

STEP 1 Discover the water supply

The starting point for the water management planning process is to physically locate the water supply and then draw a map of it. The map will include all the components of the water supply such as bores, pipes, tanks, pumps and meters.

The aims of this step

- Assess the current knowledge of the water supply.
- Identify any gaps in knowledge about the water supply.
- Understand potential conflicts.
- Identify water supply problems.
- Locate critical control points in the supply and points where action is needed.

At the end of this step, you should have

- a map of the community water supply
- an assessment of the condition of the water supply
- a list of step-wise improvements to the water supply.

Preparation

Package materials	Additional materials	Estimated time
'Community Map' activity sheet	Textas, pencils	Half a day
Stickers of water supply points	Aerial map of the community	
Checklist for first community visit (Appendix 2)	Blue tack	
	Camera	
	Draft plan generated from the CWP	

TIPS for using the Community Water Planner

- › Allow yourself time to become familiar with the software and read the manual.
- › Gather the information you will need to input into the CWP—population, type of water supply, ESO contact details etc.
- › Save a draft as a MS-Word document so that you can update it later.
- › After your first visit, delete any irrelevant items and add in site-specific information.
- › Insert photos of the water supply into the document.

Before you visit the community, find out as much as you can about the water supply.

Create a draft water management plan using the CWP. The draft plan is a site-specific outline of the hazards and risk mitigation strategies for the water supply. Reading this draft plan is essential preparation before you inspect the water supply because it will direct you in what to look out for. You can update the draft plan with specific details once the water supply has been mapped.

You can find additional information about the community from:

- Aerial photographs—you'll find these on the internet. Print them out if you can because they can be a great starting point for discussion.
- A Serviced Land Availability Plan (SLAP) map of the community. SLAP maps contain planning, engineering and topographical information.

What to do

Walk the water supply

Walk the length of the water supply with the community participants, making notes as you walk. Make sure you have permission to take photographs.

This is also an opportunity to assess the condition of the supply. Find any potential contamination points and check that each part of the water supply is in good working order. See Appendix 2 for an example of a water supply checklist.

During the walk, participants will describe the water supply operations and their experiences of managing the supply. Make the most of this opportunity because sharing knowledge effectively can strengthen the engagement process.

Map the water supply

Once you have walked the water supply, draw the water supply on the 'Community Map' activity sheet. It is better to let the participants draw it themselves. Roads or significant land features of the community are a good starting point. The participants should drive the process so encourage them to start and proceed in their own style.

Prompt the participants to mark on the map where the water supply comes from and all parts of the system through to the wastewater site. Use the stickers to help locate points such as isolation valves and tanks. See Appendix 3 for a description of each sticker.

Large water supply works such as dams and pipes will need to be drawn free hand.

Remember to include the date, a scale and the names of the people who drew the map. If necessary, add any extra symbols to the key.

If applicable, include the following on the map:

- dam outlets
- river / surface water offtakes
- garden plots and orchards
- irrigation and agricultural areas
- stockyards, paddocks and stables
- water pipelines and overhead fill points
- effluent disposal areas (ponds or reed beds)
- sewage treatment ponds / infiltration trenches
- pit toilets, current and old
- sewer lines
- fuel and chemical storage
- roads
- rubbish dumps
- significant points such as trees or monuments.

“ We can use this map to find where things are. ”

Discuss what management activities are already being carried out on the water

supply. Use the critical-control-point sticker to mark where a step, process or procedure will stop contamination of the water supply.

When the map is complete:

- take a photograph of it for your files
- make a note of any issues that require follow up
- create a list of step-wise system improvements based on what you observed during your walk along the supply
- update the water management plan you generated with the CWP so that it accurately reflects the water supply.

With the community's permission, you might want to give copies of the map to the service provider and other support agencies for future reference.

TIPS

- › Make sure the right people are at the meeting, especially those who know most about the supply.
- › If possible, invite to the meeting some old people and people who have been in the community a long time. They may have important historical information such as the location of old pit toilets.
- › Ask if the community has taken part in any other water management programs and, if they have, what happened.
- › Pose the activity. Say 'Let's draw the community water supply' rather than asking 'Can you draw a map of the water supply at your community?'
- › Observe the most important land formations and make a comment or observation about them. This can open up the conversation and it draws the format away from what can seem like endless questioning.
- › Cross-reference the community map with SLAP maps or technical drawings. What information is missing? How will this affect the management of the water supply or any system improvements?

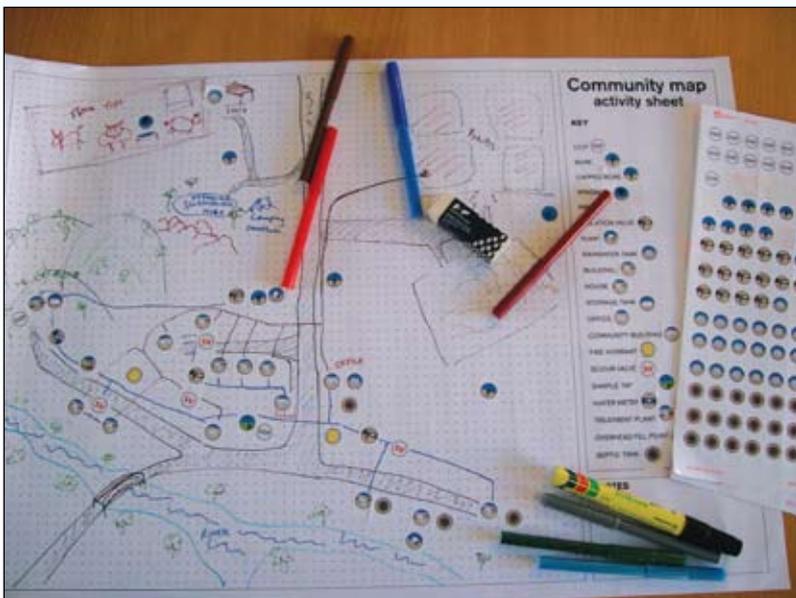


Figure 4. The Community Map activity sheet