

Annual reporting guideline for recycled water schemes

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Contents

1.	Introduction	1
1.1	Aim of this guideline.....	1
1.2	Relationship to other guidelines	2
1.3	Relationship to other legislation and regulations	2
2.	Annual reports	3
2.1	Purpose of an annual report.....	3
2.2	Requirement for an annual report.....	3
2.3	Submission dates for annual reports.....	3
2.4	Contents of an annual report	3
2.5	Detailed content required for an annual report for RWMP and exemption holders	4
2.5.1	Noncompliance with water quality criteria	4
2.5.2	Failure to test and missing data information for annual reports	6
2.5.3	Prescribed incidents	6
2.6	Information on reviews—for approved RWMP holders only	6
2.7	Information on audit reports—for approved RWMP holders only	7
2.8	Suggested formats for annual reporting by scheme type.....	7
2.9	Combining annual reports	7
2.10	Change of scheme ownership.....	7
2.11	Scheme not supplying recycled water.....	7
2.12	Submission of an annual report	8
3.	Glossary.....	9
4.	References	14
	Appendix A	15
	Table 1: Table of noncompliance—annual values (including short-term and resample values) for schemes that supply class A+ to D water	15
	Table 2: Table of noncompliance—resample values for schemes that supply class A+ to D water.....	16
	Table 3: Table of noncompliances other than annual or resample values	17
	Table 4: Failure to test and missing data information for annual reports	18

1. Introduction

The recycled water provisions of the *Water Supply (Safety and Reliability) Act 2008* (the Act) commenced on 1 July 2008 and are administered by the Department of Energy and Water Supply (the department). The chief executive of the department is the regulator under the Act.

The primary aim of the recycled water provisions is to protect public health and, for certain schemes known as critical recycled water schemes, to ensure continuity of operation of the scheme to meet the essential water supply needs of the community or industry.

Section 201 of the Act, unless a transitional period applies, requires:

- for a single-entity recycled water scheme:
 - a recycled water management plan (RWMP) to be prepared by the recycled water provider for the scheme and approved by the regulator (refer to the Recycled Water Management Plan and Validation Guideline)
- or
- an exemption from having an approved RWMP be granted by the regulator (refer to the Recycled Water Management Plan Exemption Guideline)
- for a multiple-entity recycled water scheme:
 - an RWMP to be prepared, consisting of a scheme manager plan prepared by the scheme manager¹ and scheme provider plan(s), prepared by each recycled water provider and other declared entity.

Note: A multiple-entity recycled water scheme is not entitled to apply for an exemption from having an approved RWMP for the scheme.

Transitional periods about recycled water are specified in sections 631 to 634 of the Act².

The Act is available online at <www.legislation.qld.gov.au>.

1.1 Aim of this guideline

The Annual Reporting Guideline for Recycled Water Schemes (this guideline) has been developed to provide information to recycled water providers and scheme managers about preparing annual reports. Section 273 of the Act requires that a recycled water provider or scheme manager with an approved RWMP, or a recycled water provider with a granted exemption, prepare an annual report in accordance with this guideline.

This guideline provides information about:

- which recycled water providers and scheme managers need to prepare an annual report
- when an annual report needs to be prepared and what needs to be included.

In this guideline, some of the regulator's requirements are mandatory as they are legislative requirements of the Act. Where the regulator's requirements are mandatory, this guideline will use the word 'must'. In these cases, the recycled water provider or scheme manager must supply the information required and in the manner prescribed. It is the responsibility of the recycled water provider or scheme manager to ensure mandatory legislative requirements of the Act are met.

In other cases, the regulator's requirements are not mandatory. If the requirement is not mandatory the word 'should' is used in this guideline. Recycled water providers or scheme managers are able to follow the guideline suggestion if they choose, or alternatively, choose their own methods for achieving requirements.

If a recycled water provider or scheme manager chooses to use their own method for satisfying the regulator's requirement, the regulator will assess that alternative approach against the regulator's policy objectives and the overarching aims of the Act. The explanatory material in this guideline is indicative of the regulator's policy objectives and the aims of the Act.

¹ There must be a scheme manager for all multiple-entity recycled water schemes. There is no requirement for a scheme manager for single-entity recycled water schemes.

² A summary of the transitional arrangements can be found in Table 1 of the Recycled Water Management Plan and Validation Guideline and the Recycled Water Management Plan Exemption Guideline.

