with the necessary powers to construct and charge for these schemes. Councils were provided with financial subsidies and technical assistance originally by the Department of Health and subsequently by the Department of Local Government and the E&WS. The LGA agreed to take over the management of the State Government subsidy program in 2005.

Over time 39 Councils manage more than 170 separate CWMS.

In regional areas, the provision of CWMS was a public service provided by a Council when the State Government’s water utility was unwilling to do so, presumably on the basis of scale and economic considerations.

It should be noted that the State Government’s water security plan, “Water for Good”, sets ambitious targets for the harvesting and recycling of stormwater in the Greater Adelaide and

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regional areas. The vast majority of stormwater harvesting is undertaken by Councils and it would be a perverse policy outcome if Councils were confronted with a regulatory regime which created disincentives for harvesting, recycling and sale of stormwater resources.

Care should be taken to ensure that that where Councils are involved in CWMS operations or stormwater harvesting and recycling projects, which include the sale of water resources, that regulation by ESCOSA is commensurate with the scale of the scheme(s).

5. APPLICATION FEES

We understand that no application fee is required as we were providing sewerage retail services as at 30 June 2012.

6. DECLARATION

All information in this application for the issue of a licence to authorise the provision of retail services in the water industry in South Australia must be verified by a Statutory Declaration of the applicant, in accordance with the provisions of the *Oaths Act 1936 (SA)*¹, stating that the information contained in the application is true and correct to the best of the applicant's knowledge, information and belief.

In conjunction with this declaration, evidence of the relevant authority of the declarant to sign on behalf of the applicant must also be provided to the Commission.²

Statutory Declaration

I Andrew Ronald Aitken

Of 28 Onkaparinga Valley Road, Woodside

do solemnly and sincerely declare that the information contained in this Application for the issue of a licence to authorise the provision of retail services in the water industry in South Australia is true and correct to the best of my knowledge information and belief.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1936*.

Date 21/11/2012

Signature 

(Where the applicant is a body corporate, the declaration must be made by a person authorised by body corporate to sign on its behalf)

Declared at: STIRLING this 21 day of 11 2012

Before me: 

(Signature of Justice of the Peace or other person authorised under the Oaths Act 1936).

ALEXANDER JOHN ABELL

*A Justice of the Peace in and
for the State of South Australia
Identification No. 23448*

- 1 Or equivalent legislation in other Australian jurisdictions.
- 2 The Commission will accept a copy of a Board or Council minute (or circulating resolution) giving approval for the declarant to sign on behalf of the applicant as evidence of the relevant authority.

7. ATTACHMENTS

- 7.1. *Attachment 1 – Elected Members*
- 7.2. *Attachment 2 & 2A – Annual Reports 2009-2010 & 2010-2011*
- 7.3. *Attachment 3 – Annual Business Plan & Budget 2012-2013*
- 7.4. *Attachment 4 – Strategic Management Plan 2011-2012 to 2020-2021*
- 7.5. *Attachment 5 – Business Continuity Plan*
- 7.6. *Attachment 6 – MAK Industrial Water Solutions*
- 7.7. *Attachment 7 – Deed: The Birdwood Park & Sporting Clubs Association Inc.*
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- 7.9. *Attachment 9 - Risk Register*
- 7.10. *Attachment 10 – Delegation Water Industry Act 2012*



THE ESSENTIAL SERVICES COMMISSION OF SOUTH AUSTRALIA

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