

Environment Online

Reference guide – Submit an Environmental Scoping Document

Version 3.0 current as published on 12 March 2025



Government of Western Australia
Department of Water and Environmental Regulation

Prerequisites

The EPA uses an Environmental Scoping Document (ESD) to define the following proposal-specific environmental review requirements, as required by s.40(3) form. The environmental review should include:

- the preliminary key environmental factors that the proponent needs to address, the required work (including studies and investigations) that the proponent needs to carry out
- indicative timing of the environmental review
- the procedures for how the proponent should undertake the review, including making the Environmental Review Document available for public review (if specified in the public record required by s.39(1)).

The EPA will publish the Environmental Scoping Document once it is approved.

To create or update an ESD in Environment Online, you must be a registered individual or entity. Refer to the following Reference Guides to create your profile and log in to Environment Online:

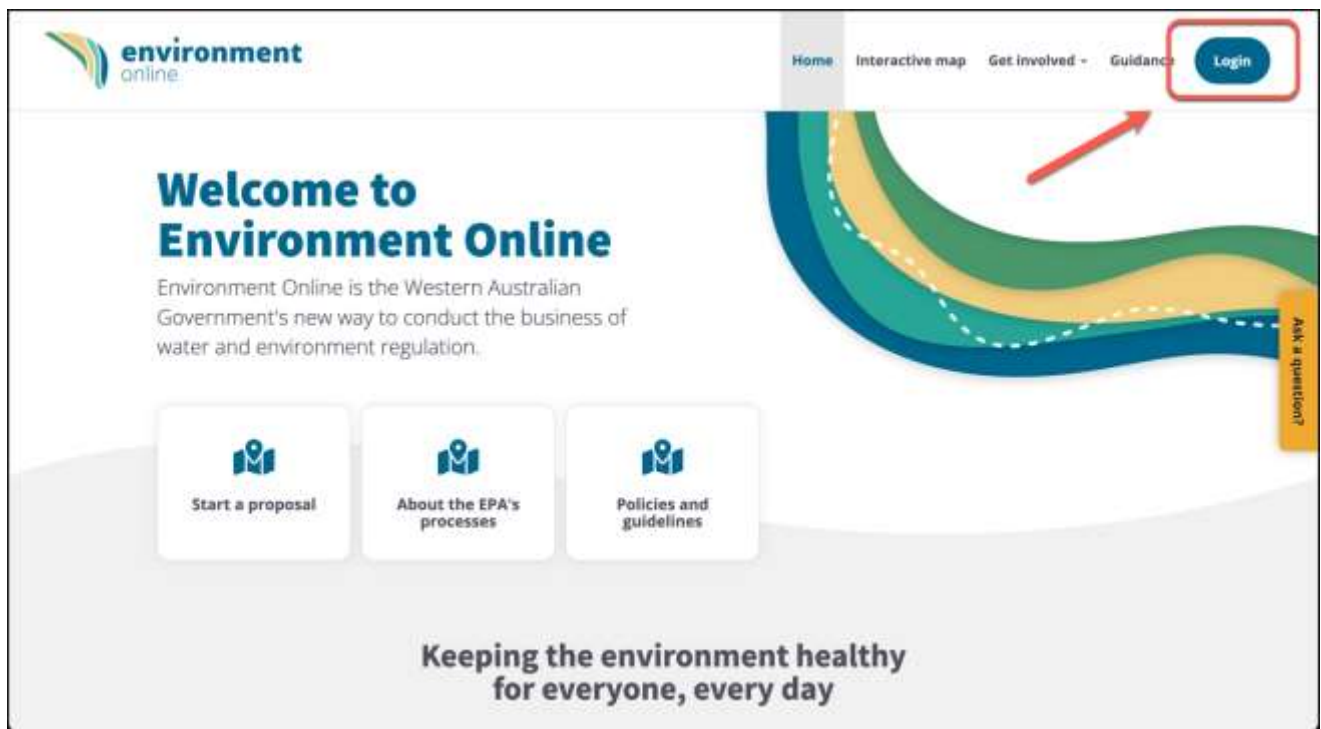
- Log in to Environment Online as an Individual user
- Log in to Environment Online as a Business user

If you are unsure what information is required, consult the knowledge database, or request a pre-application meeting. Both options are available within Environment Online.