1.2 Relationship to other guidelines

This guideline is part of a suite of regulatory guidelines prepared to assist recycled water providers and scheme managers in understanding the reporting requirements of the Act. In addition to this guideline, other regulatory guidelines include the:

- Recycled Water Management Plan and Validation Guideline
- Recycled Water Management Plan Exemption Guideline
- Water Quality Guideline for Recycled Water Schemes
- Recycled Water Management Plan Audit Reporting Guideline.

A non-regulatory Incident Reporting Guideline for Recycled Water Schemes has also been prepared to accompany the regulatory guidelines to assist recycled water providers and scheme managers to meet the incident reporting requirements of the Act.

1.3 Relationship to other legislation and regulations

Recycled water schemes may operate under different legislation, which must be complied with, for example:

- the *Environmental Protection Act 1994*
- the *Plumbing and Drainage Act 2002*
- the *Public Health Act 2005* and Public Health Regulation 2005
- the *Workplace Health and Safety Act 1995*.

The requirements of the Act do not negate the requirements of other legislation unless where expressly stated or by implication. It is the responsibility of the recycled water provider or scheme manager to determine and ensure compliance with all relevant legislative requirements.

2. Annual reports

2.1 Purpose of an annual report

The purpose of an annual report is to provide:

- the regulator with information on the overall performance of the recycled water scheme for the year
- an accountability mechanism to users of recycled water and to the general public, as recycled water providers and scheme managers are required to make their annual reports available to the public for inspection.

2.2 Requirement for an annual report

Section 273 of the Act requires approved RWMP or granted exemption holders to prepare an annual report.

For single-entity recycled water schemes, the recycled water provider for the recycled water scheme is responsible for the preparation of the annual report.

For multiple-entity recycled water schemes, the scheme manager for the recycled water scheme is responsible for the preparation of the annual report (although individual recycled water providers and other declared entities may need to provide the scheme manager with information and assistance for this purpose).

2.3 Submission dates for annual reports

Annual reports must be prepared each financial year after:

- an RWMP for the scheme has been approved
- or
- an exemption for the scheme has been granted.

A copy of the annual report must be given to the regulator within 120 business days after the end of the financial year. The 120 business days commence on 1 July and the report is due by close of business on the 120th business day. For example, if an RWMP for an existing scheme was approved by the regulator on 1 April 2010 during the 2009–10 financial year, the annual report will be due by 15 December 2010³. Note that the specific date the annual report is due will change from year to year.

For schemes, as in the example used above, there will not be a full year of operational data on which to report during the scheme's inaugural year of operating under an approved RWMP or granted exemption. Despite this, the annual report must cover any part of the financial year in which the recycled water provider or scheme manager held an approved RWMP or granted exemption. In the above example of an RWMP being approved for an existing scheme on 1 April 2010, at 30 June 2010 (the end of the financial year) there would be three months of operational data upon which to base the annual report.

2.4 Contents of an annual report

Section 273(2)(a) of the Act requires annual reports be prepared in accordance with this guideline. The content requirements for annual reports will differ depending on whether the scheme has an approved RWMP or a granted exemption.

The Act requires approved RWMP holders to include in their annual report:

- (a) the outcome of any review of the RWMP in the financial year to which the annual report relates and how the matters raised in the review have been addressed; and
- (b) details of the findings of, and any recommendations stated in, an audit report given to the regulator in the financial year; and
- (c) details of the information given to the regulator under section 270 or 271 of the Act in the financial year.

³ Allowing for regional public holiday variances.

The Act requires exemption holders to include in their annual report details of the information given to the regulator under section 270 or 271 in the financial year. As exemption holders do not have an approved RWMP, they are not subject to the review or audit requirements.

2.5 Detailed content required for an annual report for RWMP and exemption holders

This section relates to information the recycled water provider or scheme manager must supply to the regulator in the annual report for incident reporting. Incident reporting is required under section 270 of the Act for noncompliance of water quality criteria by the scheme and under section 271 of the Act for prescribed incidents⁴.

The annual report must contain details of the information given to the regulator under section 270 or 271 in the financial year. Specific details for these requirements for all schemes are listed below. Particular requirements for schemes that augment a supply of drinking water are also listed. This guideline outlines the mandatory legislative requirements to be included in a scheme's annual report; however, the recycled water provider or scheme manager may include other information that will provide context for other audiences about noncompliant results.

