

Public reporting guideline for recycled water schemes

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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 (QHJ\ DQG: DMU6XSSQ (the department). The chief executive of the GSDUW HQWV 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, where applicable, to ensure operational continuity to meet the essential water supply needs of the community or industry.

Section 274 of the Act requires the relevant entity (entity) for certain recycled water schemes to prepare and make publicly available a report which includes the results of water quality monitoring and details of the information given to the regulator under sections 270 and 271 of the Act. For the purpose of the Public Reporting Guideline for Recycled Water Schemes (this guideline), a reference to an entity means a recycled water provider or scheme manager, unless otherwise specified. Public reporting is required quarterly unless the regulator gives notice stating the reporting periods are longer.

The purpose of this reporting is to provide transparency and to ensure the public is informed about the recycled water it receives.

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

1.1 Aim of this guideline

This guideline has been developed to provide information to entities about public reporting under section 274 of the Act. This guideline provides information about:

- which entities need to prepare a public report
- when a public report needs to be prepared and published
- what information needs to be included in a public report
- how the report should be made publicly available.

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

In other cases, the regulator's requirements are not mandatory. Where they are not mandatory, this guideline will use the word 'should'. Entities can either follow the suggestions in this guideline or choose their own methods for achieving requirements.

If an entity chooses to use their own method for satisfying the regulator's requirements, the regulator will assess the 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.

Entities should note that they are subject to other requirements under the Act, and should refer to the Act and relevant guidelines for information on those requirements.

1.2 Relationship to other guidelines

This guideline is part of a suite of regulatory guidelines prepared to assist entities in understanding the 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
- Annual Reporting Guideline for Recycled Water Schemes.

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

1.3 Relationship to other legislation and regulations

Recycled water schemes may also operate under other legislation that must be complied with, for example, the:

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

The requirements of the Act do not negate the requirements of other legislation except where expressly stated or by implication. It is the responsibility of the entity to determine and ensure compliance with all relevant legislative requirements.

2. Public reporting

2.1 Purpose of public reporting

The purpose of public reporting is to provide transparency to the community through greater access to information on the results of the monitoring undertaken on recycled water and the levels of compliance with the water quality criteria for certain recycled water schemes. Public reporting allows the community to be informed about the recycled water it receives. This aligns with contemporary best practice for business and provides a mechanism to build trust in responsible water recycling.

2.2 Public reporting requirement

Section 274 of the Act requires a report to be prepared and made publicly available which includes the results of water quality monitoring and details of the information given to the regulator under sections 270 and 271 of the Act.

Reporting is required quarterly unless the regulator gives an entity a notice stating the reporting periods are longer.

A maximum penalty of 500 penalty units is prescribed for failure to meet the Act's requirements¹ unless the entity has a reasonable excuse.

2.3 Entities required to prepare and publish a public report

For single-entity recycled water schemes, the recycled water provider for the recycled water scheme is responsible for preparing and making the report publicly available.

For multiple-entity recycled water schemes, the scheme manager for the recycled water scheme is responsible for preparing the report and making it publicly available (although individual recycled water providers and other declared entities may be required to provide the scheme manager with information and assistance for this purpose²).

Public reports must be prepared for recycled water schemes that supply:

- coal seam gas (CSG) water
- other recycled water, to augment a supply of drinking water
- recycled water to premises by way of a reticulation system used only to provide recycled water for outdoor use or for use in flushing toilets or in washing machines (dual reticulation).

A public report is required for a recycled water scheme if the scheme has supplied recycled water for any part of the reporting period. For example, if a recycled water scheme ceases supply, and the recycled water management plan (RWMP) is cancelled during a reporting period, a public report is required for the part of the period in which recycled water was supplied.

Exclusion decisions

All entities supplying CSG water must publicly report under section 274 of the Act unless an exclusion decision is made by the regulator. Section 322 of the Act outlines which entities may apply for an exclusion decision. If an exclusion decision is subsequently made, then section 329 of the Act states that this water is not considered to be recycled water for the purposes of Chapter 3 of the Act³. Therefore, the public reporting requirement under section 274 in Chapter 3 of the Act does not apply.

