

Environment Online

Reference guide – Create a proposal

Version 3.0 current as published 19 June 2024



Prerequisites

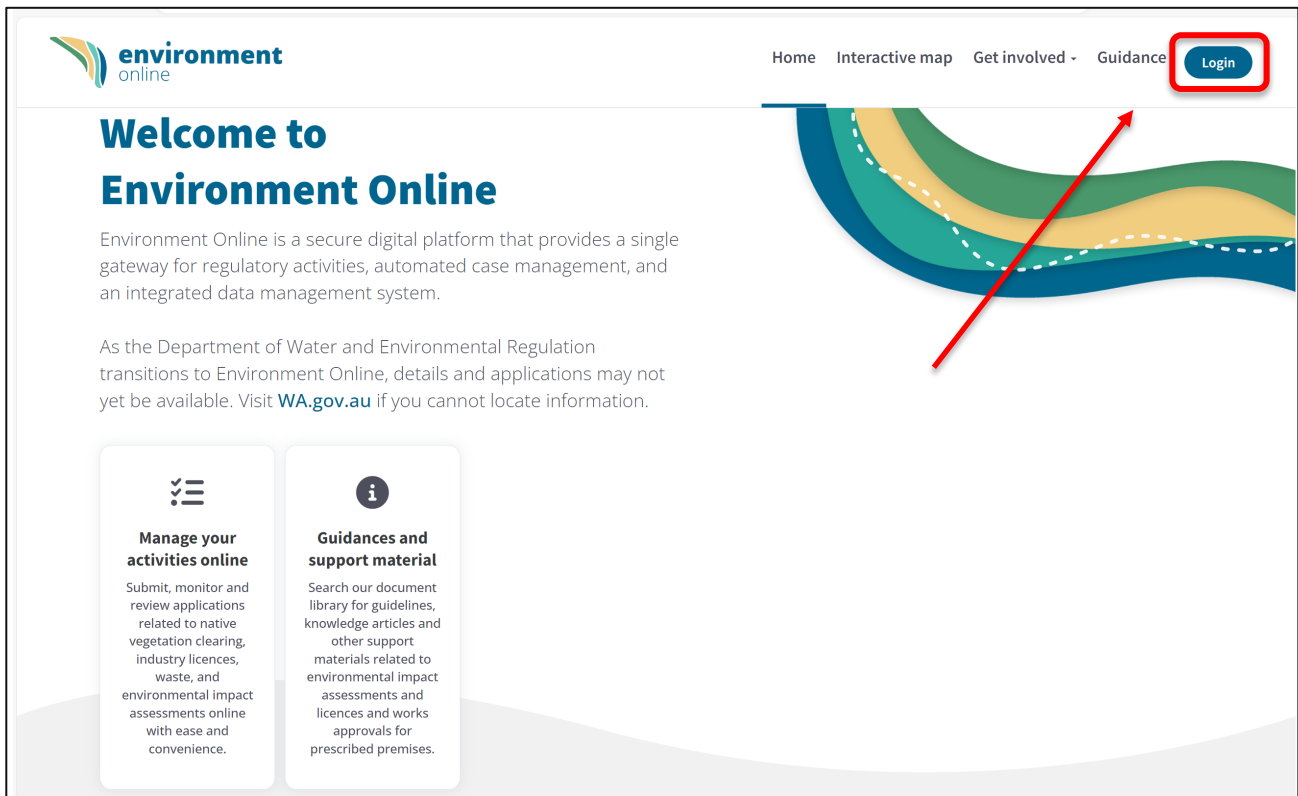
To create a proposal in Environment Online, you must be a registered individual or entity. Refer to the Get Started Guide for details on how to register.

Before creating a proposal, a project needs to be linked. Refer to the *Reference Guide – Create a Project*.

