



# Explanatory notes and instructions

Drinking water quality management plan amendment 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 100***

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 Amendment Application.

You are required to complete and submit this form to apply to the regulator to amend an approved Drinking Water Quality Management Plan (DWQMP) under section 100 of the *Water Supply (Safety and Reliability) Act 2008* (the Act).

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 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](http://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 Current legislation 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 amendment application**

The purpose of a Drinking water quality management plan amendment application is to allow the drinking water service provider to seek approval for an amendment to an approved DWQMP.

In a Drinking water quality management plan amendment application the drinking water service provider must:

- give details of the proposed amendment(s)
- list the proposed amendment(s) to the approved DWQMP
- provide supporting documentation for each amendment
- attach the approved DWQMP with the proposed amendments clearly highlighted.

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](http://www.dews.qld.gov.au).

The drinking water service provider must apply to the regulator for approval of the proposed amended DWQMP. The amended 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 form electronically:

- 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 of the amendment 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. Proposed amendment(s)

Tick the appropriate box(es) to indicate the nature of the proposed amendment(s), list the proposed amendment(s) to the Drinking Water Quality Management Plan (DWQMP) and provide supporting documentation for each amendment.

When preparing an amendment application please ensure you refer to the relevant sections of your approved DWQMP, other relevant criteria from the Drinking Water Quality Management Plan Guideline and the Preparing a Drinking Water Quality Management Plan: Supporting Information document.



#### **4. Attach approved Drinking Water Quality Management Plan**

The most current approved DWQMP with all proposed amendments(s) clearly highlighted **must** be attached.

#### **5. Declaration**

This form is to be signed and dated on the day of completion by an officer with the 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 Guidelines*

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

**Australian Drinking Water Guidelines (ADWG)** incorporates the framework for the management of the 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 an DWQMP. It provides a list of examples and further sources of information that may be referenced by the drinking water service 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.

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**water quality criteria—**

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

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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