

Fact Sheet

Documents at a glance for declared dam owners



What documents must declared dam owners review and when?

The table below provides a quick snapshot for declared dam owners to assess what documentation they are required to review under the [Dams Safety Act 2015](#) and the [Dams Safety Regulation 2019](#).

IMPORTANT NOTE: There may be situations when declared dam owners will need to update or review their documents more frequently than indicated in the table below. Please refer to the legislation to familiarise yourself with these types of situations.

When to review	Document type	Consequence categories applied to	Regulation reference
Annually	Annual Report	All dams	Clause 26
Annually	Safety Management System	All dams	Part 5 or Clause 17
Annually	Operations and Maintenance Plan	Extreme High	Clause 9
Annually	Emergency Plan – update contact details	All dams	Clause 10
Every 5 years	Emergency Plan – full review	All dams	Clause 10
Every 5 years	Operations and Maintenance Plan	Significant Low Very Low	Clause 9
Every 5 years	Risk Report (including an assessment of societal and individual risk rating)	All dams	Clause 15
Every 15 years	Consequence Category Assessment	All dams	Clause 7
Every 15 years	Safety Review	All dams	Clause 20

What documents should I send to Dams Safety NSW?

Under the legislation, many documents are not required to be submitted to Dams Safety NSW. These documents must, however, be retained by your organisation and submitted to Dams Safety NSW if requested. The Annual Report, Consequence Category Assessment and Emergency Plan, under the legislation, must be submitted to Dams Safety NSW each time they are reviewed or updated. The Risk Report is also required to be submitted to Dams Safety NSW should the report indicate that a declared dam is above the safety threshold.

Email your required documents to: info@damsafety.nsw.gov.au. For more information call (02) 9842 8073.

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