

Water Affecting Activities Best Practice Operating Procedure

EHTM Attachment 6B

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Government of South Australia
Department for Infrastructure
and Transport

Document Amendment Record

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The Landscape Boards that have endorsed the use of this BPOP in their region are detailed in Appendix C.

This document is to be reviewed every three years at a minimum.

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Abbreviations

Term / Acronym	Meaning
the Act	Landscape South Australia Act 2019
BPOP	Best Practice Operating Procedure
DIT or the Department	Department for Infrastructure and Transport
LSA Act	Landscape South Australia Act 2019
LSA Board	Landscape Board
NRM	Natural Resources Management
SAMDB	South Australian Murray Darling Basin
WAA	Water Affecting Activities
WAACP	Water Affecting Activities Control Policy
WAP	Water Allocation Plans

1 Overview

The Water Affecting Activities Best Practice Operating Procedure (BPOP) forms Attachment 6B of the Department's Environment and Heritage Technical Manual (EHTM). This document applies to a range of Department programs and projects and applies to employees of the Department (direct or contracted) and others operating under the direction of the Department.

This BPOP has been prepared to ensure compliance with Section 104 of the *Landscape South Australia Act 2019* (the LSA Act). It outlines the requirements of the LSA Act as it applies to activities undertaken by or on behalf of the Department, and the commitments that the Department and its contractors will undertake to meet the requirements of the Act.

Provisions within regional Water Affecting Activity (WAA) Control Policies and Multi-Activity Permits enable the endorsement of a BPOP by a Landscape Board. Where a BPOP has been approved by a Landscape Board, exclusions from requiring a permit for a defined water affecting activity may apply.

Some procedural resources are available on the Department's website, whilst other non-Departmental documents can be obtained from the document owner websites.

1.1 Supporting Documentation

The following Departmental documentation, supports or forms part of assessments undertaken under this BPOP and are available via the Department's website:

- Protecting Waterways Guideline, which provides processes and methods for minimising impacts on water sources as well as guidance for water quality risk assessments and water quality monitoring for construction sites
- Fauna Impact Assessment Guideline, providing fish passage considerations
- Guideline for the Assessment and Management of Acid Sulfate Soils
- Guideline for the Preparation of a Contractor's Environmental Management Plan
- Guideline for Environmental Audits in Construction
- Green Infrastructure Assessment in the Department's Sustainability Manual, which provides a framework and tools for sustainable decision making during a project lifecycle.

Another relevant resource, not maintained by the Department, is the EPA Stormwater Pollution Prevention Code of Practice for Local, State and Federal Government. As with the Department's guideline documentation, the purpose of the Code of Practice is to ensure that the Department and its contractors achieve their environmental duty under the *Environment Protection Act 1993*.

1.2 Objectives

The objectives of this BPOP are to:

- ensure works undertaken for the planning, construction, operations and maintenance of projects commissioned by the Department comply with relevant water affecting activity provisions of the *Landscape South Australia Act 2019*; and
- ensure that contractors commissioned by the Department comply with the relevant water affecting activity provisions of the *Landscape South Australia Act 2019* by undertaking their own assessments and apply for water affecting activity permits when required.

1.3 Applicable Legislation

The Department is committed to providing a safe, efficient and sustainable transport infrastructure and comply with legislative requirements. Legislation relevant to this BPOP is the:

Landscape South Australia Act 2019 (the LSA Act)

Water Affecting Activities Best Practice Operating Procedure

This Act binds the Crown and therefore the work of the Department. Part 8 of the LSA Act defines provisions for the management and protection of water resources.

Under sections 104 (3) and (4) of the LSA Act, a permit is required for water affecting activities unless the works are approved under another Act, such as the *Planning Development and Infrastructure Act 2016*, the *Environment Protection Act 1993* or the *Native Vegetation Act 1991*.

Under Sections 100 (4) and 104 (3) a licence is required for the taking of water from a prescribed watercourse, lake or well or to take water from a surface water prescribed area, unless a person is authorised to do so under Section 105 of the Act.

The LSA Act provides the opportunity for each Landscape South Australia Board (Landscape Board) to define activities that require a permit in their Water Affecting Activities Control Policy (WAACP) in accordance with Section 102 of the LSA Act. In the absence of an endorsed Landscape Board WAACP this information may be documented in the Landscape Board's previous Natural Resources Management Plans, Business and Operational Plans or equivalent.

For a map showing Landscape Board boundaries, refer to Appendix A. For the contact details of each Landscape Board Office and links to their WAACP (or equivalent), refer to Appendix B.

1.4 Best Practice Operating Procedure Endorsement

This BPOP is the Department's procedure for compliance with the LSA Act and can subsequently be endorsed by individual Landscape Boards. For further information confirming endorsement of this BPOP by a particular Landscape Board refer to Appendix C.

In the absence of the BPOP's endorsement within a Landscape Board area, an application for a Water Affecting Activities Permit (WAAP) is required.

2 The Department's Procedures and Activities

The following sub-section outlines the processes and procedures for the assessment, documentation and approval of water affecting activities during the delivery of a program or project undertaken by, or on behalf of, the Department.

2.1 Work Undertaken by the Department

Determining the need for a WAA Permit for works undertaken by the Department and its Contractors in or on a floodplain of a watercourse or lake requires consideration during the pre-delivery, delivery and operation of a project or infrastructure.

Planning and Construction

Infrastructure delivery undertaken by the Department incorporates the planning and construction for both major and minor infrastructure, including but not limited to the following:

- construction (including replacement) of road, rail and bridge infrastructure;
- construction (including replacement) of buildings or dwellings (including schools and hospitals);
- installation of signs, fences, railings, safety barriers, gates or safety cameras;
- installation of traffic control devices and traffic islands;
- installation of road and infrastructure lighting and Intelligent Transport Systems infrastructure;
- installation of rail electrical infrastructure including signals, masts, gantries and substations;
- construction of rest areas;
- installation of public amenities or equipment on or adjacent to a road or railway;
- creation of borrow pits, campsites, dams and maintenance turnaround points;
- installation of culverts (including extensions);
- shoulder sealing and extensions to shoulders (sealed or unsealed);
- establishment of safe sight lines and sight triangles at road intersections and rail crossings;
- and
- landscaping, revegetation or beautification works.

Operations and Maintenance

The Commissioner of Highways responsibilities for road maintenance are outlined in the [Operational Instruction 20.1: Care, Control & Management of Roads \(Highways\) by the Commissioner of Highways](#).

Maintenance activities include the following:

- road shoulders;
- established road/rail clearance envelopes, clear zones and sight lines;
- culverts, drains (including headwalls and open drains) and verges;
- cut rock faces;
- bridge abutments;
- fences, railings, barriers or gates;
- traffic control devices, safety cameras, traffic islands;
- infrastructure lighting, Intelligent Transport Systems infrastructure, and departmental signs;
- rail and light rail electrical infrastructure including signals, masts, gantries and substations;
- rail and light rail track maintenance (re-sleepering, re-ballasting, tamping, grinding etc.);

- rail and light rail corridor drain clearing and cleaning;
- rail stations;
- public parking bays or roadside rest areas including amenities or equipment;
- stacking sites (for storage of pavement/shoulder material and materials/equipment); and
- borrow pits, campsites, bores, dams and maintenance turnaround points.

2.2 The Department’s Master Specification

The Department’s [Master Specification](#) sets out the requirements to achieve the quality and/or performance outcomes expected in the finished product for construction projects and professional services. It enables the Department to communicate standard requirements across industry to supply materials, plan, design, construct and maintain its road, rail and marine infrastructure assets.

