



FAR NORTH QUEENSLAND REGIONAL WATER ALLIANCE

Minutes

Meeting No	25
Meeting Name	DWQMP External Audits – Regional Inception Meeting
Date	26 March 2021
Time	10:00 am
Venue	Committee Room – Level 3 – Cairns Regional Council

Attendance

Name	Organisation
Wendy Hughes	FNQROC
Dan Deere	Water Futures
Mark Wuth	Cairns Regional Council
Melissa Mitchell	Douglas Shire Council
Peter Martin	Hinchinbrook Shire Council
Rebecca Fitzgerald	Croydon Shire Council
Robyn Maddalena	Cook Shire Council
Shane Bandiera	Cassowary Coast Regional Council
Geoffrey Smart	Cassowary Coast Regional Council
John Bishop	Cairns Regional Council
Jon Turner	Tablelands Regional Council
Shane Pfeiffer	Cairns Regional Council
Manu Gravatt	Cassowary Coast Regional Council
Garry Pickering	Croydon Shire Council
Adam Schmalz	Cairns Regional Council
Rohan Geddes	Mareeba Shire Council
Toni Veronese	Cairns Regional Council
Kate McCreery-Carr	Cairns Regional Council
Peter White	Douglas Shire Council

Apologies

Name	Organisation
Shane Butler	Etheridge Shire Council
Amy Yates	Mareeba Shire Council
Jennifer Godin	Cook Shire Council
Ben Hill	Carpentaria Shire Council
Gene Brooks	Hope Vale Aboriginal Shire Council
Graham Stanford	Tablelands Regional Council
Mark Kelleher	Hope Vale Aboriginal Shire Council
Mark Vis	Tablelands Regional Council
Michael Suhan	Carpentaria Shire Council
Paul Hoye	Douglas Shire Council
Peter Tonkes	Douglas Shire Council
Preston Andrews	Yarrabah Aboriginal Shire Council
Ian Hocking	Wujal Wujal Aboriginal Shire Council
Jason Wilkie	Douglas Shire Council
Danielle Jensen	Tablelands Regional Council
James Pedersen	Mareeba Shire Council
Victor Mills	Wujal Wujal Aboriginal Shire Council
Natasha Glaskin	Tablelands Regional Council
Gidi Azar	Yarrabah Aboriginal Shire Council
Morris Hamill	Mareeba Shire Council

1. Welcome and introductions

Meeting opened 10.10am. W Hughes thanked everyone for coming, welcomed all to the meeting and introduced the auditor, Dan Deere from Water Futures.

2. Audit plan and objectives

D Deere outlined the auditing process. The aim is to ensure public health safety standards are being met by Councils and to confirm that what's happening on the ground is reflective of the Drinking Water Quality Management Plan (DWQMP) registered with the Department of Regional Development, Manufacturing and Water (DRDMW) for each Council.

Each audit will look at which plan the Council is working to, confirm it's the same plan as the version on file with DRDMW (or an update currently under review), then work through the checklist provided to Council representatives.

Required resources:

- Copy of the DWQMP, access to a staff member who can retrieve SCADA records, logbooks, maintenance records etc. Once onsite, the auditor will pick a point in time from the last 2 years to audit. If supporting data is not available at the time of Council interviews this can be provided shortly afterward.

Areas of focus:

- Most common failures found during audits – e.g. the state of water tanks distributing water to residential areas (distribution system just as important as treatment plants).
- SCADA systems – e.g. confirmation that software is calibrated and up to date, how effectively its used to manage the network etc.
- Pressure maintenance – e.g. triggers for pumps, how system pressure is maintained.
- Lab equipment – e.g. ambient temperatures, state of equipment, how it's being stored, contamination by sunscreen or other sources of contaminants (includes lab sites not permanently staffed).

Should a non-compliance be evident an assessment will be made on how the issues have been reported to management and to the regulator, in addition to looking for an action plan that outlines how the Council plans to respond.

Non-compliance with the plan would be a major concern if the team being audited is not aware of the problem and/or it's not in the process of being rectified. In this situation a notification would need to be issued.