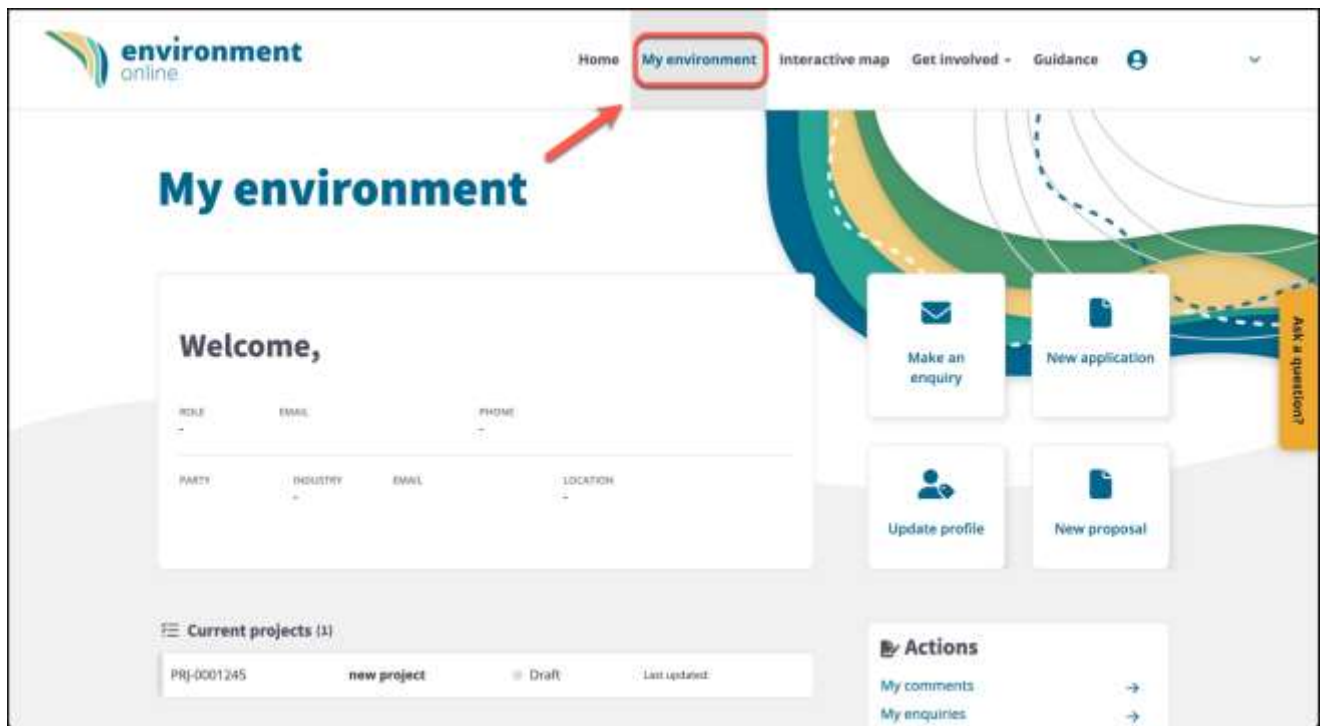
You must be logged in to Environment Online to create an application.

Create an application

1. Log in to **Environment Online**.



2. Navigate to **My environment** to view your current applications.



3. Scroll down to the **Tasks** list, then select the **Complete & Submit Environmental Scoping** task.

Tasks (9)

ESD-0001005

Complete & Submit Environmental Scoping - APP-0001303

Not Started

Due: Not Specified

PAY-0001018

Complete Payment for Application - APP-0001303

Unpaid

Due: Not Specified

RFI-0001201

Respond to Request for Information - APP-0001303

Not Started

Due: 30 Jun 2022

ERD-0001267

Complete & Submit Environmental Review - PRO-0001072

Not Started

Due: Not Specified

APP-0001303

Complete & Submit Application - APP-0001303

In Progress (Draft)

Due: Not Specified

Applications (1)

APP-0001303

APP-0001303 - A new proposal

Submitted

Last updated 23 Jun 2022, 2:49pm

Enquiries

No results

4. Familiarise yourself with the **Environmental Scoping Document** page. Download the required checklist and review the provided instructions, then select **Continue**.

environment online

Home My environment Interactive map Get involved - Guidance

Environmental Scoping Document

This scope is used by the EPA to specify the form, content, indicative timing, and procedure of the environmental review to meet the requirements of s. 40(3) of the EP Act. The Environmental Scoping Document outlines the preliminary key environmental factors, any specific work required and key areas of focus for the environmental review. The Environmental Scoping Document also includes an indicative outline of the timing of the environmental review (indicative timeline), which the EPA is required to publish under s. 40(3).

