Environment Online

Reference guide – Create a proposal

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

Prerequisites

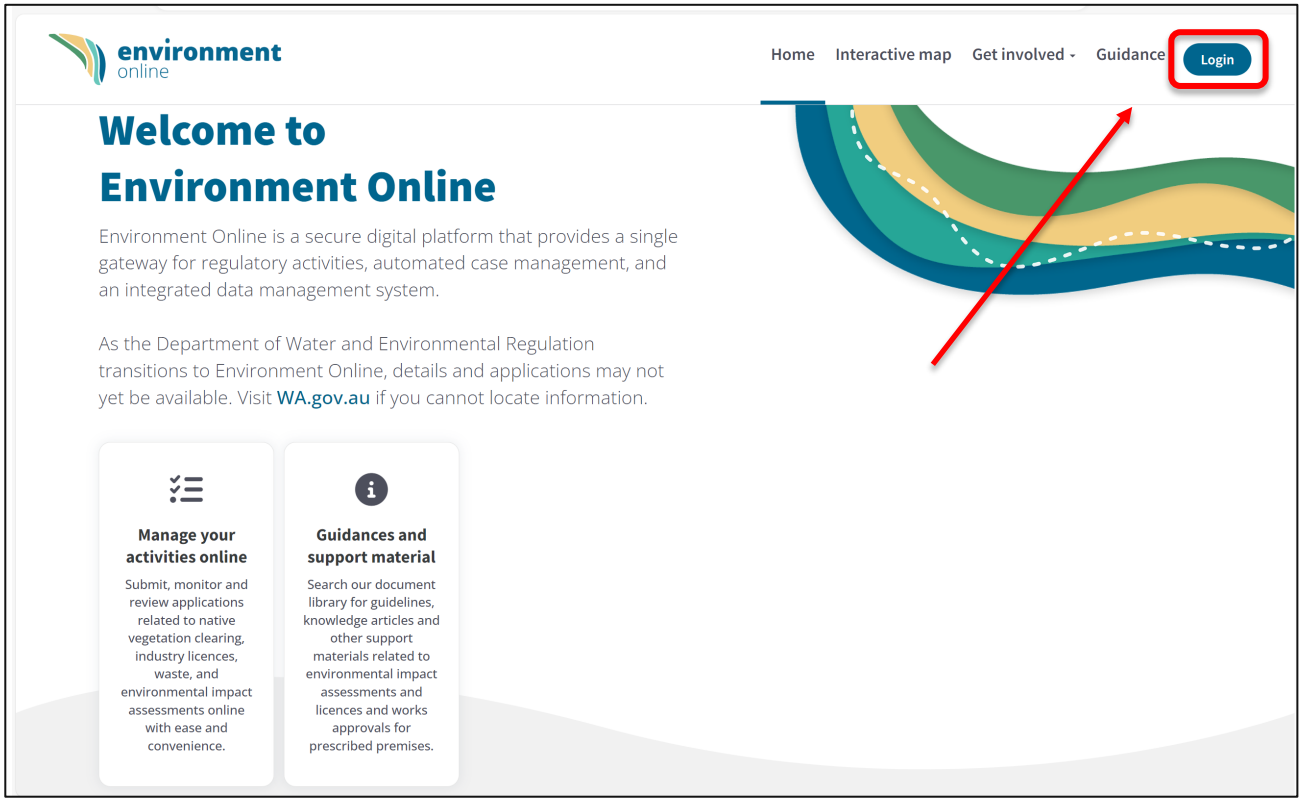
To create a proposal in Environment Online, you must be a registered individual or entity. Refer to the Get Started Guide for details on how to register.

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**



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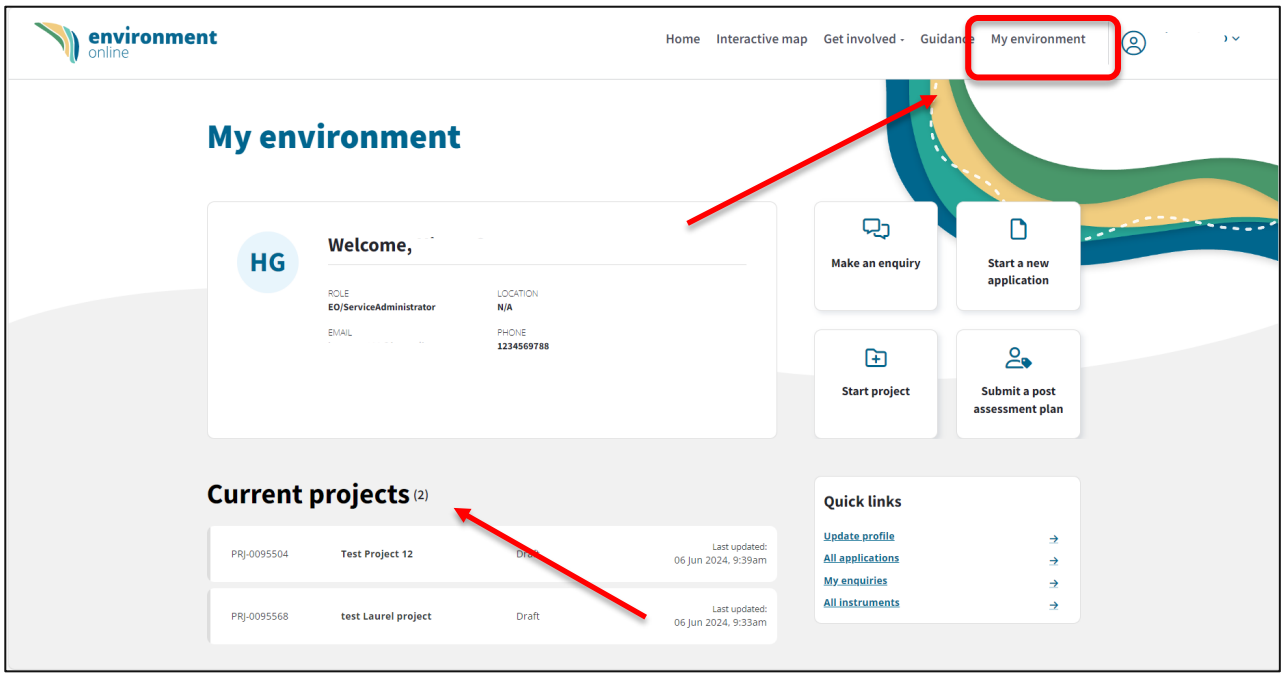
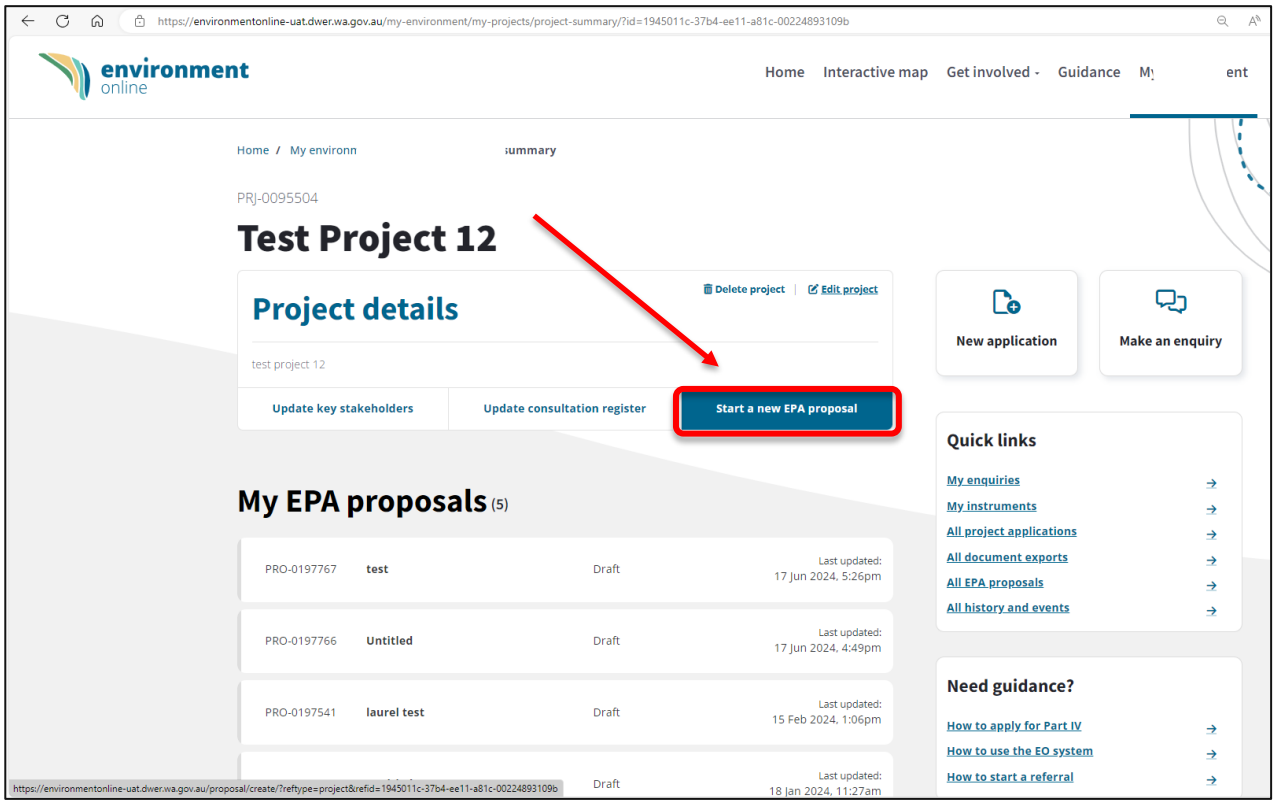
2. Navigate to **My environment** to view your current projects and applications.