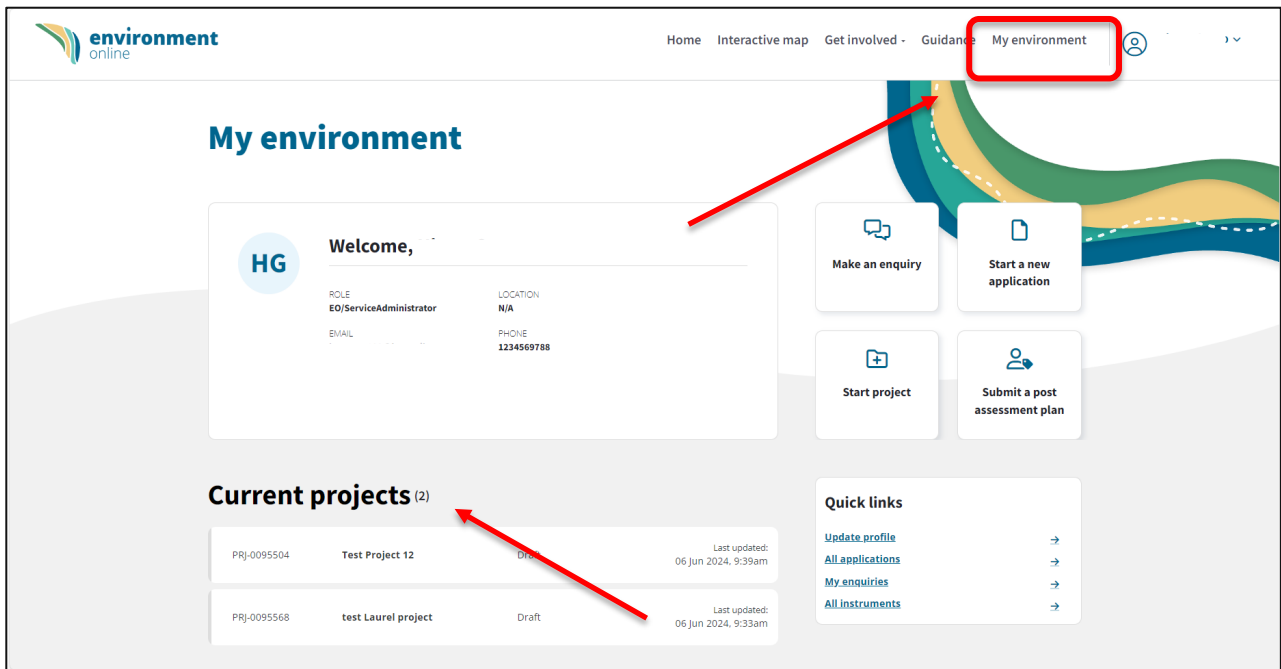
You must be logged in to Environment Online to create a proposal.

Create a proposal

1. Log in to **Environment Online**

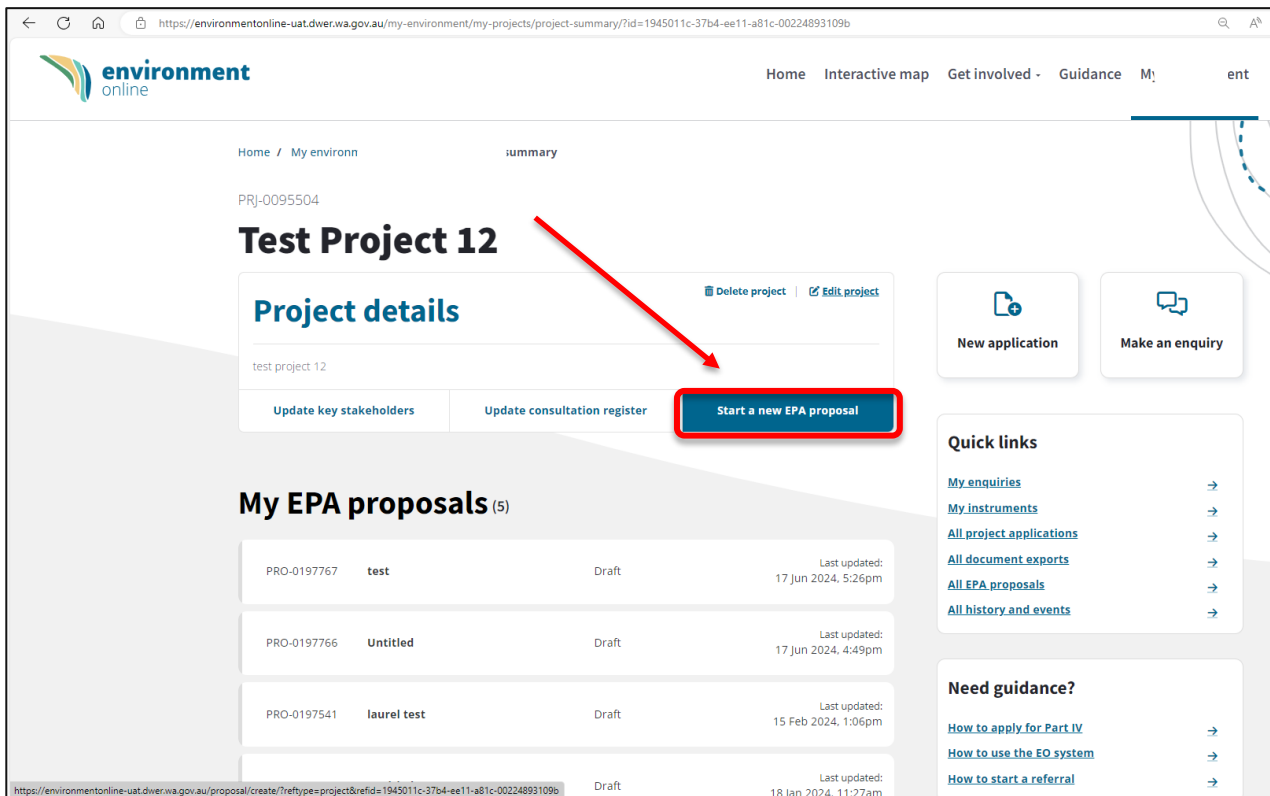


2. Navigate to **My environment** to view your current projects and applications.



3. Select the relevant project from the **Current projects** list above.

4. Select **Start a new proposal**.



5. From the **Proposal details** page, select the project relating to your new proposal from the drop-down selection.
- a. **Note:** If there is not an existing project, create a project before continuing.