2.5.1 Noncompliance with water quality criteria

Details of each noncompliance with water quality criteria reported as an incident under section 270 of the Act must be included in the annual report. These requirements are outlined below by scheme type.

Noncompliance information for all schemes

All instances of a noncompliance reported to the regulator under section 270 of the Act must be included within the annual report. A noncompliance occurs when the quality of the recycled water produced or supplied under the scheme does not comply with the approved water quality criteria for the recycled water relevant to the scheme. Water quality criteria are set in the information notice for the decision or notice of the decision for each approved RWMP or granted exemption.

The details of the noncompliance given to the regulator by the responsible entity in the approved form must be contained within the annual report. This information for each noncompliance must include:

- the noncompliance, being the
 - date the sample was taken (or any failure to undertake a sample) and the date the noncompliance was notified to the regulator (for annual values include dates for every short-term sample that exceeded the water quality criteria)
 - type of sample, for example, short-term or resample
 - parameter
 - frequency required for testing
 - regulated standard for parameter
 - details of sample/s that exceeded the regulated standard (short-term, resample values or where there is a failure to undertake a sample resulting in missing data)
- the circumstances that gave rise to the noncompliance
- any action taken, or to be taken, to correct the noncompliance
- the measures taken to prevent the noncompliance in the future, and any actions taken at the direction of the regulator, including comments about the effectiveness of any preventative measures taken. This may include any amendments that were subsequently made (and approved or awaiting approval) to the approved RWMP or changes that were made to the granted exemption as a result of the noncompliance.

Noncompliance information for schemes that augment a supply of drinking water

In addition to the noncompliance information outlined for all schemes, the following should also be included for each noncompliance for schemes that augment a supply of drinking water:

- the outcomes of any public health risk assessments completed in the financial year
- the regulator's response/s on the outcome of any public health risk assessments completed in the financial year.

⁴ 'Prescribed incident' means an incident prescribed under a regulation. There is currently no regulation in place.

Suggested formats for providing noncompliance data

Appendix A of this guideline provides suggested formats for providing details for each noncompliance with water quality criteria reported during the financial year for certain types of schemes.

Appendix A, Table 1 provides data relating to any noncompliance where the noncompliance over a 12-month period leads to a breach of the required 95 per cent annual value. The noncompliance is an aggregate of exceedences of short-term values only; however, the table also includes data for any resample values. For more information on how to calculate noncompliance of annual values, refer to the Water Quality Guideline for Recycled Water Schemes.

The following information must be included for those samples, which contributed to the noncompliance with the annual value:

- date noncompliance of annual value was notified to regulator
- parameter
- testing frequency required
- regulated standard (units)
- actual value
- date/s sample collected
- details of samples that contributed to noncompliance with regulated standard, including short-term and resample values
- circumstances that gave rise to the noncompliance
 - any action taken, or to be taken, to correct the noncompliance
 - measures taken to prevent the noncompliance in the future and actions taken at the direction of the regulator.

The data in Appendix A, Table 2 includes incidents where an actual value of the resample has exceeded the regulated standard. This table provides an example of where the actual value of *E. coli* was tested at 12 cfu (colony forming units)/100mL (millilitres), which is in excess of the regulated standard required for the resample value. In such a case, the following details of the sample/s that caused noncompliance must be provided:

- date noncompliance of resample was notified to regulator
- parameter
- testing frequency
- regulated standard (units)
- actual value of resample
- date resample/s collected
- details of the short-term sample that contributed to the noncompliance of the regulated standard
- circumstances that gave rise to the noncompliance
- any action taken, or to be taken, to correct the noncompliance
- measures taken to prevent the noncompliance in the future and actions taken at the direction of the regulator.

The data in Appendix A, Table 3 includes incidents where the value has exceeded the regulated standard. In such a case, the following details of the sample/s that caused noncompliance must be provided:

- date noncompliance of parameter was notified to regulator
- parameter
- testing frequency
- regulated standard (units)
- actual measured value of sample
- circumstances that gave rise to the noncompliance

- any action taken, or to be taken, to correct the noncompliance
- measures taken to prevent the noncompliance in the future and actions taken at the direction of the regulator.

2.5.2 Failure to test and missing data information for annual reports

This data includes incidents where there has been a failure to test in accordance with the approved plan or a condition of the plan and, as a consequence, there is missing data or, where for other reasons, data is not available. Each incident is to be identified and the reason/s for the omission/s must be provided in the annual report, including:

- parameter
- regulated standard (units)
- frequency of test
- required number of tests
- actual number of tests taken with scheduled frequency
- number of tests missed
- date/s notified to regulator
- reason/s for differences in test numbers including date/s of failure to take test or date/s of missing data.