3. Select the relevant project from the **Current projects** list above.
4. Select **Start a new proposal.**



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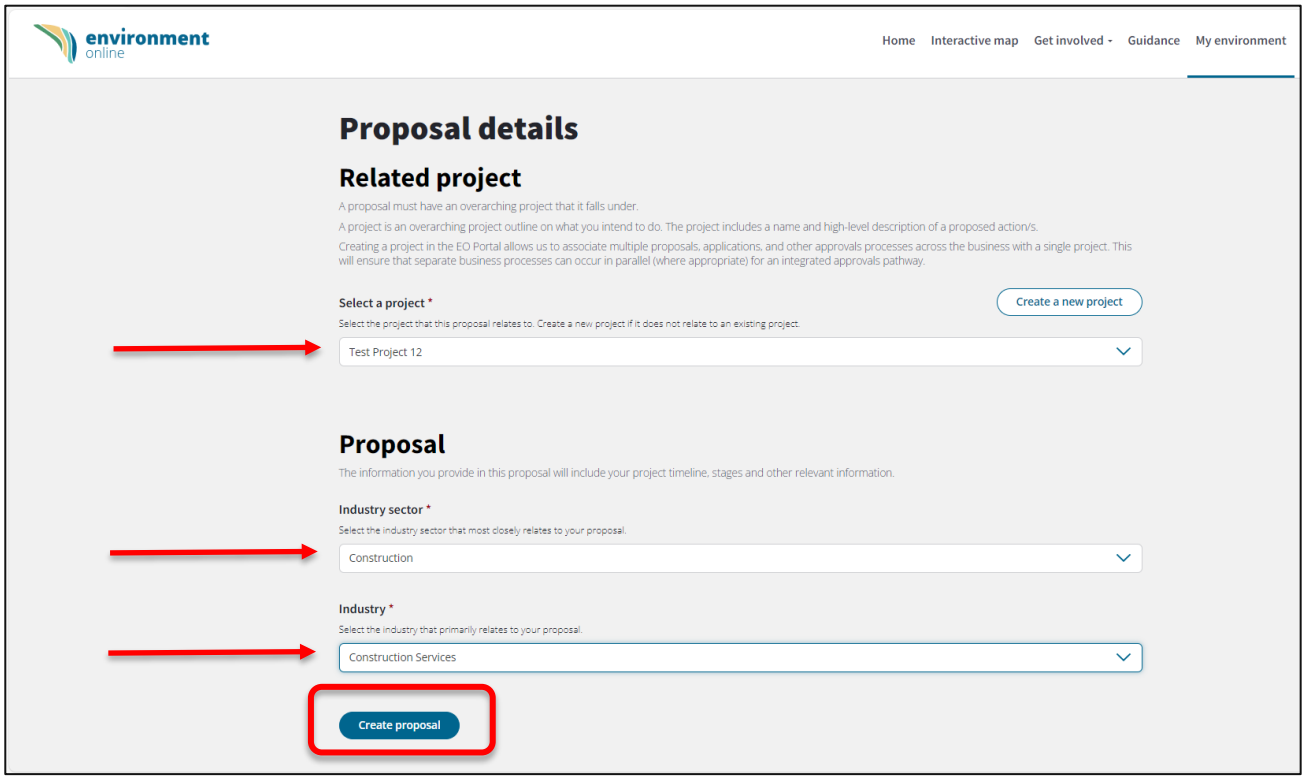
5. From the **Proposal details** page, select the project relating to your new proposal from the drop-down selection.
    a. **Note**: If there is not an existing project, create a project before continuing.



