

**CALL**

(08) 8256 0333

**POST**

12 Bishopstone Road  
Davoren Park SA 5113

**EMAIL**

playford@playford.sa.gov.au

**VISIT**

Playford Civic Centre  
10 Playford Boulevard  
Elizabeth SA 5112

Stretton Centre  
307 Peachey Road  
Munno Para SA 5115



## High-Risk Manufactured Water System (HRMWS) Registration Form

This form is to be used if you are registering a High-Risk Manufactured Water System (HRMWS) such as a cooling tower or warm-water system.

Please complete and return this form City of Playford:

**POST**

Environmental Health Team  
Playford Operations Centre  
12 Bishopstone Road  
DAVOREN PARK SA 5113

**EMAIL**

[eho@playford.sa.gov.au](mailto:eho@playford.sa.gov.au)

**IN PERSON**

ATT: Environmental Health Officer  
Playford Civic Centre  
10 Playford Boulevard  
ELIZABETH SA 5112

ATT: Environmental Health Team  
Stretton Centre  
307 Peachey Road  
MUNNO PARA SA 5114

### REGISTRATION TYPE

**New Registration**

New registration of High-Risk Manufactured Water System(s)

**Existing Registration**

Renewal of High-Risk Manufactured Water System(s)/Update of details

Additional High-Risk Manufactured Water System(s) to an existing Registration/Licence

Modification to previous registration of High-Risk Manufactured Water System at this premise

**Automatic biocide dosing device** means a device that automatically discharges a measured amount of biocide to a cooling-water system using a feedback control loop or timer

**Biocide** means a substance capable of killing micro-organisms, including *Legionella*

**Building Code** has the same meaning as in the *Development Act 1993*

**Cooling-Water System** or **CWS** means a heat-exchange system that consists of a heat-generating plant, a heat-rejection plant, interconnecting water recirculating pipework and associated pumps, valves and controls, and includes a cooling tower or evaporative condenser

**Drift eliminator** means a device that is designed to remove water droplets from cooling tower air passing through the device;

**High-risk manufactured water system** or **HRMWS** or **System** means a cooling-water system or warm-water system;

**Legionella** means bacteria of the genus *Legionella*

**Prescribed decontamination procedure—**

- (a) in relation to a cooling-water system—means the decontamination procedure set out in Schedule 3 Part 1 of the document published by the Minister titled *Guidelines for the Control of Legionella in Manufactured Water Systems in South Australia*, as in force from time to time
- (b) in relation to a warm-water system—means decontamination by means of the "pasteurisation method" or "chlorination method" set out in Schedule 3 Part 2 of that document

**Warm water** means water that is not more than 60°C and not less than 30°C

**Warm-Water System** or **WWS** means a reticulated water system that distributes or recirculates warm water through the majority of its branches at a nominal temperature of 45°C by means of a temperature controlling device

**Site Location Details**

Please provide details of the site where the HRMWS are located. It is recognised HRMWS at some premises, such as hospitals may be located in several different buildings. For these properties, please nominate the primary site location (ie, head office at the premises). Supplement A & B will then request specific information for each individual HRMWS located at this premises.

Name of Primary Business at Site \_\_\_\_\_

Building Name (if necessary) \_\_\_\_\_

Building Address \_\_\_\_\_

Site Phone Number \_\_\_\_\_

Description of Business Activities \_\_\_\_\_

Business Operating Hours \_\_\_\_\_

Total number of Cooling-Water Systems (CWS) at this site <sup>A\*</sup>

**A\*: Please complete Supplement A of this Registration form for each and every CWS identified at this premises.**

Total number of Warm Water Systems (WWS) at this site <sup>B\*</sup>

**B\*: Please complete Supplement B of this Registration form for each and every WWS identified at this premises.**

**Business Contact Details – (Licensee)**

The Regulations stipulate that a 'Building Owner' (ie, the Ratepayer) is ultimately responsible for the effective operation and maintenance of HRMWS on the premises. However, under the *Public Health Act 2011*, the following definitions apply:

- **Owner:** in relation to premises, includes an 'occupier' of the premises.
- **Occupier:** in relation to premises, means a person who has, or is entitled to, possession or control of the premises and includes a person who is in charge of the premises.

