## Lancelin South Water 2023 Post-Audit and Post-Review Implementation Plan

Recommendation	Non-compliance / Controls	Auditor's Recommendation	Action Proposed to be taken by	Responsible	Target
Reference <sup>1</sup>	Improvement <sup>2</sup>		Licensee	person(s) <sup>3</sup>	Completion Date
1/2023 C2	Asset InspectionsProcess: Asset OperationsCriteria 5.1: Operational policies and procedures are documented and linked to service levels required.Operations arrangements are set out in section 4.3 of the AMP. Operating activities are 	<ul> <li>a) The process for addressing issues raised from the fortnightly inspections needs to be reviewed to ensure tasks are actioned (who has responsibility for reviewing and actioning issues identified).</li> <li>b) The fortnightly report to be updated to reflect actual water quality targets at the treated water sample point.</li> <li>c) The control cabinets at the sewer pump station and the wastewater treatment should be secured with the keylocks.</li> <li>d) The arrangements for inspection of the sewer pump station to be confirmed as part of the Biomax service agreement and the quarterly inspection included in the Biomax service reports.</li> </ul>	<ul> <li>Site Visit report form to be reviewed to (as a minimum) <ul> <li>(i) improve transfer of information;</li> <li>(ii) reflect current target operating values; &amp;</li> <li>(iii) include checks for gate, door and cabinet locks</li> </ul> </li> <li>Responsibility for review, recording and necessary actions on information from site visits to be assigned to Blair Shackleton.</li> <li>Requirements for inspection and maintenance of sewage pump station to be reviewed and recorded. Suitable contract with competent contractor to be established.</li> </ul>	BS BS	29/9/2023 Immediate 29/9/2023

compound and firebreak. Vegetation also needs		
clearing from around the wastewater pump station and in the wastewater infiltration basin.		
The process for addressing issues raised from		
the fortnightly inspections needs to be reviewed		
to ensure tasks are actioned (who has		
responsibility for reviewing and actioning issues		
identified).		
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The fortnightly report also recorded water quality results from the treated water sample report and		
showed 4 results outside of the guideline range.		
Discussion indicated the chlorine target level		
had been adjusted to deliver a better chlorine		
level at the consumer sample point. All results at		
the consumer sample point were within range. It		
is recommended that the fortnightly report be		
updated to reflect actual water quality targets at		
the treated water sample point.		
During the site inspection, the control cabinet at		
the sewer pump station had the key attached to		
it. Also, the control cabinet at the wastewater		
treatment site was unlocked. Both of these should be secured.		
The extent of vegetation around the sewer pump		
station indicated it had been some time since		
this was inspected. The asset register indicates		
inspection of these pumps are part of the Biomax Service Agreement (3 monthly). The		
asset register also shows the expected asset life		
for the pumps as 3 years, with expected		
replacement due 02/2022. A sample Biomax		
service report dated 10/03/2023 does not		
mention the sewer pump station. It is		
recommended that arrangements for inspection		
of the sewer pump station be confirmed.		
The asset register shows much of the Biomax		
installation with an expected 5 year asset life with		
replacement expected in 2024. Inspection and		
revision of remaining service life should be		
undertaken.		

2/2023	Asset Register				
2/2023 C2	Asset Register Process: Asset Operations Criteria 5.3: Assets are documented in an asset register including asset type, location, material, plans of components, and an assessment of assets' physical/structural condition and accounting data. An asset register has been developed in an Excel spreadsheet. The potable and non-potable pipe lines are not included in the asset register. The gravity sewer lines and pressure main are not included in the asset register. Plans of the pipelines should also be identified in the asset register. Inspection intervals are shown in the asset register but there is no field for recording asset	<ul> <li>a) The asset register should include the potable and non-potable pipe lines and the gravity sewer lines and pressure main. Plans of the pipelines should also be identified in the asset register.</li> <li>b) The asset register should include a field for recording asset condition that is updated at least quarterly based on inspections.</li> <li>c) The asset register should include comments on assets that are overdue for replacement based on the replacement date in the register.</li> </ul>	<ul> <li>Add potable, non-potable and sewage (gravity and pressure) pipelines, including valves and appurtenances, to the asset register</li> <li>Link drawings / plans of pipelines to asset register</li> <li>Update asset register to include <ul> <li>(i) Asset inspection (condition) records</li> <li>(ii) Asset maintenance records</li> <li>(iii) Due dates for inspection / maintenance</li> </ul> </li> </ul>	BS BS BS	29/9/2023 29/9/2023 29/9/2023
	condition. During the inspection some filters were noted with a replacement date due labelled as 2019. The labelling system should either be removed or kept up to date. Some thought needs to be given to the usefulness of the detailed breakdown of the water treatment plant equipment in the asset register as it appears that current processes do not allow for replacement of equipment to be recorded. There are a number of items shown where the expected replacement date has passed (some in 2015 and 2018).		<ul> <li>(iv) Ability to easily identify inspections, maintenance and replacements that are due</li> <li>•</li> </ul>		

- 1. Reference number / year / Compliance Rating
- 2. Rating / Licence obligation number & Licence Obligation / Details of non-compliance or inadequacy of controls
- 3. BS = Blair Shackleton, General Manager Lancelin South Water