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

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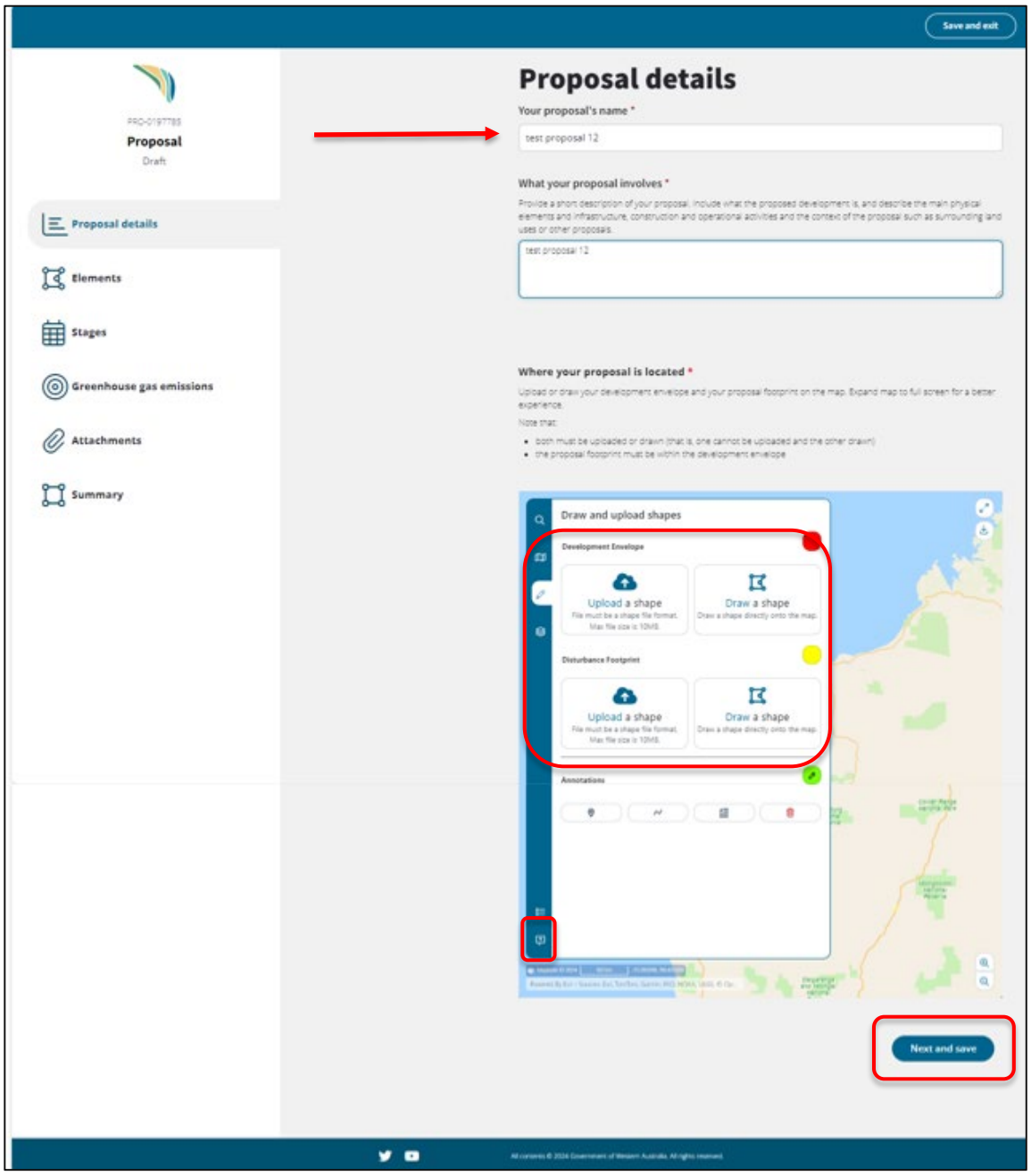
7. Enter the proposal's name and a short description of the proposal.



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.

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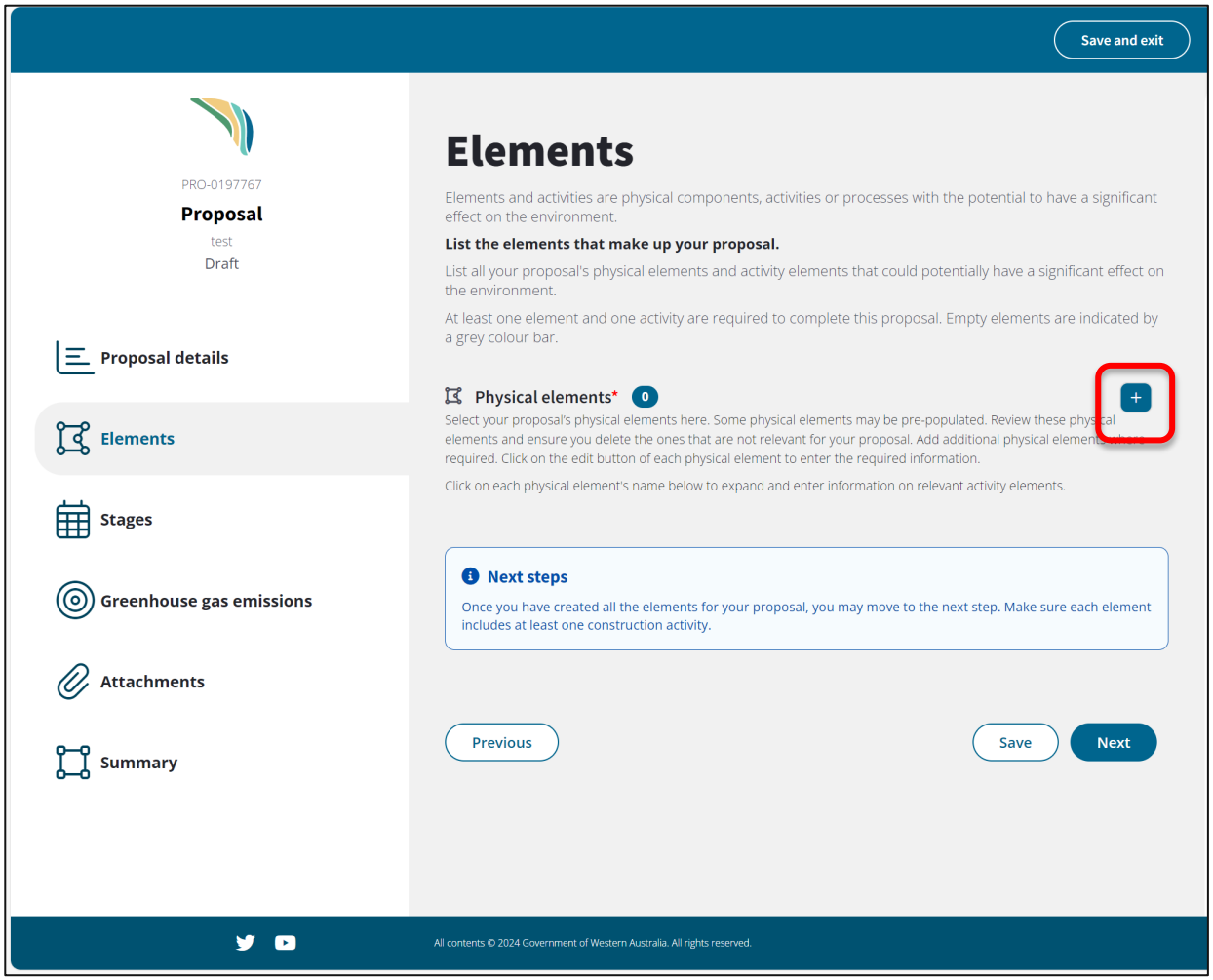
b. Both development and footprint shapefiles can be drawn on the interactive map, or both uploaded (The development and footprint Shapefiles must be in the same format).

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.

