



November	Storefront Clerk (SFC)	Prepare and mail registered letters
	Backflow Prevention Officer (BFPO)	Track responses, answer questions and complete site visits
December	Storefront Clerk (SFC)	Prepare and mail registered letters
	Backflow Prevention Officer (BFPO)	Track responses, answer questions and complete site visits
January	Storefront Clerk (SFC)	Prepare Self Assessed Survey, and Cross Connection Control Survey Orders to Comply. Prepare and Mail High Hazard Device Installation, and Moderate Hazard Device Installation Orders to Comply.
	Backflow Prevention Officer (BFPO)	Review and sign Self Assessed Survey, and Cross Connection Control Survey, High Hazard Device Installation, and Moderate Hazard Device Installation Orders to Comply. Track responses, answer questions and complete site visits
February	Storefront Clerk (SFC)	Prepare Self Assessed Survey, and Cross Connection Control Survey Orders to Comply.
	Backflow Prevention Officer (BFPO)	Review and sign Self Assessed Survey, and Cross Connection Control Survey Orders to Comply. Track responses, answer questions and complete site visits
March	Storefront Clerk (SFC)	Mail Self Assessed Survey, and Cross Connection Control Survey Orders to Comply
	Backflow Prevention Officer (BFPO)	Track responses, answer questions and complete site visits
April	Storefront Clerk (SFC)	Create Work Orders for valve shut checks and water turn-offs for Non-compliant properties
	Water Distribution Operators	Complete water turn offs as required
	Backflow Prevention Officer (BFPO)	Track responses, answer questions and complete site visits
	CS&CO Management	Compile Results from initial Enforcement Strategy launch and prepare Update Report for Council
May	CS&CO Management	Compile Results from initial Enforcement Strategy launch and prepare Update Report for Council
	Water Distribution Operators	Complete water turn offs as required
	Backflow Prevention Officer (BFPO)	Track responses, answer questions and complete site visits
June	Backflow Prevention Officer (BFPO)	Track responses, answer questions and complete site visits
July	CS&CO Management	Present Information Report to Council
Aug	ALL	Continue with Backflow Prevention Enforcement Strategy