Each specification consists of a technical specification, with reference to standards and legislative compliance requirements with supplementing references as required.

The five categories of Project Controls, Roads, Transport Planning, Public Realm and Maintenance are most relevant to this BPOP.

The Master Specification is the mechanism that ensures water disciplines, including watercourse and stormwater quality, water affecting activities and water sensitive urban design (WSUD) are an integral part of the planning, design, construction and maintenance of infrastructure overseen by the Department.

This BPOP should be read in conjunction with the following relevant Master Specification categories and parts identified in Table 2.1 below. For further information summarising the water affecting activity related inclusions refer to Appendix D.

Table 2.1 Relevant Master Specification categories and parts that may apply to projects

Master Specification Category	Master Specification Part
Project Controls	PC-ENV1 Environmental Management
	PC-ENV2 Environmental Protection Requirements
	PC-ENV3 Environmental Design
	PC-SC1 Site Contamination
	PC-SI2 Site Investigation
	PC-ST1 Sustainability in Design
	PC-EDM3 Independent Design Certifier
	PC-EDM4 Construction Verification
Roads	RD-DK-01 Road Drainage Design
	RD-DK-02 Hydrology
Transport Planning	PC-PL1 Framework for Planning Studies
	PC-PL2 Planning Investigations
	PC-PL3 Concept Design Development
	PC-PL4 Constructability Assessment
Public Realm	PR-LS-D1 Landscaping Design
	PR-LS-C5 Erosion Control Matting
	PR-LS-C10 Installation of Water Sensitive Urban Design
Maintenance	M7 Environmental Management
	M8 Environmental Protection
	M10 Maintenance – sealed roads
	M11 Maintenance – unsealed roads

3 Relevant Affecting Activities

A Landscape Board's WAA Control Policy sets out the WAAP requirements which apply in its region (which in some cases may be different in different parts of the landscape management region), where these are not already regulated by a relevant Water Allocation Plan (WAP). It may direct the reader to the relevant sections of a WAP for some particular WAAs, but does not overlap with the principles in a WAP.

The WAA Control Policy sets out the matters to be considered by the relevant authority when granting a WAA Permit. A WAA Control Policy may detail the WAAs which could be excluded from requiring a permit if undertaken in accordance with an agreed BPOP.

3.1 Water Affecting Activities Covered by this BPOP

The LSA Act outlines provisions for the control of WAA. The relevant activities of Section 104 (4) of the LSA Act that apply to the selection matrix to determine low risk activities as described in Section 4 are:

Section 104 (4)

- (b) *the erection, construction or placement of any building or structure in a watercourse or lake or on the floodplain of a watercourse;*
- (d) *depositing or placing an object or solid material in a watercourse or lake;*
- (e) *obstructing a watercourse or lake in any other manner;*
- (f) *depositing or placing an object or solid material on the floodplain of a watercourse or near the bank or shore of a lake to control flooding from the watercourse or lake;*
- (g) *destroying vegetation growing in a watercourse or lake or growing on the floodplain of a watercourse;*
- (h) *excavating or removing rock, sand or soil from—*
 - (i) *a watercourse or lake or the floodplain of a watercourse; or*
 - (ii) *an area near to the banks of a lake so as to damage, or create the likelihood of damage to, the banks of the lake;*

The Water Affecting Activity Permit Determination Process detailed in Section 4.2 must be used to determine the level of risk for all the above mentioned WAA. The risk assessment is a key tool of the BPOP in which the score indicates whether the WAA is a high or low risk and whether the WAA can be undertaken in accordance with the BPOP or a WAA permit is required.

The use of a BPOP is accepted by the Landscape Board as the mechanism to approve WAA permits for lower risk activities, providing they are undertaken in accordance with the BPOP. For further information confirming endorsement of this BPOP by a particular Landscape Board refer to Appendix C. For other Landscape Boards not listed in Appendix C, refer to each Landscape Board's website for water affecting activity processes.

3.2 Water Affecting Activities Not Covered by this BPOP

Some WAA are not covered by this procedure including those identified as high risk using the selection matrix in Section 4 and any of the following activities:

Section 104 (4)

- (a) *the erection, construction, modification, enlargement or removal of a dam, wall or other structure that will collect or divert, or collects or diverts, water flowing in a watercourse that is not in the Mount Lofty Ranges Watershed and that is not prescribed or flowing over any other land that is not in a surface water prescribed area or in the Mount Lofty Ranges Watershed;*

Section 104 (3)

Water Affecting Activities Best Practice Operating Procedure

- (d) *the erection, construction, modification, enlargement or removal of a dam, wall or other structure that will collect or divert, or collects or diverts—*
- (i) *water flowing in a prescribed watercourse; or*
 - (ii) *water flowing in a watercourse in the Mount Lofty Ranges Watershed that is not prescribed; or*
 - (iii) *surface water flowing over land in a surface water prescribed area or in the Mount Lofty Ranges Watershed;*

These WAAs will require individual applications and assessment based on merit. Note that construction of a wetland is likely considered the construction of a water body (dam).

Additionally, other WAA defined in Section 104(1-3) in relation to water taking and groundwater wells are not captured in this BPOP. Refer to the relevant Landscape Boards website for further details.

3.3 Principles for WAAs Undertaken Under this BPOP

The following overarching principles apply for undertaking activities under this BPOP in the absence of a permit (i.e. lower risk activities):

- Activities should not compromise the use or quality of water resources, or the capacity for natural systems to restore or maintain water quality.
- Activities should not take place where they are likely to adversely impact on the migration of biota.
- Natural creek and watercourse systems should be retained.
- The design, construction and management of structures and activities must not result in watercourse erosion.
- Activities should be designed and located so as not to alter the geomorphology of a watercourse or lake.
- Activities should not contribute to dryland salinity or rising water tables.
- Activities should not compromise the integrity of authorised scientific data collection and monitoring facilities related to the assessment and management of water resources.
- Activities should not:
 - be located in ecologically sensitive areas
 - cause or exacerbate unnatural waterlogging, or increase groundwater induced salinity
 - affect water-dependent ecosystems, or environmental water requirements for underground water, watercourse, wetlands or floodplains
 - cause or increase the risk of flooding, upstream or down
 - cause or increase erosion, or affect bed and bank stability, or
 - detrimentally impact on ecological diversity and habitats.

In considering the above overarching principles, it should be noted that works undertaken are often constrained by the existing location of infrastructure.

Appendix E presents the specific WAA objectives and principles that apply for undertaking activities under this BPOP in the absence of a permit (i.e. lower risk activities).

4 Determining the need for a WAA Permit

4.1 Background

Under this BPOP the following permit requirements will apply to activities undertaken by the Department's staff and contractors.

For proposed Water Affecting Activities (WAA) to be undertaken in a Landscape Board region, this BPOP will include all minor and low risk activities undertaken by the Department including maintenance activities and new works. All routine and /or specific maintenance activities must adopt the '*Water Affecting Activity Permit Determination Process*' (Refer to Section 4.2 below) to be applied. Where a maintenance activity involves new works such as replacement of an entire culvert or set of culverts in a watercourse, some regions automatically require a permit for such new works. Refer to Appendix C specific to the relevant landscape board to check this requirement.

The Department and/or its contractors will apply for a WAA Permit for projects with potential for high impact, where a Development Approval under the *Planning, Development and Infrastructure Act 2016*, a relevant authorisation under the *Environment Protection Act 1993*, or a relevant approval under the *Native Vegetation Act 1993* is not required.

The '*Water Affecting Activity Permit Determination Process*' will be used to determine whether projects and activities require a separate WAA Permit. Where an activity has the potential to have a high impact, i.e. a score 14 or greater in accordance with the procedure, a separate WAA Permit must be obtained.