This place contains placeholder text. Some help on environmental scoping document help section. ETC ETC

Before you begin

- ✓ Download the Environmental Scope checklist
 - Get a list of things you'll need to do and have ready to complete the form. You'll need to make sure you have **created a proposal** or make one when you start.
 - [Download checklist](#)

Review important guidelines and instructions

Ensure you get things right for the best possible outcome.

- [Relevant Environmental Factors](#)
- [Matters of National Significance](#)
- [Guidelines and procedures](#)

Important

Confidential information must be submitted in an attachment, it is the EPA's discretion as to whether something remains confidential.

Continue

↑

5. On the **Indicative timeline** page, select the **drop-down menu**, then choose **Edit** to edit each date milestone.

Indicative timeline

The following table contains the key assessment milestones which outlines the indicative timeline of the environmental review agreed between the EPA and the proponent. Please provide indicative dates for all proponent milestones below:

Timeline Order ↑	Party	Milestone	Date
01	EPA	EPA decided to assess level of assessment set	
02	EPA	EPA approves Environmental Grouping Document	
03	Proponent	Proponent submit first draft of Environmental Review Document	
04	EPA	EPA provide comment on first draft of Environmental Review Document to work from receipt of EROD	
05	Proponent	Proponent submit revised draft Environmental Review Document	
06	EPA	EPA approve report of Environmental Review Document for public review (2 weeks from EPA approval of EROD)	
07	Proponent	Proponent submit Environmental Review Document for public review	

6. Each milestone includes a:
- Name
 - Entity
 - Milestone
 - Date
7. Provide a date and then select **Save & return**.

Edit Milestone Date

Name *
Milestone 1

Entity
EPA

Milestone *
EPA decided to assess - level of assessment set

Date *
DD/MM/YYYY

Save & return

8. Select **Next** when all milestone dates have been updated.

Environmental Scope
PRO-0001072 - A new proposal

Indicative timeline

The following table contains the key assessment milestones which outlines the indicative timeline of the environmental review agreed between the EPA and the proponent. Please provide indicative dates for all proponent milestones below:

Name ↑	Party	Milestone	Date
Milestone 1	EPA	EPA decided to assess – level of assessment set	25/06/2022
Milestone 10	EPA	EPA completed its assessment	25/06/2022
Milestone 11	EPA	EPA provided report to the Minister for Environment	25/06/2022
Milestone 12	EPA	EPA report published	25/06/2022
Milestone 13	EPA	Appeals period closed	25/06/2022
Milestone 2	EPA	EPA approved Environmental Scoping Document	25/06/2022
Milestone 3	EPA	EPA requested Additional information including Environmental Review Document	25/06/2022
Milestone 4	Proponent	EPA received Additional Information including Environmental Review Document	25/06/2022
Milestone 5	EPA	EPA accepted Additional Information including Environmental Review Document	25/06/2022

Save and Exit **Next**

Help

Pages

- Step-by-step through the proposal assessment process

Forms & Templates

- Step-by-step through the proposal assessment process

Guidelines & Procedures

- Step-by-step through the proposal assessment process

9. On the **Work items** page, review the instructions, then select the **Add Item** button.

Environmental Scope
PRO-0001072 - A new proposal

Work items

The following table includes the proposal specific additional work required as it relates to preliminary key environmental factor/s. To complete the environmental review you will need to do all standard work items outlined in the: **How to complete an environmental review guideline**, as well as the items outlined in the following table. Please add all additional work items to be carried out as part of this Environmental Review. Some words about cumulative and mnes....

Specific additional work items

These are specific to your proposal and are separate from the standard scope work items.

