

# Drinking Water Quality Policy (V2010)

## 1 Document Information

<b>Version Date</b> <i>(Draft or Council Meeting date)</i>	24 July 2018
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<b>Owner</b> <i>(Relevant director)</i>	Director of Engineering and Technical Services
<b>Status –</b> <i>Draft, Approved, Adopted by Council, Superseded or Withdrawn</i>	Adopted by Council
<b>Next Review Date</b>	Within 12 months after election of new Council
<b>Minute number</b> <i>(once adopted by Council)</i>	18/07/14

## 2 Summary

This is a Drinking Water Quality Policy which is critical component of Council's Drinking Water Quality Assurance Program.

## 3 Approvals

Title	Date Approved	Signature
Director of Engineering and Technical Services		

## 4 History

Minute No.	Summary of Changes	New Version Date
15/03/01	Adopted by Council	
18/07/14	Sewer Engineer changed to Sewer Coordinator. Water and Waste changed to Urban Services and Utilities. Readopted as per s165(4)	24 July 2018

## 5 Reason

This Drinking Water Quality Policy is one of the elements of the mandatory Drinking Water Quality Assurance System that Council must implement under the NSW Health Act 2010 and Regulation 2011.

## 6 Scope

The policy pertains to all staff members of Cabonne Council.

## 7 Associated Legislation

NSW Health Act 2010

NSW Health Regulation 2011

## 8 Definitions

1. Drinking Water Management Plan (DWMP) is Council's quality assurance plan to ensure that the quality of drinking water meets all legislative requirements and customer expectations.
2. Australian Drinking Water Guidelines (ADWG) are the national guidelines used for best practice operations of water utilities that provide drinking water. It contains the framework for drinking water management systems and health and aesthetic limits of contaminants typically present in water sources.
3. Critical Control Points (CCP) have the following requirements:
  - a) Risk to public health
  - b) Measurable parameter
  - c) Actions that can be implemented to prevent process from exceeding acceptable limits
  - d) Actions should reduce the risk
  - e) Requirement that the rectification action be carried out in a timely manner
4. Standard operating procedures (SOP) are established procedures that will be used by water operations staff. Each SOP is in response to a risk identified in a risk assessment and has been developed to mitigate the identified risk to acceptable levels.
5. The Drinking Water Risk Register (DWRR) is the document that has been used to develop Council's Drinking Water Management Plan. It contains all the identified risk encountered in Drinking Water Operations, risk mitigation activities and also provides data to Council's Asset Management Plan for future capital renewals.
6. Operation and Maintenance (O&M) Manuals are manuals that provide instruction on the maintenance regime of various Water Operations Assets. The Operation and Maintenance Manuals are for the following assets
  - a) Drinking Water Treatment Plants
  - b) Drinking Water Reservoirs
  - c) Town water supply dams
  - d) Drinking Water Pump Stations
  - e) Distribution System (air valves, stop valves, hydrants reticulation)
  - f) Telemetry network
  - g) ClearSCADA system
  - h) All Plant Equipment utilised by Water Operators

## 9 Responsibilities

### 9.1 General Manager

The General Manager is responsible for ensuring that the policy is adhered to.

### 9.2 Directors and Managers

The Directors of Engineering and Technical Services and Operations Manager Urban Services and Utilities are to ensure;

- a) Compliance with the Drinking Water Policy.
- b) Review and update of standard operating procedures (SOP)
- c) Implementing a continuous improvement program
- d) Annual review of Drinking Water Management System and Plan
- e) Annual update and review of risk register
- f) Ensure that water quality complies with the ADWG for all Health limits.
- g) Reporting all non-compliances to NSW Health
- h) Reporting on failures of critical controls points (CCPs)
- i) Ensuring all employees have the minimum qualifications in drinking water operations
- j) Operation and maintenance of all Water Operations Assets in accordance to the Operations and Maintenance manuals
- k) Ensuring that all assets are fit for purpose.

### 9.3 Supervisors

The Water and Sewer Overseers and Water and Sewer Coordinator are to ensure;

1. That they operate in accordance to SOPs
2. That all Water Operators operate in accordance to SOPs
3. Ensure that all non-compliances are reported to the Operations Manager Urban Services and Utilities
4. Report to the Operations Manager Urban Services and Utilities of failures and breaches in SOPs of additional SOPs need to be developed
5. Assist the Operations Manager of Urban Services and Utilities in the annual review of the following documents;
  - a) DWMP
  - b) SOPs
  - c) DWRR
6. Inform the Operations Manager Urban Services and Utilities if and when the water operators require additional training in various water related activities.
7. Maintenance of all assets in accordance to O&M Manuals.
8. Report to the Operations Manager Urban Services and Utilities of the following (but not limited to)
  - a) Newly identified risks in Water Operations.
  - b) Any breaches of SOPs
  - c) Failure of Drinking Water Operations assets
  - d) Updating Drinking Water mains break register
  - e) Updating service and meter replacement register
  - f) Updating Drinking Water hydrant maintenance/replacement register

- g) Updating Drinking Water reticulation system flushing register
- h) Updating the condition ratings of all Drinking Water Operation asset

## 9.4 Employees

All water operators are to:

1. Carry out Drinking Water Operations in accordance to the SOPs
2. Follow all instructions in the O&M Manuals
3. Report to the supervisors of asset failures

## 9.5 Others

N/A

## 10 Related Documents

Document Name	Document Location
Drinking Water Management Plan	DOC ID 588136

## 11 Policy Statement

Cabonne Council provides Drinking Water Services to domestic and commercial customers in Molong and Mullion Creek. Council is committed to provide safe and high quality water that complies with the Australian Drinking Water Guidelines (ADWG). The provision of safe drinking water is achieved through the operation of water treatment processes operated by skilled and qualified water operators. Council is committed to operate in accordance to Council's Drinking Water Management System that is consistent with the Australian Drinking Water Guidelines.

### Policy Statements

1. Council is committed to provide safe, high quality drinking water which consistently meets the requirements in the Australian Drinking Water Guidelines.
2. Council will use a risk based approach to identify and manage potential threats to water quality from all delivery points from source water to consumer.
3. Advocate the protection of source water protection and primary drinking water quality over other land use.
4. Council will work in partnership with relevant stake holders and agencies to incorporate their needs and expectations in strategic planning.
5. Continually improve practices by monitoring and assessing performance of Drinking Water Operations.
6. Routine monitoring of drinking water quality and use effective reporting mechanisms to ensure information is provided to consumers in a timely and effective manner to promote the confidence in the management and operation of the water supply.
7. Maintain an appropriate contingency planning and incident response capability.