Works in the Alinytjara Wilurara and SA Arid Lands Board Regions are considered differently from the other Landscape Board regions due to differences in rainfall amount and timing (rainfall is more likely in summer months). In these regions the risks differ as the watercourses are less disturbed and there is a higher risk if works occur when water is present. These differences are reflected in the first four parameters of the WAA Risk Assessment form developed specifically for these two Landscape Board regions.

4.2 WAA Permit Determination Process

To determine whether a project or activity requires a WAA Permit, follow Steps 1-6 below, or refer to Figure 4.1 below.

Step 1:

Determine if the project or activity is within a watercourse, lake or floodplain.

Step 2:

Determine if the activity is covered by the BPOP and if the BPOP has been endorsed in the Landscape Region where the WAA will take place.

Step 3a:

Determine whether an activity or project will require a WAA Permit by undertaking a WAA Risk Assessment.

Undertake the WAA Risk Assessment using either the:

- WAA Risk Assessment form for all Landscape Board Regions except for those with standalone risk assessment forms;
- WAA Risk Assessment form for the Landscape Board Regions of Alinytjara Wilurara and SA Arid Lands.

- WAA Risk Assessment form for the Landscape Board Regions of Eyre Peninsula and Murraylands and Riverland.

Step 3b:

- Where this BPOP has not been endorsed in a Landscape Region, determine if the works incorporate an activity that is excluded from requiring a permit under the relevant WAACP or, in the absence of a WAACP, the Landscape Board's previous NRM Plan, Business and Operational Plan or equivalent exclusion.

To identify the correct form, confirm the Landscape Board region for the project area using [NatureMaps](#), and activate the administrative boundaries layer to enable activation of the landscape management regions. 'Sub' regional district management areas will be defined within each Landscape Board's WAA Control Policy or in previous Natural Resources Management Plans, Business and Operational Plans or equivalent.

Editable copies of the WAA Risk Assessment forms can be accessed from the Department's [website](#). For examples of the forms, refer to Appendix F.

A score will be derived from the risk assessment, which will determine whether or not a WAA Permit will be required.

If a score of 13 or less is derived a WAA Permit will not be required, however works must continue to be undertaken in accordance with the Department's Master Specification requirements.

If a score of 14 or greater is derived, a WAA Permit application in accordance with each Landscape Board requirements needs to be submitted.

Each Landscape Board has a separate Application form for WAA Permits, and defined application processes apply. Refer to the relevant Landscape Board's water affecting activities web page on each Landscape [Board website](#) for more details. An indicative summary of the process for the Department's staff and its contractors is documented in Appendix G.

Notes regarding the WAA Permit Determination Process implementation:

- The assessment must be undertaken by staff with appropriate knowledge and experience.
- The WAA Risk Assessments and WAA Permit, where required, must form part of the Environment and Heritage Impact Assessment (EHIA) documentation.
- All WAA Risk Assessments completed under a Best Practice Operating Procedure (BPOP) require records to be kept for annual reporting by Department staff. A copy of all risk assessments must be submitted to the Department prior to the commencement of works in accordance with Master Specification Part [PC-ENV1](#) Section 3 Environmental Authorisations.
- Separately, Landscape Boards may also require WAA Risk Assessments, along with supporting site and project information to be submitted prior to works commencing. For these requirements, refer to Appendix C of this BPOP.

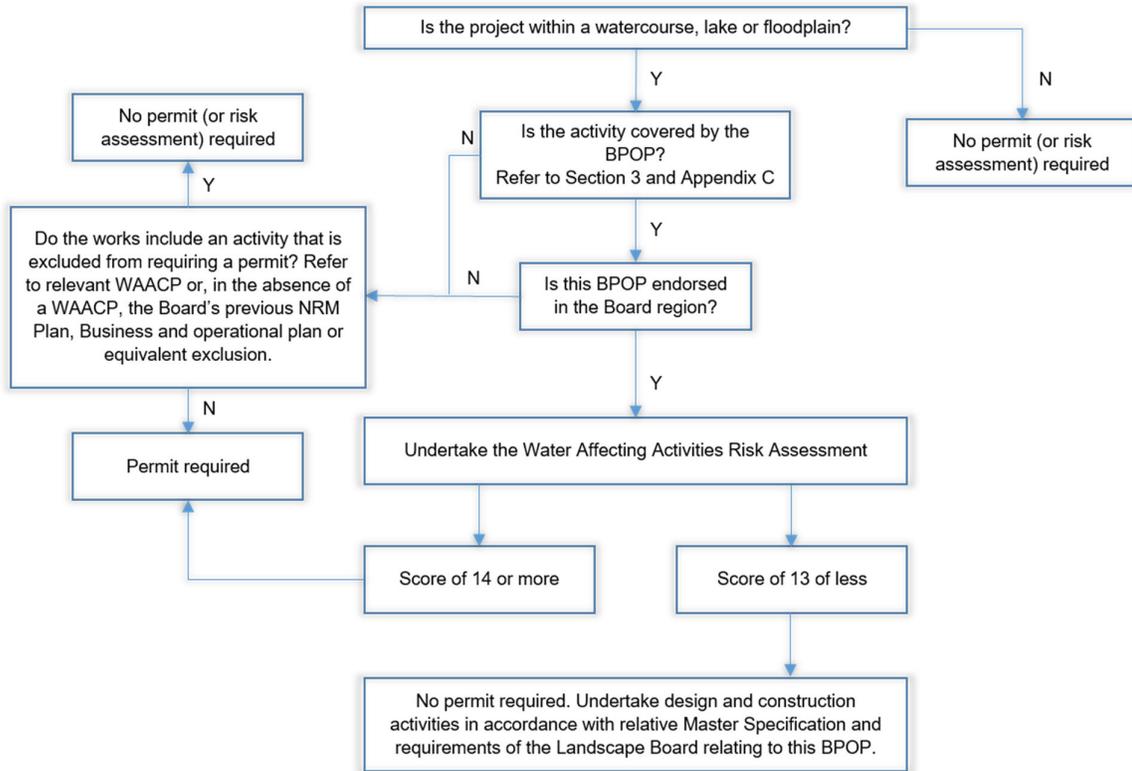


Figure 4.1: WAA Permit determination flowchart

Appendix A: Landscape Board Boundaries

Refer to links at the Landscape South Australia website for each [Landscape Board region](#).



Appendix B: Landscape Board Regions

Refer to links at the Landscape South Australia website for each [Landscape Board region](#).

Alinytjara Wilurara

Level 9, 81-95 Waymouth Street

ADELAIDE SA

Phone: (08) 8463 4843 or 0408 295 039

Contact the Landscape Board's Water Resource Officer at: aw.landscapeboard@sa.gov.au

The Minister for Environment and Water has approved the [Alinytjara Wilurara \(AW\) Landscape Board Landscape Plan 2021-2026](#).

The Alinytjara Wilurara Landscape Board's current WAAs can be found in Appendix 1 of the AW Landscape Board Annual Business Plan 2021-22.

Note: There is no private land in the AW Landscape Region. The primary land tenure is formally recognised Aboriginal Lands, National Parks, Wildlife Reserves and Wilderness Protection Areas. The informed consent of the land holding authority is required prior to AW Landscape Board decision on permit applications and will influence the time frames for permit approval. As the processing and granting of a permit can take some time, applications for a permit must be made some months in advance of undertaking the water affecting activity.