A summary statement must be provided that describes the overall number of tests required to be taken over the year for the scheme, including the given number of parameters that must be tested. This provides detail about the scope of testing the scheme undertakes annually. This puts the number of missing data and failure to test in the context of the overall annual testing regime. Refer to Appendix A, Table 4, for an example of this report.

2.5.3 Prescribed incidents

Details of prescribed incidents given to the regulator by the responsible entity in the approved form reported under section 271 of Act must be detailed in the annual report. This information must include:

- the prescribed incident, being the:
 - date the prescribed incident was notified to the regulator
 - type of prescribed incident
 - potential for the prescribed incident to have an impact on the water quality of the scheme
- the circumstances that gave rise to the prescribed incident
- any action taken, or to be taken, relating to the prescribed incident
- the measures taken to prevent the prescribed incident happening again, including comments about the effectiveness of any preventative measures the entity will take to prevent the prescribed incident happening again in the future. This may include any amendments that were subsequently made (and approved or awaiting approval) to the approved RWMP or changes that were made to the granted exemption as a result of the incident.

2.6 Information on reviews—for approved RWMP holders only

For the years in which a review of the approved RWMP is conducted for the scheme, section 273(2)(b)(i) of the Act requires review information to be included in the annual report. The information required in the annual report:

(a) must include

- the outcome of any review of the approved RWMP in the financial year; and
- how the matters raised in the review have been addressed

(b) should include

- recommendations of the review
- any action taken to address the issues raised, including any amendments to the RWMP, as a result of the review and a brief summary of the amendment
- comments on any constraints or limitations on the conduct of the review.

Mandatory review periods are stated in the information notice for the decision or the notice of the decision approving the RWMP. Schemes may choose to voluntarily conduct RWMP reviews on a more frequent basis. In this case, the scheme may report on the outcome of the voluntary RWMP review in their annual report, however, this is not mandatory and is at the scheme's discretion. Where a voluntary RWMP review has been included in the annual report, the review information should indicate the review was voluntary and not undertaken as a requirement of the Act. The review information should also indicate when the next mandatory review is required under the Act. Any failure to undertake a review should be disclosed in the annual report.

2.7 Information on audit reports—for approved RWMP holders only

For the years in which an internal or regular audit report is prepared for a scheme operating under an approved RWMP, section 273(2)(b)(ii) of the Act requires audit reporting information to be included in the annual report. Further information about audit reports can be found in the Recycled Water Management Plan Audit Reporting Guideline.

The information required for audit reporting:

- (a) must contain details of the findings of, and any recommendations stated in, any audit report given to the regulator during the financial year
- (b) should include:
 - the type of audit, for example, internal or regular audit
 - when the audit was conducted
 - any action taken to address the recommendations of the audit report. This includes stating the action taken or planned to be taken in relation to any noncompliance with the approved RWMP or its conditions. This should also include a brief summary of any amendments to the approved RWMP made (and approved or awaiting approval) as a result of the audit.

2.8 Suggested formats for annual reporting by scheme type

While recommendations have been provided in this guideline on the format of the annual report, recycled water providers and scheme managers may determine their own structural format.

2.9 Combining annual reports

If the recycled water provider is also a service provider as defined under the Act, the recycled water provider may combine the annual report for their recycled water scheme with the annual report given to the regulator as a service provider under section 141 of the Act.

For multiple-entity recycled water schemes, the annual report should be for the scheme in its entirety and cannot be combined with annual reports for an individual service provider's strategic asset management plan or system leakage management plan.

2.10 Change of scheme ownership

Where there is a change of ownership of scheme assets or a change to the scheme manager, the responsibility for the preparation of the annual report will lie with the owner and/or scheme manager on the day the annual report is due. The due date is 120 business days after the end of the financial year, (that is, 120 business days after 1 July) in accordance with section 273(3) of the Act.

Note: If there is a change of ownership or change in scheme manager or recycled water provider, the outgoing owner and/or scheme manager should pass relevant information pertaining to the annual report onto the incoming owner and/or scheme manager so they can meet the annual reporting requirements as prescribed under the legislation.

2.11 Scheme not supplying recycled water

In the event that a scheme is not supplying recycled water, the following will apply in relation to the requirements for preparation of an annual report:

- If an approved RWMP is **suspended**

An annual report is still required for an approved RWMP under suspension at the due date, or if the RWMP has been suspended at any time during the financial year.