environment
online

Home Interactive map Get involved - Guidance My environment

Proposal details

Related project

A proposal must have an overarching project that it falls under.
A project is an overarching project outline on what you intend to do. The project includes a name and high-level description of a proposed activity.
Creating a project in the EO Portal allows us to associate multiple proposals, applications, and other approvals processes across the business with a single project. This will ensure that separate business processes can occur in parallel (where appropriate) for an integrated approvals pathway.

Select a project *
Select the project that this proposal relates to. Create a new project if it does not relate to an existing project.

Test Project 12

Create a new project

Proposal

The information you provide in this proposal will include your project timeline, stages and other relevant information.

Industry sector *
Select the industry sector that most closely relates to your proposal.

Construction

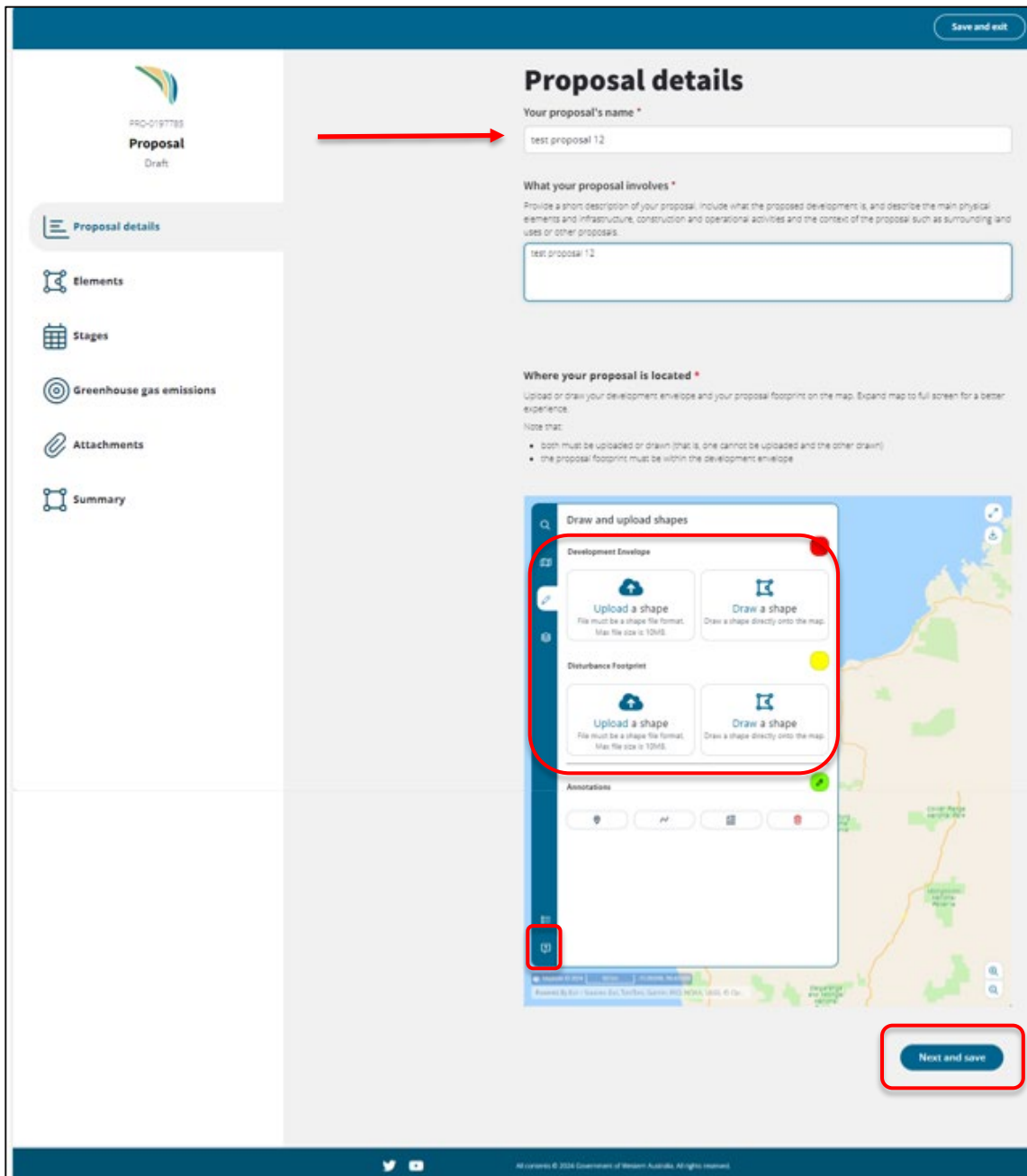
Industry *
Select the industry that primarily relates to your proposal.