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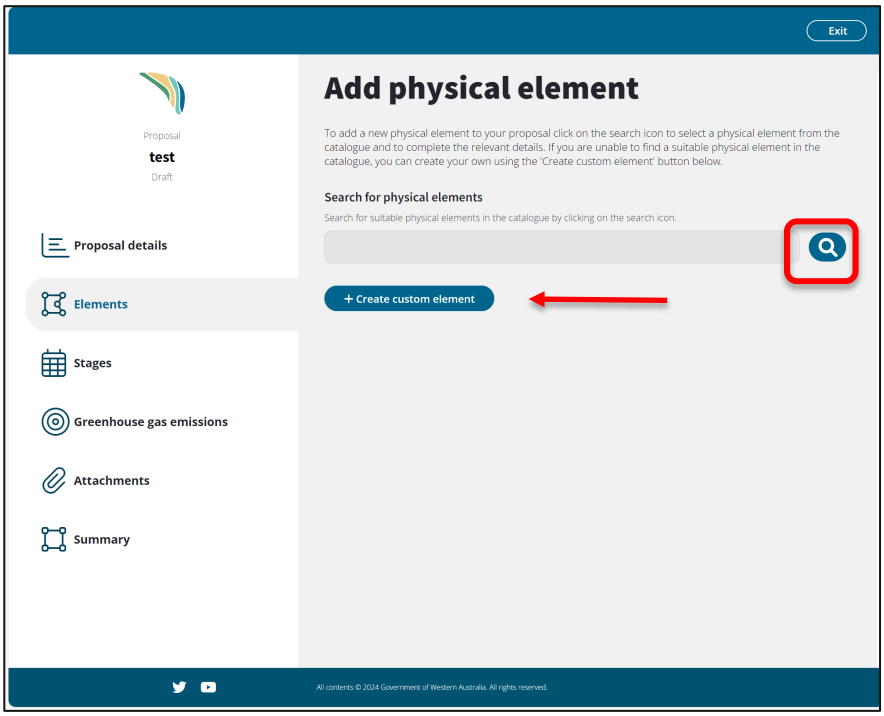
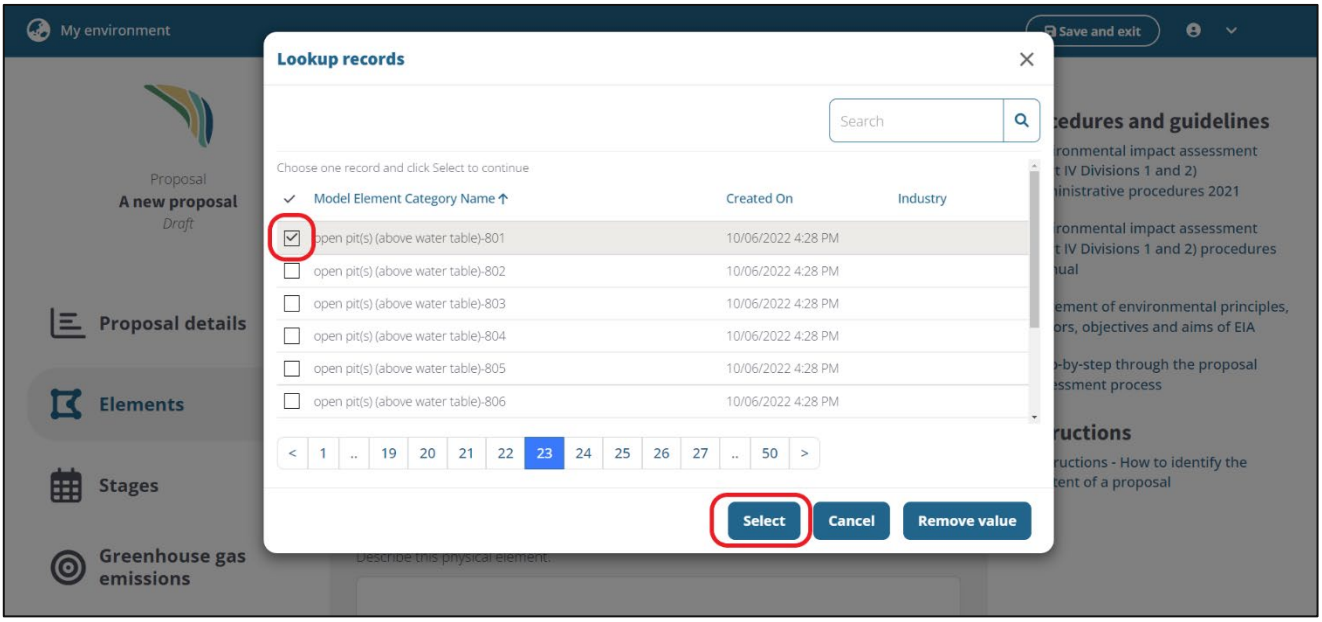
12. Add element types by using the existing catalogue or creating custom element types. To search for a current element, select the **magnifying glass icon** to display the available records, enter your search term and then select the **magnifying glass icon** or press enter to display search results.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



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



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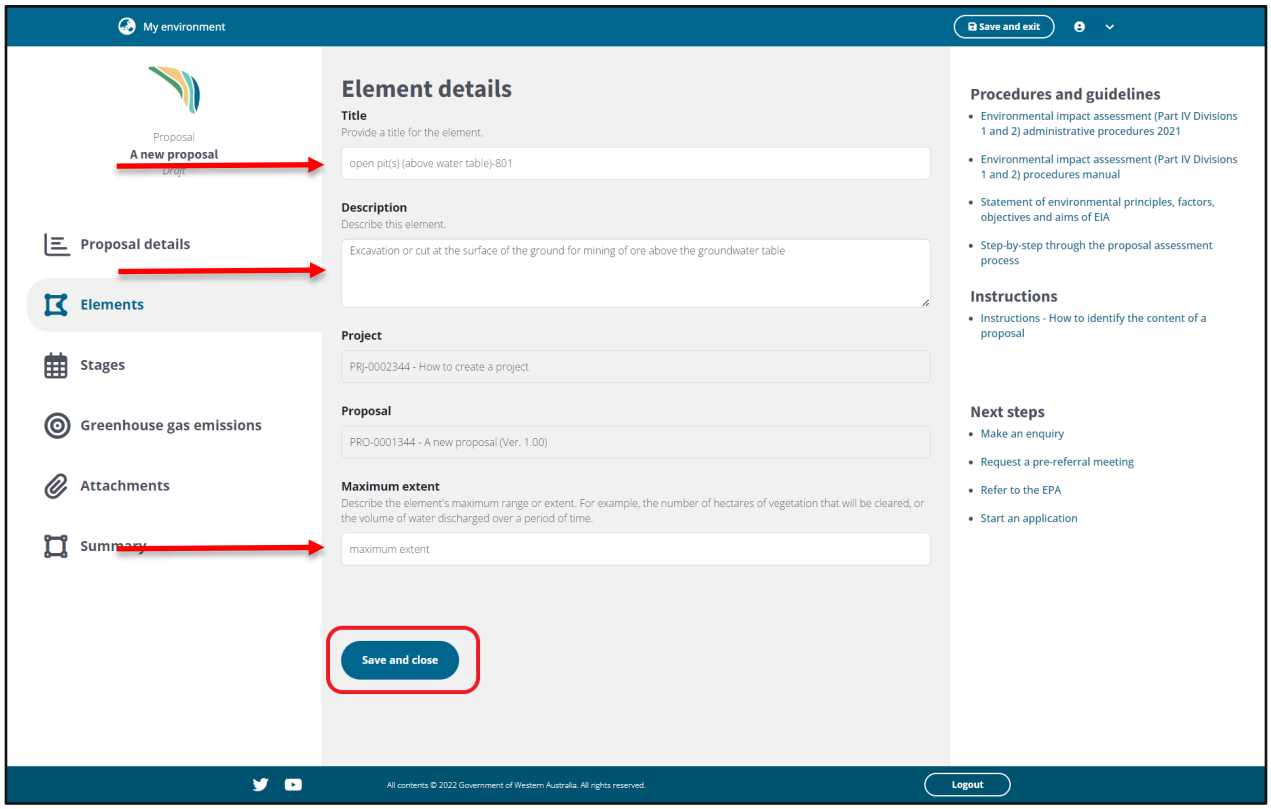
15. Add the **Maximum extent**, then select **Save and close.**

