

Environment Online

How to submit a compliance report or plan for Industry Regulation

Reference guide

May 2026



Government of **Western Australia**
Department of **Water and Environmental Regulation**

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1 Summary

This guide provides step-by-step instructions for users (or an authorised representative) on how to submit a **compliance plan or report** for licence and works approval instruments through the Environment Online (EO) Portal.

This guide covers how to:

- Start a **compliance report or plan** submission
- Navigate through the key sections of the online form (including Submission details and Attachments)
- Review and submit your compliance report or plan
- Understand what happens after submission and how to track its status in EO

2 Prerequisites

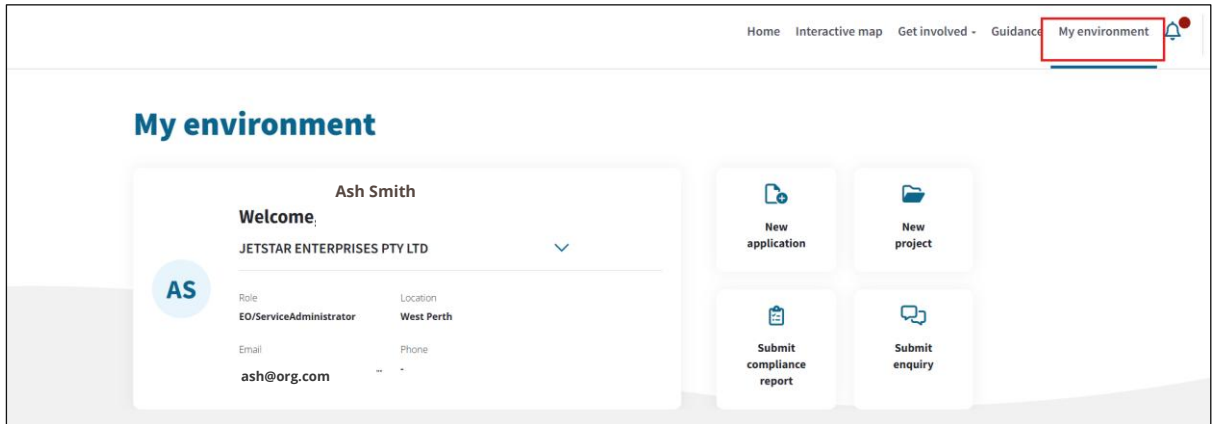
Before submitting a compliance report or plan in EO, ensure the following:

- **EO login account:** You must be a registered EO user and logged into the correct organisation/account profile.
- **Authority to act:** If you are submitting on behalf of an organisation (e.g. as a consultant/agent), you must have delegated access granted by the organisation's Service Administrator in EO.
- **Instrument details:** You will need to select the correct licence or works approval instrument related to this submission.
- **Supporting documents ready (if applicable):** Prepare any supporting evidence that may be required for your circumstances (e.g. authorisation to act, site contamination reports, notices, remediation documentation, audits or other relevant evidence).

3 Submitting a compliance report or plan

After logging in to the EO Portal:

