



Explanatory notes and instructions

Drinking Water Quality Management Plan Approval
Application

This publication has been compiled by Queensland Water Supply Regulator, Water Supply and Sewerage Services, Department of Energy and Water Supply.

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Water Supply (Safety and Reliability) Act 2008 – section 95

These explanatory notes will assist drinking water service providers to complete the paper based or interactive PDF form for a Drinking Water Quality Management Plan Approval Application.

You are required to complete and submit this form, under section 95 of the *Water Supply Safety and Reliability Act 2008* (the Act), in order to apply to the regulator for approval of a Drinking Water Quality Management Plan (DWQMP).

The terms used in these explanatory notes, and in the form, are defined in the Drinking Water Quality Management Plan Guidelines, and the Act, and are provided in Appendix A.

Before completing the application form, you should be aware of your rights and obligations under the Act. The legislation can be viewed at the Office of the Parliamentary Counsel website at www.legislation.qld.gov.au.

To access an electronic copy of the Act:

1. Go to the website (this can be done by holding down the control key and clicking on the hyperlink above or manually typing in the address in the web browser)
2. Click on the Acts, SL as in force heading
3. Click on W and scroll down the list of Acts to *Water Supply (Safety and Reliability) Act 2008*
4. Click on *Water Supply (Safety and Reliability) Act 2008* to open the document. Note—as the document is in PDF format, you will need to have Acrobat Reader installed on your computer to view it
5. Follow step (2) to (4) to access other legislation or regulations.

Purpose of the Drinking Water Quality Management Plan Approval Application

The purpose of a DWQMP is to implement a risk management approach to manage drinking water quality.

The DWQMP:

- (a) must be prepared in accordance with the guidelines, if any, made by the regulator about preparing the plan; and
- (b) must-
 - (i) state the registered services to which the plan applies; and
 - (ii) include details of the infrastructure for providing the services; and
 - (iii) identify the hazards and hazardous events the drinking water service provider considers may affect the quality of water to which the service relate; and
 - (iv) include an assessment of the risks posed by the hazards and hazardous events; and
 - (v) demonstrate how the drinking water service provider intends to manage the risks posed by the hazards and hazardous events; and
 - (vi) include details of the operation and verification monitoring programs under the plan, including the parameters to be used for indicating compliance with the plan and the water quality criteria for drinking water.

Details for preparing a DWQMP are provided in the Drinking Water Quality Management Plan Guideline and supporting information which can be viewed on the Department of Energy and Water Supply's website at www.dews.qld.gov.au.

Each drinking water service provider must prepare a DWQMP for their drinking water service and apply to the regulator for approval of it. The DWQMP will be subject to ongoing reviews and regular audits.

Instructions for completing the form

This form can be completed by hand or electronically.

If completing the form by hand, please:

- print neatly in BLOCK LETTERS
- use a black ballpoint pen only
- do not use correction fluid or tape
- initial any alterations
- complete all relevant sections of the form.

If completing the interactive PDF form, please:

- ensure the relevant boxes are ticked and leave all other boxes blank
- complete all relevant sections of the form.

Note—the form must be printed for signing prior to submission to the regulator.

Should you have any queries when completing this form, please contact the Queensland Water Supply Regulator on 07 3247 4486 during business hours Monday to Friday.

1. Drinking water service provider details

Drinking water service provider

Please enter your registered service provider name as per the regulator's service provider register.

Service provider identification (SPID) number

Please enter your registered SPID number on the form in the box provided. Your SPID number can be obtained from previous correspondence.

2. Contact details

This is the person who will be contacted by the regulator as an initial point of contact in relation to the approval application. Details to be provided include:

- the name of the contact person
- the title of the position occupied by the contact person within your organisation
- postal address, phone, fax, mobile number and an email address of the contact person.

3. Drinking water scheme details

List the name of the drinking water scheme(s) to which this plan applies. The definition of a drinking water scheme is available in Appendix A.



4. Relevant documents

List all supporting documentation attached to the application that forms part of the Drinking Water Quality Management Plan (DWQMP). Where a document applies to a specific scheme/s, please clearly state this (e.g. scheme name).

5. Declaration

This form is to be signed and dated, on the day of completion, by an officer with appropriate authority to sign on behalf of the drinking water service provider, prior to submitting it to the regulator. In signing this form, you are declaring that the information is true and accurate.

6. Submission

Please complete and sign the form and provide at least one (1) printed and one (1) electronic copy saved on to CD or equivalent electronic device, and all other relevant materials, to the regulator's address as provided on the form.

Appendix A

Definitions from the Water Supply (Safety and Reliability) Act 2008 and terms used in the Drinking Water Quality Management Plan Guideline

approved drinking water quality management plan means a drinking water quality management plan (DWQMP) approved by the regulator under Chapter 2, part 4, division 3.

Australian Drinking Water Guidelines (ADWG) incorporates the framework for the management of drinking water quality based on the 12 elements and provides guidance on what constitutes good quality drinking water.

drinking water—

1. Drinking water means water, for human consumption, intended primarily as water for drinking, whether or not the water is used for other purposes.
2. Drinking water does not include—
 - (a) water that is food as defined under the *Food Act 2006*; or
 - (b) water taken or supplied for domestic purposes under the *Water Act 2000*.

Drinking water scheme means infrastructure owned by a drinking water service provider for single or multiple combinations of the individual components of treatment, transmission, reticulation or the storage of recycled water to augment a drinking water supply. Refer to the Water Quality and Reporting Guideline for a Drinking Water Service for further information.

drinking water quality management plan means a plan about the storage, treatment, transmission or reticulation of water for drinking by a drinking water service provider.

drinking water service means a water service that is—

- (a) the treatment, transmission or reticulation of water for supply as drinking water; or
- (b) water collection in a water storage, if the water in the storage—
 - (i) includes recycled water, other than coal seam gas water; and
 - (ii) is used to augment a drinking water supply.

drinking water service provider means a water service provider for a drinking water service.


regulator is the chief executive of the Department of Energy and Water Supply (the department).

Preparing a Drinking Water Quality Management Plan: Supporting Information accompanies the Drinking Water Quality Management Plan Guideline to assist providers when developing a DWQMP. It provides a list of examples and further sources of information that may be referenced by the provider in preparing their plan.

Service provider identification (SPID) number is a number generated through the department's Water Industry Compliance Database (WICD) to identify the service provider.

water quality criteria—

- (a) for drinking water, means all of the following—

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- (i) the standards for the quality of drinking water prescribed in a regulation under the Public Health Act 2005;
 - (ii) the criteria stated in a guideline, if any, made by the regulator about the quality of drinking water;
 - (iii) the criteria for the quality of drinking water stated in a condition applying to a drinking water quality management plan.

water service provider means a person registered under Chapter 2, part 3, as a service provider for a water service.

s 20 Who must apply for registration as a service provider

1. The following persons must, before starting to operate as the supplier of a water or sewerage service, apply for registration as a service provider—
 - (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—
 - (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) if a person is nominated in a regulation as a related entity of a person mentioned in subparagraph (i)—the person nominated.
2. However, subsection (1) does not apply to a person who owns infrastructure that produces and supplies recycled water or that supplies recycled water that is coal seam gas water, unless the person also owns other infrastructure for supplying a water or sewerage service.



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