<table>
<thead>
<tr>
<th>Issue No</th>
<th>Date Issued</th>
<th>Reasons/for Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>RM-SCA-V1</td>
<td>June 2012</td>
<td>First Release</td>
</tr>
</tbody>
</table>

Inquiries about the Reporting Manual and water licensing in general should be addressed to:

Program Manager, Compliance  
Independent Pricing and Regulatory Tribunal of New South Wales  
PO Box Q290, QVB Post Office  NSW  1230  
T (02) 9290 8477
Contents

1 Introduction 1
  1.1 Purpose 1
  1.2 Definitions and interpretation 1
  1.3 Structure of this Reporting Manual 2
  1.4 Changing this Reporting Manual 2
  1.5 When should the information be reported? 2
  1.6 How should the information be reported? 3

2 Water Quality 6
  2.1 Periodic reporting 6
  2.2 Annual reporting 7
  2.3 Intermittent reporting 9
  2.4 Publicly available documents 9

3 Water supply sufficiency 10
  3.1 Periodic reporting 10
  3.2 Annual reporting 10
  3.3 Intermittent reporting 10
  3.4 Publicly available documents 11

4 Catchment 13
  4.1 Periodic reporting 13
  4.2 Annual reporting 13
  4.3 Intermittent reporting 14
  4.4 Publicly available documents 14

5 Assets 15
  5.1 Periodic reporting 15
  5.2 Annual reporting 15
  5.3 Intermittent reporting 15
  5.4 Publicly available documents 16

6 Customers 17
1 Introduction

The Independent Pricing and Regulatory Tribunal (IPART) is responsible for monitoring, and reporting on, the compliance of Sydney Catchment Authority (SCA) with its Licence.

1.1 Purpose

The purpose of this Reporting Manual is to outline all of SCA’s reporting requirements under its Licence. This Reporting Manual identifies:

- when SCA should report
- what information SCA must report, and
- how SCA should report.

It is a condition of SCA’s Licence that it must comply with the reporting obligations set out in this Reporting Manual.1

This Reporting Manual does not reproduce SCA’s Licence obligations in full. It is still also necessary for SCA to refer to the Licence and to any law, statutory instrument or document referred to in the Licence obligation (eg, guidelines, etc).

1.2 Definitions and interpretation

Terms that are defined in the Licence have the same meaning in this Reporting Manual, unless the terms are separately defined in this Reporting Manual.

The interpretation provisions in the Licence apply to this Reporting Manual, with all references to the Licence in those provisions taken to be references to this Reporting Manual.

[Note: As at the commencement date, the interpretation provisions are contained in clause 12.2 of the Licence.]

1 Licence, clause 8.2.
1.3 Structure of this Reporting Manual

This Reporting Manual is structured into the following sections:

- section 1: detailing how and when SCA is to report; and
- sections 2 to 9: outlining the specific reporting requirements for each section of the Licence according to the reporting schedule in Table 1.1.

1.4 Changing this Reporting Manual

We may change this Reporting Manual at any time. In particular, we may change this Reporting Manual to:

- reflect changes in the applicable law, including the Act
- include additional reporting obligations where appropriate
- include references to new Licence obligations
- delete references to Licence obligations that are no longer relevant
- amend the information that SCA must provide to IPART, NSW Health, the Minister or the Catchment Auditor (as the case may be), and
- improve the reporting process.

Before we change this Reporting Manual significantly, we will consult with SCA and other interested stakeholders. We will then notify SCA and stakeholders of the changes to this Reporting Manual and the start date for any new reporting arrangements. In determining the start date of significant changes, we will make sure there is enough time for SCA to implement new arrangements.

1.5 When should the information be reported?

SCA’s reporting schedule is summarised in Table 1.1. We have grouped reporting requirements into:

- periodic reporting (ie, monthly, quarterly, etc)
- annual reporting, and
- intermittent reporting.

Appendix A of this Reporting Manual provides a complete timeline for SCA’s reporting requirements under its Licence.
1.6 How should the information be reported?

Reporting to IPART

SCA should report the required information to IPART in a clear and concise report. Where this Reporting Manual requires information on more than one area (e.g., public health indicators and Environmental Indicators) at the same time, SCA is encouraged to provide the information in a single report. However, SCA may choose to report the information in separate reports.

The reports must be approved by SCA’s Chief Executive.

SCA must lodge each report electronically with a hard copy sent by mail. When lodging a report, SCA must also provide the name and contact details (phone, email) of the primary contact with whom IPART can liaise when assessing compliance, and an alternative contact for those times when the primary contact is unavailable.