2.4 Publication dates for public reports

A public report must be made publicly available within 30 business days after the last day of the reporting period. The reporting period means each of the following three-month periods in a year:

- 1 January to 31 March
- 1 April to 30 June
- 1 July to 30 September
- 1 October to 31 December.

The regulator may give the entity a notice stating reporting periods that are longer than the periods mentioned above. In this case, the report must be made publicly available within 30 business days after the end of the period specified in the notice.

¹ Penalty units are prescribed under the *Penalties and Sentences Act 1992*.

² Refer to section 333 of the Act.

³ Other than section 199, section 329J and Chapter 3, part 9A, division 3.

2.5 Content of public reports

Section 274(6)(d) of the Act requires that public reports be prepared and made publicly available as required under this guideline. Public reports must include:

- details of the scheme
- the results of water quality monitoring carried out for the recycled water scheme under the Act during the reporting period
- details of the information given to the regulator under sections 270 (noncompliance with water quality criteria) and 271 (prescribed incidents) of the Act, during the reporting period.

The public report should contain relevant information in a summary format that informs the community about the quality of the recycled water, rather than tables that list numerous data results without explanation. Community consultation may occur to facilitate this.

2.5.1 Scheme details

The public report must include a brief summary describing the recycled water scheme and may include a simple diagram. It must also provide information detailing:

- the approval under which the scheme is operating, including if operating under transitional arrangements
- any other approvals that have been applied for under the Act.

2.5.2 Results of recycled water quality monitoring

The public report must include the results of water quality monitoring. The results of water quality monitoring are those required under the Act, for the reporting period. This does not include the results of water quality monitoring required under other Acts (e.g. the *Environmental Protection Act 1994*).

Water quality monitoring refers to the monitoring undertaken to demonstrate compliance with the water quality criteria. The monitoring should be the verification monitoring taken at the point of supply⁴. Verification monitoring results should be used because they provide an assessment of the quality of recycled water that is provided to the community.

Details of the results of water quality monitoring

For each parameter monitored, the public report must include:

- testing frequency required
- regulated standard (including units of measure)
- number of tests performed in the reporting period
- results (minimum, mean and maximum values).

Note: For the purposes of calculating the mean concentration of chemical parameters, it is acceptable to consider values for parameters that are reported as less than the limit of reporting (<LOR) as equal to zero.

2.5.3 Noncompliance with water quality criteria

The public report must include details of each noncompliance with water quality criteria, reported under section 270 of the Act. These requirements are outlined below.

A noncompliance occurs when the quality of the recycled water produced, or supplied under the scheme, does not comply with the water quality criteria for the recycled water relevant to the scheme as required in the approved RWMP.

The details of each noncompliance given to the regulator must be contained within the public report and include:

- the noncompliance
 - date the noncompliance was notified to the regulator
 - parameter
 - testing frequency
 - regulated standard (including units of measure)
 - details of the noncompliant sample or resample (includes the actual value of resample, date resample/s collected, and details of short-term value)
- 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, including comments about the effectiveness of any preventative measures taken. This may include any amendments that were subsequently made to the RWMP and approved (or are awaiting approval).

Refer to Tables 1 and 2 in the Appendix for example formats for these reports.

⁴ The point of supply will be stated in the approved RWMP.

Annual value

Where there is noncompliance with an annual value, in addition to the information above, the entity must detail the samples that caused noncompliance with the annual value. This includes the actual annual value, date/s sample collected and details of the samples that contributed to noncompliance including short-term and resample values. For more information on how to calculate noncompliance of annual values, refer to the Water Quality Guideline for Recycled Water Schemes.

Refer to Table 3 in the Appendix for an example of this type of report.

Failure to test and missing data information for public reports

A noncompliance under section 270 of the Act can also occur when a recycled water scheme fails to undertake the water quality testing specified by the water quality criteria, or fails to receive a result. Each instance of this type of noncompliance must be detailed within the public report, including:

- parameter
- regulated standard (including units of measure)
- testing frequency
- 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.