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



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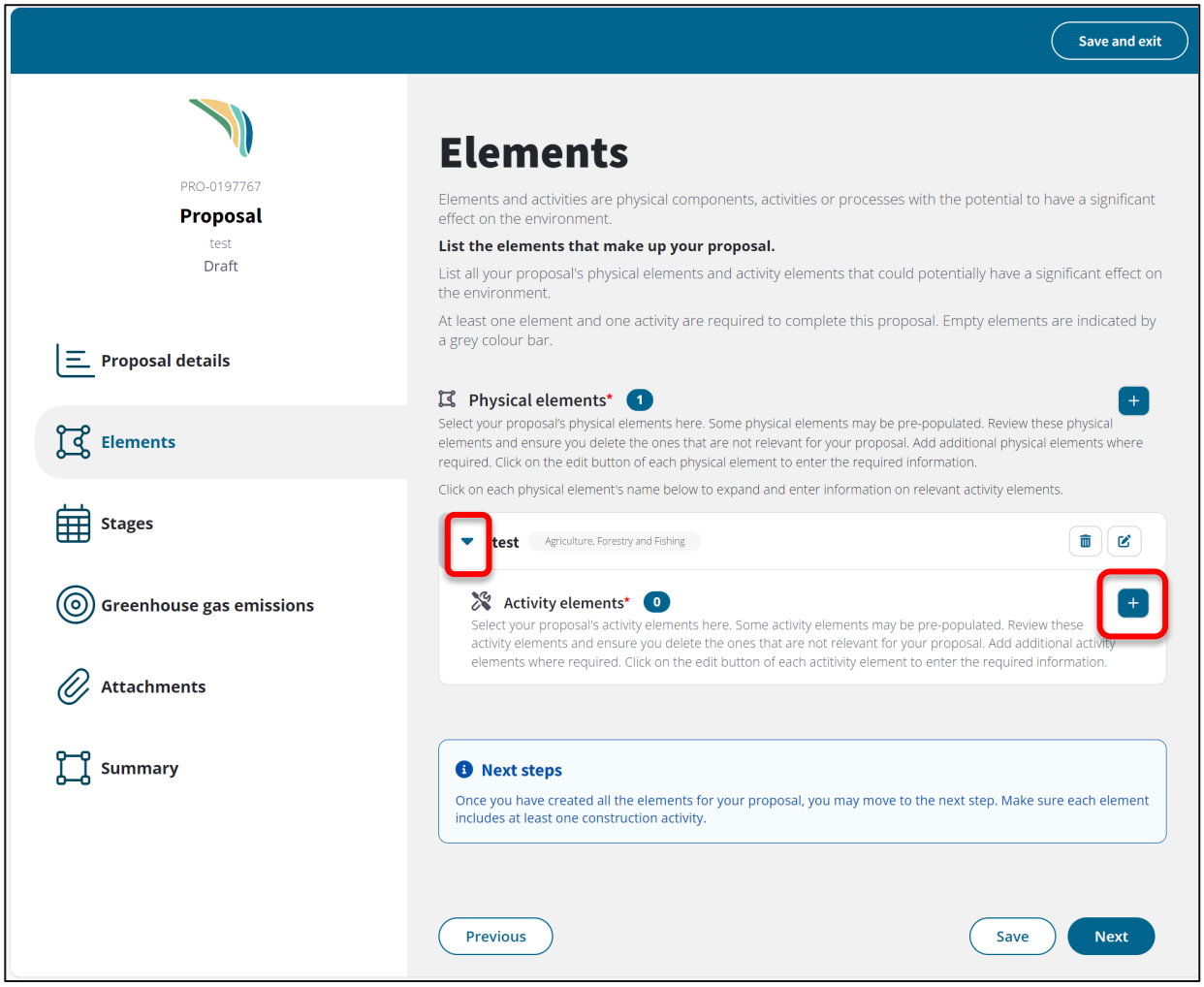
16. Each physical element requires **Activity elements**. Select the **plus icon** to add an **Activity element.**
    a) Depending on previous information entered, some **Activity elements** may be pre-populated. This is not a complete list, so ensure you delete and add **Activity elements** as relevant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