Electronic reports must be emailed to: compliance@ipart.nsw.gov.au

Hard copy reports must be sent to:

The Chief Executive Officer
Independent Pricing and Regulatory Tribunal of NSW
PO Box Q290
QVB Post Office NSW 1230

Reporting to NSW Health

SCA must report to NSW Health as outlined in this Reporting Manual.

Electronic reports must be emailed to: waterqual@health.nsw.gov.au, or to the last email address notified by NSW Health to SCA.

Reporting to the Minister

SCA must report to the Minister as outlined in this Reporting Manual.

Electronic reports must be emailed to: office@hodgkinson.minister.nsw.gov.au, or to the last email address notified by the Minister to SCA.
Hard copy reports must be sent to:

Minister for Primary Industries  
Level 30 Governor Macquarie Tower  
1 Farrer Place  
SYDNEY NSW 2000

or to the last address notified by the Minister.

**Reporting to the Catchment Auditor**

SCA must provide information to the Catchment Auditor as outlined in this Reporting Manual. The contact details for the Catchment Auditor will be determined and notified to SCA when the Catchment Auditor is appointed.
### Table 1.1 Summary of Sydney Catchment Authority’s reporting requirements*

<table>
<thead>
<tr>
<th>Reporting</th>
<th>Water quality (Section 2 of Reporting Manual)</th>
<th>Water supply sufficiency (Section 3 of Reporting Manual)</th>
<th>Catchment (Section 4 of Reporting Manual)</th>
<th>Assets (Section 5 of Reporting Manual)</th>
<th>Environment (Section 7 of Reporting Manual)</th>
<th>Other (Section 8 of Reporting Manual)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Periodic</strong></td>
<td>Routine water quality monitoring -</td>
<td>Data on Catchment Health Indicators</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Annual</strong></td>
<td>1 Sept – Water Quality Management System</td>
<td>1 Oct – NWI indicators (public health)</td>
<td>1 Oct – NWI indicators (water resource)</td>
<td>30 Nov – Catchment management -</td>
<td>1 Sept – Programs on environmental management</td>
<td>31 March – status of audit recommendations</td>
</tr>
<tr>
<td></td>
<td>30 Nov – Water quality monitoring</td>
<td>30 Nov – NWI indicators (water resource)</td>
<td>30 Nov – Catchment management -</td>
<td></td>
<td>1 Oct – NWI indicators (environment)</td>
<td>31 March – significant changes to systems, programs and other matters</td>
</tr>
<tr>
<td></td>
<td>30 Nov – NWI indicators (water quality)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>31 Oct – NWI indicators (finance)</td>
</tr>
<tr>
<td><strong>Intermittent</strong></td>
<td>Incidents</td>
<td>Changes to Water Supply System Yield</td>
<td></td>
<td></td>
<td>1 Sept 2015 – state of the assets</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review of model for calculating Water Supply System Yield</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Where future demand may exceed Water Supply System Yield</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* There are no reporting obligations for clause 6 of the Licence under this Reporting Manual.
2 Water Quality

This section sets out SCA’s reporting obligations for clause 2 of the Licence.

2.1 Periodic reporting

2.1.1 Routine monitoring reporting

SCA must report to its Customers and NSW Health the results of routine monitoring undertaken under the monitoring program that it develops as part of the Water Quality Management System. This report is to contain the results of routine monitoring which the monitoring program requires to be reported to SCA’s Customers and NSW Health.

[Note: Under clauses 2.1.1 and 2.1.2 of the Licence, SCA must maintain and implement a Water Quality Management System, i.e. a Management System that is consistent with the Australian Drinking Water Guidelines. The Guidelines seek to provide a framework for good management of Drinking Water supply. A central aspect of the framework is the use of monitoring to confirm the effectiveness of the preventive measures and barriers to contamination, and to enhance SCA’s understanding of the performance of the system that implements the Guidelines.

To comply with the Licence, the Water Quality Management System must include a monitoring program. This section 2.1.1 requires SCA to report on its monitoring of water quality under such a monitoring program to ensure timely reporting for operational purposes.]
2.2 Annual reporting

2.2.1 Water Quality Management System reporting

SCA must submit an annual report to IPART and NSW Health on the implementation of the Water Quality Management System using the template in Appendix C of this Reporting Manual. The report must detail the following matters for each financial year:

- the water quality management activities and programs completed by SCA in the financial year to meet SCA’s water quality objectives, including the results and outcomes from those activities and programs
- the water quality management activities and programs proposed by SCA to meet SCA’s water quality objectives in the future, including the expected outcomes, scope and timetable for completion
- any proposed significant changes to the Water Quality Management System, and
- any system failures and the action taken to resolve them.

SCA must submit this report to IPART by 1 September after the end of the financial year, or at a later date agreed to by IPART.