Construction Services

Create proposal

6. Enter the **Industry sector** and **Industry** by selecting the options from the drop-down menu, then select **Create proposal**.

7. Enter the proposal's name and a short description of the proposal.



8. Enter the location of the proposal on the interactive map.

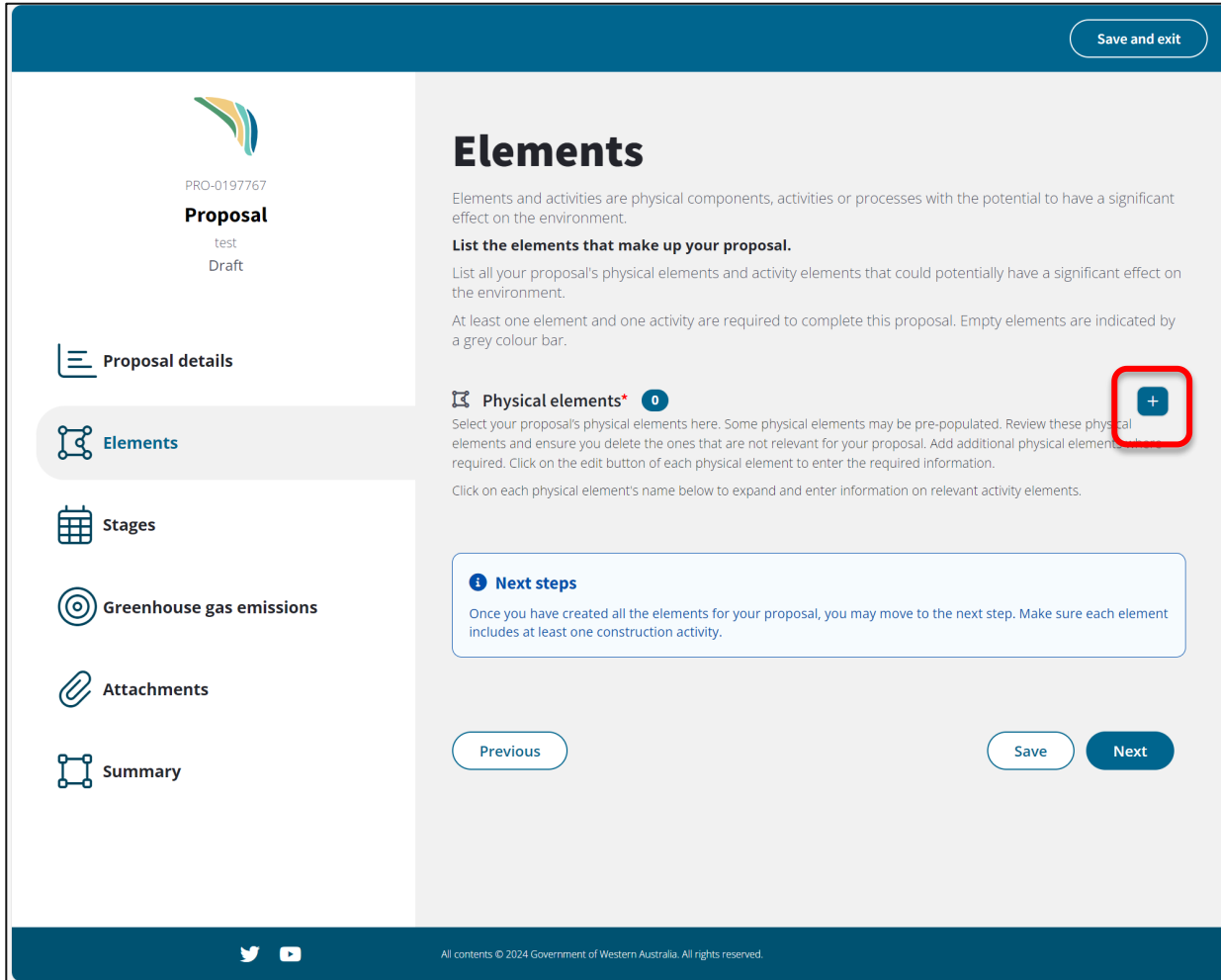
- a. To access the interactive map guide, select the **question mark icon**.
- b. The location must include:
 - i. one development envelope
 - ii. one disturbance footprint

9. Select **Upload or draw shape**, then draw the boundaries or upload a Shapefile.

- a. Take note of the Shapefile requirements.