- The scheme has **stopped** supply

If the entity still owns the infrastructure for the production and supply of the recycled water under an approved RWMP or granted exemption, the entity must still prepare and submit an annual report.

- An approved RWMP or granted exemption is **cancelled**.

No annual report needs to be prepared or submitted. The annual reporting requirement is based on the existence of an approved RWMP or granted exemption. For example, if the annual report was due on 16 December 2010 (that is, 120 business days after the end of the 2009–10 financial year) and the approved RWMP or granted exemption was cancelled on 21 November 2010, no annual report would be due for the scheme because at the due date, there was no approved RWMP or granted exemption in existence.

2.12 Submission of an annual report

The annual report should be submitted as a hard copy with an accompanying electronic version. The annual report cannot be submitted via email.

Copies of annual reports can be sent to:

Queensland Water Supply Regulator
Department of Energy and Water Supply
PO Box 15456
City East Qld 4002

It is recommended that the recycled water provider or scheme manager use registered post to send a copy of the annual report to the regulator so that they are able to provide evidence of a timely submission of the annual report. Maximum penalties of up to 500 penalty units⁵ apply for failure to provide an annual report or failure to provide the annual report on time.

If the annual report is combined with the service provider's report then two hard copies of the combined annual report should be provided, one to the above address and the second copy to the appropriate address for the service provider's report.

The recycled water provider or scheme manager must keep a copy of each annual report and make it available for inspection and purchase by the general public under section 576 of the Act.

⁵ As at 1 August 2010, the value of a penalty unit is \$100 (refer to Penalties and Sentences Regulation 2005).

3. Glossary

Note: The recycled water provider or scheme manager should refer to the *Water Supply (Safety and Reliability) Act 2008* (the Act) for the meaning of the terms. However, terms referred to in this guideline are provided below for your convenience. Terms with * are taken from Schedule 3 of the Act.

Term	Meaning
Alerting entity	<p>A scheme manager, a recycled water provider or other declared entity, for a recycled water scheme, who becomes aware—</p> <p>(a) that the quality of recycled water produced or supplied under the recycled water scheme for the entity does not comply with the regulated water quality criteria for the recycled water scheme under section 270 of the Act</p> <p>or</p> <p>(b) that a prescribed incident has happened in relation to the alerting entity or the scheme under section 271 of the Act.</p>
Annual Reporting Guideline for Recycled Water Schemes	The guideline issued by the regulator under section 571(1)(l) of the Act.
Annual value	<p>The annual value is the value that must be achieved—</p> <p>(a) once 12 months of monitoring under an approved RWMP or granted exemption has taken place</p> <p>and</p> <p>(b) in each subsequent month after that.</p>
Approved recycled water management plan (RWMP)	A recycled water management plan approved by the regulator and not suspended or cancelled, under Chapter 3 of the Act.*
Condition	<p>Condition—</p> <p>(a) of an approved recycled water management plan, means—</p> <p>(i) any regulator conditions for the plan</p> <p>or</p> <p>(ii) a condition mentioned in section 208(2), (3), (5) or (6) of the Act that applies to the plan</p> <p>and</p> <p>(b) of an exemption, means—</p> <p>(i) any regulator conditions for the exemption</p> <p>or</p> <p>(ii) the condition mentioned in section 256(1) of the Act.*</p>
Critical recycled water scheme	A recycled water scheme declared to be a critical recycled water scheme under Chapter 3 of the Act.*
Declared entity	For a multiple-entity recycled water scheme, means each recycled water provider and other entity, other than the scheme manager for the scheme, declared to be part of the scheme under Chapter 3, part 8 of the Act.*
Exemption	Means an exemption granted from having an approved recycled water management plan for the scheme under Chapter 3, part 5 of the Act.