Eyre Peninsula

Port Lincoln Office

86 Tasman Terrace,

PORT LINCOLN, SA 5606

Phone: (08) 8688 3200

Contact the Landscape Board's Water Resource Officer at: ep.landscapeboard@sa.gov.au

The Landscape Board's current WAAs can be found in the existing Strategic Plan on the Landscape Board's [website](#) in Chapter 7, Policy Framework. These were developed under the previous NRM Act and have been endorsed by the Landscape Board under the LSA Act transitional arrangements.

Landscape Board Staff are in the process of drafting a new Regional Landscape Plan and as part of the package, including a new Water Affecting Activity Control Policy (WAACP). It is anticipated the WAACP will be formally endorsed mid-2021.

Once finalised, it is anticipated the WAACP can be sourced on the Landscape Board's [website](#).

Water Allocation Plans (WAP) exist for the following prescribed wells areas within the Eyre Peninsula Board region: the Musgrave and Southern Basins Prescribed Wells Area.

For information about Water Allocation Plans in the Eyre Peninsula Board region, source from the Water Allocation Plan page on the Landscape [Board's website](#).

Green Adelaide

81–95 Waymouth Street,

ADELAIDE SA 5000

Phone: (08) 8463 3733

Contact the Landscape Board's Water Resource Officer at: dew.greenadelaide@sa.gov.au

The Landscape Board's WAAs are currently being confirmed following the establishment of the Green Adelaide Board region as part of the transition from the former NRM Act to the current LSA Act.

A Water Affecting Activity Control Policy (WAACP) has been prepared for this region. The WAACP can be sourced on the [Board's website](#).

Permit exemptions exist for some water affecting activities within this Board region. For example, you will not have to apply for a water affecting activity permit under section 104(4)(g) of the LSA Act when removing the plant species and the removal method defined in Table 1 of the '[Current recommended practice: Removal of vegetation from a watercourse, lake or floodplain](#)'.

Once adopted, a Water Allocation Plan (WAP) will exist for the Adelaide Plains prescribed water resource area within the Green Adelaide Board region.

For information about WAPs in the Green Adelaide Board region, source from the WAP page on the Landscape [Board's website](#).

Hills and Fleurieu

Mt Barker Upper level, corner Mann & Walker streets,

MOUNT BARKER SA 5251

Phone: (08) 8391 7500

Contact the Landscape Board's Water Resource Officer at: hf.landscapeboard@sa.gov.au

A Water Affecting Activity Control Policy (WAACP) has been prepared for this region. The WAACP can be sourced on the Landscape [Boards website](#).

Permit exemptions exist for some water affecting activities within this Landscape Board region. For example, you will not have to apply for a water affecting activity permit under section 104(4)(g) of the LSA Act when removing the plant species and the removal method defined in Table 1 of the '[Current recommended practice: Removal of vegetation from a watercourse, lake or floodplain](#)'.

Water Allocation Plans (WAP) exist or are being developed for the following prescribed water resource areas within the Hills and Fleurieu Board region:

- McLaren Vale;
- Western Mt Lofty Ranges; and
- Eastern Mt Lofty Ranges.

For information about WAPs in the Hills and Fleurieu Board region, refer to the WAP page on the Landscape [Board's website](#).

Kangaroo Island

C/- Natural Resources Centre – Kingscote

37 Dauncey Street,

KINGSCOTE, SA 5223

Phone: (08) 8553 4444

Contact the Landscape Board's Water Resource Officer at: ki.landscapeboard@sa.gov.au

The Bo Landscape ard's current WAAs can be found in the existing [WAA Control Policy](#). The policy was developed under the previous NRM Act and have been endorsed by the Landscape Board under the LSA Act transitional arrangements.

The 2017 Water Affecting Activity Policy that forms part of the Kangaroo Island Natural Resources Management Plan in operation on June 30 2019, under the repealed NRM Act 2004, was adopted by the Kangaroo Island Landscape Board under schedule 5 of the Landscape SA Act 2019 and will be taken to be the Kangaroo Island Water Affecting Activity Control Policy under the LSA Act 2019, until it is replaced by a new Kangaroo Island Water Affecting Activity Control Policy. Parts of the 2017 Water Affecting Activity Policy that has effect for the purposes of water affecting activities under section 127 of the repealed NRM Act 2004 will continue to have effect under schedule 5 of the LSA Act 2019 as water affecting activities under section 104 of the LSA Act 2019.

Landscape Board Staff are in the process of drafting a new Water Affecting Activity Control Policy (WAACP). It is anticipated the WAACP will not vary significantly from the existing plan and will be finalised and formally endorsed during 2021.

Once finalised, it is anticipated the WAACP can be sourced on the Landscape [Board's website](#).

Limestone Coast

11 Helen Street,

MOUNT GAMBIER SA 5290

Phone: (08) 8735 1177

Contact the Landscape Board's Water Resource Officer at: lc.landscapeboard@sa.gov.au

Landscape Board Staff are in the process of finalising a new Water Affecting Activity Control Policy (WAACP) that will include a summary of the Landscape Boards WAA. The WAACP will introduce the ability for some WAA to be undertaken without a permit where a 'current accepted practice' has been developed and adopted.

Once finalised, it is anticipated the WAACP can be sourced on the Landscape [Board's website](#).

Water Allocation Plans (WAP) exist for the following prescribed water resources areas / prescribed watercourses / prescribed wells areas within the Limestone Coast Board region:

- Padthaway;
- Tatiara;
- Tintinara – Coonalpyn;
- Lower Limestone Coast;
- Morambro Creek.

For information about WAPs in the Limestone Coast Board region, refer to the WAP page on the Landscape [Board's website](#).

Murraylands and Riverland

Murray Bridge Office

Upper Level Sturt Reserve Centre

2 Sturt Reserve Road

MURRAY BRIDGE, SA 5253

Phone: (08) 8532 9100

Contact the Landscape Board's Water Planning and Assessment Officer by phone on 0448 699 514 or email mrlandscape.water@sa.gov.au

The Landscape Board's WAA policies are contained within the Murraylands and Riverland WAA Control Policy (WAACP) which can be sourced from the Boards WAA website.

Table 2.2 of the WAACP shows where to find the rules for each activity in any given zone. Where Table 2.2 indicates that the WAA rules are part of a Water Allocation Plan (WAP), links to the appropriate WAP are provided in Section 2.3 of the WAA CP. Where the WAA rules are not in a prescribed area they may be found in Section 3 of the WAA CP.

For further information about WAPs in the Murraylands and Riverland Board region, refer to the WAP page on the Landscape Board's website.

Northern and Yorke

155 Main North Road

CLARE SA 5453

Phone: (08) 8841 3400

Contact the Landscape Board's Water Resource Officer at: ny.landscapeboard@sa.gov.au

A Water Affecting Activity Control Policy (WAACP) has been prepared for this region. The WAACP can be sourced on the Landscape [Board's website](#).

Also refer to the Landscape Board's [Guide to applying for a WAA permit](#) .

An excerpt from the Landscape Board's WAACP is provided below:

Water Allocation Plans (WAP) exist or are being developed for the following prescribed water resources areas within the Northern and Yorke Landscape Board region:

- Clare Valley;
- Baroota;
- Barossa.

For information about WAPs in the Northern and Yorke Board region, source from the WAP page on the Landscape [Board's website](#).

South Australian Arid Lands

Railway Station Building, Stirling Road (PO BOX 297)

Port Augusta SA 5700

Tel: (08) 8648 5307 Fax: (08) 8648 5301

Contact the Landscape Board's Water Resource Officer at: saal.landscapeboard@sa.gov.au

A Water Affecting Activity Control Policy (WAACP) has been prepared for this region. The WAACP can be sourced on the Landscape [Board's website](#).

Water Allocation Plans (WAP) exists for the following prescribed wells area within the SA Arid Lands Landscape Board region: The Far North.