[Note: As explained in the Note to section 2.1.1 above, SCA must maintain and implement a Water Quality Management System in accordance with the Licence. This section 2.2.1 requires SCA to report on how it complies with this Licence condition. The Water Quality objectives referred to in this section are objectives that SCA identifies in implementing the Water Quality Management System. SCA’s water quality objectives may be:

- the broad objectives of the Water Quality Management System. For example, a broad objective may be to ensure consistent management of water quality. Under element 4 of the Australian Water Drinking Guidelines, operational procedures should be developed to achieve this objective, such as a data analysis procedure which is followed when routine data monitoring results are available. Objectives may cover all 12 elements of the Guidelines, and may include monitoring, operation, maintenance, training, community consultation and research programs; or
- the target water quality criteria (i.e. operational water quality objectives) for each operational characteristic included in the monitoring program developed as part of the Water Quality Management System (e.g. E.coli numbers in feeder streams and raw water).

The water quality management activities and programs referred to in this section 2.2.1 are those that SCA would need to undertake to carry out risk assessment. Risk assessment is part of the Australian Drinking Water Guidelines, which the Water Quality Management System must be consistent with. The activities and programs should be identified in the risk assessments as actions required to manage or maintain a risk below a tolerable level.]
2.2.2 Water quality monitoring reporting

SCA must submit a report to IPART and NSW Health for each financial year regarding its monitoring of water quality (Water Quality Monitoring Report). The report must:

\(\checkmark\) summarise the monitoring program developed under the Water Quality Management System, including SCA’s water quality objectives relating to monitoring and applicable guidelines for water quality (eg, the Australian Drinking Water Guidelines)

\(\checkmark\) summarise the monitoring results and analyse if the results address SCA’s water quality objectives. This will include the results of:

- routine monitoring of the water quality characteristics identified in the Water Quality Management System, and
- non-routine monitoring (event-based and investigative monitoring), including a summary of water quality incidents identified during the financial year and actions taken to resolve, eliminate or mitigate the effect of those incidents, especially to protect public health during the incident, and

\(\checkmark\) provide information on the integrity of the data reported.

For 2013 and 2015, SCA must also include in the Water Quality Monitoring Report an analysis of trends in water quality over the previous 10 years:

\(\checkmark\) at the inflows to the water filtration plants

\(\checkmark\) within SCA’s water storages, and

\(\checkmark\) at other locations as specified by NSW Health and NSW Office of Water (including inflows into SCA’s water storages).

SCA must submit this report to IPART and NSW Health by 30 November after the end of the financial year, or at a later date agreed to by IPART.

[Note: As explained in the Note to section 2.1.1 above, monitoring is a central aspect of the framework in the Australian Drinking Water Guidelines. This section 2.2.2 requires SCA to report on its monitoring programs and results, and trends in water quality.]

2.2.3 Water quality indicators – IPART Indicators

SCA must report to IPART on the water quality indicators contained in Table B.2 in Appendix B of this Reporting Manual for each financial year. The water quality indicators in Table B.2 are those indicators identified by “water quality” in the second column of that table.

The report must include an analysis of trends in the data (including possible causes or actions proposed in response to any improvement or deterioration in performance).
SCA must submit the report to IPART by 30 November after the end of the financial year, or at a later date agreed to by IPART.

[Note: This section 2.2.3 requires SCA to report on indicators of water quality in the catchment waterways.]

2.2.4 Public health indicators - National Water Initiative indicators

SCA must report to IPART on the public health indicators contained in Table B.1 in Appendix B of this Reporting Manual for each financial year. The public health indicators in Table B.1 are those indicators identified by “public health” in the second column of that table.

SCA must submit the report to IPART by 1 October after the end of the financial year, or at a later date agreed to by IPART.

[Note: This section 2.2.4 requires SCA to report on indicators that relate to water quality in the catchment waterways, which impact on public health.]

2.3 Intermittent reporting

SCA must report to NSW Health and its Customers immediately if there is an incident where the Raw Water it supplies poses a risk to human health. SCA must report in accordance with the reporting protocols developed in the Water Quality Management System. “Incident” is as defined under the Water Quality Management System.

[Note: To be consistent with the framework in the Australian Drinking Water Guidelines, the Water Quality Management System should define “incidents” and include protocols for external communications and reporting of incidents. This section 2.3 requires SCA to report these incidents in accordance with these protocols.]

2.4 Publicly available documents

SCA must make the Water Quality Monitoring Report available free of charge:

- on its website for downloading by any person, and
- at its offices for access or collection by any member of the public.

[Note: The public health indicators referred to in clause 2.2.4 of this Reporting Manual are also published by the National Water Commission in the National Performance Report.]
3 Water supply sufficiency

This section sets out SCA’s reporting obligations for clause 3 of the Licence.

