

# Recycled Water Management Plan - Annual Review Procedure

**PD-7-249**

Rev. 3

## 1.0 PURPOSE

The purpose of this document is to provide guidance and information to effectively review Recycled Water Management Plans and associated documents controlled by the BRC.

## 2.0 SCOPE

This procedure applies to the members of the Risk Management Team outlined in Table 1 of the applicable Recycled Water Management Plan .

## 3.0 DEFINITIONS/ABBREVIATIONS

WWTP	Waste Water Treatment Plant
Bundaberg Regional Council	BRC
RWMP	Recycled Water Management Plan

## 4.0 RESPONSIBILITY AND/OR AUTHORITIES

- 4.1** The members of the Risk Management Team are responsible for the review of the applicable Recycled Water Management Plan to ensure the current plan is adequately meeting the legislative responsibilities detailed in the *Water Supply (Safety and Reliability) Act 2008*. The Risk Management Team will conduct this review on an annual basis. It will be the responsibility of the Environmental Technical Officer to ensure the review is conducted.

## 5.0 REFERENCES/ASSOCIATED DOCUMENTS

*Water Supply (Safety and Reliability) Act 2008*

MP-4-003 Thabeban Wastewater Treatment Plant - Recycled Water Management Plan

## 6.0 DOCUMENT ENQUIRIES

Position Title: Environmental Technical Officer - Water and Wastewater

## 7.0 PROCEDURE

The risk management team will conduct a review of the applicable Recycled Water Management Plan (the plan) on an annual basis. The purpose of this annual review is to confirm that the plan and associated systems and procedures are effective in meeting relevant legislative requirements. The review will have particular focus on the plan's objectives with compliance to the following parameters.

### **7.1 Risk Assessments**

The review will assess the risk assessments that have been prepared for the plan and make adjustments where required to ensure the risk assessments accurately document the risks associated with this recycled water scheme.

### **7.2 Monitoring Frequencies**

The review will assess whether a change in the monitoring frequencies for any of the relevant Critical Control Points, Quality Control Points or any specified parameters outlined in the plan. This assessment will look at factors such as any exceedances which have occurred, changes in analysis requirements and any other topics deemed relevant by the risk assessment team.

### **7.3 Critical Control Points and Quality Control Points**

The review will assess if adjustments are required to be made to the critical control points and quality control points. This assessment will be based on any exceedance or incidents that have occurred from the time the document was last reviewed by the risk management team. The risk management team will assess whether any adjustments need be made to reduce the likelihood of an incident or exceedance occurring.

### **7.4 Quality Control / Quality Assurance**

The review will assess what improvements can be made to the QA/QC processes which have been employed as part of this scheme. Continual improvement of QA/QC processes will assist in the reliability of the scheme.

### **7.5 Other Required Changes**

The review will also look at any other changes which are required to be made throughout the document and associated processes. This may include;

- Changes to the set-up of the scheme
- Changes to the Risk Management Team
- Frequency of reviews, and
- Any other changes deemed necessary by the risk management team.

## **8.0 RECORDS**

Once the document review has been finalised all members of the risk management team will confirm on the reviewed document the review has been conducted.