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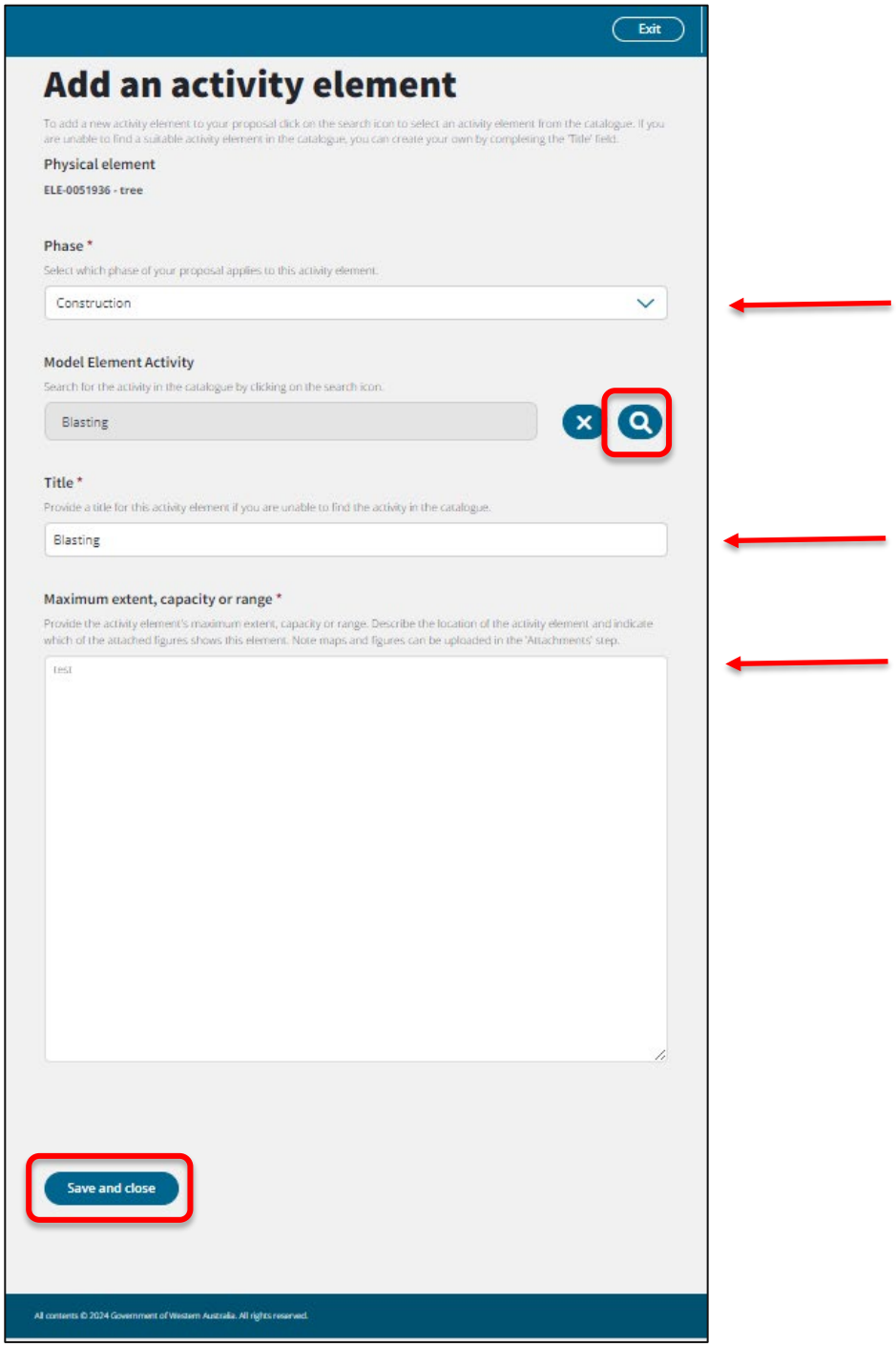
17. Choose the activity **Phase** by selecting the **drop-down arrow.**
18. Add a **Model Element Activity** by selecting the **magnifying glass icon** and either searching for or selecting from the checkbox options.
19. Confirm the **Title** is accurate or add a **Title** if you are unable to find an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



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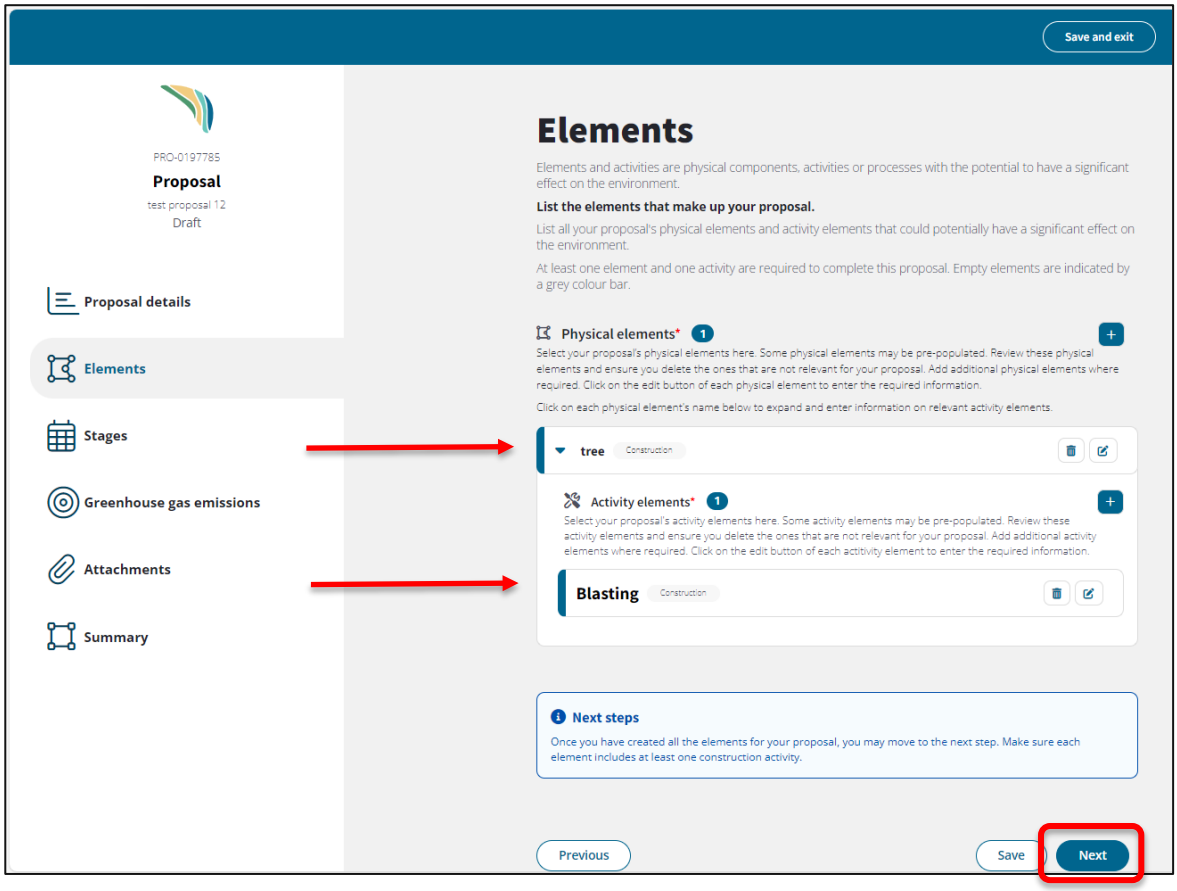
22. In the **Elements** page, confirm that all **Physical elements** and **Activity elements** have been added, then select **Next.**



