

26<sup>th</sup> August 2004

Circular Number: WSP8/04

*To each local authority*

**RE. WATER SERVICES PRICING POLICY IMPLEMENTATION  
Non-Domestic Metering Programme: Notes for Guidance (ISSUE 3)**

A Chara,

I refer once again to the Governments Water Services Pricing Policy Framework and the requirements for the universal metering of non-domestic water services customers by 2006.

**1. Notes for Guidance - Issue 3**

Attached to this circular you will find the third issue of the "Notes for Guidance on CD-Rom. Copies are also available on *Sharepoint* as outlined below.

The new guidance, which supersedes the February 2003 notes, has been substantially updated and augmented. You are asked to consider the enclosed metering guidance notes. It should be noted that this guidance replaces that forwarded with circular L3/03 (WSP) 21<sup>ST</sup> February 2003 and that all previous instalment of the guidance notes are now redundant.

**2. Maximising the use of the Guidance Notes**

Local authorities should in all instances ensure that the use of the Notes for Guidance and the other ancillary information prepared on this project is maximised.

**3. Notes for Guidance Contents**

This is the third issue of the Notes for Guidance. It includes notes from No. 1 to No. 20 as follows:

NFG 1	Introduction
NFG 2	Legislation and Circulars
NFG 3	Issues and General Considerations
NFG 4	Sligo Water metering Pilot Project
NFG 5	Preliminary Report
NFG 6	Customer Base
NFG 7	Communication
NFG 8	Risk Management
NFG 9	Meter Technology

NFG 10	Installation Issues
NFG 11	Scope of Operations
NFG 12	Payment Strategies and Mechanisms
NFG 13	Health and Safety/ Quality Assurance
NFG 15	Procurement (Form of Contract)
NFG 16	Budget Costs
NFG 17	Tender Assessment
NFG 19	Performance Management Review

All of the proposed Notes for Guidance are enclosed with the exception of NFG 14 - the Customer Services Manual which is not finalised, NFG 18 - the Construction and Installation Review and NFG 20 the Performance Review; these will issue at the appropriate stage on the Sligo pilot.

#### **4. Further Guidance**

A service provider has commenced the meter installation phase on the Sligo Pilot Metering Project. It is intended in this regard that the Notes for Guidance will be updated from time to time as the pilot project progresses.

#### **5. Metering Progress Report Request dated June**

Circular WSP6//2004 dated 29<sup>th</sup> June 2004 requested the submission of report on metering policy and implementation. The 2004 questionnaire will provide an overview of local authority progress on the implementation of this critical area of water services pricing policy. Returns were required by Monday 19<sup>th</sup> July 2004. Where you have not already done so please arrange to forward this information immediately.

#### **4. Access to Circulars**

You are again reminded that this Circular and all Departmental Circulars are accessible through the new the Internet Sharepoint System at: <http://circulars.lgcsb.ie/doecirculars>.

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Liam Gleeson  
Water Services Policy Unit  
Environment, Infrastructure and Services Division.

To - Each City and County Manager, Director of Services (Water Services).  
Copy to GCCC, AMAI, Ombudsman's Office and Regional Authorities