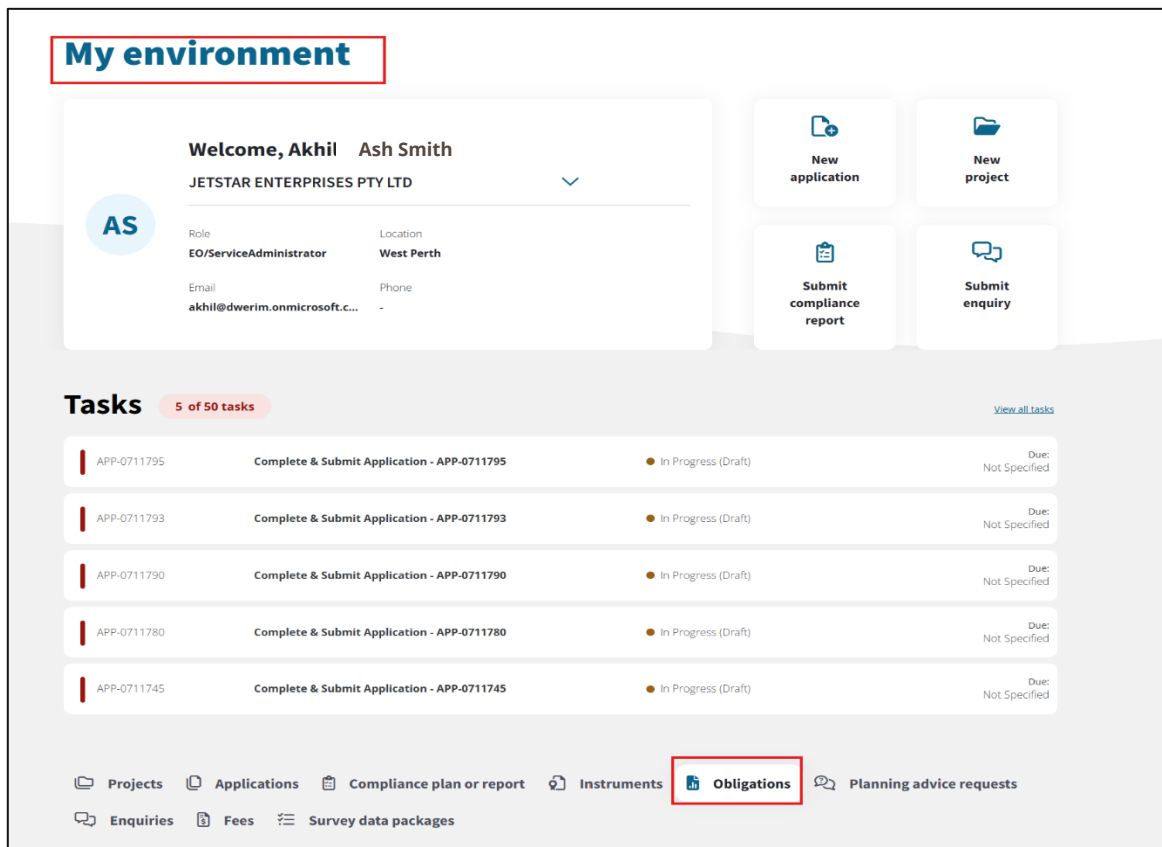
1. Go to the **My environment** dashboard.



2. Start an annual fee submission using one of these methods:
 - Submitting from an **Obligation**
 - Submitting directly from the **New application** link.

3.1 Submitting from an Obligation

1. Go to the **My environment** dashboard and select the **Obligations** tab.



- Locate and select the obligation you need to submit from the list (e.g. Annual audit or compliance report (AACR))

Home Interactive map Get involved - G

Enquiries Fees Survey data packages

Obligations (12)

Upcoming obligations (9) No set date obligations (0) Submitted obligations (3)

OBL ID	Obligation Type	Category	Status	Due Date
OBL-0037869	Annual audit or compliance report (AACR)	AACR	Overdue	30 Jun 2025, 8:00am
OBL-0037870	Annual audit or compliance report (AACR)	AACR	Awaiting	30 Jun 2026, 8:00am
OBL-0037871	Annual audit or compliance report (AACR)	AACR	Awaiting	30 Jun 2027, 8:00am
OBL-0037872	Annual audit or compliance report (AACR)	AACR	Awaiting	30 Jun 2028, 8:00am

- On the **Obligation details** page, review the obligation details and instructions.
- Select **New compliance plan** to begin the submission.

Home / My environment / Instrument Dashboard / Instrument Details / Obligation

OBL-0037870

AACR

Awaiting

Obligation details

Obligation type: Annual audit or compliance report (AACR)
Instrument: Industry Regulation Approval - L5982/1994/12
Due date: 30/06/2026

Instructions

Occupiers of prescribed premises are required to submit annual reports on compliance with their licence conditions through an AACR. Download the form (link below) and attach to your submission.
[IR-F14 Annual audit compliance report form](#)

Submit a compliance plan

Submit a compliance plan to do with your obligation.

[New compliance plan](#)

[Return to My environment](#)

- You will be taken into the **Compliance submissions** form. The selected AACR obligation will already be linked to your submission (and displayed under **Related obligations**).