Term	Meaning
Incident	<p>For schemes operating under an approved RWMP or granted exemption, an incident occurs when the alerting entity becomes aware—</p> <p>(a) that the quality of recycled water produced or supplied under the recycled water scheme for the entity does not comply with the regulated water quality criteria for the recycled water scheme under section 270 of the Act</p> <p>or</p> <p>(b) that a prescribed incident has happened in relation to the scheme.</p> <p>These incidents are required to be reported to the regulator by the responsible entity under section 270 or 271 of the Act.</p>
Internal audit	An audit conducted under section 260 of the Act.
Multiple-entity recycled water scheme	<p>A scheme involving the production and supply of recycled water by more than one recycled water provider, or at least one recycled water provider and another entity, and is made up of—</p> <p>(a) each recycled water provider and other entity declared to be part of the scheme under a declaration for the scheme made under Chapter 3, part 8 of the Act</p> <p>and</p> <p>(b) the infrastructure for the production and supply of the water stated to be part of the scheme under the declaration*.</p>
Noncompliance	Means noncompliance with water quality criteria, being a water quality criteria test result outside the regulated standard.
Prescribed incident	Means an incident prescribed under a regulation under section 271 of the Act.
Recycled water	<p>Any of the following that are intended to be reused—</p> <p>(a) sewage or effluent sourced from a service provider’s sewerage</p> <p>(b) wastewater, other than water mentioned in paragraph (a)*.</p>
Recycled water management plan	<p>A recycled water management plan is—</p> <p>(a) for a single-entity recycled water scheme—a plan about the production and supply of recycled water under the scheme by the recycled water provider for the scheme</p> <p>or</p> <p>(b) for a multiple-entity recycled water scheme—a plan about the production and supply of recycled water under the scheme consisting of a scheme manager plan and a scheme provider plan for each declared entity for the scheme*.</p>
Recycled Water Management Plan and Validation Guideline	The guideline issued by the regulator under section 571(1)(h) and (i) of the Act.
Recycled Water Management Plan Audit Reporting Guideline	The guideline issued by the regulator under section 571(1)(k) of the Act.
Recycled Water Management Plan Exemption Guideline	The guideline issued by the regulator under section 571(1)(j) of the Act.

Term	Meaning
Recycled water provider	An entity that— (a) owns infrastructure for the production and supply of recycled water or (b) another entity, prescribed under a regulation, that owns infrastructure for the supply of recycled water*.
Recycled water scheme	A single-entity or a multiple-entity recycled water scheme*.
Regular audit	An audit conducted under section 261 of the Act.
Regulated standard	The water quality standard for a parameter set as part of a scheme’s approved water quality criteria. The water quality criteria are set in the information notice for the decision or notice of the decision for each approved RWMP or granted exemption.
Regulator	The chief executive of the Department of Energy and Water Supply (DEWS).
Regulator conditions	For regular conditions— (a) for an approved recycled water management plan—see section 205(1) of the Act and (b) for an exemption—see section 253(1) of the Act*.
Responsible entity	A scheme manager, recycled water provider or other declared entity who is responsible for reporting an incident to the regulator in the approved form pursuant to section 270 or 271 of the Act.
Reused	In relation to recycled water, includes being treated to improve the water’s quality, but does not include merely being discharged into, or disposed of, in the environment*.
Scheme manager	The scheme manager for a multiple-entity recycled water scheme is the entity— (a) the recycled water providers and other entities declared to be part of the scheme agree is the scheme manager for the scheme and (b) either— (i) stated in the declaration under Chapter 3, part 8 of the Act for the scheme to be the scheme manager or (ii) stated in the notice given under section 307(2) of the Act.
Scheme manager plan	For a multiple-entity recycled water scheme, means a plan about how the scheme manager for the scheme is to coordinate management of the scheme to ensure the continued operation of the scheme*.
Scheme provider plan	For a multiple-entity recycled water scheme, means a plan about the production or supply of recycled water under the scheme by a recycled water provider or other declared entity for the scheme*.