3.1 Periodic reporting

There is no periodic reporting requirement under this section 3 of the Reporting Manual.

3.2 Annual reporting

3.2.1 Water resource indicators - National Water Initiative indicators

SCA must report to IPART on the water resource indicators contained in Table B.1 in Appendix B of this Reporting Manual for each financial year. The water resource indicators in Table B.1 are those indicators identified by “Water resources” in the second column of that table.

SCA must submit the report to IPART by 1 October after the end of the financial year, or at a later date agreed to by IPART.

[Note: The water resource indicators, which are developed by the National Water Commission, relate to water sourced from, and supplied by, SCA, that is, the supply side of the supply-demand balance which ensures water supply sufficiency.]

3.3 Intermittent reporting

3.3.1 Water Supply System Yield recalculation

Following a recalculation of the Water Supply System Yield under clause 3.2.1 of the Licence, SCA must:

▼ advise the Minister of any changes (including reasons for the changes) in writing, as soon as practicable after the recalculation, and

▼ report publicly on the changes (including reasons for the changes) in accordance with section 3.4 of this Reporting Manual, as soon as practicable after advising the Minister of the changes.
[Note: Under clause 3.2.1 of the Licence, SCA must re-calculate the Water Supply System Yield if certain events occur, and report any changes to the Yield. This section 3.3.1 requires SCA to report the changes to the Water Supply System Yield following its re-calculation.]

### 3.3.2 Review of Water Supply System Yield model

SCA must report publicly in accordance with section 3.4 of this Reporting Manual on the review of the model and procedure for calculating the Water Supply System Yield (required under clause 3.3.1 of the Licence). The report must include:

- the independent expert’s findings of the review, and
- SCA’s response to those findings.

SCA must report publicly as soon as practicable after the review is completed.

[Note: Under clause 3.3 of the Licence, SCA must retain an independent expert to review its model and procedure for calculating the Water Supply System Yield. This section 3.3.2 requires SCA to report on this review.]

### 3.3.3 Where future demand may exceed Water Supply System Yield

SCA must advise the Minister in writing as soon as practicable if it considers that future demand for Raw Water may exceed the Water Supply System Yield.

[Note: Under clause 3.2.2 of the Licence, SCA must advise the Minister if it considers that future demand for Raw Water may exceed the Water Supply System Yield in accordance with this Reporting Manual. This section 3.3.3 requires SCA to advise the Minister on this matter.]

### 3.4 Publicly available documents

SCA must make:

- the Design Criteria
- any changes to the Water Supply System Yield (including reasons for the changes)
- the report on the review of the model and procedure for calculating the water supply system (referred to in clause 3.3.2 of this Reporting Manual), available free of charge:

- on its website for downloading by any person, and
- at its offices for access or collection by any member of the public.

[Note: Clause 3.1.2 of the Licence requires SCA to make the Design Criteria available to the public in accordance with this Reporting Manual.]
The water resource indicators referred to in clause 3.2.1 of this Reporting Manual are also published by the National Water Commission in the National Performance Report.
This section sets out SCA’s reporting obligations for clause 4 of the Licence.

4.1 Periodic reporting

4.1.1 Catchment Health Indicators – Catchment Audit

SCA must provide to the Catchment Auditor all data within SCA’s possession which informs the Catchment Health Indicators contained in Table B.3 in Appendix B of this Reporting Manual. SCA must provide the data to the Catchment Auditor at the time specified by the Catchment Auditor after it is appointed under the Act to undertake an audit of catchment health.

[Note: Clause 4.2.1(b) of the Licence requires SCA to provide this data to the Catchment Auditor in accordance with this Reporting Manual. Under section 42 of the Act, Catchment Health Indicators have been approved and published in the NSW Government Gazette. When the Catchment Auditor conducts Catchment Audits, it must have regard to the gazetted indicators.]

4.2 Annual reporting

4.2.1 Catchment Management Reporting

SCA must report on its catchment management and protection activities for each financial year (Catchment Management Report). The Catchment Management Report must include:

- the planned and actual catchment management and protection activities
- the planned and actual expenditure for each of the activities
- the planned and actual outcomes for each of the activities
- identification of program activities in response to the recommendations or findings of the Operational Audit, Catchment Audit, or SCA’s research or monitoring programs

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2 Act, section 42A.
an explanation of any annual changes in catchment management and protection activities or programs and expenditure, and

any other matter notified by IPART to SCA.

SCA must:

provide the Catchment Management Report to IPART, and

report publicly on the Catchment Management Report in accordance with section 4.4 of this Reporting Manual,

by 30 November after the end of the financial year, or at a later date agreed to by IPART.

