

**Guidelines for
Implementing Total Management Planning**

Total Management Plan

**TMP APPROVAL PROCESS AND
LINKAGES TO THE *WATER ACT 2000***

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1 PURPOSE

The purpose of this guide is to provide information to Water Service Providers (WSPs) on submission and approval processes for Total Management Plans. It also indicates the linkages with requirements under the *Water Act 2000* in respect to Strategic Asset Management Plans and their approval.

2 PREPARATION OF A TMP

A TMP should be developed in accordance with the Guidelines for Implementing Total Management Planning published by the Department of Natural Resources and Mines. As indicated in the guidelines, the TMP should meet all the required outcomes and address all the relevant issues detailed in the guidelines, but the format does not have to be identical to that in the guidelines. Similarly, a TMP needs to be adapted to meet the requirements and complexity of the Service Provider.

A TMP must include a range of documentation that demonstrates the WSP has implemented better practice commensurate with the circumstances the WSP must operate in delivering its services and must document strategies, plans, policies, practices, priorities and implementation details in providing water and sewerage services.

The TMP can be a printed document or provided electronically on a CD. However, any electronic version must be in a format suitable for review i.e. in logical, structured format and not simply a series of files and images that must be restructured into a document.

3 SUBMISSION OF A TMP FOR REVIEW

A TMP should be submitted to the relevant NR&M office, a list of contacts is included. The TMP should be accompanied by a covering letter from the CEO submitting the TMP for approval. If the TMP does not include a written adoption of the TMP by Council, it should be in the covering letter.

Only one copy of the TMP needs to be forwarded.

4 SUBMISSION OF A TMP FOR APPROVAL AS A SAMP

If a Service Provider wishes to submit a TMP to the Department for approval as a SAMP under the requirements of the *Water Act 2000*, the Service Provider should:

- Ensure the TMP meets all requirements of a SAMP (refer to the Guidelines for Implementing Customer Service Standards and Strategic Asset Management Plans) – this should entail only minimal work if all aspects of a TMP were developed in accordance with the guidelines
- Include in the covering letter submitting the TMP that the Service Provider wishes to submit the TMP for SAMP approval
- Submit a letter to clarify the submission details
- Ensure that the sections of the TMP (or all of it if so desired) constituting the SAMP are signed off by a RPE as per the Water Act requirements

There may be instances where a service provider wishes to prepare and submit a Total Management Plan (TMP) to NR&M to obtain:

- maximum capital works subsidies provided by the Department of Local Government and Planning (DLGP). Total Management Plans (TMPs) must be submitted to and approved by NR&M before receiving the maximum subsidy from DLGP and
- the regulator's approval for a SAMP.

These two approval processes are quite separate. Submission of a:

- TMP for subsidy purposes is a voluntary undertaking and involves an administrative approval, with a recommendation made to DLGP;
- SAMP is a mandatory requirement involving regulatory approval, with penalties for non-compliance with certain appeal right for service providers.

Where a dual purpose exists, service providers may choose to submit the TMP in a single submission to meet both requirements. This will apply provided that:

- the TMP has been prepared in accordance with the most recent version of the NR&M Guidelines for Implementing Total Management Planning;
- the covering letter clearly states that the TMP is submitted for two purposes:
 - to satisfy DLGP's Local Governing Bodies' Capital Works Subsidy Scheme guidelines requiring NR&M approval of a TMP to obtain maximum subsidies;
 - to satisfy the requirements of the *Water Act 2000*, which requires that a SAMP be submitted for approval by the regulator;
- the submission:
 - clearly identifies all parts of the TMP that constitute the service provider's SAMP and
 - includes a certification by a registered professional engineer for those parts of the TMP that constitute a SAMP.

5 APPROVAL OF A TMP

Once reviewed by the Department, the Service Provider will be advised in writing of approval of the TMP or of any aspects that need to be rectified prior to approval.

The letter of approval will state the time period for which the TMP will be acceptable for consideration for subsidy purposes. It will also reiterate the requirement that updates to the financial plan must be submitted annually for continuing consideration of subsidy.

If the TMP is not approved, details of what is required for the TMP to be approved will be provided.

6 SAMP APPROVAL

If the TMP is submitted for SAMP approval at the same time, the approval process and timelines will be coordinated to ensure minimal duplication of effort.