Schedule and logistics:

- The schedule is expected flow as per the agendas provided to Councils, subject to any weather events that impact site accessibility.
- There is flexibility with how individual Council agendas are rolled-out – D Deere will liaise directly with each Council as audit dates approach.

Action 25.1: All Councils are to ensure relevant resources and personnel are available and accessible for their DWQMP audit as per the agreed regional schedule.

3. Information requests

All Councils received a detailed information request / briefing note prior to audit commencement and all DWQMP's are now on file with FNQROC and D Deere.

4. Audit date confirmation

Audit dates for each Council were re-confirmed and remain as per the regional schedule circulated previously.

5. Health and safety

No pre-visit site inductions will be required. Where site-specific safety requirements must be met, safety gear will be provided by the relevant Council.

6. Communication

D Deere will contact the nominated representative for each Council prior to their audit to confirm the agenda, sites to be audited, meeting locations and any other details relevant to ensuring a smooth audit process.

A close-out meeting will be conducted with individual Council's at the end of each audit, with regional findings to be discussed at the project close-out meeting on Monday 10 May.

Action 25.2: D Deere to contact individual Councils approx. 2 days prior to their scheduled audit to finalise agenda and site visit details.

7. Reporting and audit findings

Draft reports will be provided to each Council approx. one week after their on-site audit. The draft will include information on what the Council should do if a non-conformance issue has been identified. This provides an opportunity to respond before the report is finalised and submitted to the regulator.

A Statutory Declaration will need to be signed by each Council as part of finalising the report (sample Stat Dec provided with pre-audit briefing notes).

Once all audits are completed, standalone reports for each Council will be submitted to the regulator together with an FNQROC summary report that highlights common regional findings.

All reports and statutory declarations must be submitted to the regulator by 31 May 2021.

8. Other business

General discussion:

- For Councils in the process of reviewing their DWQMP plan, it was queried whether the audit would apply to the existing plan or the revised plan. As most of the audit is based on historical records, existing plans are acceptable and where appropriate, reference will be made to the new plan with details of how it addresses any issues identified.
- Clarification was sought on the role of Bob Burford as Quality Assurance provider for the audits. While he will not participate in site visits, B Burford will act as an independent reviewer to cross-check reports, make sure correct details have been covered and to sense-check what's included in the final reports.

- It was queried how audit sites were selected for each Council. The process involved looking at which schemes were audited last time, then making sure nominated schemes were representative of the different types of water schemes managed by Council (e.g. where appropriate, ensuring both surface and bore water schemes were represented).
- Business continuity plans will not be considered as part of the audit. However, in the context of incident management D Deere will assess Council's ability to maintain quality and consistency of supply in the face of disasters. Business continuity plans are not yet included in Queensland auditing guidelines, but this may be something to flag as a risk for future non-compliance.

Regional close-out meeting:

- The regional close-out meeting will be an opportunity to share consistent issues or challenges identified through the audits. The intention is to refer these to the technical committee for further discussion as potential future projects for the region to address.
- The close-out meeting will cover topics such as the regional audit findings, emerging issues relevant to Councils, considerations for tropical environments that may be different to colder climates, and a sense of what's on the policy radar to aid with future infrastructure planning.
- Strategic regional projects and next steps for the regional water alliance working group will also be discussed.

Invoicing:

The deadline for invoices to be issued to Councils by FNQROC was discussed with end May/early June noted as the final invoicing period. W Hughes to circulate the details required to raise purchase orders for the project.

Action 25.3: W Hughes to circulate the details required for Councils to raise a purchase order against the DWQMP External Audit project.

9. Next Meeting Date

The regional close-out meeting is scheduled for 10am on Monday 10 May at Cairns Regional Council, 119 Spence Street, Committee Room – Level 3.

10. Meeting Close

11.25am

11. Actions as at end of Meeting No. 25:

Item	Action	Responsible
Action 25.1	All Councils are to ensure relevant resources and personnel are available and accessible for their audit as per the agreed regional schedule.	All
Action 25.2	D Deere to contact individual Councils approx. 2 days prior to their scheduled audit to finalise agenda and site visit details.	D Deere
Action 25.3	W Hughes to circulate the details required for Councils to raise a purchase order against the DWQMP External Audit project (completed with minutes).	W Hughes

Unconfirmed