Add Item

Help

Pages

- Step-by-step through the proposal assessment process

Forms & Templates

- Step-by-step through the proposal assessment process

Guidelines & Procedures

- Step-by-step through the proposal assessment process

10. Add the **Scope Work Item**. Each item must include:
- a. Related Environmental Factor

- b. Description of the work being completed
- c. Cumulative Impact Assessment acknowledgement
- d. Relation to the Matter of National Environment Significance

11. Select **Add work item**

The screenshot shows a web application interface with a sidebar on the left containing a vertical timeline with four steps: 'Indicative timeline', 'Work items', 'Decision making authorities', and 'Review & submit'. The 'Work items' step is currently selected. A modal window titled 'Add Scope Work Item' is open in the center. The modal contains the following fields and controls:

- Select related Environmental Factor ***: A dropdown menu with a downward arrow. A red callout bubble labeled 'a' points to this field.
- Describe ***: A text input field with a placeholder that reads 'Provide an explanation of the work you will do. Example: Level 2 survey of flora & vegetation to be conducted over the months from June - October, etc etc..'. A red callout bubble labeled 'b' points to this field.
- Will this be part of a Cumulative Impact Assessment? ***: A question with a subtext 'Some guiding information...'. Below it are two buttons: 'No' (highlighted in blue) and 'Yes' (disabled). A red callout bubble labeled 'c' points to the 'No' button.
- Does this relate to a Matter of National Environment Significance? ***: A question with a subtext 'If you are unsure check relevant article explaining...'. Below it are two buttons: 'No' (highlighted in blue) and 'Yes' (disabled). A red callout bubble labeled 'd' points to the 'No' button.
- Add work item**: A blue button at the bottom of the modal, which is highlighted with a red rounded rectangle.

On the right side of the background, there is a section titled 'Guidelines & Procedures' with some partially visible text.

12. Select **Next**, after all work items have been added.

Environmental Scope
PRO-0001072 - A new proposal

Indicative timeline

Work items

Decision making authorities

Review & submit

Work items

The following table includes the proposal specific additional work required as it relates to preliminary key environmental factor/s. To complete the environmental review you will need to do all standard work items outlined in the: [How to complete an environmental review guideline](#), as well as the items outlined in the following table. Please add all additional work items to be carried out as part of this Environmental Review. Some words about cumulative and mnes....

Specific additional work items

These are specific to your proposal and are separate from the standard scope work items.

Add Item

Scope Number	Factor	Description	Cumulative	MNES
SCF-0001007	Coastal Processes	Description	No	No

Previous Save and Exit **Next**

13. On the **Decision making authorities** page, review the Decision Making Authority, then select **Next**.

Environmental Scope
PRO-0001072 - A new proposal

Indicative timeline

Work items

Decision making authorities

Review & submit

Decision making authorities

Please ensure the information you have provided (below) about all decision making authorities is still current and accurate.

Approvals Required

Add DMA's

DMA Name	Agency	Legislation
Dr Andrew Robertson	Chief Health Officer	Health Act 1911

Previous Save and Exit **Next**

14. On the **Review and submit** page, review the submission for accuracy. Be sure to review:
- a. Environmental factors (considerations)
 - b. Indicative timeline
 - c. Specific additional work items
 - d. Decision Making Authorities
15. Select the **checkbox** to confirm that the Environmental Review will be provided in accordance with the instructions (linked).

16. Select **Submit scope for review**.



LISABETH PETT
Environmental Scope
PRD-0023105 - Proposal 3 (Ver. 1.00)
(APP-0003614)

Indicative timeline

Work items

Decision making authorities

Review & submit

Review and submit

Please ensure the information below is accurate and complete.

Environmental factors (considerations)

- Air quality
- Benthic communities and habitats
- Coastal processes
- Flora and vegetation
- Greenhouse gas emissions
- Human health
- Inland waters
- Landforms
- Marine environmental quality
- Marine fauna

Indicative timeline

The following table contains the key assessment milestones which outlines the indicative timeline of the environmental review agreed between the EPA and the proponent. Please provide indicative dates for all proponent milestones below.

Sort Order	Party	Milestone	Date
There are no records to display.			

Specific additional work items

The following table includes the proposal specific additional work required as it relates to primary key environmental factor/s. To complete the environmental review you will need to do all **standard work items** outlined in the 'How to complete an environmental review guideline', as well as the items outlined in the following table. Please add all additional work items to be carried out as part of this Environmental Review.