**NOTE:** Licensee, in relation to a HRMWS, is who is deemed responsible for the systems. Generally this will be either the owner, or the occupier when the owner is a different entity.

Trading Name of Licensee \_\_\_\_\_

Registered ACN \_\_\_\_\_

Registered ABN \_\_\_\_\_

Postal Address (all correspondence will be sent to this address) \_\_\_\_\_

Contact Person and Position Title \_\_\_\_\_

Business Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

### Maintenance Log Books & Operating Manuals

Regulation 10 and 14 of the *Public Health (Legionella) Regulations 2013* require the building owner to ensure that an up-to-date log book and all operating manuals of HRMWS are kept on the premises and located in a readily accessible place. This information is required to be made available for inspection on the request of an Authorised Officer.

Please advise where log book and manuals of the HRMWS will be or are located, for example “in the office on Level 2”, “near each individual system”, etc.

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### SECTION 3 – RESPONSIBLE PERSON

The Registration of HRMWS must contain the nomination of the person(s) responsible for the operation and maintenance of the System. If more than one person is nominated, please photocopy this page and return with the Registration Form.

**Please note: Regulation 11 of the *Public Health (Legionella) Regulations 2013* states: “The Owner of premises on which a High-Risk Manufactured Water System is installed must ensure that the person responsible for the operation and maintenance of the system is knowledgeable in the operation and maintenance of the system and sufficiently competent to ensure that the system is operated and maintained as required by these Regulations.”**

Name of Responsible Person \_\_\_\_\_

In-house                       Contractor

Position/Title \_\_\_\_\_

Name of Business/Company Responsible Person represents (if not in-house) \_\_\_\_\_

Business Address (if not in-house) \_\_\_\_\_

Business Phone Number \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_

Out of Hours Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

**Please provide a statement in regards to the knowledge and competencies the nominated ‘responsible person(s)’ has with respect to High-Risk Manufactured Water Systems. If required, please attach supporting documentation (ie, certificates of training undertaken)**

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SECTION 4 – AFTER HOURS CONTACT

In the event the HRMWS needs to be inspected after hours or information acquired about the system, please nominate one of the following to be the first point of contact:

**Note:** Please be advised that the after-hours contact person must have access to the HRMWS to enable Officers to inspect if so required.

- Licensee
- Responsible Person
- Service Contractor
- Other (please specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SECTION 5 – BUILDING OWNER

**Business Contact Details – Building Owner(s) – Ratepayers**

Please provide the business contact details of all Building Owners (ie, Ratepayers) of the property if different to the occupier/licensee. If the building is owned by a company or trust, please list all directors also.

List all Building Owner(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registered Business Name(s) of Building Owner(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registered Business Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Phone Number \_\_\_\_\_

Business Fax Number \_\_\_\_\_

Business email address \_\_\_\_\_



## 5 Biocide Dosing Devices

Is the CWS fitted with automatic biocide dosing equipment?  Yes  No

## 6 Drift Eliminators

6 (a) Is a drift eliminator fitted to the system?  Yes  No

If yes, please proceed to answer the following questions:-

6 (b) Does this Drift Eliminator cover the full exhaust air stream so as to prevent air by-pass?

Yes  No  Unsure

6 (c) Is the Drift Eliminator capable of keeping drift loss below the maximum specified in clause 4.4 of AS/NZS3666.1?

Yes  No  Unsure

6 (d) Is the Drift Eliminator capable of being cleaned *in situ* or able to be removed for cleaning and inspection without damage?

Yes  No  Unsure

## 7 Decontamination Procedure

Please indicate the decontamination procedure used for the cooling-water system

Prescribed decontamination procedure set out in Schedule 3 Part 1 of the *Guidelines for the Control of Legionella in Manufactured Water Systems in South Australia*; or

A decontamination procedure approved by the Minister (please attach the approval as an appendix to this registration)

## SITE PLAN

Please provide the following details on a site map (on A4 or A3-sized paper) and attach it to the completed Licence Registration Form:

1. The location of the buildings where the system/s are installed including relevant surrounding streets or buildings
2. The location of the system installation inside the building
3. The location of other required areas during the inspection (ie, maintenance office, plant room or head office to report to for inspection)
4. A directional reference of North.

