

# **Annual Report Guidelines for Water Entities administering Irrigation Districts**

*Water Management Act 1999*

Department of Primary Industries, Parks, Water &  
Environment

Water & Marine Resources Division  
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## Role of this document:

Under section 182 of the *Water Management Act 1999* ('the Act'), every September a responsible water entity must provide the Minister for Primary Industries and Water with a written report on its administration of an irrigation district for the preceding 12 month period. These Guidelines have been developed to assist water entities in meeting their reporting requirements.

These Guidelines detail the minimum information requirements that must be provided in the Annual Report. The water entity must keep information and data to support the statements made in the report, which is to be made available upon request.

## How to use this document:

These Guidelines have been prepared to assist a water entity in meeting its reporting requirements to show due administration of its irrigation district. The Guidelines are divided into six main parts.

- **Part A – Background** – details the legal requirements for the submission of the Annual Report.
- **Part B – Water Entity Details** – details the information that is to be provided regarding the water entity's establishment arrangements, and where the water entity is a trust established under the Act, the trust's administration.
- **Part C – Activities undertaken in Administering the District** – details the information that is to be provided regarding the activities undertaken in discharging its responsibilities as a responsible water entity.
- **Part D – Financial Statements** – provides guidance on the information that is to be provided regarding the water entity's finances.
- **Appendix A** – Information to support Part C of the annual report.
- **Appendix B** – Dictionary of terms.

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# Annual Report Guidelines for Water Entities administrating Irrigation Districts

## GENERAL

The annual report should specify the following:

- Name and date of report, and period the report covers.
- Name of water entity and contact details.
- Name of irrigation district being administered.

## PART A - BACKGROUND

### 1. Insert the following statement:

- This Annual Report has been prepared to comply with the requirements of section 182 of the *Water Management Act 1999* (the “Act”). It provides details on the water entity, the irrigation district, the activities undertaken in administering the irrigation district and a full financial statement. The document’s main purpose is to assist in showing due administration of the irrigation district by the responsible water entity for the preceding financial year.

### 2. Provide brief details of the irrigation district being administered including:

- Size, location and common source of supply.

## PART B - WATER ENTITY DETAILS

### 1. Provide details of the water entity including:

- Type of entity and establishment arrangements (eg trust under the Act or company under the *Corporations Act 2001*).

### 2. Provide details of any –

- Requests to the Minister to alter irrigation district boundaries (Alteration of boundaries - s.180).
- Land acquired in accordance with the *Land Acquisition Act 1993*, or land sold or otherwise disposed of belonging to the water entity, and a statement regarding compliance with the provisions of this section (Powers to acquire land - s.183).

- Powers exercised under the *Irrigation Clauses Act 1973* and statements regarding compliance with the relevant provisions.
- Requests for an employee to become an authorised officer (Appointment of an authorised officer – s.237).

**3. If the water entity is a trust formed under the *Water Management Act 1999*, provide the following additional information (as a minimum)<sup>1</sup>:**

- Details of the trust election including date held and returning officer appointed, names and terms of members of the board elected, and the filling of any subsequent vacancies (Trust elections - s.211A).
- A statement of compliance with the requirements of the constitution of the trust and the *Water Management (Electoral and Polling) Regulations 2009* for the election and the filling of any subsequent vacancies (s.211 Constitution of trust) (Trust elections - s.211A).
- Minutes from trust meetings (Schedule 3 (2) (8)).
- Details of the chairperson appointed (Membership and proceedings of trusts – Schedule 3).
- Dates of meetings held during the year (for easy reference to decisions made) and the Annual General Meeting (Membership and proceedings of trusts – Schedule 3).
- A statement of compliance with the requirements of Schedule 3 regarding the membership and proceedings of Trusts and the filling of any subsequent vacancies (Membership and proceedings of trusts – Schedule 3).
- Powers exercised by the trust under s.212 Power to borrow and a statement of compliance with the provisions of this section (Power to borrow s.212 - 214).
- Details of any employees or contractors appointed (including water ranger, secretary) (Appointment of employees s.216).
- Any requests to, or directions given by the Minister under Part 10 including Altering trust rules (s.206A (3)), Borrowing on overdraft (s.215), Paying remuneration to the chairperson (s.216 (2)).
- A statement of compliance with the financial management arrangements detailed in sections 217, 218, 219 and 220.
- Any other specific requirement as detailed under the rules of the trust and/or establishment conditions.

