

Fact Sheet on Irrigation Rights Registers

Version 1, December 2008

Water Resources Division

Department of Primary Industries and Water

These requirements are based on the provisions of the National Water Initiative and related documentation.

1. Irrigation Rights Registers must be kept electronically in database systems maintained and secured in accordance with commercial standards for critical information records. The following are essential criteria:
 - a. data must be stored in an industry standard relational database;
 - b. the data must be backed up regularly and comprehensively, including offsite storage, and back-ups must be readily retrievable when required;
 - c. the data must be adequately protected against unauthorised access through the internet and against computer viruses;
 - d. changes to data must be fully auditable, so that the person making the change and the purpose/source of authority for the change are recorded, and the records of changes can be readily accessed; and
 - e. the ability to change information on the database must be regulated so that only authorised persons may make changes, and then only in accordance with their level of authorisation.
2. Transaction forms lodged for either approval by the Water Entity or for transaction registration, together with any official correspondence relating to the approval or registration, must be securely stored so that they are readily retrievable when required for audit or for legal proceedings should such arise.
3. If retained in hard copy form the documents should be stored in a well organised filing system with relevant file references shown in the corresponding electronic records of the register, so that they can be easily and rapidly found and retrieved. The documents should be secured so as risk of damage by fire, flood or accidental or malicious damage is minimised.
4. Best practice would be that all forms and correspondence are scanned and stored electronically, linked to a searchable index database, with the data being secured and maintained as noted above.
5. The Irrigation Rights Register is to specify –
 - a. the name and address of the right holder; and
 - b. the Irrigation Right entitlement number; and
 - c. volume allocated for the Irrigation Right; and
 - d. source of allocation; and
 - e. the PID (property identification number); and
 - f. the owner or occupier status of the land; and

- g. details of any financial interests¹ in the Irrigation Right notified to the Water Entity by the right holder or their financiers; and
 - h. historical details of limited period and permanent transfers and other dealings in the Irrigation Right (suspensions, variations, amalgamation or subdivisions of rights).
6. The Irrigation Rights Register may also specify –
- a. conditions under which water is granted (in accordance with the requirements of Section 23(3)(b) of the *Irrigation Clauses Act 1973*); and
 - b. other such terms and conditions as may be required in accordance with Section 23(3A)(b) of the *Irrigation Clauses Act 1973*); and
 - c. water meter readings.
7. A copy of the Irrigation Rights Register as at 30 June each year must be included with the Water Entity's annual report to the Department of Primary Industries and Water.

¹ A financial interest over an Irrigation Right means a mortgage or charge over, or other arrangement, in respect of, the Irrigation Right, that secures the payment of a debt or performance of some other obligation under a contract or other legally enforceable arrangement.