For information about WAPs in the SA Arid Lands Board region, refer to the WAP page on the Landscape [Board's website](#).

Department for Environment and Water (DEW), Water Licences and Permits

GPO Box 1047

ADELAIDE SA 5001

Phone: (08) 8463 6876

Email: DEWwaterlicensing@sa.gov.au

Water licences and permits:

<http://www.environment.sa.gov.au/licences-and-permits/water-licence-and-permit-forms>

Appendix C: BPOP Endorsement

As documented in Section 1.3, a function of the Department's BPOP is to enable Landscape Boards established in accordance with the LSA Act to endorse the BPOP for water affecting activities within a Landscape Board region.

Further details regarding each endorsed BPOP is documented below.

For other Landscape Boards not listed here, refer to each Landscape Board's website for water affecting activity processes.

The following Landscape Boards are yet to provide their endorsement of this BPOP:

- Kangaroo Island
- South Australian Arid Lands

Alinytjara Wilurara Landscape Board

The Alinytjara Wilurara Landscape Board has endorsed the Department's BPOP on an ongoing basis from 7 October 2021.

At the end of each financial year, the Department is to provide a report to the Alinytjara Wilurara Landscape Board detailing the Risk Assessments that have been undertaken and the permits sought in that period. Copies of the Risk Assessments are to be provided to the Landscape Board as part of the annual reporting. The Landscape Board may undertake an audit of the Department's activities to ensure compliance.

Eyre Peninsula Landscape Board

The Eyre Peninsula Landscape Board has endorsed the Department's BPOP for a three-year period until 31 March 2025. The endorsement is subject to the following exclusions:

- The Approved BPOP is for routine maintenance only.
- Any new works or infrastructure construction, including the replacement of road culverts in watercourses or lakes will require an approved Water Affecting Activity Permit.

At the end of each financial year, the Department is to provide a report to the Eyre Peninsula Landscape Board detailing the Risk Assessments that have been undertaken and the permits sought in that period. Copies of the Risk Assessments are to be provided to the Landscape Board as part of the annual reporting. The Landscape Board may undertake an audit of the Department's activities to ensure compliance.

Green Adelaide Landscape Board

The Green Adelaide Landscape Board has endorsed the Department's BPOP on an ongoing basis from 8 December 2021.

At the end of each financial year, the Department is to provide a report to the Green Adelaide Landscape Board detailing the Risk Assessments that have been undertaken and the permits sought in that period. Copies of the Risk Assessments are to be provided to the Landscape Board as part of the annual reporting. The Landscape Board may undertake an audit of the Department's activities to ensure compliance. Green Adelaide Compliance Officers may request information at any time and undertake site inspections to ensure works are carried out in accordance with the endorsed BPOP.

Hills and Fleurieu Landscape Board

The Hills and Fleurieu Landscape Board has endorsed the Department's BPOP for the period effective from 23 February 2022 until 31 December 2023.

At the end of each financial year, the Department is to provide a report to the Hills and Fleurieu Landscape Board detailing the Risk Assessments that have been undertaken and the permits sought in that period. Copies of the Risk Assessments are to be provided to the Landscape Board as part of the annual reporting. The Landscape Board may undertake an audit of the Department's activities to ensure compliance.

Limestone Coast Landscape Board

The Limestone Coast Lands Landscape Board has endorsed the Department's BPOP from 22 October 2021 until 31 October 2022. This endorsement is subject to the following exemption:

- The endorsement does not include exemption for activities subject to section 104(4)(g) and 104(4)(h) of the LSA Act; and
- The endorsement will expire at 31 October 2022, or upon adoption of the new Limestone Coast Regional WAA Control Policy, whichever occurs first.

At the end of each financial year, the Department is to provide a report to the Limestone Coast Landscape Board detailing the Risk Assessments that have been undertaken and the permits sought in that period. Copies of the Risk Assessments are to be provided to the Landscape Board as part of the annual reporting. The Landscape Board may undertake an audit of the Department's activities to ensure compliance.

Murraylands and Riverland Landscape Board

The Murraylands and Riverland Landscape Board has endorsed the Department's BPOP for a period of three years from 29 October 2021. The endorsement is subject to the following exclusion:

- Any new work undertaken (such as replacement/ extension of culverts) in the Murraylands and Riverland Landscape Board region automatically requires a Water Affecting Activity Permit application i.e. new works are not covered by this BPOP.

This BPOP must be reviewed by DIT (in consultation with the Board) prior to 29 October 2024 and before seeking endorsement of this procedure for another period.

At the end of each financial year, the Department is to provide a report to the Murraylands and Riverland Landscape Board detailing the Risk Assessments that have been undertaken and the permits sought in that period. Copies of the Risk Assessments are to be provided to the Landscape Board as part of the annual reporting. The Landscape Board may undertake an audit of the Department's activities to ensure compliance.

Northern and Yorke Landscape Board

The Northern and Yorke Landscape Board has endorsed the Department's BPOP on an ongoing basis from 10 December 2021. This endorsement is subject to:

- All works requiring a Water Affecting Activities Permit Risk Assessment also require completion of the Northern and Yorke Landscape Board Works Register Form.
- The Risk Assessment and the Works Register Form must be sent through to the Board prior to the commencement of works. The Board will then reply to confirm receipt, and a record of the works should be kept by DIT and the Board.

At the end of each financial year, the Department is to provide a report to the Northern and Yorke Landscape Board detailing the Risk Assessments that have been undertaken and the permits sought in that period. Copies of the Risk Assessments are to be provided to the Landscape Board as part of the annual reporting. The Landscape Board may undertake an audit of the Department's activities to ensure compliance. Board staff may request this information at any time and undertake site inspections to ensure works are carried out in accordance with the endorsed BPOP.

Appendix D: Master Specification WAA Related Inclusions

Master Specification Category	Master Specification Part	WAA Related Inclusions
Project Controls	PC-ENV1 Environmental Management	<ul style="list-style-type: none"> Contractors General Obligations; Environmental and planning approvals, permits and authorisations; Environmental objectives for project; Contractor's Environmental Management Plan; Prevent pollution of surface, ground and marine water requirement; Inspection and auditing during construction; Non-compliance rectification requirements
	PC-ENV2 Environmental Protection Requirements	<ul style="list-style-type: none"> Construction methods and temporary works <ul style="list-style-type: none"> avoiding or minimising nuisance and harm to wetlands and waterways. design and establishment of temporary creek crossings; Vegetation clearing and pruning <ul style="list-style-type: none"> not remove, disturb or damage any vegetation, including aquatic vegetation, unless otherwise approved; High Value Vegetation, including in and on the margins of waterways; Protecting Waterways requirements Soil, Erosion and Drainage Management; Water Quality Monitoring; and Use of construction water.
	PC-ENV3 Environmental Design	<ul style="list-style-type: none"> Identifying environmentally sensitive areas (waterways). Water Quality Risk Assessment in accordance with RD-DK-01; Considerations for fish passage
	PC-ST1 Sustainability in Design and ST2 Sustainability in Construction	<ul style="list-style-type: none"> Protect and enhance water quality; Identifying opportunities to reduce water use during construction.
	PC-EDM4 Construction Verification	<ul style="list-style-type: none"> Assessment and surveillance verification of works around waterways and water bodies, including high value vegetation.