6. Complete the remaining fields (e.g. **Submission notes** and **Reporting dates**), then select **Next**.

Compliance submissions

Fill out the 3 step form below.

1. Submission details 2. Attachments 3. Review & submit

Submission details

Instrument details

Holder JETSTAR ENTERPRISES PTY LTD	Instrument number LS982/1994/12	Instrument type Licence
Start date 25 Jul 2024	Expiry date 28 Sep 2026	

Related obligations
You may submit multiple compliance report obligations relating to the same instrument at the same time. Annual fees must be submitted separately (access your annual fee submission via 'New application' submission or directly via the relevant annual fee obligation).

+ Add obligation

Obligation Number ↑	Obligation Type	Obligation Name	Due Date	Actions
OBL-0037870	Annual audit or compliance report (AACR)	AACR	30/06/2026 12:00 AM	⋮

Submission notes
Provide brief details on your submission/s that includes, but not limited to:

- Type of compliance report or plan.
- Relevant condition(s).
- Item of infrastructure(s), specific location(s), and item reference in the condition (if applicable).

Reporting dates
Provide reporting dates only for relevant submission types. For multiple submissions, no input is required.

Reporting start date (if applicable) **Reporting end date (if applicable)**

📅

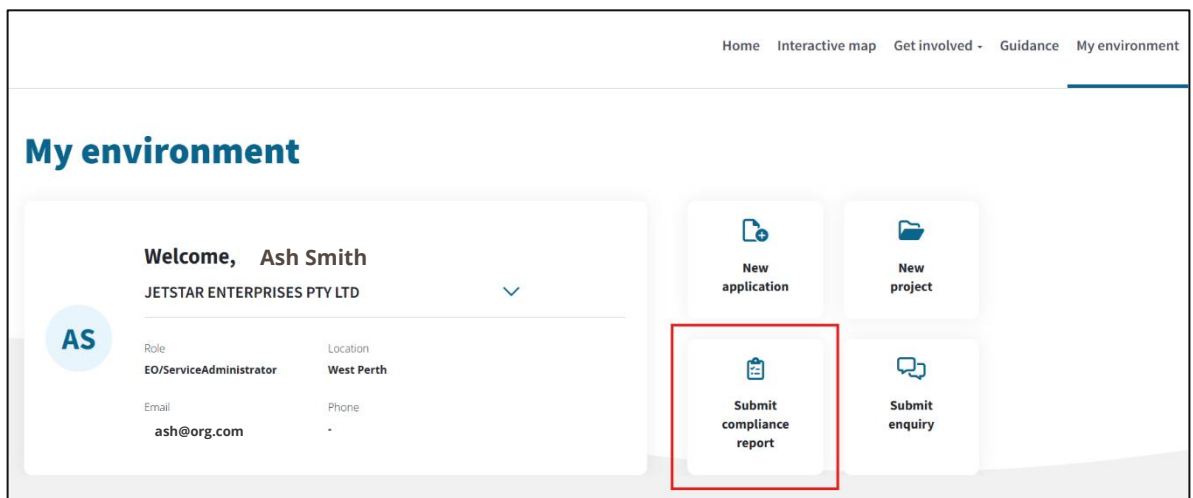
📅

Next

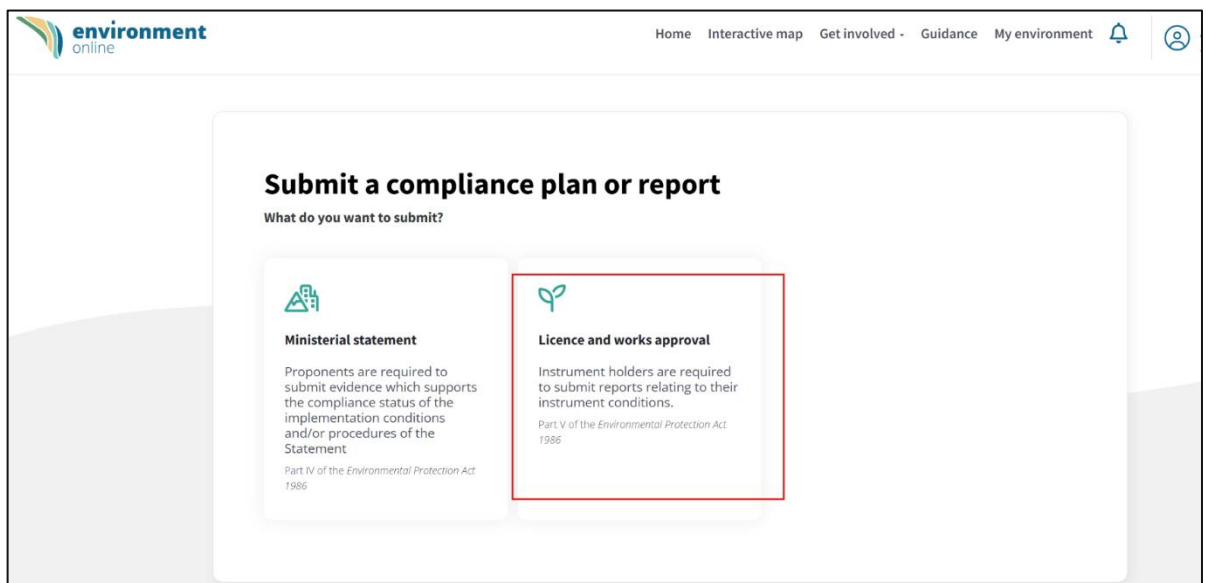
7. From this point onwards, the submission process is the same as instructions in section **3.5 Attachments** of this guide.

3.2 Submitting directly from Submit compliance report

1. From the **My environment** dashboard, select **Submit compliance report**.



2. On **Submit a compliance plan or report** page, select **Licence and works approval**.



3. On **Compliance plan or report – Licence and works approval**, confirm the plan/report type (e.g. Compliance submissions).
4. Select the instrument the report relates to. Once selected, ensure the information shown on the screen is accurate.
5. Select a project or choose **Create a new project** if required.

Important: The ability to create a new project depends on your access. A 'default' project is automatically created if you do not have an existing project already that is relevant to this submission. Refer to Environment Online guidance for more information on 'Project'.

