



Guidelines for preparing a water-use schedule

Purpose

To allow an applicant for a licence under the *Rights In Water and Irrigation Act, 1914*, to take and use water to demonstrate a commitment to use the requested volume of water within a reasonable time frame.

Scope

A water-use schedule will assist the Department of Water to manage the state's ground and surface water resources, ensuring the effective use of the state's water resources. It is also a requirement of Statewide policy no. 9 *Water licensing – staged developments*.

Information required

Water-use schedules are drafted by applicants to demonstrate that any water entitlement granted by the department will be actively used within a reasonable timeframe. Water-use schedules can be prepared by applicants using the format included here. Alternatively licensees may adopt their own format, provided they address the following requirements:

- details of the major stages of the project and their expected timeframes for completion
- expected water requirements of the projects during the different stages of development.

It is important that the project and water-use milestones are practicable and easily auditable.

Examples of information required in the schedule include:

- purchase times of equipment, raw materials, stock, etc.
- when water use or related project equipment/infrastructure will be installed and/or dams built
- commencement of operations in each stage of the project/land use
- for irrigation projects, how many hectares and what type of crop will be planted on each section of land each year.

The department will approve a water-use schedule before the licensee can implement it.

How the department will use the information provided in water-use schedule

A water-use schedule with an acceptable timetable will form part of the conditions on a water licence granted. The schedule will be used to determine whether the licensee's development is progressing as scheduled and is utilising the water entitlement. Each year the licensee will be required to submit an annual report to the department demonstrating compliance with the approved water-use schedule. An annual report form has been included for the convenience of licensees. However, licensees may also prepare annual reports in their own format, provided that they address the required issues.

Subject to any extenuating circumstances being demonstrated, if a licensee has not complied with the water-use schedule at the end of the licence tenure the department may reissue the licence with a water entitlement commensurate with the level of development completed. If extenuating circumstances prevent the licensee from completing the development the department must be notified in writing as soon as possible, detailing the circumstances preventing completion and stating what action will be taken to bring the project up to date. If the project can not be brought up to date, then the department may advise the licensee that they are required to amend their water-use schedule and licence accordingly.

Water-use schedule

Applicant name & postal address

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Contact details

(If applying for a company, include a contact within the company who can discuss the development.)

Name:.....
Phone:.....Fax:.....
Email:.....

Description of property

(Include location and/or lot numbers and certificate of title reference)

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Do you have an existing water licence?

Licence number:

If so, are the existing water entitlements to be retained in addition to the new entitlements ?

- Yes No

Licence applicant's undertaking

I(*licence applicant's full name*)
acknowledge that if I/we have not complied with this water-use plan, at the end of the specified development period I/we may only be granted an allocation of water that is commensurate with the water requirements for the level of development completed.

Signature

Date/...../.....

Schedule of water use (example)

Month and Year	DEVELOPMENT <i>(e.g. installation of bores, project equipment)</i>	ACTIVITY TAKING OF WATER FOR	IRRIGATED AREA (ha) Cumulative <i>(if applicable)</i>	ANNUAL WATER USE (kL) Cumulative
Year 1				
Mar 2002	<i>Drill 60m bore, install 150mm pump and 3.5KW motor</i>			
July 2002	<i>Prepare land, install trellis & irrigation system, plant vines, 1 on stage 1 of lot 6 (as per plan)</i>	<i>Wine Grapes</i>	10	50000
Aug 2002- Mar 2003	<i>Plant additional 10 ha of vines and irrigate stage 1, lot 6</i>	<i>Wine Grapes</i>	20	10000
Year 2				
Mar 2003	<i>Order new root stock</i>			
April 2003	<i>Prepare land, install trellis and extend irrigation system to stage 2, lot 6</i>			
June 2003- Mar 2004	<i>Plant additional 20 ha of vines and irrigate stage 2, Lot 6</i>	<i>Wine Grapes</i>	40	20000
Year 3				



Annual compliance report for staged licences

Water licence number:

1. Was water use measured by a water meter?

- Yes No

If water use was metered, what volume of water was used over the previous year?

.....KL or ML

2. Was the development described on the approved water-use schedule implemented within the agreed time frame?

- Yes No

3. If the actual water use was less than the scheduled water use, what were the reasons for the target water use not being achieved?

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4. What is the licensee intending to do to bring the project back on schedule?

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Please note that if the licensee is unable to get back on schedule, the water licence may need to be amended (if so, please an amended schedule of water use).

I declare that this is a true and correct statement

Signature

Date/...../.....

Name of licensee or water auditor

Auditor's position and qualifications

(if an auditor was used)