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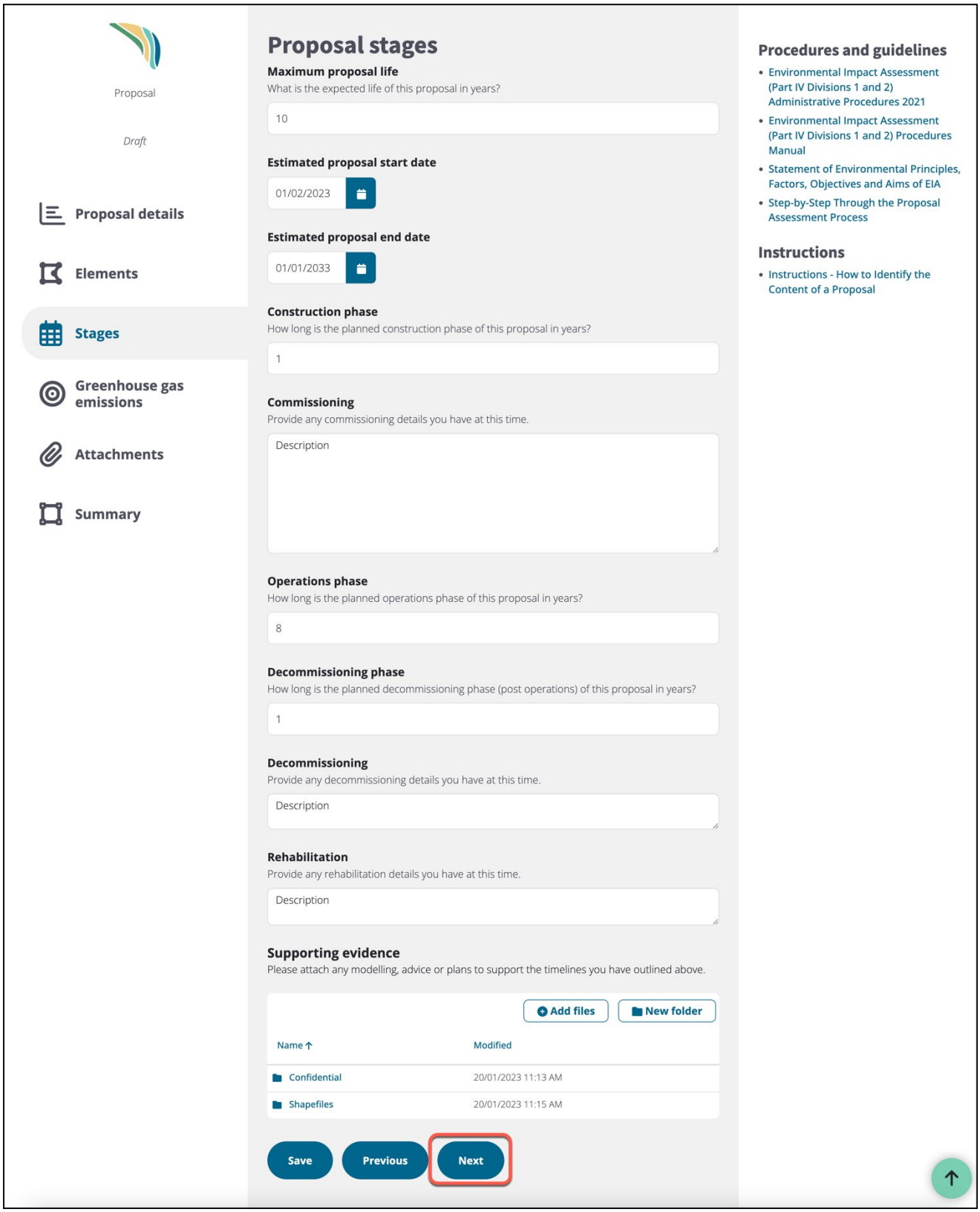
23. On the **Proposal stages** page, add the required information, then select **Next** to proceed.



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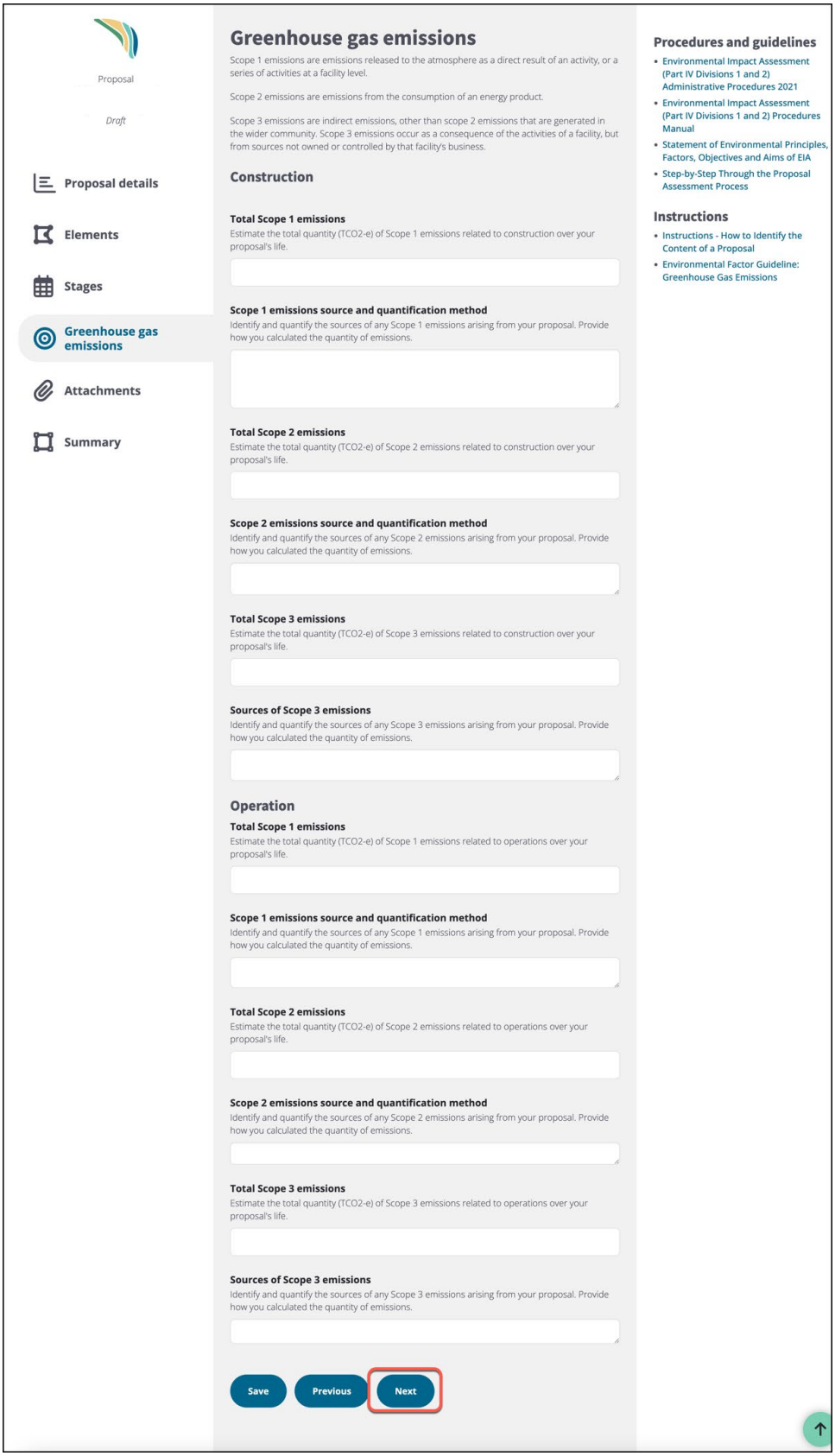
24. On the **Greenhouse gas emissions** page, add the total **Scope 1**, **Scope 2** and **Scope 3 emissions** (tonnes of CO_2-e) in whole numbers (no commas), as identified during the construction and operational phases of the proposal. Then select **Next** to proceed.

25.