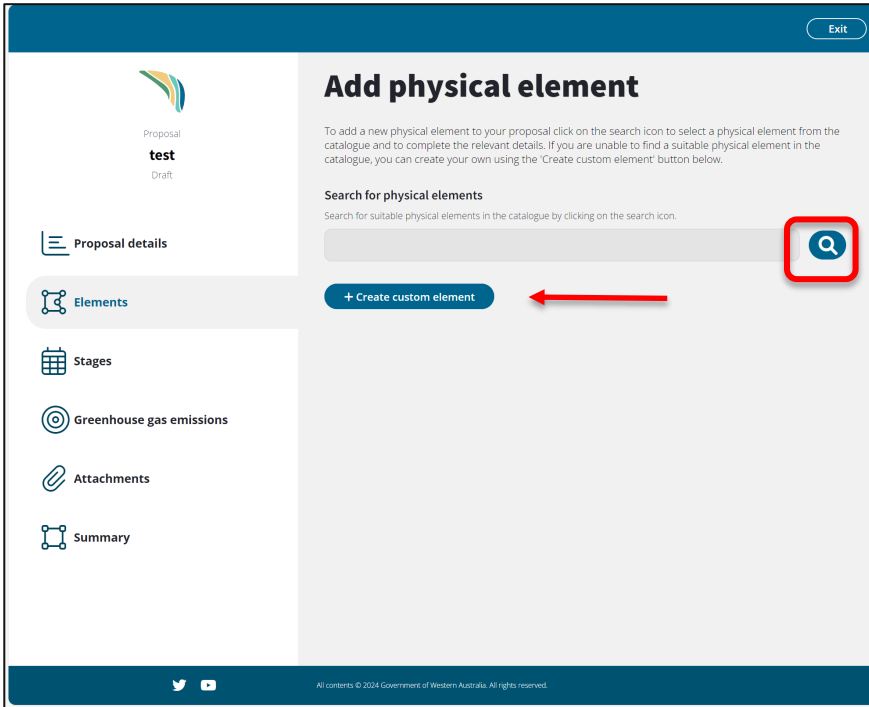
- b. Both development and footprint shapefiles can be drawn on the interactive map, or both uploaded (The development and footprint Shapefiles must be in the same format).

10. After adding the location, development envelope and disturbance footprint, select **Next and save**.

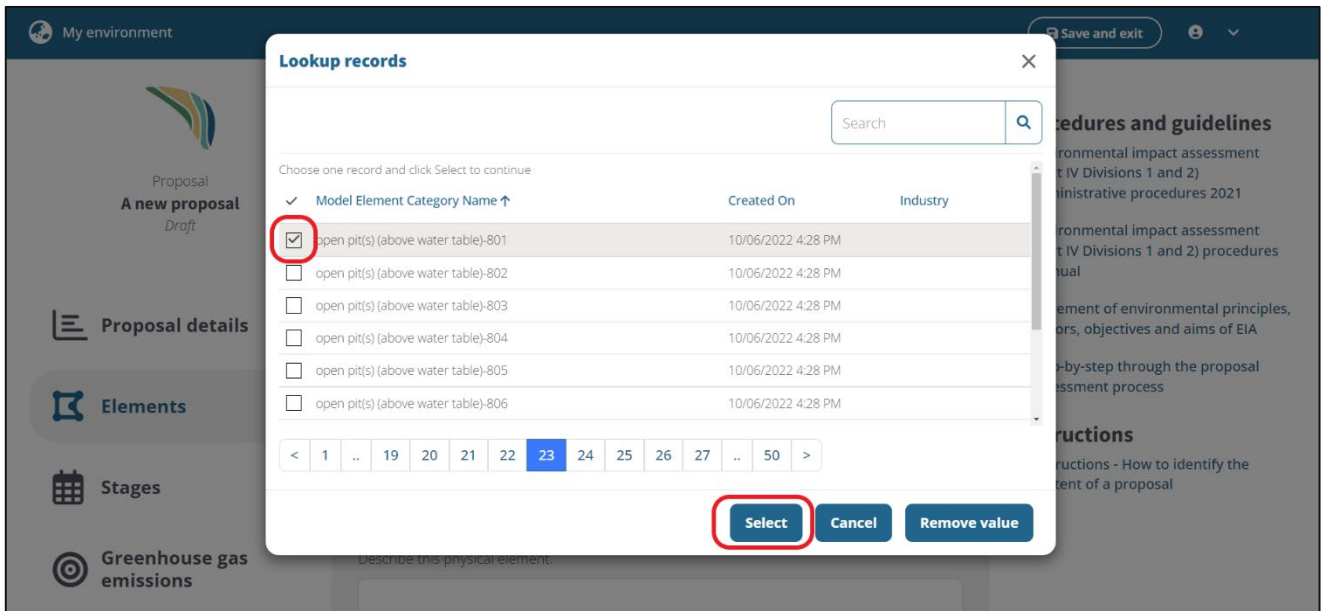


11. On the Elements page, select the **plus icon** to add the **Physical elements** of the proposal, you must add at least one element and one activity.
 - a. Depending on the **industry sector** and **industry** chosen, some **elements** may be pre-populated. This is not a complete list, and **Elements** should be added and deleted as relevant to your proposal.
 - b. **Note:** Follow the instructions and guidelines provided to identify the content of the proposal.