[Note: Under clause 4.1 of the Licence, SCA must manage and protect the Catchment Area consistent with its objectives and functions under the Act. This section 4.2.1 requires SCA to report on how it complies with this Licence condition.]

4.3 Intermittent reporting

There is no intermittent reporting requirement under this section 4 of the Reporting Manual.

4.4 Publicly available documents

SCA must publish on its website information collected by SCA on water quality relevant to the Catchment Area.

[Note: Clause 4.2.1(a) of the Licence requires SCA to make this information available in accordance with this Reporting Manual.]

SCA must make the Catchment Management Report available free of charge:

on its website for downloading by any person, and

at its offices for access or collection by any member of the public.
This section sets out SCA’s reporting obligations for clause 5 of the Licence.

### 5.1 Periodic reporting

There is no periodic reporting requirement under this section 5 of the Reporting Manual.

### 5.2 Annual reporting

#### 5.2.1 Asset management reporting

There is no annual reporting requirement for the Asset Management System before it is developed and implemented under clauses 5.1.1 and 5.1.2 of the Licence.

[Note: The Asset Management System to be developed and implemented under clauses 5.1.1 and 5.1.2 of the Licence will include a reporting requirement. IPART may amend the Reporting Manual before the Asset Management System is implemented to ensure that SCA’s reporting obligations under this Reporting Manual reflect the reporting requirement in the Asset Management System.]

### 5.3 Intermittent reporting

#### 5.3.1 Reporting on state of the assets

SCA must report to IPART on the state of each group of assets managed by SCA. The report must cover the following matters as at 30 June 2015:

- a description of the processes, practices, systems and plans SCA uses in managing the assets
- a description of each group of assets
- SCA’s assessment of the expected capability of the assets to deliver the services and to meet the existing obligations of SCA consistent with the Licence and all applicable laws with which SCA must comply
5 Assets

- SCA’s assessment of the major issues or constraints on current and future performance of the assets
- the strategies and expected costs of future investments in the assets
- SCA’s progress in implementing the management of the assets and any recommended improvements in processes, practices, systems and plans for the management of the assets, and
- other such information reasonably required by IPART.

SCA must submit the report to IPART by 1 September 2015, or at a later date agreed to by IPART.

[Note: Under clauses 5.1.1 and 5.1.2 of the Licence, SCA must develop and implement an Asset Management System, i.e. a Management System that is consistent with standards specified in the Licence. To implement the Asset Management System, SCA must assess the state of the assets and their performance in accordance with the matters listed above. This section 5.3.1 requires SCA to report on these matters.]

5.4 Publicly available documents

SCA is not required to make documents or reports publicly available under this section 5 of the Reporting Manual.
6 Customers

There are no reporting obligations for clause 6 of the Licence.
7 Environment

This section sets out SCA’s reporting obligations for clause 7 of the Licence.

7.1 Periodic reporting

There is no periodic reporting requirement under this section 7 of the Reporting Manual.

7.2 Annual reporting

7.2.1 Environmental Management reporting

SCA must report to IPART on:

- SCA’s environmental objectives and targets, and
- programs for environmental management implemented to achieve SCA’s environmental objectives and targets,

for each financial year (Environmental Management Report).

The Environmental Management Report must cover SCA’s progress in maintaining its programs across the business to manage risks to the environment and meet the requirements of the Act (such as complying with the principles of ecologically sustainable development).

SCA must submit the Environmental Management Report to IPART by 1 September after the end of the financial year, or at a later date agreed to by IPART.


[Note: Under clause 7.1.4 of the Licence, SCA must maintain programs to manage risks to the environment from carrying out its activities, and ensure that its activities are carried out in accordance with those programs. In implementing those programs, SCA must identify the objectives and targets for those programs. This section 7.2.1 requires SCA to report on those programs and on those objectives and targets.]
The Environmental Management System to be developed under clause 7.1.1 of the Licence should also include a ‘check’ component that includes monitoring and measuring processes against environmental policy, objectives, targets, and reporting of these results. IPART will amend this Reporting Manual before the Environmental Management System is implemented to ensure that SCA’s reporting obligations under this Reporting Manual reflect the ‘check’ component of the Environmental Management System.]

7.2.2 Environmental Indicators - National Water Initiative indicators

SCA must report to IPART on the Environmental Indicators contained in Table B.1 in Appendix B of this Reporting Manual for each financial year. The Environmental Indicators in Table B.1 are those indicators identified by “environment” in the second column of that table.

SCA must submit the report to IPART by 1 October after the end of the financial year, or at a later date agreed to by IPART.