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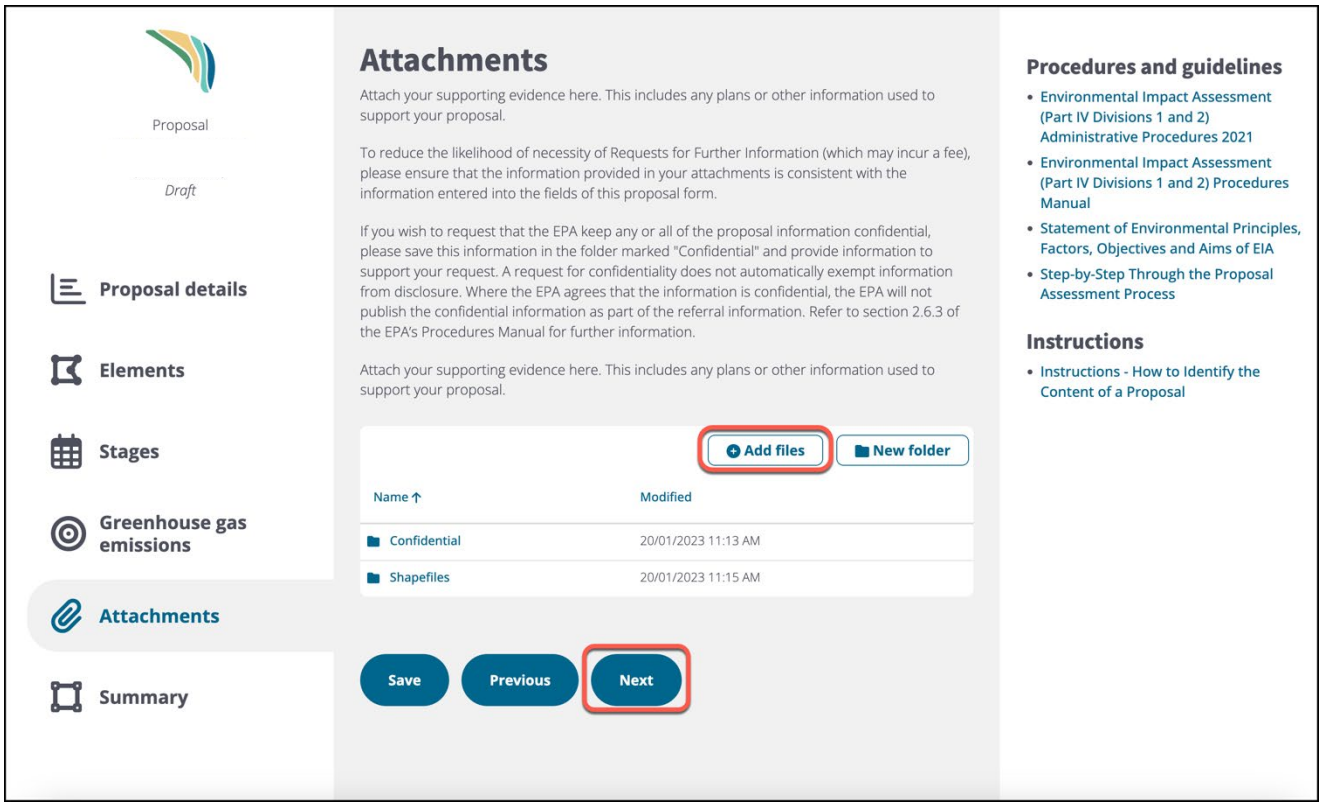
26. Add any supporting **Attachments**, then select **Next.**



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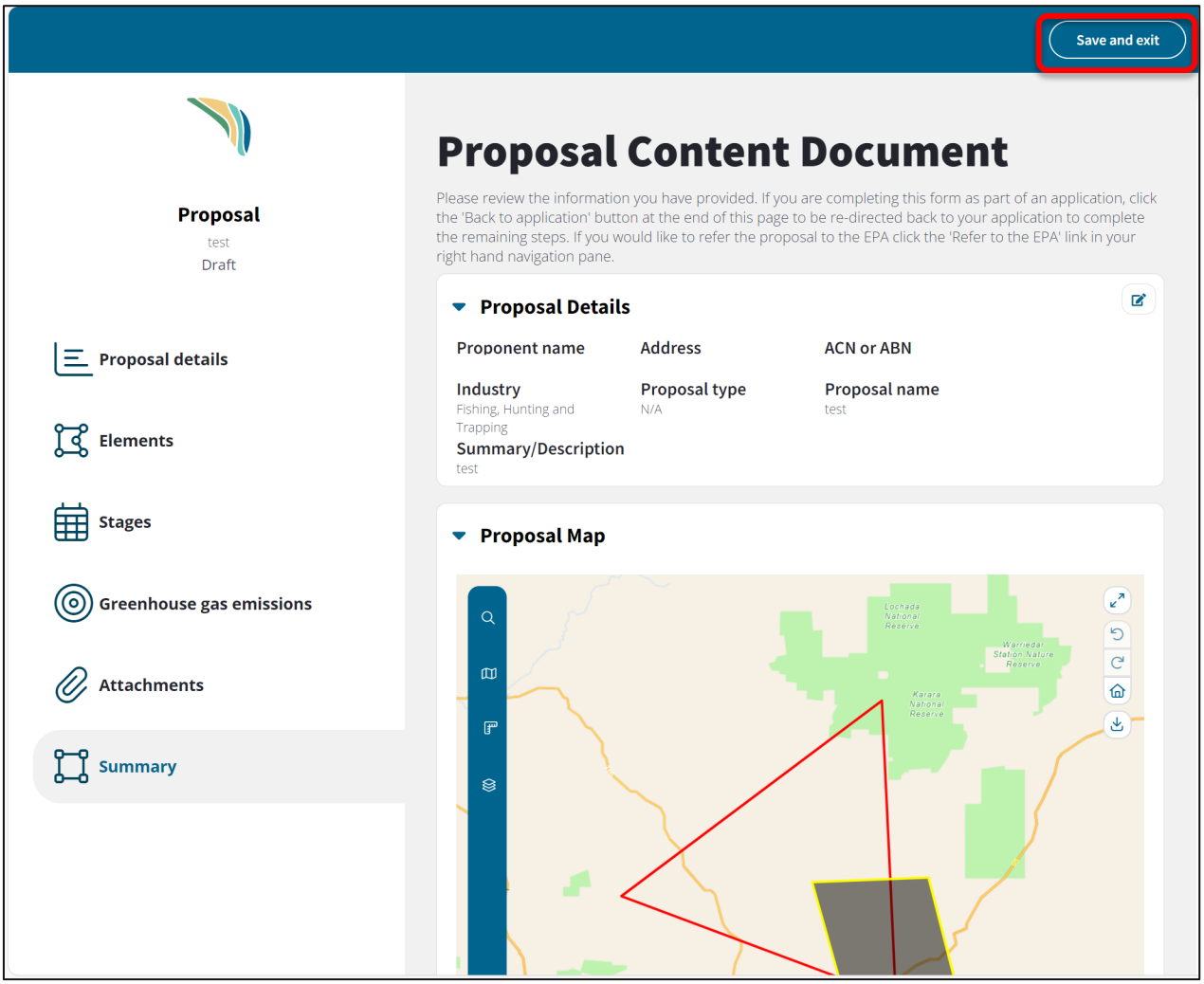
27. Review the details of the proposal, scrolling down the page to confirm all items, then select **Save and exit** to return to the **My environment** page.



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.

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