If multiple systems are installed at the premises, ensure the different systems are able to be easily identified on the site plan.

SUPPLEMENT B  
WARM-WATER SYSTEM (WWS)

SYSTEM DETAILS

Please complete this form for each individual WWS you have on the premises. If required please photocopy this template or contact the City of Playford to request additional forms be sent to you.

Make/Brand \_\_\_\_\_

Model Number \_\_\_\_\_

Your Identification Number/Name used for this system (e.g. system 1; main building 1) \_\_\_\_\_

**1 Location**

- Roof  Ground
- Plant Room (please specify which floor) \_\_\_\_\_
- Other, please specify \_\_\_\_\_

**2 Frequency of Operation**

- Ongoing
- Intermittent - once a week/fortnight, please specify \_\_\_\_\_
- Seasonal - months of operation, please specify \_\_\_\_\_

**3 Features of System**

Source of water heating:

- Gas  Electric
- Other, please specify \_\_\_\_\_

Water storage or instantaneous?  Storage  Instant

Are temperature control devices installed with this system?  Yes  No

**4 Decontamination Procedure**

Please indicate the decontamination procedure for the warm-water system

Prescribed decontamination procedure set out in Schedule 3 Part 2 of the *Guidelines for the Control of Legionella in Manufactured Water Systems in South Australia*, namely:

- Pasteurisation method
- Chlorination method.

Alternative decontamination procedure approved by the Minister (please attach the approval as an appendix to this registration)



## SITE PLAN

Please provide the following details on a site map (on A4 or A3-sized paper) and attach it to the completed Registration Form;

1. The location of the building where the system/s are installed including relevant surrounding streets or buildings
2. The location of the system installation inside the building
3. The location of other required areas during the inspection (i.e. maintenance office, plant room or head office to report to for inspection)
4. A directional reference of North

If multiple systems are installed at the premises, ensure the different systems are able to be easily identified on the site plan.

## SECTION 6 – REGISTRATION FORM CHECKLIST

To assist City of Playford to process your application, please use the following checklist to ensure the Licence Registration Form is completed in its entirety.

Failure to do so may result in the Registration Form being returned to you and a request for further/additional information to be supplied.

Section 1 – Location Details  Yes

Section 2 – HRMWS Licensee  Yes

Section 3 – Responsible Person  Yes

Section 4 – After Hours Contact  Yes

Section 5 – Building Owner (if different from Licensee)  Yes

Supplement A – Cooling-Water System (CWS)  Yes

**NB:** please ensure that a separate Supplement form is completed for each and every CWS on the premises. For example if there are 5 CWS, then 5 Supplement A forms are required to be completed and attached with the Registration Form.

Supplement B – Warm-Water System (WWS)  Yes

**NB:** please ensure that a separate Supplement form is completed for each and every WWS on the premises. For example if there are 3 WWS, then 3 Supplement B forms are required to be completed and attached with the Registration Form.

Site Plan/s  Yes  
(With attachment(s) where necessary)

Section 7 – Lodgement  Yes

**NB:** please ensure that the Registration Form has been verified and signed by the Licensee and Building Owner.

## SECTION 7 – LODGEMENT

This HRMWS Registration Form is required to be completed by or verified by the Licensee and Building Owner (rate payer).

By signing Section 7 of the HRMWS Registration Form, the Licensee and Building Owner(s) of the property (ie, the Ratepayer) is declaring that they have read and understood all the information provided by the City of Playford and all information provided on the HRMWS Registration Form is true and correct.

**NB:** It is an offence under Section 22 of the *Regulations* for a person to make a false or misleading statement, whether by reason of the inclusion or omission of any particular, in any information provided.

Name of Licensee \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name of Building Owner(s) (if different to Licensee) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_