

## Logbook requirements

When water is taken under an access licence and/or water supply work approval, water sharing plan rules may require that specific information is recorded in a written hard copy or electronic form called a *logbook*.

The purpose of keeping a logbook is to provide a record of:

- when water is taken
- how much water is taken, or information relating to how much water is taken
- authorisations for water to be taken
- confirmation that water can be taken.

This record is important to ensure that water is being taken in accordance with volumetric limits and water sharing plan rules.

Logbook requirements are implemented through conditions on access licences and approvals.

The department has developed logbook templates to assist access licence holders and approval holders to comply with the logbook conditions.

It is an offence to take water under an access licence, or use a water supply work under an approval, and not comply with the conditions.

## Using a logbook template

### Who should use a logbook template?

Any person who is the holder of an access licence or approval that is subject to logbook conditions can use a logbook template.

Use of a logbook template is optional:

- If you choose to use a logbook template, you are responsible for ensuring you use the logbook template in a way that complies with all of the requirements in the logbook conditions.
- If you choose to comply with logbook conditions by using a written record format which is not a logbook template, you are responsible for ensuring the written record format you use complies with all of the requirements in the logbook conditions.

### Which logbook template should I use?

Logbook conditions vary across different water sharing plan areas.

The department has developed different logbook templates for different water sharing plan areas.

If you choose to use a logbook template, you should check which logbook template to use based on the water sharing plan which applies to your access licence or water supply work approval.

A list of water sharing plans and their logbook templates is provided in the fact sheet *Which logbook template should I use?*

### How do I use a logbook template?

You can complete a logbook template in hard copy or electronic format.



#### Electronic

1. Download the logbook template using Microsoft Word.
2. Save the logbook template in a safe place, such as on your PC's hard drive or in cloud storage.
3. Record the required information electronically in the logbook.
4. Make sure you save the logbook each time you record information in the logbook.



#### By hand

1. Download the logbook template using Microsoft Word.
2. Print the logbook template.
3. Record the required information in the printed logbook by hand. Make sure your writing is clear and use a blue or black pen.
4. Keep the printed logbook in a safe place.

To help you record the required information at the same time (or as close as possible) as the water is taken, you should consider what method will be easiest for you to use.

If you carry a portable computing device with you, such as a smart phone, you may be able to use the device to help you keep your logbook.

## Water Reform Action Plan

In December 2017, the NSW Government released the Water Reform Action Plan which is a program to introduce best practice for water management across the state.

A core goal of this plan is to build a compliance and enforcement regime that ensures strong and certain regulation. To help implement this goal, the department is developing a robust metering framework.

As part of this framework, the NSW Government is proposing to phase out logbook requirements and phase in comprehensive metering requirements.

The logbook templates are an interim solution to assist access licence holders and approval holders to comply with logbook conditions until new metering requirements and other reporting requirements apply.