- Add element types by using the existing catalogue or creating custom element types. To search for a current element, select the **magnifying glass icon** to display the available records, enter your search term and then select the **magnifying glass icon** or press enter to display search results.
- If the appropriate element does not exist, create a **custom element type**.

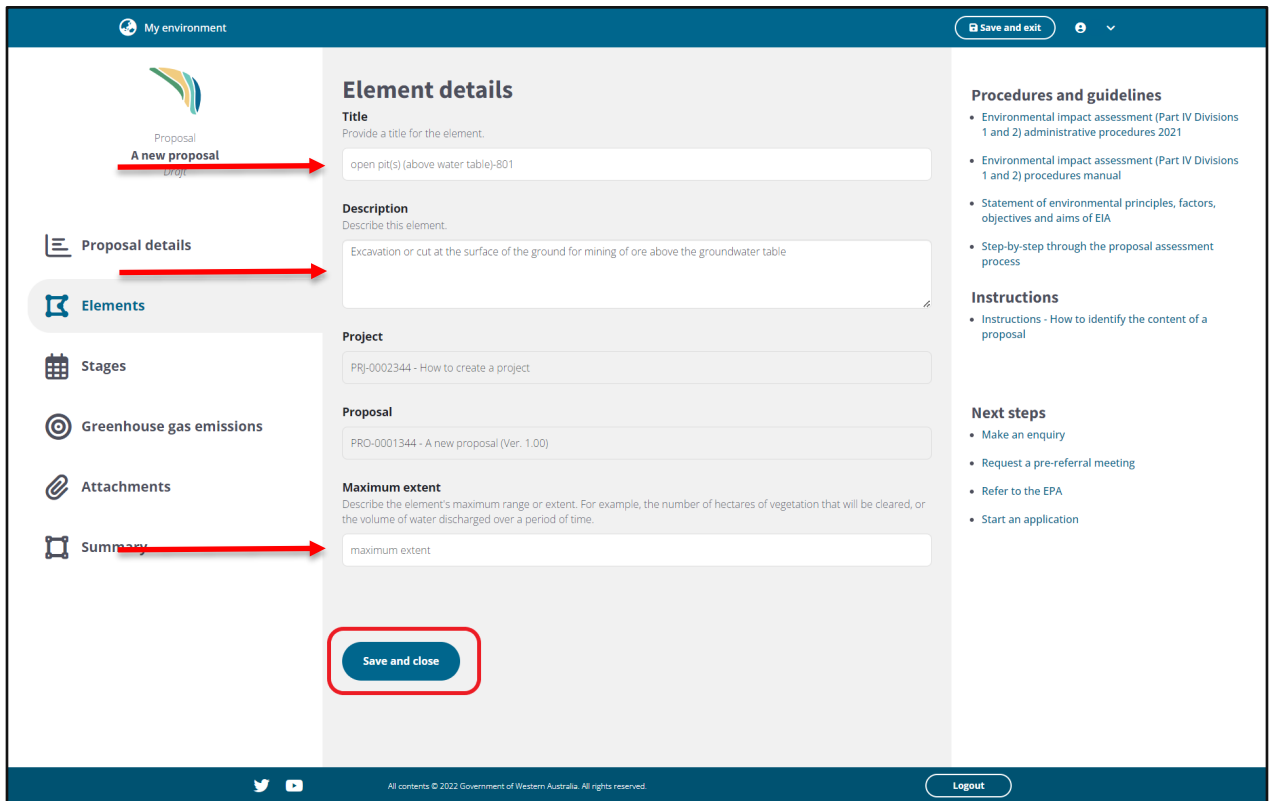


- Choose applicable elements by using the **checkboxes**, then choose **Select**.



15. Add the **Maximum extent**, then select **Save and close**.

Note: When creating custom elements, the **Title**, **Description** and **Maximum extent** must be provided.



16. Each physical element requires **Activity elements**. Select the **plus icon** to add an **Activity element**.
- a) Depending on previous information entered, some **Activity elements** may be pre-populated. This is not a complete list, so ensure you delete and add **Activity elements** as relevant to your proposal.
 - b) Note: once the activity elements are added, you can minimise the **Activity elements** displayed by clicking the small down arrow.

PRO-0197767
Proposal
test
Draft

Proposal details

Elements

Stages

Greenhouse gas emissions

Attachments

Summary

Elements

Elements and activities are physical components, activities or processes with the potential to have a significant effect on the environment.

List the elements that make up your proposal.

List all your proposal's physical elements and activity elements that could potentially have a significant effect on the environment.

At least one element and one activity are required to complete this proposal. Empty elements are indicated by a grey colour bar.