Refer to Table 4 in the Appendix for an example of this type of report.

If there have been no instances of noncompliance with the water quality criteria (as detailed in the RWMP for the scheme) during the reporting period, entities should provide a summary statement within the public report to that effect.

2.5.4 Prescribed incidents

Details of prescribed incidents given to the regulator under section 271 of the Act must be contained in the public report and must include:

- the prescribed incident
 - 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 to the RWMP and approved (or are awaiting approval).

2.6 Suggested formats for the public report

While this guideline provides some suggestions for presenting information in the public report, entities may determine their own report structure and format.

2.7 Availability of the public report

Entities must make the report available in a location, or locations, which are readily accessible to the public.

Entities should make the report available on their website and keep a copy of it available for public inspection during office hours. The entity may also keep a copy of the report available for public inspection at other places the entity considers appropriate.

2.8 Change of scheme ownership

Where there is a change of ownership of scheme assets or to the scheme manager, the responsibility for the preparation of the public report will lie with the owner and/or scheme manager on the day the public report is due. The due date is within 30 business days after the end of the reporting period.

Note: If there is a change of ownership or scheme manager, the outgoing owner and/or scheme manager should pass on relevant information pertaining to the public report to the incoming owner and/or scheme manager so they can meet the public reporting requirements as prescribed under the Act.

3. Glossary

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

Term	Meaning
Annual Reporting Guideline for Recycled Water Schemes	The guideline issued by the regulator under section 571(1)(m) of the Act.
Annual value	The annual value is the value that must be achieved— (a) once 12 months of monitoring under an approved RWMP has taken place and (b) in each subsequent month after that.
Approved RWMP	A recycled water management plan approved by the regulator, and not suspended or cancelled, under Chapter 3 of the Act.*
Coal seam gas (CSG)	Petroleum (in any state) occurring naturally in association with coal or oil shale, or in strata associated with coal or oil shale mining.*
CSG water	Underground water brought to the surface of the earth in connection with exploring for or producing coal seam gas, and includes coal seam gas water— (a) whether it is treated or untreated or (b) that is mixed with other water.*
Condition	Condition— (a) of an approved recycled water management plan, means— (i) any regulator conditions for the plan or (ii) a condition mentioned in section 208(2), (3), (5) or (6) of the Act that applies to the plan.* A condition for an exclusion decision means any condition mentioned in section 327 of the Act.
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.*
Dual reticulation	For the purposes of this guideline dual reticulation means a network of pipes that allows for drinking water and recycled water to be supplied to premises from separate pipes and recycled water is provided for any of the following purposes: (a) toilet flushing and (b) in residential premises connection to a cold water laundry tap for a washing machine, irrigation of lawns and gardens and external wash down.
Exclusion decision	An exclusion decision made under Chapter 3, part 9A of the Act.
Multiple-entity recycled water scheme	1. A multiple-entity recycled water scheme means a scheme involving— (a) the production and supply of recycled water other than coal seam gas water or (b) the production and supply, or supply only, of recycled water that is coal seam gas water; by more than 1 recycled water provider, or at least 1 recycled water provider and another entity.