Compliance plan or report

Licence and works approval

What type of plan or report do you want to create? *
A compliance plan or report specified in your works approval or licence.

Compliance submissions
▼

Select the instrument this report relates to *

Industry Regulation Approval - L5982/1994/12
▼

Instrument details

Holder <small>JETSTAR ENTERPRISES PTY LTD</small>	Instrument number <small>L5982/1994/12</small>	Instrument type <small>Licence</small>
Start date <small>25 Jul 2024</small>	Expiry date <small>28 Sep 2026</small>	Annual fee due date <small>27 Sep 2025</small>

Select a project *
Select the project relevant to this submission.

Default Project
▼

Create a new project

Continue

6. Select **Continue** to proceed.

3.3 Before you begin – Compliance submissions and Exceedance reports

1. Read the information page to ensure you understand the process, guidelines and key considerations relevant to your application.
2. Review the types of report or plan that can be used in your submission:
 - Annual audit compliance report (AACR)
 - Environmental report (ER)
 - Environmental compliance report
 - Critical containment infrastructure report (CCIR)
 - Environmental commissioning report
 - Time limited operations report
 - Assessment or monitoring plan
 - Assessment or monitoring report
 - Management plan

Important: For AACRs, you will need to download the [AACR form](#) and upload it along with any other supporting documents in the **Attachments** section of this form.

Compliance submissions

When to use this form?

You can use Environment Online to submit compliance reports or plans to meet the requirements of your instrument:

- Annual audit compliance report (AACR)
- Environmental report (ER)
- Environmental compliance report
- Critical containment infrastructure report (CCIR)
- Environmental commissioning report
- Time limited operations report
- Assessment or monitoring plan
- Assessment or monitoring report
- Management plan

About the process

The [Guideline: Industry Regulation Guide to Licensing](#) provides information on the submission of works approval compliance reports relating to environmental compliance, critical containment infrastructure, environmental commissioning, and time limited operations. One or more of these reports may be required as part of your application for a new licence.