Master Specification Category	Master Specification Part	WAA Related Inclusions
Roads	RD-DK-01 Road Drainage Design	<ul style="list-style-type: none"> • ARI design standards; • Climate Change; • Water Sensitive Urban Design; • Erosion and Sediment; • Stormwater Treatment Infrastructure; • Water Quality Risk Assessment.
	RD- DK-02 Hydrology	<ul style="list-style-type: none"> • Climate Change; • Sea Level Rise; • Water Catchment Assessment; • Hydrological modelling.
	PC-PL2 Planning Investigations	<ul style="list-style-type: none"> • Climate Change; • Environment and Heritage Impact Assessment; • Stormwater and Hydrology.
Public Realm	PR-LS-C5 Erosion Control Matting	<ul style="list-style-type: none"> • SEDMP control measure.
Maintenance	M7 Environmental Management	<ul style="list-style-type: none"> • Contractors General Obligations; • Environmental and planning approvals, permits and authorisations; • Environmental objectives for project; • Contractor’s Environmental Management Plan; • Prevent pollution of surface, ground and marine water requirement; • Inspection and auditing during construction; • Non-compliance rectification requirements.
	M8 Environmental Protection	<ul style="list-style-type: none"> • Construction methods and temporary works <ul style="list-style-type: none"> ▪ avoiding or minimising nuisance and harm to wetlands and waterways. ▪ design and establishment of temporary creek crossings; • Vegetation clearing and pruning <ul style="list-style-type: none"> • not remove, disturb or damage any vegetation, including aquatic vegetation, unless otherwise approved; • High Value Vegetation, including in and on the margins of waterways; • Protecting Waterways requirements • Soil, Erosion and Drainage Management; • Water Quality Monitoring; and • Use of construction water.

Master Specification Category	Master Specification Part	WAA Related Inclusions
	M10 Maintenance – Sealed Roads	<ul style="list-style-type: none"> • Working within watercourses and/or wetlands hold point • Clear Drainage Elements • Clear Open Lined Drains • Clear Subsoil Drains • Clear Drainage Retention and Detention Basins • Scour repair
	M11 Maintenance – Unsealed Roads	<ul style="list-style-type: none"> • Turkey nest dam requirements • Use of bores • Clearing of drains • Working within watercourses and/or wetlands hold point

Supporting resources to deliver the requirements and inclusions above are available on the Department’s website, whilst other non-Departmental documents can be obtained from the document owner websites.

For a selection of those relevant resources, refer to Appendix G.

Appendix E: Objectives and Principles for Specific Water Affecting Activities

The following objectives and principles for specific WAA's apply to activities undertaken under this BPOP in the absence of a permit (i.e. lower risk activities).

Structures in Watercourses: Section 104(4)(b)

The objectives and principles that follow apply specifically to an activities under section 104(5)(b), the erection, construction or placement of any building, or structure, in a watercourse or lake, or on the floodplain of a watercourse.

Objectives

1. Minimise the potential for erosion and the restriction of surface water flows.
2. Protect the ecology of a watercourse, or lake, or the floodplain of a watercourse.

Principles

1. Construction and placement of structures, including roads, in a watercourse, a floodplain of a watercourse, a lake, a wetland, or an area subject to inundation:
 - a. shall be designed to minimise the risk of erosion resulting from the construction and location of the structure
 - b. must not adversely affect the provision of environmental water requirements of those areas (for example, by impeding flows)
 - c. must not adversely affect the migration of aquatic biota
 - d. must not alter the hydrology of a stream in such a way as to adversely impact on the ecology
 - e. must not result in flooding, either upstream or downstream
 - f. must not be constructed where it, or any debris collected by it, would increase the risk of damage to property or the risk to safety of persons.
2. Structures that impede the flow of water, including but not limited to weirs, must be designed to enable flows at or below the threshold flow rate, excluding structures for the specific purpose of measuring stream flow for scientific purposes.

Draining or discharge of water into a watercourse or lake: section 104(5)(c)

The objectives and principles that follow apply specifically to an activities under section 104(5)(c) draining or discharging water directly, or indirectly, into a watercourse or lake.

In addition to the objectives and principles outlined in this section, the requirements of the Environment (Water Quality) Policy 2015 (or any subsequent or related document) prepared under the *Environment Protection Act 1993* (SA) should be considered.

Objectives

1. Protect ecosystems dependent on the receiving water resources.
2. Sustain the existing uses of the receiving water resources.

Principles

1. Drained and discharged water must be of a suitable quality to:
 - a. sustain the existing uses of the receiving waters
 - b. protect ecosystems that are dependent on the receiving waters.
2. Draining or discharging water must be undertaken in a manner that ensures:

- a. contaminants in drainage or discharge water are contained and managed on site to minimise the conveyance of contaminants into watercourses, lakes, or underground water resources
- b. the quality of water drained, or discharged, into a watercourse, or lake, is of the same quality or better than that of the receiving water environment.
3. The discharge or drainage of water into a watercourse must be at a rate and in a location such that:
 - a. the geomorphology of the watercourse is protected
 - b. the flow capacity of the watercourse is considered
 - c. there is no increase in the risk of flooding downstream
 - d. the migration of aquatic biota is not adversely affected.
4. Drainage or discharge of water into a watercourse, or lake, shall be undertaken only where protective measures have been provided to minimise erosion or degradation in the quality of the receiving water.
5. Watercourses shall be retained in their natural state, to promote natural filtering and pollutant removal processes.

Depositing objects in a watercourse: sections 104(4)(d), 104(4)(e) and 104(4)(f)

The objectives and principles that follow apply specifically to an activities under:

- section 104(4)(d) depositing or placing an object or solid material in a watercourse, or lake
- section 104(4)(e) obstructing a watercourse, or lake, in any other manner
- section 104(4)(f) depositing or placing an object or solid material on the floodplain of a watercourse, or near the bank or shore of a lake, to control flooding from the watercourse, or lake.

Objectives

1. Protect watercourses and lakes against:
 - a. destruction of bed and banks
 - b. water pollution
 - c. erosion
 - d. habitat destruction.
2. Ensure watercourses or lakes, are free of obstructions that may:
 - a. impede natural stream flow, or
 - b. cause unnecessary flooding.

Principles

1. An object, or solid material, shall be deposited or placed in a watercourse, or lake, only where it includes:
 - a. the construction of an erosion control structure, for example a rock chute or rip rap
 - b. a device or structure used to extract or regulate water flowing in a watercourse, for example diversion weirs
2. Any object or solid material used in the control or prevention of watercourse erosion shall not cause:
 - a. increased erosion upstream or downstream
 - b. detrimental impacts.

3. The depositing or placing of an object, or solid material, in a watercourse, or lake, shall not adversely affect:
 - a. Water-dependent ecosystems
 - b. the migration of aquatic biota, or
 - c. the natural flow regime.
4. Obstructing a watercourse or lake shall not cause erosion.
5. Depositing or placing an object, or solid material, on the floodplain of a watercourse, or near the bank or shore of a lake, to control flooding from the watercourse, or lake, shall not:
 - a. adversely impact upon the natural flow of a watercourse
 - b. increase the risk of flooding, upstream or downstream, or
 - c. cause or increase watercourse erosion.
6. Depositing or placing an object, or solid material, on the floodplain of a watercourse, or near the bank or shore of a lake, to control flooding from the watercourse, or lake, should:
 - a. provide for the needs of ecosystem processes (including the migration of aquatic biota)
 - b. minimise the impact or risk of flooding on human communities.

Note: For the purpose of these principles, an 'object' can include vegetation, such as fallen trees and other plant debris.

Destroying vegetation or excavating in a watercourse: sections 104(4)(g) and 104(4) (h)

These sections do not apply where the clearance of vegetation requires approval under the *Native Vegetation Act 1991*.