Term	Meaning
	<p>2. A multiple-entity recycled water scheme is made up of—</p> <ul style="list-style-type: none"> (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 and (b) the infrastructure for— <ul style="list-style-type: none"> (i) the production and supply of the recycled water or (ii) if the recycled water is coal seam gas water, the production and supply, or the supply only, of the recycled water; <p>that is stated to be part of the scheme under the declaration.*</p>
Noncompliance	Means noncompliance with water quality criteria.
Point of supply	The point of supply is the point at which the monitoring of the final water quality is undertaken. This point is also where the water quality criteria for the scheme apply. Ideally, the point of supply should be at, or as close as possible to, the point where the recycled water is transferred to the user (physical transfer point).
Prescribed incident	Means an incident prescribed under a regulation under section 271 of the Act.
Recycled water	<ul style="list-style-type: none"> (a) Any of the following that are intended to be reused— <ul style="list-style-type: none"> (i) sewage or effluent sourced from a service provider’s sewerage (ii) wastewater, other than water mentioned in subparagraph (i) or (b) coal seam gas water that augments a supply of drinking water.*
Recycled water management plan	<ul style="list-style-type: none"> (a) for a single-entity recycled water scheme—a plan about— <ul style="list-style-type: none"> (i) the production and supply of recycled water other than coal seam gas water under the scheme by the recycled water provider for the scheme or (ii) the production and supply, or supply only, of recycled water that is coal seam gas water under the scheme by the recycled water provider for the scheme or (b) for a multiple-entity recycled water scheme—a plan about— <ul style="list-style-type: none"> (i) the production and supply of recycled water other than coal seam gas water under the scheme or (ii) the production and supply, or supply only, of recycled water that is coal seam gas water under the scheme; <p>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)(l) 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	(a) An entity that— (i) owns infrastructure for the production and supply of recycled water other than coal seam gas water; or (ii) the production and supply, or the supply only, of recycled water that is coal seam gas water; or (b) another entity, prescribed under a regulation that owns infrastructure for the supply of recycled water other than coal seam gas water.*
Recycled water scheme	A single-entity or a multiple-entity recycled water scheme.*
Regulated standard	The water quality standard for a parameter set as part of a scheme’s water quality criteria.
Regulator	The chief executive of the Department of (QHJ\ DQG: DMU6XSSQ (the department).
Regulator conditions	(a) for an approved recycled water management plan—see section 205(1).*
Relevant entity	Relevant entity, for a recycled water scheme, means— (a) for a single-entity recycled water scheme—the recycled water provider for the scheme; or (b) for a multiple-entity recycled water scheme—the scheme manager for the scheme.*
Resample value	The value which must be achieved on the follow-up sample (that is, the resample that occurs after the short-term value was exceeded).
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.*
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	Is a value which itself does not have to be achieved by the scheme, but instead is used in the two following ways— (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.

Term	Meaning
Single-entity recycled water scheme	<p>(a) means a scheme involving—</p> <ul style="list-style-type: none"> (i) the production and supply of recycled water, other than coal seam gas water, by only 1 recycled water provider or (ii) the production and supply, or supply only, of recycled water that is coal seam gas water by only 1 recycled water provider <p>and</p> <p>(b) includes infrastructure, owned by the provider, for the production and supply, or the supply only, of the water.*</p>
Supply	<p>In relation to recycled water, means—</p> <ul style="list-style-type: none"> (a) for sewage or effluent that is recycled water— <ul style="list-style-type: none"> (i) reuse of the recycled water by the entity that produces it or (ii) supply of the recycled water, by the entity that produces it, to another entity for reuse or (b) for coal seam gas water that is recycled water— <ul style="list-style-type: none"> (i) release of the recycled water, directly or indirectly, into a water source, if the recycled water is used by a drinking water service provider in a drinking water service or (ii) delivery of the recycled water by an entity, other than a drinking water service provider who uses the recycled water in a drinking water service, to another entity, if the recycled water is used by a drinking water service provider in a drinking water service or (c) for other recycled water—supply of the recycled water, by the entity that produces it (the producer), 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 producer.*
Water quality criteria	<p>For recycled water, means all of the following—</p> <ul style="list-style-type: none"> (i) the standards for the quality of recycled water, relating to the sources and uses of the water, prescribed in a regulation under the Public Health Act (ii) the criteria for the quality of recycled water, relating to the sources and uses of the water— <ul style="list-style-type: none"> (A) stated in a guideline, if any, made by the regulator about the quality of recycled water or (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>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>

4. References

DE: 6. 2010. Annual Reporting Guideline for Recycled Water Schemes. Brisbane: Department of (QHJ\ DQG: DMU6XSSQ
Queensland Government.

DEWS. 2008. Water Quality Guideline for Recycled Water Schemes. Brisbane: Department of Energy and Water Supply,
Queensland Government.

