# Drinking water safety planning template for temporary drinking water supplies

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| Name of owner |  |
| Name of operator  (if different to owner) |  |
| Name of event |  |
| Event location |  |
| Event date(s) |  |
| Dates drinking water supply is operational |  |
| Supply population |  |
| Emergency contact name |  |
| Emergency contact phone number |  |
| Application ID |  |

*Please refer to the* ***Drinking water safety planning guidance - for temporary drinking water supplies*** *as you complete this template.*

*If additional pages are required to complete a section, add a blank page and include appropriate numbering or titles to indicate position in the plan.*

1. Question 1: How will you give effect to Te Mana o te Wai?

How are you managing your water supply to protect the health and wellbeing of your water, the wider environment, and the community?

<https://www.taumataarowai.govt.nz/te-mana-o-te-wai/>

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1. Question 2: Who is responsible for your water supply?

2.1 Who owns this plan and approves budget for the water supply?

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| Name:  Role:  Responsibilities:  Skills and experience:  Qualifications:  Phone number:  Name:  Role:  Responsibilities:  Skills and experience:  Qualifications:  Phone number: |

2.2 Who helped you prepare this plan?

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| Name:  Role:  Responsibilities:  Skills and experience:  Qualifications:  Phone number:  Name:  Role:  Responsibilities:  Skills and experience:  Qualifications:  Phone number:  Name:  Role:  Responsibilities:  Skills and experience:  Qualifications:  Phone number: |

2.3 Does your team have the skills, training and experience needed?

Consider the capability of the team – both current and planned – and whether any training or recruitment needs have been identified.

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| Role: Current capability:  Additional training and resourcing needs:  Planned training and recruitment:  Role: Current capability:  Additional training and resourcing needs:  Planned training and recruitment:  Role: Current capability:  Additional training and resourcing needs:  Planned training and recruitment: |

Question 3: What makes up your temporary drinking water supply?

What are the components of your drinking water supply?

Include all infrastructure and processes used to abstract, store, treat or transmit drinking water.

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| Water sources – tick relevant boxes |
| □ **Bore** (including wells)  Description:  □ **Spring**  Description:  □ **Lake or dam**  Description:  □ **River, stream or creek**  Description:  □ **Roof** (rainwater)  Description:  □ **Unregistered water supply \***  Description: |

\* If sourcing water (partially or fully) from an unregistered water supply, consider the original water source of the connected supply.

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| Treatment |
| □ **Pre-treatment** (e.g. first flush diverter, coarse screen)  Description:  **□ Cartridge filtration**  Description:  **□ Other filtration -** specify:  Description:  **□ UV disinfection**  Description:  **□ Chlorination** (e.g. sodium hypochlorite)  Description:  **□ Other** – specify:  Description: |

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| Distribution |
| **□ Storage / header tank**  Description:  **□ Pumps**  Description:  **□ Pipes**  Description:  **□ Other** (specify):  Description: |

1. Question 4: What does your supply look like?

Provide a flow diagram or schematic and photos of your supply

See guidance material for an example diagram.

#### Confirmation of attachments

Tick relevant boxes

**□** A drawn picture (flow diagram or schematic) is included below or attached. A scan or photograph is fine.

**□** Photos of my supply are attached to this drinking water safety plan.

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| *Optional space for your drawn picture* |

Question 5: How does your water supply work?

5.1 Do you understand your source water?

Describe your source water, catchment area and intake infrastructure.

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5.2 Can you provide sufficient drinking water?

Describe how you intend to ensure a sufficient supply of drinking water. Include anticipated populations as well as minimum and maximum daily volumes.

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5.3 Are the treatment processes effective?

Describe your treatment processes, how they are controlled and their effectiveness.

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5.4 How do you store and distribute your water?

Describe your storage system.

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Describe your supply network system, i.e. the pipes that distribute the water to users.

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Question 6: What can go wrong?

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| Water supply system component:  Risk to water supply:  Risk rank: **□** High **□** Medium **□** Low  How is the risk controlled?  How is the control monitored?  How can the system be improved to control this risk?  Timeframes for improvements: |

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| Water supply system component:  Risk to water supply:  Risk rank: **□** High **□** Medium **□** Low  How is the risk controlled?  How is the control monitored?  How can the system be improved to control this risk?  Timeframes for improvements: |

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| Water supply system component:  Risk to water supply:  Risk rank: **□** High **□** Medium **□** Low  How is the risk controlled?  How is the control monitored?  How can the system be improved to control this risk?  Timeframes for improvements: |

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| Water supply system component:  Risk to water supply:  Risk rank: **□** High **□** Medium **□** Low  How is the risk controlled?  How is the control monitored?  How can the system be improved to control this risk?  Timeframes for improvements: |

Question 7: How do you manage your water supply?

7.1 What inspection and maintenance do you complete and record?

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| What will be inspected and maintained?  How often?  Person responsible:  Any equipment or procedures needed?  Where is it recorded? |

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| What will be inspected and maintained?  How often?  Person responsible:  Any equipment or procedures needed?  Where is it recorded? |

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| What will be inspected and maintained?  How often?  Person responsible:  Any equipment or procedures needed?  Where is it recorded? |

7.2 How will you know your water supply system is operating as expected? Monitoring

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| Process step:  Monitoring undertaken:  How often?  Person responsible:  Target Level: Action level: Critical level:  Where is it recorded? |

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| Process step:  Monitoring undertaken:  How often?  Person responsible:  Target Level: Action level: Critical level:  Where is it recorded? |

Sampling

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| Area of supply (e.g. source, distribution, point of use):  Sampling undertaken:  How often?  Person responsible:  Sampling laboratory:  Where is it recorded? |

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| Area of supply (e.g. source, distribution, point of use):  Sampling undertaken:  How often?  Person responsible:  Sampling laboratory:  Where is it recorded? |

7.3 How do you know your monitoring equipment is effective? (calibration and checks)

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| Monitoring equipment:  How are calibration and checks executed?  How often?  Person responsible:  Where is it recorded? |

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| Monitoring equipment:  How are calibration and checks executed?  How often?  Person responsible:  Where is it recorded? |

7.4 What written procedures and manuals are in place to guide and record operations and maintenance?

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Question 8: How will you respond when an incident occurs?

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| Potential issue/event:    Responsible person:  Contact information:  Response or reference to procedure: |

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| Potential issue/event:    Responsible person:  Contact information:  Response or reference to procedure: |

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| Potential issue/event:    Responsible person:  Contact information:  Response or reference to procedure: |

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| Potential issue/event:    Responsible person:  Contact information:  Response or reference to procedure: |

## Approval by drinking water supply owner or representative

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| Approver’s name:  Signature:  Date: |

## Next steps

Please submit your completed DWSP in Hinekōrako for the Water Services Authority - Taumata Arowai to assess. This can be accessed on the Authority website.

Get in contact if you are experiencing issues with this, either with your existing contact or email [OpsSupport@taumataarowai.govt.nz](mailto:OpsSupport@taumataarowai.govt.nz)

Store a copy of this plan in a place that is easily accessible to you (and any others involved in managing or operating the drinking water supply).

Questions?

Refer to the drinking water safety plan guidance on the Authority website: [Drinking water safety planning | Taumata Arowai](https://www.taumataarowai.govt.nz/for-water-suppliers/drinking-water-safety-planning/) or contact your Authority regional team [Operations Team | Taumata Arowai](https://www.taumataarowai.govt.nz/about/our-team/regulatory-team/) for more information.