[Note: Under clause 7.2.1 of the Licence, SCA must monitor, report and compile data on these Environmental Indicators, and report on those indicators in accordance with this Reporting Manual.]

7.3 Intermittent reporting

There is no intermittent reporting requirement under this section 7 of the Reporting Manual.

7.4 Publicly available documents

SCA must make the Environmental Management Report available free of charge:

- on its website for downloading by any person, and
- at its offices for access or collection by any member of the public.

[Note: The Environmental Management Report does not have to be a standalone report, the information can be made publicly available in another publicly available report such as SCA’s annual report.]
SCA reports data on the Environmental Indicators to:

- the public in its annual report;
- NSW Government under the Waste Reduction and Purchasing Policy (WRAPP). The indicators include waste reduction and purchase of recycled content in the areas of paper, office consumables, landscape material and construction/demolition material. WRAPP has biennial progress reporting which is publicly available; and
- Commonwealth Government under National Greenhouse Energy Reporting System and Federal Energy Efficiency Opportunities. The indicators include green energy generated (kWh), and annual greenhouse gas emissions (CO₂ equivalent) resulting from SCA’s consumption of fuel electricity and gas.

The Environmental Indicators are also published by the National Water Commission in the National Performance Report.]
8 Other reporting

8.1 Audit recommendations

SCA must report to IPART annually on the status of any audit recommendations and opportunities for improvement identified in the most recent Operational Audit and outlined in IPART’s audit report to the Minister.

Our public water utility (PWU) audit guideline dated May 2012 specifies the information that IPART requires on the status update on the audit recommendations and opportunities for improvement. SCA’s report on the status update must provide the information as specified in our PWU audit guideline. Our PWU audit guideline is available on IPART’s website at www.ipart.nsw.gov.au.

SCA must submit the report to IPART by 31 March each year, or at a later date agreed to by IPART.

[Note: Under clause 8.1 of the Licence, IPART or an Auditor may undertake an Operational Audit. This section 8.1 requires SCA to report on the status of implementing recommendations and opportunities for improvement identified in an Operational Audit.]

8.2 Significant changes

SCA must report to IPART annually on any significant changes that have been made to the following since 31 March the previous year:

- the Water Quality Management System
- the Design Criteria
- SCA’s operation or management of the Catchment Infrastructure
- SCA’s management and protection of the Catchment Area under clause 4.1.1 of the Licence
- the Asset Management System
- the programs maintained under clause 7.1.4 of the Licence, and

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3 The information on significant changes to systems may be used to inform the scope of operational audit.
8.2 Other reporting

- the Environmental Management System (once implemented in accordance with clause 7.1.2 of the Licence).

SCA must submit the report to IPART by **31 March** each year, or at a later date agreed to by IPART.

[Note: Under the Licence, SCA is required to develop and implement the Management Systems or maintain the programs referred to above (Licence, clauses 2.1, 5.1, 7.1), manage and operate the Catchment Infrastructure consistent with the Design Criteria (Licence, clause 3.1.1), and manage and protect the Catchment Area consistent with its statutory objectives and functions (Licence, clause 4.1). This section 8.2 requires SCA to report on any significant changes to these matters.]

8.3 Finance indicators - National Water Initiative indicators

SCA must report to IPART on the financial indicators contained in Table B.1 in Appendix B of this Reporting Manual for each financial year. The financial indicators in Table B.1 are those indicators identified by “finance” in the second column of that table.

SCA must submit the report to IPART by **31 October** after the end of the financial year, or at a later date agreed to by IPART.

[Note: SCA participates in the National Benchmarking Framework for Urban Water Utilities developed by the National Water Commission. IPART collects finance indicators for this Framework under the National Water Initiative.]

8.4 Statement of compliance

Our PWU audit guideline specifies the information that IPART requires for a statement of compliance. SCA’s statement of compliance must be provided in accordance with our PWU audit guideline.

[Note: Under clause 8.1, IPART may undertake an Operational Audit on SCA’s compliance with Licence. As part of the audit process, SCA must provide a statement of compliance which identifies any non-compliance of which SCA is aware.]
Appendices
Other reporting

IPART

Reporting Manual for Sydney Catchment Authority
## A Timeline for Reporting

### Table A.1 Timing of regular reporting under SCA’s Licence

<table>
<thead>
<tr>
<th>Date</th>
<th>Report to</th>
<th>Required Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 March</td>
<td>IPART</td>
<td>Notification of changes to Management Systems and catchment management and management of Catchment Infrastructure and Design Criteria Audit recommendations</td>
</tr>
<tr>
<td>1 September</td>
<td>NSW Health/IPART/IPART</td>
<td>Water Quality Management System Report Environmental Management Report</td>
</tr>
<tr>
<td>1 October</td>
<td>IPART</td>
<td>National Water Initiative indicators (not Finance)</td>
</tr>
<tr>
<td>31 October</td>
<td>IPART</td>
<td>National Water Initiative indicators (Finance only)</td>
</tr>
</tbody>
</table>

*Note:* Management System report requirements only start once the Management System is developed and implemented.

