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Guidance

This template provides an example of how data can be presented in an annual report.

In addition to this template, a data collection spreadsheet template has been prepared to record and trend operational monitoring data. The spreadsheet template can be used to record all data on one sheet with trending charts on a separate sheet, or one sheet per parameter.

Where a water utility operates a number of different supply systems, a separate report can be prepared for each scheme or, all schemes can be captured within one annual report by adding additional tables in the relevant sections.

# Executive summary

Include a summary of the rreview findings here .

# System Details

**DWMS Annual Report**

## Scheme Summary

Include a summary of the water supply system details here.

|  |  |
| --- | --- |
| Water supply system name |  |
| Water source |  |
| Treatment plant/s |  |
| Treatment capacity (ML/day) |  |
| Bulk water supplier (if supplied by another utility) |  |
| Towns supplied |  |
| Utilities supplied (if bulk water is supplied) |  |

## Document Control

Include a summary of document control details here.

|  |  |
| --- | --- |
| Date prepared |  |
| Reporting period |  |
| Contributors |  |
| Principal author |  |
| Signature |  |
| Date |  |

# Water Supply System Changes

Include details of any changes that have been made to infrastructure, process or risk profile here.

**Raw water** (e.g. new hazards/hazardous events, new water source or change in infrastructure)

**Treatment Processes** (e.g. changes to an existing process, new processes, increased flow rate)

**Distribution** (e.g. new areas supplied, change in reservoir configuration, new supply for a third-party)

# Critical Control Points

Include the performance of CCPs over the reporting period here.

Include details an any CCPs removed or added, and any changes to the critical limits.

**Detail the removal or addition of CCPs**

**Detail any changes to critical limits (including delays)**

## Critical Control Point Exceedances

Include a summary of CCP critical limit exceedences for the reporting period in the table below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CCP | Date | Operational Target | Critical Limit | Measured Value | Details | Action Taken |
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Include graphs showing monitoring of CCP temporal trends in Appendix A if desired (template provided can be used). Include details of CCP critical limits and target value .

## Review of Fluoride Critical Control Point Exceedances

# Verification of Water Quality

## Water Quality Monitoring

Include a summary of water quality supplied to the consumer here.

**Detail any issues encountered in implementation of the verification monitoring program**

Include descriptive statistics for any parameter that has been monitored and has recorded an exceedence of a health limit, at any location in the final water.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Parameter | Location | Min | Max | Mean | Median | 5th %ile | 95th %ile | Count | ADWG Limit | Number of exceedences |
|  |  |  |  |  |  |  |  |  |  |  |
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Include details of any water quality exceedences of health related parameters in the table below.

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| --- | --- | --- | --- | --- | --- | --- |
| Parameter | Date | Value | Location | Cause | Action | Comments |
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Include a summary of water quality trends during the reporting period here. Data may be presented as a table or graph.

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| --- | --- | --- |
| Parameter | Location | Point of Interest |
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## Water Quality Complaints

Include a summary of water quality complaints in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Month | Monthly Sum of Complaints | | | Comments[[1]](#footnote-1) |
| **T&O** | **Dirty water** | **Other** |
| January |  |  |  |  |
| February |  |  |  |  |
| March |  |  |  |  |
| April |  |  |  |  |
| May |  |  |  |  |
| June |  |  |  |  |
| July |  |  |  |  |
| August |  |  |  |  |
| September |  |  |  |  |
| October |  |  |  |  |
| November |  |  |  |  |
| December |  |  |  |  |

Include a graph showing water quality complaints in Appendix C if desired (template provided can be used).

# Water Quality Incidents

Include a summary of reportable water quality incidents over the reporting period in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref Number | Date | Description | Actions Undertaken | Status |
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# Staff training and development

Record details here of training and development completed

# Continual Improvement

## Progress and items completed

Include details on the progress of the Improvement Plan implementation during the reporting period in the table below. Include the current Improvement Plan in Appendix D.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Improvement Item (ref and name) | Person responsible | Actions undertaken | Date of completion | Status/Progress |
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## New items identified

Include details of any items added to the Improvement Plan during the reporting period in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Improvement Item (ref and name) | Person responsible | Reason for inclusion | Action to be taken | Completion date |
|  |  |  |  |  |
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Appendix A - CCP Trends and Charts

Include graphs showing monitoring of CCP temporal trends in Appendix A if desired (template provided can be used). Include details of CCP critical limits and target value .

Appendix B - Verification Monitoring Trends

Include time-series plots for the parameters of interet and locations during the reporting period here if desired.

Appendix C Complaint Trends

Include a graph showing water quality complaints in Appendix C if desired (template provided can be used).

Appendix D Improvement Program

Include the full current Improvement Plan here.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Improvement Item (ref and name) | Person responsible | Actions undertaken | Date of completion | Status/Progress |
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1. Provide details of any observed spikes and a summary of the action taken [↑](#footnote-ref-1)