Physical elements* 1

Select your proposal's physical elements here. Some physical elements may be pre-populated. Review these physical elements and ensure you delete the ones that are not relevant for your proposal. Add additional physical elements where required. Click on the edit button of each physical element to enter the required information.

Click on each physical element's name below to expand and enter information on relevant activity elements.

test Agriculture, Forestry and Fishing

Activity elements* 0

Select your proposal's activity elements here. Some activity elements may be pre-populated. Review these activity elements and ensure you delete the ones that are not relevant for your proposal. Add additional activity elements where required. Click on the edit button of each activity element to enter the required information.

Next steps

Once you have created all the elements for your proposal, you may move to the next step. Make sure each element includes at least one construction activity.

Previous Save Next

17. Choose the activity **Phase** by selecting the **drop-down arrow**.
18. Add a **Model Element Activity** by selecting the **magnifying glass icon** and either searching for or selecting from the checkbox options.
19. Confirm the **Title** is accurate or add a **Title** if you are unable to find an element activity in the catalogue.
20. Add a description of the maximum extent.
21. Select **Save and close**.

[Exit](#)

Add an activity element

To add a new activity element to your proposal click on the search icon to select an activity element from the catalogue. If you are unable to find a suitable activity element in the catalogue, you can create your own by completing the 'Title' field.

Physical element
ELE-0051936 - tree

Phase *
Select which phase of your proposal applies to this activity element.

Construction ▼

Model Element Activity
Search for the activity in the catalogue by clicking on the search icon.

Blasting ✕ 🔍

Title *
Provide a title for this activity element if you are unable to find the activity in the catalogue.

Blasting

Maximum extent, capacity or range *
Provide the activity element's maximum extent, capacity or range. Describe the location of the activity element and indicate which of the attached figures shows this element. Note maps and figures can be uploaded in the 'Attachments' step.

test

[Save and close](#)

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22. In the **Elements** page, confirm that all **Physical elements** and **Activity elements** have been added, then select **Next**.

PRO-0197785
Proposal
test proposal 12
Draft

Proposal details

Elements

Stages

Greenhouse gas emissions

Attachments

Summary

Elements

Elements and activities are physical components, activities or processes with the potential to have a significant effect on the environment.

List the elements that make up your proposal.

List all your proposal's physical elements and activity elements that could potentially have a significant effect on the environment.

At least one element and one activity are required to complete this proposal. Empty elements are indicated by a grey colour bar.

Physical elements* 1

Select your proposal's physical elements here. Some physical elements may be pre-populated. Review these physical elements and ensure you delete the ones that are not relevant for your proposal. Add additional physical elements where required. Click on the edit button of each physical element to enter the required information.

Click on each physical element's name below to expand and enter information on relevant activity elements.

tree Construction

Activity elements* 1

Select your proposal's activity elements here. Some activity elements may be pre-populated. Review these activity elements and ensure you delete the ones that are not relevant for your proposal. Add additional activity elements where required. Click on the edit button of each activity element to enter the required information.


Blasting Construction

Next steps

Once you have created all the elements for your proposal, you may move to the next step. Make sure each element includes at least one construction activity.

Previous Save **Next**

23. On the **Proposal stages** page, add the required information, then select **Next** to proceed.



Proposal

Draft

- Proposal details
- Elements
- Stages**
- Greenhouse gas emissions
- Attachments
- Summary

Proposal stages

Maximum proposal life
What is the expected life of this proposal in years?

Estimated proposal start date

Estimated proposal end date

Construction phase
How long is the planned construction phase of this proposal in years?

Commissioning
Provide any commissioning details you have at this time.

Operations phase
How long is the planned operations phase of this proposal in years?

Decommissioning phase
How long is the planned decommissioning phase (post operations) of this proposal in years?

Decommissioning
Provide any decommissioning details you have at this time.

Rehabilitation
Provide any rehabilitation details you have at this time.

Supporting evidence
Please attach any modelling, advice or plans to support the timelines you have outlined above.

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

Name ↑	Modified
Confidential	20/01/2023 11:13 AM
Shapefiles	20/01/2023 11:15 AM

[Save](#) [Previous](#) [Next](#)

[↑](#)

Procedures and guidelines

- Environmental Impact Assessment (Part IV Divisions 1 and 2) Administrative Procedures 2021
- Environmental Impact Assessment (Part IV Divisions 1 and 2) Procedures Manual
- Statement of Environmental Principles, Factors, Objectives and Aims of EIA
- Step-by-Step Through the Proposal Assessment Process

Instructions

- Instructions - How to Identify the Content of a Proposal

24. On the **Greenhouse gas emissions** page, add the total **Scope 1**, **Scope 2** and **Scope 3 emissions** (tonnes of CO₂-e) in whole numbers (no commas), as identified during the construction and operational phases of the proposal. Then select **Next** to proceed.

