

For reporting on exemptions from licences and approvals for works responding to an emergency event that require the urgent removal of groundwater and/or overland flow water

Emergency works exemptions - report

When to use this form

In relation to the removal of groundwater and overland flow water while undertaking urgent works that are required to respond to an emergency event. Use this form to record and report when claiming emergency works exemptions from the following provisions of the *Water Management Act 2000*:

- section 60A(1) and (2) in relation to the holding of an access licence
- section 91A(1) in relation to the holding of a water use approval
- section 91B(1) in relation to the construction and use of a water supply work
- section 91E(1), in relation to the holding of a controlled activity approval.

These exemptions are available under clauses 21(7), 34(5), 39(1)(h), 39(6), 42A and 17B of Schedule 4 of the Water Management (General) Regulation 2018.

To claim any of these exemptions, you must meet the reporting requirements set out in clauses 3A, 21(7), 34(5), 39(6) and 42A(2) of that Regulation.

The exemption does not apply to water that is flowing over or lying on the bed of a river, lake or estuary.

Information needed to report

An **initial report** must be made before or as soon as reasonably possible after emergency works commence that respond to an emergency event. This report must include:

- the person's name and contact details
- if applicable—the name and contact details of any other person by whom, or body by which, the works are to be carried out
- the address of the site of the works
- the nature of the emergency event resulting in the need to carry out the works
- the significant risk to be reduced by the emergency works.

A **complete report** must be made within 14 days of completion of the emergency works, that provides:

- the date of completion of the works
- the volume of groundwater or overland flow water extracted while carrying out the works
- if it is not possible to measure the volume of groundwater or overland flow water extracted while carrying out the works—an estimate of the volume.

The reports can be made by phoning 1800 633 362 or email to nrar.enquiries@nrar.nsw.gov.au. It is preferred this form be used for the **initial report** and then submitted again with additional information as the **complete report** once the work is complete.

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Returning completed forms

Please return your completed form/s to:

- nrar.enquiries@nrar.nsw.gov.au / Locked Bag 5022, Parramatta NSW 2124

Where to get help

Further information is available at:

- 1800 633 362 / nrar.enquiries@nrar.nsw.gov.au
www.industry.nsw.gov.au/natural-resources-access-regulator

Office use only	Date and time received

For *initial reports* - complete sections A to C

Section A Exemption(s) claimed

- Exemption/s claimed** in relation to the holding of an access licence – s 60A(1) & (2)
- Tick all that apply in relation to the holding of a water use approval – s 91A(1)
- in relation to the construction and use of a water supply work – s 91B(1)
- in relation to the holding of a controlled activity approval – s 91E(1)

Section B Details of person claiming exemption(s)

This is the person claiming the exemption and submitting the record.

It can be either the person carrying out the emergency work or if the works are being done for an organisation or company, the name and contact details of the relevant person in that organisation or company.

Title	Full name	
Company name	ABN (1)	
If report submitted on behalf of person above	<input type="checkbox"/> I have the authorisation of the person above to lodge this report on their behalf	Full name
Address		
Town	State	Postcode

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Mobile phone
Email

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Section C Emergency event and work details

Emergency event description

Outline the emergency event that has resulted in the need to carry out the works (2)	
Describe the significant risk(s) to be reduced by the works (3)	
Emergency work start date and time (if known)	

Emergency works location/s

Address of the site of the works		
(If there is no recognised street address, <u>describe</u> the location/s with a detailed map with specified GPS co-ordinates in datum GDA94. Include more than one site if multiple sites are needed to respond to the same emergency event)		
Town	NSW	Postcode
Local government area		

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For completion reports - complete sections D to H

Section D Completion date/s

<p>Date of completion of the works (If multiple sites are applicable, completion dates for each site should be included)</p>	
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Section E Details of works constructed, repairs or altered, including for any works done in, on or under waterfront land

Licence and/or approval number(s) for any affected existing works, if any:

Section F Record of metered volumes

Complete this section to record **metered** extraction volumes during the emergency works.

If the water take was estimated, do not complete this section, **go to Section G**.

Meter brand and type					Meter serial number		
No.	Start date and time	Start meter reading	End date and time	End meter reading	Volume taken	Units (L, ML)	
1							
2							
3							

If you need to make additional entries at section F please photocopy and attach the extra page.

Section G Record of estimated volumes

Complete this section to record **estimated** extraction volumes under the exemption if it was not possible to measure the take.

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Method used to **estimate** the volume of groundwater taken (4)

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Total **estimated** volume of groundwater taken (specify whether L or ML)

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Method used to **estimate** the volume of overland flow taken (4)

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Total **estimated** volume of overland flow taken (specify whether L or ML)

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If you need to make additional entries at section G please photocopy and attach page.

Important note:

The emergency works exemption only covers work carried out urgently, as a direct result of an emergency event, to remove groundwater or overland flow for the purpose of reducing a significant risk to:

- Public health and safety, or
- The environment, including groundwater systems, or
- Infrastructure or the construction of infrastructure.

Any further activities done after the immediate risk is addressed are not covered by this exemption and you must apply for and hold [relevant water access licence and approvals](#).

Section H Declaration

I, being the person claiming the exemption (specified in Section B), declare that all information contained in this form is accurate, true and complete.

Signature:

Date:

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Note: It is an offence under section 91J of the *Water Management Act 2000* for a person to make a statement or furnish information in connection with a metering record the person knows to be false or misleading.

Privacy Statement

The personal information you provide on this form is subject to the *Privacy and Personal Information Protection Act 1998*.

The personal information we collect on this form may be used for assessing and processing your application, managing any licence or approval, or for research-related purposes, such as customer surveys. It may also be used from time to time to contact you about our services.

Providing your personal information is voluntary. However, if you choose not to provide the requested information, we will not be able to process this form. We will not disclose your personal information to a third party unless authorised or required by law.

You can find more information about how we manage and protect private information in accordance with the *Privacy and Personal Information Protection Act 1998* in the [NRAR Privacy Management Plan](#). That plan also includes information about how you may access or correct your personal information held by us.

In addition, certain information regarding water access licences is to be recorded in the Water Access Licence Register as required under the *Water Management Act 2000*. Information recorded in the register is publicly available.

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Notes

- 1 Record your Australian Business Number, or the ABN of the company or organisation the work is being carried out on behalf of.
- 2 This should be specific and include at least one of the following:
 - (a) a sudden natural event, including a storm, flood, tree fall, bush fire, landslip or coastal inundation, or
 - (b) a sudden ingress of water, into an excavation site, that is not—
 - (i) foreseen, or
 - (ii) a result of inadequate planning or assessment or the use of unsuitable materials or methods, or
 - (c) an accident, or
 - (d) an actual or imminent failure of infrastructure or equipment, including a rupture or breakage of piping infrastructure caused by natural ground movements, or
 - (e) an unlawful act resulting in damage, including vandalism, arson or pollution.
- 3 The work must be to reduce a significant risk to one or more of the following:
 - (i) public health or safety
 - (ii) the environment, including groundwater systems
 - (iii) infrastructure or the construction of infrastructure.
- 4 Example **methods used to estimate** the volume of water taken include (not limited to):
 - v-notch weir or velocity times area
 - borehole volumes
 - sump volumes
 - bailer volumes
 - bucket volumes
 - evaporation calculations
 - seepage calculations
 - other (please specify).

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