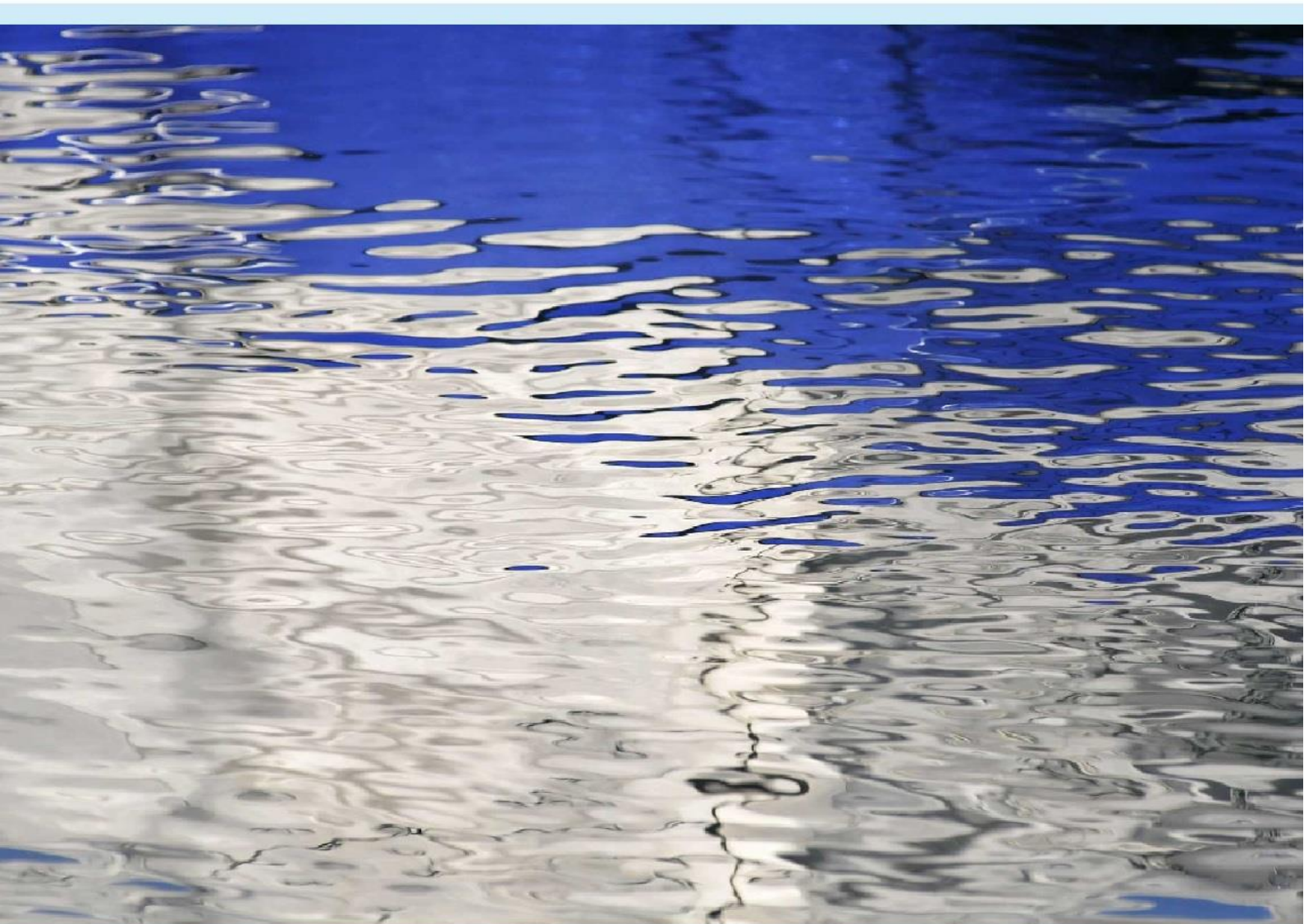




Australian Government
Bureau of Meteorology

Water Regulations 2008—Policy for issuing and maintaining the Administrative Instrument



Release history

Date	Version	Status	Comment
December 2019	1.2	Current	Minor changes to layout following review—no substantive changes to policy content
March 2016	1.1	Superseded	Reviewed and updated in 2018
February 2014	1.0	Superseded	First version, reviewed and updated with minor revisions in 2016

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Water Regulations 2008—Policy for issuing and maintaining the Administrative Instrument

Foreword

The Bureau of Meteorology administers Part 7 (Water Information) of the *Water Regulations 2008* (the Regulations). Part 7 sets out details for provision of water information to the Bureau, as required in the *Water Act 2007*. It defines who must give specified water information to the Bureau, and the time and format in which it must be given.