### Table A.2 Timing of submission of other reports

<table>
<thead>
<tr>
<th>Date</th>
<th>Report to</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 September 2015</td>
<td>IPART</td>
<td>State of the assets report</td>
</tr>
<tr>
<td>Recalculation</td>
<td>Minister Public</td>
<td>Water Supply System Yield</td>
</tr>
<tr>
<td>trigger</td>
<td></td>
<td></td>
</tr>
<tr>
<td>By 30 June 2016</td>
<td>Public</td>
<td>Review of Water Supply System Yield</td>
</tr>
<tr>
<td>Routine trigger</td>
<td>NSW Health Customers</td>
<td>Routine water quality monitoring results</td>
</tr>
<tr>
<td>Incident</td>
<td>NSW Health Customers</td>
<td>Incident water quality monitoring results</td>
</tr>
<tr>
<td>Catchment Audit</td>
<td>Catchment Auditor</td>
<td>Data informing Catchment Health Indicators</td>
</tr>
</tbody>
</table>
The tables in this Appendix B set out the indicators that SCA must report.

Table B.1 contains National Water Initiative performance indicators (NWI Indicators). These indicators, and their corresponding definitions, have been developed by the National Water Commission (NWC) as part of the National Benchmarking Framework for Urban Water Utilities. The definitions of the NWI Indicators are published by the NWC and the Water Services Association of Australia (WSAA). The most recent NWI Indicators are available on the NWC website.

Please note that the NWI Indicators contained in this Appendix B are up to date as at July 2012. It is SCA’s responsibility to ensure it is reporting against current NWI Indicators, which are reviewed annually.

Table B.2 contains performance indicators (IPART Indicators), which IPART has developed for SCA. IPART has also developed definitions for the IPART Indicators. IPART has endeavoured to define the IPART Indicators consistently with the definitions of the NWI Indicators, and to build on existing NWI Indicators where possible.

Table B.3 contains catchment health indicators (Catchment Health Indicators), which were approved and published in the NSW Government Gazette under section 42 of the Act. Table B.3 only sets out the indicators for which SCA is a data custodian; it is not a comprehensive list of the gazetted indicators. The data for the remainder of the gazetted indicators is collected by other agencies involved in the catchment audit under section 42 of the Act.
### Table B.1  NWI Indicators as at July 2012

<table>
<thead>
<tr>
<th>No</th>
<th>Section</th>
<th>Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1</td>
<td>water resources</td>
<td>Volume of water sourced from surface water (ML)</td>
</tr>
<tr>
<td>W2</td>
<td>water resources</td>
<td>Volume of water sourced from groundwater (ML)</td>
</tr>
<tr>
<td>W7</td>
<td>water resources</td>
<td>Total sourced water (ML)</td>
</tr>
<tr>
<td>W11</td>
<td>water resources</td>
<td>Total urban water supplied (ML)</td>
</tr>
<tr>
<td>W11.2</td>
<td>water resources</td>
<td>Total urban non-potable water supplied</td>
</tr>
<tr>
<td>W13</td>
<td>water resources</td>
<td>Volume of water supplied – Environmental (ML)</td>
</tr>
<tr>
<td>W14</td>
<td>water resources</td>
<td>Volume of bulk water exports (ML)</td>
</tr>
<tr>
<td>W14.2</td>
<td>water resources</td>
<td>Volume of non-potable bulk water exports</td>
</tr>
<tr>
<td>E9.1</td>
<td>environment</td>
<td>Greenhouse gas emissions – bulk utility water (tonnes CO2-equivalents per ML)</td>
</tr>
<tr>
<td>E11.1</td>
<td>environment</td>
<td>Net greenhouse gas emissions – other – bulk utility (net tonnes CO2-equivalents per ML)</td>
</tr>
<tr>
<td>E12.1</td>
<td>environment</td>
<td>Total net greenhouse gas emissions – bulk utility (net tonnes CO2-equivalents per ML)</td>
</tr>
<tr>
<td>F1</td>
<td>finance</td>
<td>Total revenue – Water ($000)</td>
</tr>
<tr>
<td>F3</td>
<td>finance</td>
<td>Total Income for whole of utility ($000)</td>
</tr>
<tr>
<td>F5.1</td>
<td>finance</td>
<td>Revenue for water supply services ($/ML) – Bulk utility</td>
</tr>
<tr>
<td>F7.1</td>
<td>finance</td>
<td>Income for whole of utility ($/ML) – Bulk utility</td>
</tr>
<tr>
<td>F11.1</td>
<td>finance</td>
<td>Operating cost – Water ($/ML) – Bulk utility</td>
</tr>
<tr>
<td>F14</td>
<td>finance</td>
<td>Total water supply capital expenditure ($000s)</td>
</tr>
<tr>
<td>F28.1</td>
<td>finance</td>
<td>Water supply capital expenditure ($/ML) – Bulk utility</td>
</tr>
<tr>
<td>F20</td>
<td>finance</td>
<td>Dividend ($000s)</td>
</tr>
<tr>
<td>F21</td>
<td>finance</td>
<td>Dividend payout ratio (%)</td>
</tr>
<tr>
<td>F22</td>
<td>finance</td>
<td>Net debt to equity (%)</td>
</tr>
<tr>
<td>F24</td>
<td>finance</td>
<td>Net profit after tax ($000s)</td>
</tr>
<tr>
<td>H1</td>
<td>public health</td>
<td>Water quality guidelines</td>
</tr>
<tr>
<td>H7</td>
<td>public health</td>
<td>Public disclosure of Drinking Water performance (yes/no)</td>
</tr>
</tbody>
</table>
### Table B.2 IPART Indicators