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<sup>1</sup> Note: Part 10 and Schedule 3 of the *Water Management Act 1999*, Regulation 29 of the *Water Management Regulations 2009* and the *Water Management (Trust Electoral and Polling) Regulations 2009* prescribe the establishment, membership and proceedings of trusts.

## PART C - ACTIVITIES UNDERTAKEN

Part C of the Annual Report is to include information and/or statements (as appropriate) regarding the water entity's activities and compliance in relation to a number of matters. Appendix A provides details of the type of information that must be kept by the water entity to support the statements made in Part C.

### 1. Irrigation Rights Register:

- Include a copy of the Irrigation Rights Register as at 30 June for the end of the reporting year. The register must comply with the requirements of the Department's *Fact Sheet on Irrigation Rights Register*, Version 1, December 2008 (see <http://www.dpipwe.tas.gov.au/inter.nsf/Attachments/JMUUY-7SP8FC?open>).

### 2. Issuing of any new irrigation rights:

- Include information on the conversion of any existing water entitlements under the *Water Management Act 1999* to irrigation rights under the *Irrigation Clauses Act 1973*.
- Include information on the issuing of any new irrigation rights.

### 3. Water restrictions:

- Any restrictions imposed and restriction management arrangements.

### 4. Water supply for irrigation purposes:

- Provide summary of amount of water allocated (ML) and amount of water actually delivered (e.g. restrictions) (ML).
- Where possible provide details of types of crops, associated water use (ML) and areas irrigated (ha) per crop type.

### 5. Water supply for town water supply and stock and domestic needs:

- Provide summary of amount of water allocated (ML) and amount actually delivered (ML) for town water supply purposes.
- Provide statement/comment on the provision of the required water for the above purposes as per any conditions on the water entities water licence.

## **6. Environmental flows:**

- Provide statement/comment on the environmental flows to be maintained and compliance with the associated requirements.

## **7. Dealings in Irrigation Rights:**

- Provide details of the numbers and amount (ML) of transfers per type (eg permanent, limited period) undertaken.
- Provide details on any other dealings in irrigation rights such as suspensions, variations, amalgamations or subdivisions of rights.

## **8. Private sales of water:**

- Provide numbers, average (ML) and total (ML) for private water sales.

## **9. Management of related resources (eg lake or storage heights, river flows):**

- Compliance/ enforcement activities undertaken including the installation of water meters, reading of water meters, data reporting and any conflicts.

## **10. Watercourse Authorities**

- If the Water Entity holds a Watercourse Authority, provide summary information on the volume (ML) and location of all water ordered, released and taken by each irrigation right holder for the period, as determined by the Water Entity's Watercourse Authority. This information must account for transmission losses, as specified in the Watercourse Authority, associated with the supply of water.

## **11. Other associated and/or pending issues:**

- Provide details of any water supply, water quality or other pending issues relevant to the operation of the Irrigation District.

## **PART D – FINANCIAL STATEMENT**

Provide a full financial statement including the following:

- 1. Financial statement** – including book of accounts.
- 2. Auditor's report** – including auditor's qualifications and contact details.
  - Where the water entity is administering more than one irrigation district, financial statements are to be provided separately for each district.

## APPENDIX A - INFORMATION TO SUPPORT PART C OF THE ANNUAL REPORT

The following information is the kept as a minimum by the water entity to support any statements made in Part C of their annual report. This information does not need to be submitted with the annual report. However, under s.182 of the Act this must be available on request by the Minister.

### a) Water access rights:

- Water entity's water licence under the *Water Management Act 1999* – the water entity must hold a copy of their licence and be actively implementing any licence conditions.
- Irrigation Rights Register under the *Irrigation Clauses Act 1973* – maintaining an Irrigation Right Register including details of any irrigation right issue, plus any other rights (domestic rights).
- Water supplied through General Availability under the *Irrigation Clauses Act 1973* – report on water provided through a system of General Availability for the financial year.
- Pre-existing water rights – if water licences and associated allocations previously issued under the *Water Management Act 1999* have been converted to irrigation rights under the *Irrigation Clauses Act 1973* the following information must be kept:
  - a) A register of any water allocations detailed on individual irrigator's water licences pre-conversion to irrigation rights.
  - b) Evidence that any water allocations converted into irrigation rights have been done so in accordance with the Act and any establishment documents. This includes maintenance of an Irrigation Right Register including noting any financial interests, associated supply channel declaration, physical issuing of irrigation rights.