Specific additional work items

These are specific to your proposal and are separate from the standard scope work items.

Scope Number	Factor	Description	Cumulative	MNES
SCP-0001499	Benthic Communities and Habitats	Description	No	No

Decision Making Authorities

Please ensure the information you have provided (below) about all decision making authorities is still current and accurate.

Approvals Required

DMA Name	Agency	Legislation
My Terry Hill	AV Chief Executive Officer, Department of Primary Industries and Regional Development	Fish Resources Management Act 1994

Acknowledge & Submit

☐ I agree that the EPA requires the content of the Environmental Review is provided in accordance with the Instructions: [How to complete an Environmental Review](#)

I confirm that I am authorised and have delegated authority to submit this application and engage in communication with the EPA and the Department of Water and Environmental Regulation regarding this application.

Save

Previous

Submit scope for review

Help

Pages

- Step-by-step through the proposal assessment process

Forms & Templates

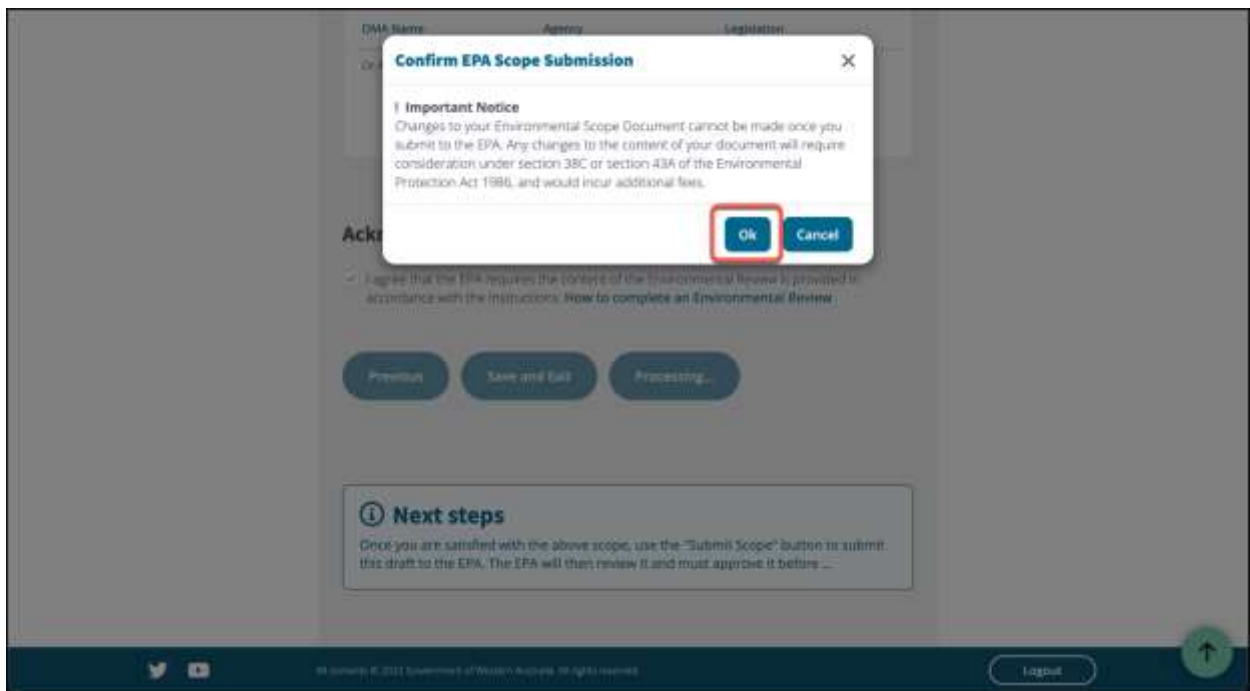
- Step-by-step through the proposal assessment process

Guidelines & Procedures

- Step-by-step through the proposal assessment process

OFFICIAL

17. Select **Ok** to confirm the ESD Submission.



18. A validation page will appear. If your submission is valid, you will be forwarded to the **Thank you** page. If your submission is not valid, return to the identified section to amend and re-submit.
19. On the **Thank you** page, take note of the **ESD reference number**, then select **My environment**.