The [Procedure: Prescribed premises works approvals and licences](#) provides information on the submission of AACRs and ERs.

For AACRs, you will need to download the [AACR form](#) and upload it along with any other supporting documents in the 'Attachments' section of this form.

Additional reports may be required, depending on the specific conditions of a works approval or licence.

Before you begin

Review our guidelines and instructions

Make sure you have all the background information you need to fill out the form.

[Guideline: Industry regulation guide to licensing](#)

[Procedure: Prescribed premises works approvals and licences](#)

[Annual audit compliance report \(AACR\) form](#)

Note: If you are submitting an exceedance report, you will notice that the submission page differs from the compliance submissions page.

Exceedance report

When to use this form?

To notify the department of any breach of a limit specified in a works approval or licence granted under Part V of the *Environmental Protection Act 1986*, or of any failure or malfunction of pollution control equipment, or any incident that has caused, is causing or may cause pollution.

3. When you are ready, select **Continue**. Clicking this button will start the submission process. Your submission will be automatically saved as a draft if you choose to complete it later.

3.4 Submission details

1. Review the Instrument details section (this is auto populated).

Submission details

Instrument details

Holder Shire of Denmark	Instrument number IR0054546/2025	Instrument type Licence
Start date 31 Oct 2025	Expiry date 02 Nov 2031	

Related obligations
You may submit multiple compliance report obligations relating to the same instrument at the same time. Annual fees must be submitted separately (access your annual fee submission via 'New application' submission or directly via the relevant annual fee obligation).

[+ Add obligation](#)

Obligation Number ↑	Obligation Type	Obligation Name	Due Date	Actions
There are no records to display.				

Submission notes
Provide brief details on your submission/s that includes, but not limited to:

- Type of compliance report or plan.
- Relevant condition(s).
- Item of infrastructure(s), specific location(s), and item reference in the condition (if applicable).

Reporting dates
Provide reporting dates only for relevant submission types. For multiple submissions, no input is required.

Reporting start date (if applicable)

Reporting end date (if applicable)

[Next](#)

- Under **Related** obligations, select **+ Add** obligation if you need to link one or more obligations to this submission. A pop-up window will give you the option to lookup the relevant records. If you do not have any obligation to relate the application to, leave this blank.

Lookup records

<input checked="" type="checkbox"/>	Obligation Number	Obligation Type	Obligation Name	Due Date	Instrument
<input type="checkbox"/>	OBL-0037879	Assessment or monitoring plan	Nutrient Irrigation Management Plan		Industry Regulation Approval - L5982/1994/12
<input type="checkbox"/>	OBL-0037886	Annual audit or compliance report (AACR)	jj	05/06/2025	Industry Regulation Approval - L5982/1994/12
<input type="checkbox"/>	OBL-0037869	Annual audit or compliance report (AACR)	AACR	30/06/2025	Industry Regulation Approval - L5982/1994/12

Selected records

[Cancel](#)
[Add](#)

3. Enter **Submission notes** (a short summary of what you are submitting). Provide brief details:

For **Compliance report**

- Type of compliance report or plan
- Relevant condition(s)
- Item of infrastructure(s), specific location(s), and item reference in the condition (if applicable)

For **Exceedance report**

- Relevant condition(s).
- Relevant limits.
- Any failure or malfunction of any pollution control equipment.
- Any environmental incident(s)

4. Enter **Reporting start date** and **Reporting end date** (if applicable).
5. Select **Next** to continue.

3.5 Attachments

Upload any required supporting documentation for your submission.

1. Select **+ Add files** to upload the supporting documents for your submission.
2. Ensure files meet the EO Portal requirements (for example, attachments should not exceed **1GB**).
3. Use **New folder** if needed to organise files before uploading.
4. Upload all required forms and supporting documents relevant to your submission (for example, completed AACR forms).
4. If any document contains confidential information, click the **Confidential** folder before clicking **+Add files**.

Attachments

Process

Please attach supporting documentation.

- Download and complete the necessary forms.
- Upload the completed forms and any supporting documentation by clicking "Add files" below.
- Attachment should not exceed 1GB.