The objectives and principles that follow apply specifically to an activity under:

- section 104(4)(g), destroying vegetation growing in a watercourse, or lake, or growing on the floodplain of a watercourse
- section 104(4)(h), excavating or removing rock, sand or soil from:
 - a watercourse, or lake, or the floodplain of a watercourse, or
 - an area near to the banks of a lake, so as to damage, or create the likelihood of damage to, the banks of the lake.

Objective

Ensure that watercourses, lakes and floodplains are protected against adverse impacts arising from the destruction of vegetation or the excavation and removal of rock, sand and soil.

Principles

1. Vegetation shall be destroyed only where it is for the protection of existing development or infrastructure, or rehabilitation of a watercourse, and does not result in any of the following:
 - a. increased erosion
 - b. increased flooding
 - c. bed and bank instability
 - d. downstream sedimentation
 - e. decline in water quality
 - f. alteration to the natural flow regime of a watercourse
 - g. destruction of significant habitat for wildlife.

2. The excavation and removal of rock, sand or soil must not adversely impact on:
 - a. the ecology of a watercourse, lake or floodplain
 - b. migration of aquatic biota.
3. The excavation and removal of rock, sand or soil must not result in:
 - a. increased erosion
 - b. increased flooding
 - c. bed and bank instability
 - d. downstream sedimentation
 - e. loss of riparian vegetation
 - f. decline in water quality
 - g. alteration to the natural flow regime of a watercourse.

Appendix F: WAA Risk Assessment forms

Editable copies of the WAA Risk Assessment forms can be accessed from the Department's [website](#).



Government of South Australia
Department for Infrastructure
and Transport

Best Practice Operating Procedure Water Affecting Activity Risk Assessment Form (for the GA, H&F, KI and LC Regions)

PROPONENT:	Department for Infrastructure and Transport		
CONTACT PERSON:			
POSTAL ADDRESS:	PO Box 1533 ADELAIDE SA 5001		
TELEPHONE:	(08)	MOBILE:	
EMAIL ADDRESS:			

LOCATION OF WORK:	<i>Provide details of the location, eg, Landscape Board, Road Name, MM, GPS references, mark on attached map</i>
DESCRIPTION OF WORKS TO BE CARRIED OUT:	<i>Provide design drawings where relevant</i>
TYPE OF WATER AFFECTING ACTIVITY: <i>(Quote relevant clause under Part 104 of the LSA Act)</i>	
NAME / COMPANY OF ASSESSOR:	
DATE ASSESSMENT UNDERTAKEN:	

DECLARATION:	<p>I declare that the information that has been provided on this application is true and correct and the works shall be conducted in accordance with the Department for Infrastructure and Transport <i>Water Affecting Activities Best Practice Operating Procedure (BPOP)</i>.</p> <p>Signature: _____ Date: ___/___/___</p> <p>Name: Position / Company:</p>
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OFFICE USE ONLY				
Date received:	TRIM File No:	Council Area:		
Payment: NOT REQUIRED	TRIM Record No:			
Additional Info Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Nature of Water Affecting Activity (Part 104):				
<input type="checkbox"/> 3(d)	<input type="checkbox"/> 4(b)	<input type="checkbox"/> 4(d)	<input type="checkbox"/> 4(f)	<input type="checkbox"/> 4(h)
<input type="checkbox"/> 4(a)	<input type="checkbox"/> 4(c)	<input type="checkbox"/> 4(e)	<input type="checkbox"/> 4(g)	<input type="checkbox"/> 4(i)



Government of South Australia
Department for Infrastructure
and Transport

**Best Practice Operating Procedure
Water Affecting Activity Risk Assessment Form
(for the GA, H&F, KI and LC Regions)**

Parameter	Ranges	Possible Score	Actual Score	Comments
Season of activity	Nov - March	1		
	April - Oct or whole year	2		
Water Present	No	1		
	Yes	2		
Erosivity of Watercourse	Concrete Lined	0		
	Stable	1		
	Some erosion present	2		
	Gully Erosion or dispersive soils already present	3		
Flow Regime	No change	0		
	Less than 10% change in peak flow	1		
	More than 10% change in peak flow	2		
Degree of obstruction	Not obstructing a floodplain or channel	0		
	Obstructing a floodplain or a channel	1		
	Obstructing both floodplain and channel	2		
Impact on migration of biota / fish passage	Negligible	0		
	Some impact	2		
	Significant impact	4		
Scale of potential water affecting activity	Routine maintenance, eg grading, mowing, shoulders etc	1		
	Maintenance, eg clearing open drains	2		
	Minor works, eg culvert installation	3		
	Major project works, eg bridges and embankments	4		
	Significant infrastructure works	5		
Watercourse Condition (from ANZECC)	Highly disturbed	1		
	Slightly to moderately disturbed	2		
	Highly conservation / ecological value	3		

TOTAL SCORE :

A score of 14 or over will require a separate Water Affecting Activity Permit

NOTE: A completed, signed copy of this form must be submitted to DIT prior to works commencing. For works within the Northern & Yorke Board region, a completed, signed copy of this form must be sent to the Northern & Yorke Landscape Board prior to works commencing.



WATER AFFECTING ACTIVITY WORKS REGISTRATION FORM
for Best Practice Operating Procedure agreements
WORKS WITHIN A WATERCOURSE, FLOODPLAIN, OR LAKE.

ALL THE REQUIRED INFORMATION MUST BE PROVIDED PRIOR TO COMMENCEMENT OF WORKS

DETAILS OF PERSON COMPLETING THE FORM	
Name:	
Council:	
Phone:	Mobile:
Email:	
DETAILS OF WORKS LOCATION	
Certificate Title (if applicable):	
Street and Town (nearest):	
Adjacent landmarks or features of the works area (include map or supporting documents as appropriate):	

Please provide a description of works to be carried out.



If other approvals are required has it been obtained? Yes No

DECLARATION / SIGNATURE

I declare that the information that has been provided on this application is true and correct and the works shall be conducted in accordance with approved Best Practice Operating Procedures.

Signature _____ Print Name _____ Date _____

OFFICE USE ONLY					
Date received:	Registered: Yes <input type="checkbox"/> No <input type="checkbox"/>			Payment NOT REQUIRED	
Council Area:	Additional Info Required: Yes <input type="checkbox"/> No <input type="checkbox"/>			Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Nature of Water Affecting Activity					
3(d) <input type="checkbox"/>	5(b) <input type="checkbox"/>	5(d) <input type="checkbox"/>	5(f) <input type="checkbox"/>	5(h) <input type="checkbox"/>	
5(a) <input type="checkbox"/>	5(c) <input type="checkbox"/>	5(e) <input type="checkbox"/>	5(g) <input type="checkbox"/>	5(k) <input type="checkbox"/>	



Government of South Australia
Department for Infrastructure
and Transport

**Best Practice Operating Procedure
Water Affecting Activity Risk Assessment Form
(for the AW & SAAL Board regions)**

PROPONENT:	Department for Infrastructure and Transport		
CONTACT PERSON:			
POSTAL ADDRESS:	PO Box 1533 ADELAIDE SA 5001		
TELEPHONE:	(08)	MOBILE:	
EMAIL ADDRESS:			

LOCATION OF WORK:	<i>Provide details of the location, e.g. Landscape Board, Road Name, MM, GPS references, mark on attached map</i>
DESCRIPTION OF WORKS TO BE CARRIED OUT:	<i>Provide design drawings where relevant. Indicate if works will raise a floodway.</i>
TYPE OF WATER AFFECTING ACTIVITY: <i>(Quote relevant clause under Part 104 of the LSA Act)</i>	
NAME / COMPANY OF ASSESSOR:	
DATE ASSESSMENT UNDERTAKEN:	