5. Appendix

Table 1: Table of noncompliance (other than for noncompliance with resample or annual or value)

Date noncompliance sample was notified to regulator	Parameter	Testing frequency	Regulated standard (including units of measure)	Details of the noncompliant 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
11 March 2011	Chlorine	Daily	5mg/L	16 mg/L	Dosing pump overdosed	Customers notified Repaired chlorine dosing pump	Increased maintenance schedule

Table 1 includes noncompliance where the value has exceeded the regulated standard.

Note: Table 1 is an example only. It is the responsibility of entities to ensure that any applicable mandatory legislative requirements are met.

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

Date noncompliance of resample notified to regulator	Parameter	Testing frequency	Regulated standard (including units of measure)	Details of the noncompliant resample			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
				Actual value of resample	Date resample/s collected	Details of the short-term value			
7 March 2011	<i>E. coli</i>	Weekly	<1 cfu/100mL	12 cfu/100mL	6 March 2011	3 March 2011—short-term value sample was 21 cfu/100mL	Chlorine dosing pump failed Secondary cause, feed lines blocked	Hyperchlorinated Repaired chlorine dosing pump Feed lines replaced	Increased maintenance schedule Monthly visual inspections Backup pump installed

Table 2 includes noncompliance where the 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.

Note: Table 2 is an example only. It is the responsibility of entities to ensure that any applicable mandatory legislative requirements are met.

Table 3: Table of noncompliance—annual values (including short-term and resample values) for schemes that supply class A+ water

Date noncompliance of annual value notified to regulator	Parameter	Testing frequency	Regulated standard (including units of measure)	Details of sample/s that caused noncompliance with the annual value			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
				Actual value	Date/s sample/s collected	Details of the samples that contributed to noncompliance including short-term and resample values			
4 April 2011	<i>E. coli</i>	Weekly	95% of samples are <1 cfu/100mL	94% of samples are <1 cfu/100mL	1 March 2011	Value of sample was 15 cfu/100mL Retested 3 March 2011—resample value was <1 cfu/100mL	Minor flooding	Samples retaken Lines flushed	Review operational procedure to increase chlorine dosing during high rainfall events
					3 March 2011	Value of sample was 21 cfu/100mL Retested 6 March 2011—resample value was 12 cfu/100mL	Chlorine dosing pump failed Secondary cause, feed lines blocked	Hyperchlorinated Repaired chlorine dosing pump Feed lines replaced	Increased maintenance schedule Monthly visual inspections Backup pump installed
					30 March 2011	Value of sample was 5 cfu/100mL Retested 3 April 2011—resample value was <1 cfu/100mL	Chlorinator injector broke	Issues identified regarding faulty valve—chlorinator repaired	Disinfection flagged for inclusion when the RWMP is reviewed

Table 3 provides data relating to any noncompliance where the noncompliance over a 12-month period leads to a noncompliance with the required 95 per cent annual value outlined in the Public Health Regulation 2005. The noncompliance is an aggregate of exceedences of short-term values only; however, Table 3 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.

Note: Table 3 is an example only. It is the responsibility of entities to ensure that any applicable mandatory legislative requirements are met.

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

Parameter	Regulated standard (including units of measure)	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 dates of failures to take tests or dates of missing data
<i>E. coli</i>	Nil cfu/100mL	Weekly	13	12	1	13 March 2011	One test not taken 11 March 2011—the sample point was not accessible due to unscheduled maintenance.
Ammonia	500 µg/L	Weekly	13	11	2	4 March 2011 23 March 2011	One test did not obtain a result due to sampling errors by XYZ recycled water provider. One test on 21 March 2011—sample bottle damaged in transit.

Table 4 provides an example of a summary statement report that describes the overall number of tests required to be taken over the quarter for the scheme, including the given number of parameters that must be tested. This provides detail about the scope of testing the scheme undertakes quarterly. It puts the number of missing data and failure to test in the context of the overall quarterly testing regime. A total of 1482 tests were required over the quarter for 163 parameters—1479 were actually taken during this period. Table 4 sets out the reasons for the three test discrepancies.

Note: Table 4 is an example only. It is the responsibility of entities to ensure that any applicable mandatory legislative requirements are met.