Term	Meaning
Service provider	<p>A service provider includes—</p> <ul style="list-style-type: none"> (a) a local government that owns infrastructure for supplying water or sewerage services (b) a water authority that owns infrastructure for supplying water or sewerage services (c) each person who is— <ul style="list-style-type: none"> (i) the owner of one or more elements of infrastructure for supplying water or sewerage services for which a charge is intended to be made or (ii) a person nominated in a regulation as a related entity of a person who is the owner of one or more elements of infrastructure for supplying water or sewerage services for which a charge is intended to be made. <p>A service provider does not include a service supplied by infrastructure, if—</p> <ul style="list-style-type: none"> (a) the infrastructure is used solely for mining purposes or (b) the service is used only by— <ul style="list-style-type: none"> (i) the owner of the infrastructure or the owner’s guests or employees including, for example, guests at a resort or (ii) if the owner of the infrastructure is a body corporate for a community titles scheme under the <i>Body Corporate and Community Management Act 1997</i>—the occupants of lots in the scheme.* <p>A person who owns infrastructure that produces and supplies recycled water is not a service provider unless the person also owns other infrastructure for supplying a water or sewerage service under section 20 of the Act.</p>
Sewage	Household and commercial wastewater that contains, or may contain, faecal, urinary or other human waste.*.
Sewerage	A sewer, access chamber, vent, engine, pump, structure, machinery, outfall or other work used to receive, store, transport or treat sewage.*
Short-term value	<p>Is a value which itself does not have to be achieved by the scheme, but instead is used in the two following ways—</p> <ul style="list-style-type: none"> (a) where the exceedence of the short-term value acts as a trigger for a subsequent resample or (b) the exceedence of the short-term sample (rather than the short-term value itself) is used to calculate the annual value.
Single-entity recycled water scheme	A scheme involving the production and supply of recycled water by only one recycled water provider, and includes, if the provider owns infrastructure for the supply, or the production and supply, of the water—the infrastructure.*.

Term	Meaning
Supply	<p>In relation to recycled water, means—</p> <p>(a) for sewage or effluent that is recycled water—</p> <p style="padding-left: 40px;">(i) reuse of the recycled water by the entity that produces it</p> <p style="padding-left: 80px;">or</p> <p style="padding-left: 40px;">(ii) supply of the recycled water, by the entity that produces it, to another entity for reuse</p> <p style="padding-left: 80px;">or</p> <p>(b) for other recycled water—supply of the recycled water, by the entity that produces it (the <i>producer</i>), to another entity for reuse, other than another entity that, under a guideline made by the regulator and prescribed under a regulation, is a related entity of the produce^r.*</p>
Transitional period	<p>The transitional periods stipulated under Chapter 9, part 5 of the Act, by which the recycled water provider must comply with the Act, and either have an approved RWMP or an exemption granted by the regulator or cease supply.</p>
Wastewater	<p>The spent or used water generated on premises from industrial, commercial or manufacturing activities, or animal husbandry activities, other than spent or used water generated from—</p> <p>(a) an agricultural activity</p> <p style="padding-left: 40px;">or</p> <p>(b) a mining activity or Chapter 5A activity as defined under the <i>Environmental Protection Act 1994</i>, Schedule 4.*</p>
Water quality criteria	<p>For recycled water, means all of the following—</p> <p>(i) the standards for the quality of recycled water, relating to the sources and uses of the water, prescribed in a regulation under the <i>Public Health Act (2005)</i></p> <p>(ii) the criteria for the quality of recycled water, relating to the sources and uses of the water—</p> <p style="padding-left: 40px;">(A) stated in a guideline, if any, made by the regulator about the quality of recycled water</p> <p style="padding-left: 80px;">or</p> <p style="padding-left: 40px;">(B) in relation to the quality of recycled water to which a recycled water management plan or an exemption relates—stated in a regulator condition for the plan or exemption.</p> <p>Note— A recycled water scheme may have more than 1 set of water quality criteria relevant to the scheme depending on the number of different purposes for which water is supplied*.</p>
Water Quality Guideline for Recycled Water Schemes	<p>The guideline prescribed by the regulator under section 571(1)(g) of the Act.</p>
Water service provider	<p>A person registered under Chapter 2, part 3 of the Act as a service provider for a water service.*</p>

4. References

Department of Energy and Water Supply (2008). Water Quality Guideline for Recycled Water Schemes.

Department of Energy and Water Supply (2008). Recycled Water Management Plan and Validation Guideline.

Department of Energy and Water Supply (2008). Recycled Water Management Plan Exemption Guideline.

Appendix A

Table 1: Table of noncompliance—annual values (including short-term and resample values) for schemes that supply class A+ to D water

NOTE: Table 1 is an example only. It is the responsibility of the recycled water provider or scheme manager, where applicable, to ensure that mandatory legislative requirements are met.