Greenhouse gas emissions

Scope 1 emissions are emissions released to the atmosphere as a direct result of an activity, or a series of activities at a facility level.

Scope 2 emissions are emissions from the consumption of an energy product.

Scope 3 emissions are indirect emissions, other than scope 2 emissions that are generated in the wider community. Scope 3 emissions occur as a consequence of the activities of a facility, but from sources not owned or controlled by that facility's business.

Construction

Total Scope 1 emissions
Estimate the total quantity (TCO₂-e) of Scope 1 emissions related to construction over your proposal's life.

Scope 1 emissions source and quantification method
Identify and quantify the sources of any Scope 1 emissions arising from your proposal. Provide how you calculated the quantity of emissions.

Total Scope 2 emissions
Estimate the total quantity (TCO₂-e) of Scope 2 emissions related to construction over your proposal's life.

Scope 2 emissions source and quantification method
Identify and quantify the sources of any Scope 2 emissions arising from your proposal. Provide how you calculated the quantity of emissions.

Total Scope 3 emissions
Estimate the total quantity (TCO₂-e) of Scope 3 emissions related to construction over your proposal's life.

Sources of Scope 3 emissions
Identify and quantify the sources of any Scope 3 emissions arising from your proposal. Provide how you calculated the quantity of emissions.

Operation

Total Scope 1 emissions
Estimate the total quantity (TCO₂-e) of Scope 1 emissions related to operations over your proposal's life.

Scope 1 emissions source and quantification method
Identify and quantify the sources of any Scope 1 emissions arising from your proposal. Provide how you calculated the quantity of emissions.

Total Scope 2 emissions
Estimate the total quantity (TCO₂-e) of Scope 2 emissions related to operations over your proposal's life.

Scope 2 emissions source and quantification method
Identify and quantify the sources of any Scope 2 emissions arising from your proposal. Provide how you calculated the quantity of emissions.

Total Scope 3 emissions
Estimate the total quantity (TCO₂-e) of Scope 3 emissions related to operations over your proposal's life.

Sources of Scope 3 emissions
Identify and quantify the sources of any Scope 3 emissions arising from your proposal. Provide how you calculated the quantity of emissions.

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- Step-by-Step Through the Proposal Assessment Process

Instructions

- Instructions - How to Identify the Content of a Proposal
- Environmental Factor Guideline: Greenhouse Gas Emissions

Save Previous **Next**

25.

26. Add any supporting **Attachments**, then select **Next**.

The screenshot displays the 'Attachments' step in a proposal submission process. On the left is a navigation sidebar with icons for Proposal, Draft, Proposal details, Elements, Stages, Greenhouse gas emissions, Attachments (highlighted), and Summary. The main content area is titled 'Attachments' and contains instructions on how to attach supporting evidence and a note about confidentiality. Below the text is a file management interface with 'Add files' and 'New folder' buttons. A table lists existing attachments: 'Confidential' and 'Shapefiles', both dated 20/01/2023. At the bottom of the main area are 'Save', 'Previous', and 'Next' buttons, with 'Next' highlighted by a red box. On the right side, there are sections for 'Procedures and guidelines' and 'Instructions'.

Attachments

Attach your supporting evidence here. This includes any plans or other information used to support your proposal.

To reduce the likelihood of necessity of Requests for Further Information (which may incur a fee), please ensure that the information provided in your attachments is consistent with the information entered into the fields of this proposal form.

If you wish to request that the EPA keep any or all of the proposal information confidential, please save this information in the folder marked "Confidential" and provide information to support your request. A request for confidentiality does not automatically exempt information from disclosure. Where the EPA agrees that the information is confidential, the EPA will not publish the confidential information as part of the referral information. Refer to section 2.6.3 of the EPA's Procedures Manual for further information.

Attach your supporting evidence here. This includes any plans or other information used to support your proposal.

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Name ↑	Modified
Confidential	20/01/2023 11:13 AM
Shapefiles	20/01/2023 11:15 AM

Buttons: Save, Previous, Next

27. Review the details of the proposal, scrolling down the page to confirm all items, then select **Save and exit** to return to the **My environment** page.

Save and exit

Proposal
test
Draft

Proposal Content Document

Please review the information you have provided. If you are completing this form as part of an application, click the 'Back to application' button at the end of this page to be re-directed back to your application to complete the remaining steps. If you would like to refer the proposal to the EPA click the 'Refer to the EPA' link in your right hand navigation pane.

Proposal Details

Proponent name	Address	ACN or ABN
Industry	Proposal type	Proposal name
Fishing, Hunting and Trapping	N/A	test
Summary/Description		
test		

Proposal Map

The map shows several National Reserves: Lochesda National Reserve, Warriedar Station Nature Reserve, and Marara National Reserve. A red polygon is overlaid on the map, and a grey rectangle is also visible.

28. To review the new proposal, select the related project from your **My environment** dashboard.

29. The new proposal will appear in the **My proposals** list.