### b) Restrictions imposed and restriction management arrangements:

- Detail the water restriction policy and its implementation (eg in September each year), the current lake volume and water level, forecasted weather conditions, instream losses and predicted water user demands are used to calculate the proposed restrictions on irrigation allocations to ensure town water, stock and domestic and environmental flows to be met and methods adopted to more accurately allocate water closer to the irrigation season commencing (if adopted).
- Detail the methodology used to calculate how restrictions are determined.
- Detail what restrictions were in force, who was affected by them and by how much.
- Detail how the restrictions were implemented.

**c) Water supply – irrigation:**

- Detail the actual water usage (ML) and associated type and area (ha) of crops irrigated per irrigator/month. Record all water taken against each irrigator's irrigation right (a spreadsheet and graph may assist in showing this).
- Record total water allocation against actual delivery, link to restriction % (a graph may assist in showing this).
- Show how total water taken for irrigation purposes was consistent with the allocations on the water entity's water licence.

**d) Water supply – town water supply/stock and domestic needs:**

- Record details of volume allocated (ML) and volume actually delivered (ML) for town water supply purposes.
- Keep evidence to show that the water to be supplied for town water supply purposes and/or stock and domestic needs under the water entity's licence has been met (this may include water meter readings of town water supply offtake point).
- Detail the assessment that is undertaken prior to the commencement of each season to ensure any town water and/ or stock and domestic supplies to be provided by the water entity's water licence are met. Such issues as relevant lake levels, instream losses and demand should be considered in the assessment.

**e) Environmental flows:**

- Keep documentation on the daily flows (ML/day) at the environmental flow monitoring locations set under the entity's water licence.
- Report on the provision of the required environmental flows – at each of the required locations throughout district and compliance with these.
- Comment on the actions undertaken to rectify situation when flows not met.

**f) Transfers/ sales of water:**

- Dealings in irrigation rights:
  - i. Ensure financial interests recorded in Irrigation Rights Register.
  - ii. Detail what loss factors have been incorporated into the transfers and how this figure has been determined.



- iii. Record all transfers and other dealings (eg suspensions, variations, amalgamations and subdivisions) of irrigation rights by number, volume (ML) and type (permanent or limited period) in the Irrigation Right Register.
  - iv. Record price paid per megalitre for limited period transfers, and permanent transfers.
- Private sales:
    - i. Record all private water sales (number, average amount, total amount).
    - ii. Record price paid per Megalitre for private water sales.

**g) Management of related resources:**

- Maintenance of required levels/ volumes in any associated lakes/storages.
- Any other related water issues (eg water quality, access to water).

**h) Compliance/ enforcement activities:**

- Installation or certification of irrigator's or other water user's water meters.
- Reading, recording, reporting of water meter data.
- Auditing of water meters for accuracy over time.
- Use of DPIPWE owner managed gauging stations.

**i) Other business:**

- Interaction of irrigation district with any other water district.
- Need to provide report to another water entity (such as Hydro Tasmania).
- Determination of fees –charges for forthcoming season.
- Future water development.
- Management of any water quality issues.

## APPENDIX B – DICTIONARY OF TERMS

- i. **“Irrigation Right”** – means the right to be supplied with water for irrigation referred to in section 23 of the *Irrigation Clauses Act 1973* or an irrigation right conferred by the Minister under section 75(1) of the *Irrigation Clauses Act 1973*.
- ii. **“Irrigation Rights Register”** – register required under section 23(3B) of the *Irrigation Clauses Act 1973* complying with the requirements of the *Fact Sheet on Irrigation Rights Register, Version 1, December 2008* (see <http://www.dpipwe.tas.gov.au/inter.nsf/Attachments/JMUY-7SP8FC?open>).
- iii. **“Licence”** – means a licence granted and in force under Part 6 of the *Water Management Act 1999*.
- iv. **“Private water sales”** – means sales of water within the irrigation district where water previously taken and stored by an individual is subsequently sold.
- v. **“The Act”** – means the *Water Management Act 1999*.
- vi. **“Transfers”** – means irrigation rights transferred in accordance with s.23A of the *Irrigation Clauses Act 1973*.
- vii. **“Town water supply”** – means town water supply to be provided as a domestic right under s.23 of the *Irrigation Clauses Act 1973*.
- viii. **“Trust”** – means a board of trustees holding office under Division 1 of Part 10 of the *Water Management Act 1999*.
- ix. **“Water allocation”** – means a quantity of water that a licensee is entitled to take under a licence.
- x. **“Water district”** – means a water supply district, irrigation district, riverworks district, hydro-electric district or drainage district created under Part 9 of the *Water Management Act 1999*.
- xi. **“Water entity”** – has the same meaning as defined in Section 3 of the *Water Management Act 1999*.