

# Version A: Logbook template for recording information

## Who should use this logbook template version?

This is a **logbook template** to assist access licence holders and water supply work approval holders in the following water sharing plan areas to comply with requirements to record specified information in a logbook:

- *Water Sharing Plan for the Central Coast Unregulated Water Sources 2009*
- *Water Sharing Plan for the Coffs Harbour Area Unregulated and Alluvial Water Sources 2009*
- *Water Sharing Plan for the Greater Metropolitan Region Groundwater Sources 2011*
- *Water Sharing Plan for the Hastings Unregulated and Alluvial Water Sources 2019*
- *Water Sharing plan for the Hunter Unregulated and Alluvial Water Sources 2009*
- *Water Sharing Plan for the Lachlan Regulated River Water Source 2016.*
- *Water Sharing Plan for the Lachlan Unregulated Water Sources 2012*
- *Water Sharing Plan for the Lower North Coast Unregulated and Alluvial Water Sources 2009*
- *Water Sharing Plan for the Macleay Unregulated and Alluvial Water Sources 2016*
- *Water Sharing Plan for the Murray Unregulated River Water Sources 2011*
- *Water Sharing Plan for the Murrumbidgee Regulated River Water Source 2016*
- *Water Sharing Plan for the Murrumbidgee Unregulated River Water Sources 2012*
- *Water Sharing Plan for the Nambucca Unregulated and Alluvial Water Sources 2016*
- *Water Sharing Plan for the Richmond River Area Unregulated, Regulated and Alluvial Water Sources 2010*
- *Water Sharing Plan for the Tross River Unregulated and Alluvial Water Sources 2016*

## Check which information you need to record

Some types of access licences or water supply work approvals in these water sharing plan areas do not need to record all of the information specified in this logbook template. You may wish to check the information you are required to record in a logbook under the conditions which apply to your access licence or approval.

## More information

For more information on using a logbook template, see the factsheet *Keeping a logbook about water take*.

## Logbook record – when you take water

Each time you take water, record the following information:

<b>Date</b>	
<b>Authorisation</b>	
Access licence number under which water is taken	
Approval number under which water is taken	
<b>Confirmation water may be taken<sup>1</sup></b>	
Confirmation that cease to take conditions do not apply and water may be taken	
Method of confirmation e.g. visual inspection, internet search	
Time of confirmation	
Flow rate or water level at the reference point in the water source	
<b>Details of water take</b>	
Meter reading before water is taken (only if a water meter is installed)	
Start time when water is taken	
End time when water is taken	
<b>Volume</b>	
Volume of water taken	
Volume of water taken for domestic consumption and/or stock watering	
Pump capacity per unit of time	
<b>Purpose</b>	
Purpose/s for which water is taken	
Type of crop	
Area cropped	
Dates of planting and harvesting	
<b>Name of person who recorded information</b>	

*Important: Logbook records must be kept for 5 years from the date to which the recorded information relates.*

<sup>1</sup> You do not need to record this information if you are taking water from: alluvial sediments in the Richmond River Area Unregulated, Regulated and Alluvial Water Sources.

## Logbook record - annual

At the end of each water year (30 June), record the following information:

<b>Date</b>	
<b>Authorisation</b>	
Access licence number under which water is taken	
<b>Take of water – yearly reporting</b>	
Year (1 July to June 30)	
Volume of water taken during year	
Maximum volume of water permitted to be taken during year	
<b>Take of water – reporting for last 3 consecutive years<sup>2</sup></b>	
Last 3 consecutive years	
Volume of water taken during last 3 consecutive years	
Maximum volume of water permitted to be taken during last 3 consecutive years	
<b>Name of person who recorded information</b>	

*Important: Logbook records must be kept for 5 years from the date to which the recorded information relates.*

***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.***

<sup>2</sup> For the Nambucca River Unregulated and Alluvial Water Sources, this information must be recorded from 1 July 2018.