

Central Coast Council

Drinking Water Quality Policy



Date Adopted: 27/08/2024

Revision: 2

Policy No.: CCC053

Table of Contents

1. Policy Objectives	3
2. Policy Scope.....	3
3. Policy Statement.....	3
4. General.....	3
5. Responsibilities	4
6. Policy Definitions	6
7. Policy Administration	7
8. Policy Authorisations.....	8
9. Policy History	8

1. Policy Objectives

- 1.1. The objective of this policy is to demonstrate Central Coast Council's (**Council's**) commitment to providing drinking water that is consistent with the requirements of the Australian Drinking Water Guidelines (**ADWG**), and other regulatory requirements.
 - 1.2. This Policy documents Council's commitment to providing continuous supply of safe high-quality drinking water by implementing a Drinking Water Management System (**DWMS**).
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2. Policy Scope

- 2.1. This Policy covers all elected members of Council, all personnel employed by Council, any person or organisation contracted to or acting on behalf of Council, any person or organisation employed to work on Council premises or facilities, and all activities of Council.
 - 2.2. All managers, employees, and contractors involved in the supply of drinking water are responsible for understanding, implementing, maintaining, and continually improving the DWMS.
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3. Policy Statement

- 3.1. This Policy is based on a *Framework for Management of Drinking Water Quality* developed for the water industry under the ADWG.
 - 3.2. Council developed its DWMS consistent with the *Framework for Management of Drinking Water Quality* required under the ADWG in 2018.
 - 3.3. The DWMS is mandated by the *Public Health Act 2010* (NSW) and Public Health Regulation 2012. The intent of the DWMS is to effectively facilitate the management of risks to drinking water quality.
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4. General

- 4.1. Council is committed to managing its water supply effectively to provide continuous supply of safe drinking water that consistently meets the ADWG, and other regulatory requirements.
- 4.2. To achieve this, in collaboration and consultation with stakeholders and relevant agencies, Council will:
 - 4.2.1. implement, maintain, and periodically revise the DWMS consistent with the ADWG.
 - 4.2.2. use multiple barrier and risk-based approaches to identify and appropriately manage potential threats to water quality.

- 4.2.3. manage water quality at all points along the delivery chain from the source to the consumer.
 - 4.2.4. maintain regular monitoring of the quality of drinking water at appropriate locations and implement effective reporting mechanisms to provide relevant and timely information and promote confidence in the water supply and its management.
 - 4.2.5. participate in relevant research and development activities and join professional associations and industry peak organisations to ensure continued understanding of drinking water quality issues and improvement of performance.
 - 4.2.6. maintain appropriate contingency planning and incident response capability, including investigation of incidents and review of response plans, procedures, and protocols.
 - 4.2.7. contribute to the development and setting of industry regulations and guidelines, and other standards relevant to public health and the water cycle.
 - 4.2.8. provide training to employees associated with the catchment, water resources and drinking water systems.
 - 4.2.9. integrate the needs and expectations of our consumers, stakeholders, regulators, and employees into our planning and decision-making process.
 - 4.2.10. continually improve our practices by regularly assessing performance against regulatory requirements, corporate commitments, and stakeholder expectations.
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5. Responsibilities

Compliance, monitoring and review

- 5.1. The following staff have identified roles under this policy:

Water and Sewer staff

- 5.1.1. All Water and Sewer staff are responsible for ensuring Council's drinking water treatment and supply system are managed in accordance with the DWMS and this policy.

Regulation Analyst

- 5.1.2. The Regulation Analyst is responsible for monitoring and maintenance of the DWMS in accordance with the requirements of the guidance provided in the ADWG and this policy.

Team Leader Regulatory Compliance

- 5.1.3. The Team Leader Regulatory Compliance is responsible for the implementation and evaluation of the continuing effectiveness of the

DWMS in accordance with current legislation, government policies, and the requirements of the guidance provided in the ADWG and this policy.

Section Manager Compliance Water Systems

5.1.4. The Section Manager Compliance Water Systems is responsible for review and amendment of this policy to ensure that it continues to achieve its purpose and remains current by reflecting changes in the operational or regulatory environment.

Unit Manager Headworks and Treatment

5.1.5. The Unit Manager Headworks and Treatment is responsible for review and endorsement of any updates to this policy.

- 5.2. Significant risks identified in the maintenance of the DWMS under the terms of the policy should be reflected in Council's enterprise risk management processes.
- 5.3. The policy shall be reviewed and amended where required if any provisions are found to contradict any other Council policies.
- 5.4. Suspected breaches or misuse of this policy are to be reported to the Chief Executive Officer. Alleged breaches of this policy shall be dealt with by the processes outlined for breaches of the Code of Conduct, as detailed in the Code of Conduct and in the Procedures for the Administration of the Code of Conduct.

Reporting

- 5.5. The Section Manager Compliance Water Systems will ensure that a report of performance monitoring of the DWMS is submitted annually to the NSW Health local Public Health Unit.

Records management

- 5.6. Staff must maintain all records relevant to administering this protocol in accordance with Council's [Information and Records Management Policy](#).
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6. Policy Definitions

ADWG	The <i>Australian Drinking Water Guidelines</i> promulgated by the National Health and Medical Research Council in 2011, and the ongoing updates and revisions
Council	means Central Coast Council, being the organisation responsible for the administration of Council affairs and operations and the implementation of Council policy and strategies
DWMS	means Drinking Water Management System, consisting of documents, procedures, and other supporting information for the safe supply of drinking water that satisfies the requirement for a quality assurance program in the <i>Public Health Act 2010</i>

7. Policy Administration

Business Group	Water and Sewer
Responsible Officer	Section Manager Compliance Water Systems
Associated Procedure	NIL
Policy Review Date	Four years from date of adoption unless legislated otherwise
File Number / Document Number	D16236390
Relevant Legislation (reference specific sections)	<p>This Policy supports Council's compliance with the following legislation:</p> <ul style="list-style-type: none"> ▪ <i>Local Government Act 1993 (NSW)</i> ▪ <i>Public Health Act 2010 (NSW)</i> ▪ <i>Public Health Regulation 2012 (NSW)</i> ▪ Chapter 6 Part 3 Division 2, <i>Local Government Act 1993 (NSW)</i> ▪ Section 292, <i>Water Management Act 2000 (NSW)</i> ▪ Section 25, <i>Public Health Act 2010 (NSW)</i> ▪ Section 45, <i>Public Health Regulation 2022 (NSW)</i>
Link to Community Strategic Plan	<p>Theme 5: Liveable</p> <p>Goal H: Delivering essential infrastructure</p> <p>B-A3: Work together to solve a range of social and health issues that may impact community wellbeing and vulnerable people.</p>
Related Policies / Protocols / Procedures / Documents (reference document numbers)	<ul style="list-style-type: none"> ▪ Information and Records Management Policy (D14025241) ▪ Code of Conduct ▪ Australian Drinking Water Guidelines ▪ NSW Guidelines for Drinking Water Management Systems

8. Policy Authorisations

No.	Authorised Function	Authorised Business Unit / Role(s)
TBA	TBA	TBA

9. Policy History

Revision	Date Approved / Authority	Description Of Changes
1	14 September 2020 Minute No. 470/20	New policy adopted.
2	27 August 2024 Minute No. 335/24	Periodic review, transferred into Council's updated Policy template.