DECLARATION:	<p>I declare that the information that has been provided on this application is true and correct and the works shall be conducted in accordance with the Department for Infrastructure and Transport <i>Water Affecting Activities Best Practice Operating Procedure (BPOP)</i>.</p> <p>Signature: _____ Date: ___/___/___</p> <p>Name: Position / Company:</p>
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Government of South Australia
Department for Infrastructure
and Transport

**Best Practice Operating Procedure
Water Affecting Activity Risk Assessment Form
(for the AW & SAAL Board regions)**

Parameter	Ranges	Possible Score	Actual Score	Comments
Location	Within the Murray Darling Basin	13		Note that works within the Murray Darling Basin automatically require a permit.
	No within the Murray Darling Basin	0		
Season of activity	March - Nov	0		
	Dec - Feb or whole year	2		
Water Present	No	0		
	Yes	3		
Erosivity of Watercourse	Concrete Lined	0		
	Stable	0		
	Some erosion present	2		
	Gully Erosion or dispersive soils already present	3		
Flow Regime	No change	0		
	Less than 10% change in peak flow	3		
	More than 10% change in peak flow	5		
Degree of obstruction (consider if floodways being raised)	Not obstructing a floodplain or channel	0		
	Obstructing a floodplain or a channel	1		
	Obstructing both floodplain and channel	2		
Impact on migration of biota / fish passage	Negligible	0		
	Some impact	2		
	Significant impact	4		
Scale of potential water affecting activity	Routine maintenance, eg grading, mowing, shoulders etc	1		
	Maintenance, eg clearing open drains, stabilisation of floodways at road crossings	2		
	Minor works, eg culvert installation	3		
	Major project works, eg bridges and embankments	4		
	Significant infrastructure works	5		
Watercourse Condition (from ANZECC)	Highly disturbed	1		
	Slightly to moderately disturbed	2		
	Highly conservation / ecological value	3		

TOTAL SCORE :

A score of 14 or over will require a separate Water Affecting Activity Permit

NOTE: A completed, signed copy of this form must be submitted to DIT prior to works commencing.



**Best Practice Operating Procedure
Water Affecting Activity Risk Assessment Form
(EP and M&R Board Regions)**

PROPONENT:	Department for Infrastructure and Transport		
CONTACT PERSON:			
POSTAL ADDRESS:	PO Box 1533 ADELAIDE SA 5001		
TELEPHONE:	(08)	MOBILE:	
EMAIL ADDRESS:			

LOCATION OF WORK:	<i>Provide details of the location, eg, Landscape Board, Road Name, MM, GPS references, mark on attached map</i>
DESCRIPTION OF WORKS TO BE CARRIED OUT:	<i>Provide design drawings where relevant</i>
TYPE OF WATER AFFECTING ACTIVITY: <i>(Quote relevant clause under Part 104 of the LSA Act)</i>	
NAME / COMPANY OF ASSESSOR:	
DATE ASSESSMENT UNDERTAKEN:	

DECLARATION:	<p>I declare that the information that has been provided on this application is true and correct and the works shall be conducted in accordance with the Department for Infrastructure and Transport <i>Water Affecting Activities Best Practice Operating Procedure (BPOP)</i>.</p> <p>Signature: _____ Date: ___/___/___</p> <p>Name: Position / Company:</p>
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OFFICE USE ONLY				
Date received:	TRIM File No:	Council Area:		
Payment: NOT REQUIRED	TRIM Record No:			
Additional Info Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Nature of Water Affecting Activity (Part 104):				
<input type="checkbox"/> 3(d)	<input type="checkbox"/> 4(b)	<input type="checkbox"/> 4(d)	<input type="checkbox"/> 4(f)	<input type="checkbox"/> 4(h)
<input type="checkbox"/> 4(a)	<input type="checkbox"/> 4(c)	<input type="checkbox"/> 4(e)	<input type="checkbox"/> 4(g)	<input type="checkbox"/> 4(i)



**Best Practice Operating Procedure
Water Affecting Activity Risk Assessment Form
(EP and M&R Board Regions)**

Parameter	Ranges	Possible Score	Actual Score	Comments
Maintenance or New Works	Maintenance	0		Note that New Works automatically require a permit in these Landscape Regions. If new works, there is no need to complete the remainder of this risk assessment.
	New Works	13		
Season of activity	Nov - March	1		
	April - Oct or whole year	2		
Water Present	No	1		
	Yes	2		
Erosivity of Watercourse	Concrete Lined	0		
	Stable	1		
	Some erosion present	2		
	Gully Erosion or dispersive soils already present	3		
Flow Regime	No change	0		
	Less than 10% change in peak flow	1		
	More than 10% change in peak flow	2		
Degree of obstruction	Not obstructing a floodplain or channel	0		
	Obstructing a floodplain or a channel	1		
	Obstructing both floodplain and channel	2		
Impact on migration of biota / fish passage	Negligible	0		
	Some impact	2		
	Significant impact	4		
Scale of potential water affecting activity	Routine maintenance, eg grading, mowing, shoulders etc	1		
	Maintenance, eg clearing open drains	2		
	Minor works, eg culvert installation	3		
	Major project works, eg bridges and embankments	4		
	Significant infrastructure works	5		
Watercourse Condition (from ANZECC)	Highly disturbed	1		
	Slightly to moderately disturbed	2		
	Highly conservation / ecological value	3		

TOTAL SCORE :

A score of 14 or over will require a separate Water Affecting Activity Permit

NOTE: A completed, signed copy of this form must be submitted to DIT [prior](#) to works commencing

Appendix G: WAA Permit Application process

Each Landscape Board has a separate Application form for WAA Permits. Refer to the relevant Landscape Board's water affecting activities web page on each Landscape [Board website](#) for more details.

The time taken to consider and assess each application varies. Consultation with the Landscape Board's Water Resource Officer prior to lodgement to confirm requirements and anticipated timelines is advised. Separately, a time provision to enable the application to be reviewed and the hold point released in accordance with the Master Specification Part [PC-ENV1](#) Section 3 Environmental Authorisations is also required.

Whilst each Landscape Board may have specific requirements often documented on WAA Permit fact sheets (or similar) the following summarises the likely information and process for applying for a WAA Permit by or on behalf of the Department:

Water Affecting Activity Permit Application Process	
Step 1	Refer to the relevant Landscape Board's water affecting activities web page on each Landscape Board website for the permit application form and further details regarding the application process (including information required).
Step 2	For further information or clarification contact the relevant Landscape Board's Water Resource or application assessment Officer to confirm requirements and timeline for the application assessment.
Step 3	Prepare the application.
Step 4	Provide the application documentation to the Department in accordance with the contract, e.g. as per Master Specification Part PC-ENV1 Section 3 Environmental Authorisations.
Step 5	Once comments have been received from Department (and/or Hold Point has been released), lodge the permit application and the prescribed fee to the relevant Landscape Board (Appendix B). Information about the fee and lodging instructions are on the application form.
Step 6	The relevant Landscape Board responsible for making an assessment of, and decision on, a permit application may request additional information. A site inspection may also be undertaken by an assessment officer from the relevant Landscape Board. As part of the assessment process, the Landscape Board may seek advice from Department for Environment and Water (DEW), the Environment Protection Authority (EPA) or any other Government Agency.
Step 7	The relevant Landscape Board will notify the applicant of its decision in writing. This will take the form of a refusal or a permit to undertake the WAA. Conditions of approval may or may not be included. The relevant Landscape Board or Minister may vary, suspend, or revoke the permit.
Step 8	The relevant Landscape Board must be satisfied that the holder of a permit complies with all the conditions of the permit that may require a site audit of the works upon completion. A WAA Completions Advice Form (or similar) may also be required in some Landscape Board regions.