<table>
<thead>
<tr>
<th>Identifier</th>
<th>Section</th>
<th>Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCA H1</td>
<td>water quality</td>
<td>Water quality in catchment waterways in the Catchment Area measured against the applicable water quality objectives specified in the <em>Australian and New Zealand Guidelines for Fresh and Marine Water Quality</em> 2000.</td>
</tr>
<tr>
<td>SCA H2</td>
<td>water quality</td>
<td>Occurrence of Cryptosporidium and Giardia cysts or oocysts in catchment waterways.</td>
</tr>
</tbody>
</table>

### Table B.3 Catchment Health Indicators

<table>
<thead>
<tr>
<th>Theme</th>
<th>Sub-theme</th>
<th>Indicator</th>
<th>Measurement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biodiversity and habitats</td>
<td>Biodiversity</td>
<td>Macroinvertebrates&lt;sup&gt;a&lt;/sup&gt;</td>
<td>2001 and 2006 Spring AusRivAS scores, plus additional data from Sustainable Rivers Audit (SRA)&lt;sup&gt;b&lt;/sup&gt;</td>
</tr>
<tr>
<td>Water Availability</td>
<td>Surface Water</td>
<td>Surface Water flow</td>
<td>Level and variability of streamflow</td>
</tr>
<tr>
<td>Water Availability</td>
<td>Surface Water</td>
<td>Environmental flows</td>
<td>Total volume of water by type released from SCA storages</td>
</tr>
<tr>
<td>Water Quality</td>
<td>River Health</td>
<td>Ecosystem water quality</td>
<td>Turbidity, pH, EC, Total Al, Total Fe, Total N, Total P, NO&lt;sub&gt;x&lt;/sub&gt;, NH&lt;sub&gt;4&lt;/sub&gt;, FRP, Chlorophyll a, DO and water temperature – assessed against ANZECC/ARMCANZ (2000) guidelines</td>
</tr>
<tr>
<td>Water Quality</td>
<td>River Health</td>
<td>Cyanobacterial blooms&lt;sup&gt;a&lt;/sup&gt;</td>
<td>Compliance with recreational guidelines cyanobactoria&lt;sup&gt;c&lt;/sup&gt; for SCA storages only</td>
</tr>
</tbody>
</table>

<sup>a</sup> Other agencies also have responsibility for these indicators.

<sup>b</sup> Office of Environment and Heritage also collects macroinvertebrate data.

<sup>c</sup> NSW Office of Water and local councils also collect this data.
The following table is a template to be used for SCA’s report to IPART on the implementation of the Water Quality Management System, as set out in clause 2.2.1 of this Reporting Manual.

### Table C.1 Water Quality Management System

<table>
<thead>
<tr>
<th>ADWG Framework sub-element</th>
<th>Water quality objective</th>
<th>Activity/Program</th>
<th>Results/outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Example:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1 – Operational procedures</td>
<td>Consistent management of water quality</td>
<td>Proceduralise the routine data analysis process and train staff in procedure</td>
<td>All data analysts are trained in routine data analysis and respond consistently when new data arrives.</td>
</tr>
<tr>
<td>7.2 – Employee training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.3 – Corrective action</td>
<td>pH target for specific WFP</td>
<td>pH buffering facilities at WFP to be installed</td>
<td>Project scheduled for completion in late 2012</td>
</tr>
</tbody>
</table>