Downloads

[IR-F14 Annual audit compliance report form](#)

Attachments

Please upload your forms and any supporting documentation related to this report.

[New folder](#) [+ Add files](#)

Name ↑	Modified
Confidential	12 minutes ago

Biodiversity and marine surveys

The [Instructions for the Index of Surveys for Assessments \(ISA\)](#) must be followed for the preparation of ISA survey data packages. Non-compliant submissions will be declined or returned by the department.

Surveys which have been submitted via Environment Online can be linked to this application by selecting them in the first table below, or by selecting to create a survey if the survey data package has not previously been accepted by the department. If the survey was accepted by the ISA (IBSA or IMSA) before the ISA was incorporated into Environment Online, the legacy IBSA or IMSA number(s) can be provided in the second table below.

[Create new survey](#) [+ Add survey](#)

ISA Submission No. ↑	Survey Data Type	Report Title	Submitted Date	Actions
There are no records to display.				

[+ Add new legacy survey details](#)

Legacy IBSA Number	Application	Modified On	Actions
There are no records to display.			

5. To link an existing biodiversity or marine survey record, select **+Add survey** and then choose the relevant survey from the lookup.

Lookup records

Search

<input checked="" type="checkbox"/>	ISA Submission No. ↑	Survey Data Type	Report Title
<input checked="" type="checkbox"/>	ISA-0001045	Index of Biodiversity Surveys for Assessments (IBSA)	Survey of black cockatoo migratory impacts of clearing activities in a specific region
<input type="checkbox"/>	ISA-0001046	Index of Biodiversity Surveys for Assessments (IBSA)	Detailed Survey of flora and fauna for North West mining district
<input type="checkbox"/>	ISA-0001049	Index of Biodiversity Surveys for Assessments (IBSA)	White Cockatoos numbers in the midwest region bordering mine plan development

Selected records

ISA-0001045

[Cancel](#) [Add](#)

Important: Clicking the **Create new survey** button will kickstart a separate EO submission process outside of this current compliance submission. If you choose to do this, make sure you save your current compliance submission first before creating the new survey, so you can return and complete it later.

6. If you have **legacy survey details** that you want to include, add this accordingly.
7. Click **Save** and then **Next** to continue or click **Save and Exit** at the top of the page if you want to leave your application and return at a later time.

3.6 Review and submit

The **Review and submit** section is the final step before you submit your **compliance submission**. Use this page to confirm all information is correct and that you have attached the required documents.

1. Click to expand and review each section:
 - Submission details
 - Attachments
2. Select **Edit** (the pencil icon) if you need to make changes. This will take you to the section page.

Review and submit

Please review the information you have provided.

▶ **Submission details**

▶ **Attachments**

It is an offence under section 112 of the *Environmental Protection Act 1986* for a person to give information on this form that to their knowledge is false or misleading in a material particular.

Annual audit compliance reports (AACRs) can only be signed by the licence holder or an authorised person with the legal authority to sign on behalf of the licence holder.

Confirmation

Please complete the declaration below.

confirm that the information contained in APP-0712545 is true and correct as of today.

[Previous](#) [Submit](#)

3. Read the declaration(s) and confirm you are authorised to submit the report by selecting the declaration checkbox(es).
4. Select **Submit**. When prompted, confirm submission (**Important Notice**).

3.7 Submission confirmation

After submitting, a page will display your reference number (APP-xxxxxxx). Note this reference number for your records.



4 Support and troubleshooting

If you encounter any issues or require additional help while using this guide, there are several support options available to assist you.

Account and login

For help with accessing your account, resetting your password, or resolving login error, a self-service guide is available on [Environment Online – Get started](#).

Guidance and help materials

A wide range of related materials, resources and user guides are also available on the [Environment Online website](#). We encourage you to explore these for further guidance.

Contact support

For EO technical or system-related assistance, you can reach out to our support team during business hours 8.30 am – 4.30 pm, Monday to Friday via [Environment Online – Support](#) and select your support type enquiry.

Submit feedback or issues

You can also log issues, suggestions or feedback through the [Environment Online – Issues and feedback](#) by selecting your enquiry type. This helps us improve and address common challenges faced when using the system.