Date noncompliance of annual value notified to regulator	Parameter	Testing frequency required	Regulated standard (units)	Details of sample/s that caused noncompliance of annual value					
				Actual value	Date/s sample collected	Details of samples that contributed to noncompliance with regulated standard, including short-term and resample values	Circumstances that gave rise to the noncompliance	Any action taken, or to be taken, to correct the noncompliance	Measures taken to prevent the noncompliance in the future and the actions taken at the direction of the regulator
4 Nov 09	<i>E. coli</i>	Weekly	95% of samples are <1 cfu/100mL	94% of samples are <1 cfu/100mL	1 Jun 09	Value of sample was 15 cfu/100mL Retested 3 June 2009—resample value was <1 cfu/100mL	Minor flooding	Samples retaken Lines flushed	Review maintenance procedure to increase chlorine dosing during high rainfall events
					3 Aug 09	Value of sample was 21 cfu/100mL Retested 6 Aug 2009—resample value was 12 cfu/100mL	Chlorine dosing inadvertently turned off	Turned on chlorine dosing and investigated maintenance records	Investigation by maintenance contractor on chlorine dosing equipment Investigate operational monitoring data in accordance with critical and alerting limits—resulted in amendment to standard operating procedure
					30 Oct 09	Value of sample was 5 cfu/100mL Retested 3 Nov 2009—resample value was <1 cfu/100mL	Chlorinator injector broke	Issues identified regarding faulty valve—chlorinator repaired	Disinfection flagged for inclusion in the RWMP review

Table 2: Table of noncompliance—resample values for schemes that supply class A+ to D water

NOTE: Table 2 is an example only. It is the responsibility of the recycled water provider or scheme manager, where applicable, to ensure that mandatory legislative requirements are met.

Date of noncompliance notified to regulator	Parameter	Testing frequency	Regulated standard (units)	Details of sample/s that caused noncompliance					
				Actual value of resample	Date resample/s collected	Details of the short-term value that contributed to the noncompliance of the regulated standard	Circumstances that gave rise to the noncompliance	Any action taken, or to be taken, to correct the noncompliance	Measures taken to prevent the noncompliance in the future and actions taken at the direction of the regulator
7 Aug 09	<i>E. coli</i>	Weekly	Resample result required <1 cfu/100mL	12 cfu/100mL	6 Aug 09	Aug 3 2009—Short-term value sample was 21 cfu/100mL Retested 6 Aug 2009—Resample value was 12 cfu/100mL	Chlorine dosing inadvertently turned off	Turned on chlorine dosing and investigated maintenance records	Investigation by maintenance contractor on chlorine dosing equipment Investigate operational monitoring data in accordance with critical and alerting limits—resulted in amendment to standard operating procedure

Table 3: Table of noncompliances other than annual or resample values

NOTE: Table 3 is an example only. It is the responsibility of the recycled water provider or scheme manager, where applicable, to ensure that mandatory legislative requirements are met.

Date noncompliance sample was notified to regulator	Parameter	Testing frequency	Regulated standard (units)	Measured value	Circumstances that gave rise to the exceedence	Corrective and/or preventative action	Measures taken to prevent the noncompliance in the future and actions taken at the direction of the regulator
11 Aug 09	Aluminium	Monthly	200 µg/L	215 µg/L	Exceedence of trade waste discharge approval Influent online monitoring failed	Customers notified Online monitoring repaired and automatic bypass	N/A

Table 4: Failure to test and missing data information for annual reports

A total of 5928 tests were required over the year for 163 parameters—5919 were actually taken during this period. Table 4 sets out the reasons for the nine test discrepancies.

NOTE: Table 4 is an example only. It is the responsibility of the recycled water provider or scheme manager, where applicable, to ensure that mandatory legislative requirements are met

Parameter	Regulated standard (units)	Frequency of test	Required number of tests	Actual number of tests taken with scheduled frequency	Number of tests missed	Date/s notified to regulator	Reason/s for differences in test numbers, including date of failures to take test or dates of missing data
<i>E. coli</i>	Nil cfu/100mL	Weekly	52	51	1	13 Dec 2009	One test not taken 11/12/09—the sample point was not accessible due to unscheduled maintenance.
Ammonia	500 µg/L	Weekly	52	48	4	23 Dec 2009 4 Jan 2010 12 March 2010 28 May 2010	One test did not obtain a result due to sampling errors by XYZ City Council. One test on 02/01/10 contaminated in testing laboratory (laboratory report attached to section 270 notification). Two tests did not obtain a result due to delays in transporting the samples (the delivery dockets are attached as evidence).
Free chlorine residual	0.2–0.5 mg/L	Daily	365	361	4	3 & 4 Oct 2009 8 June 2010 22 Jan 2010	A 'no result' was obtained for two tests due to failure of the chlorine analyser. One test did not obtain a result due to the wrong sample bottle used for sampling. One test on 06/06/10 was unknowingly contaminated by the recycled water provider whilst obtaining the sample.



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