The Regulations individually name over 200 organisations that are required to give the Bureau specified water information that is in their possession, custody or control. The Bureau publishes an [Administrative Instrument](#) that specifies the required formats for provision of information.

This policy is part of a framework of principles, policies and procedures to formalise and communicate a consistent approach to maintaining and developing Part 7 of the Regulations.

Purpose

The purpose of this policy is to set protocols for issuing a new Administrative Instrument, and thus changing the format requirements for providing water information. The Bureau seeks to minimise the impacts of changes to legislative requirements, provide sufficient time for data providers to prepare for changes and ensure requirements are clear for all parties.

Scope

This policy applies to water information requirements, including metadata requirements, under the Regulations.

Audience

The audience for this policy is

- all organisations named in the Regulations that are required to provide water information
- Bureau staff with a water information role.

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Policy

It is Bureau policy to:

1. consider the following factors before publishing a new Administrative Instrument:
 - impact (including cost) of mandating a format on water information providers
 - need to service customers of Bureau water information products
 - the Bureau's capacity to ingest and utilise the data
 - the Bureau's ability to provide support to affected water information providers
2. ensure new formatting requirements in the Administrative Instrument are added for the Director of Meteorology's approval only when an overall net benefit can be demonstrated, following consideration of the costs and benefits of the change
3. consult with water information providers prior to making significant changes to formatting requirements
4. where possible, provide a range of format options within the Administrative Instrument, listed in the order of the Bureau's preference
5. include Bureau-supported versions of formats such as WDTF in the Administrative Instrument. Once a version is included it will also be included in subsequent Administrative Instruments whilst it remains a supported version
6. issue an Administrative Instrument setting out approved forms no more often than six-monthly. Instruments will take effect six months after they are approved by the Director of Meteorology and published on the Bureau's website
7. seek to minimise the frequency of changes to format requirements for individual organisations. The Bureau will ensure that individual organisations are not required to comply with new requirements for a given information category more frequently than annually
8. provide reasonable opportunity for organisations to be largely compliant before new requirements take effect. The Bureau will provide advice of planned inclusion of new format requirements no less than 12 months before they take effect
9. advise affected water information providers when a timeframe for the issuing of new Administrative Instruments is approved. The Bureau will publish the timeline on its website

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10. ensure that related material on its website is available and up to date. Specifically, the Bureau will:
 - ensure that its website shows at all times the version of the Administrative Instrument that holds the current requirements. As necessary, the Bureau will also publish another version of the instrument, clearly notifying users that this new version sets out future requirements which are not yet in effect but will be at a date, six months after publication. When the six months have elapsed, this version of the Administrative Instrument becomes the current version
 - ensure that further information such as format templates and explanatory material is available on the website and linked from within the Administrative Instrument
 - maintain an archive/reference area of the website where all versions of the Administrative Instrument are located
 - ensure the Regs Online tool shows formatting requirements when they take effect in the Administrative Instrument.

Definitions

Regulations means the *Water Regulations 2008*

WDTF means Water Data Transfer Format.

Date of effect

This policy took effect on 10 February 2014, and was reviewed in March 2016, February 2018 and December 2019.

Review date

This policy is due for review by December 2021.

Contact

For more information on this policy, contact: regulations@bom.gov.au

Related documents

[Bureau of Meteorology Principles for developing and maintaining Part 7 of the *Water Regulations 2008*](#)

[Bureau of Meteorology Water Data Transfer Format Versioning Policy](#)

[The Australian Government Guide to Regulation](#)

Availability

Find this policy on the Bureau's website at:

<http://www.bom.gov.au/water/regulations/principlesPolicies.shtml>