

Environment Online

Reference Guide – Submit an application in Environment Online (proponent)

Version 2.0 current as published on January 2023



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

Prerequisites

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

Before creating an application to refer a proposal to the EPA, a project and proposal need to be linked. Refer to the following Reference Guides to create a project and proposal before starting an application:

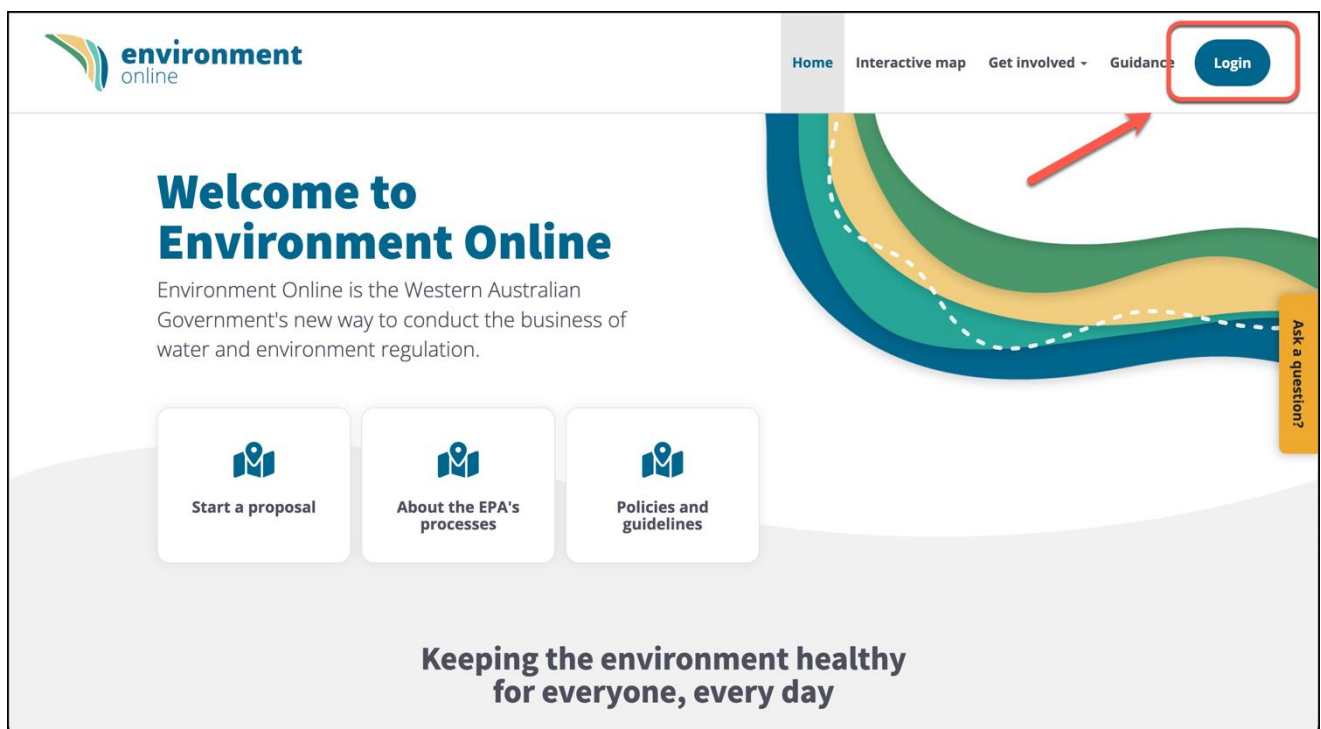
- Reference Guide - Create a project (proponent)
- Reference Guide - Create a proposal (proponent)

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

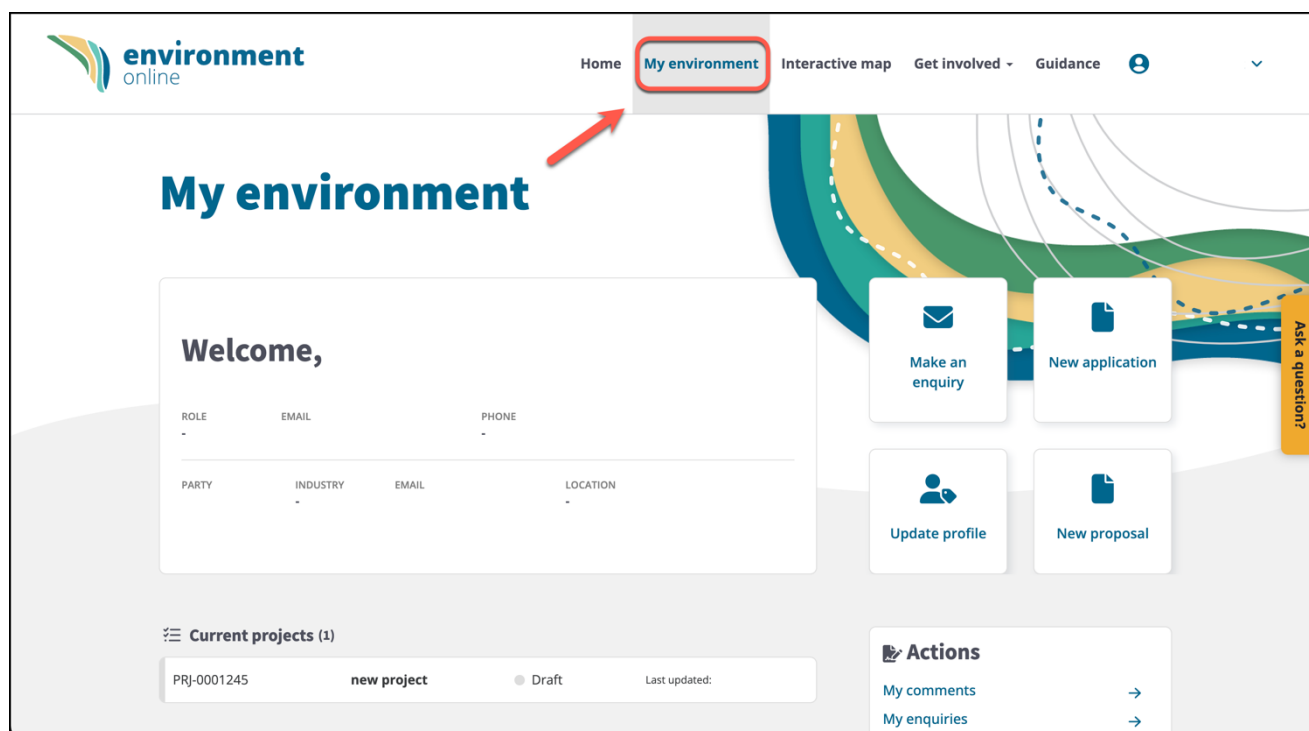
You must be logged in to the Environment Online portal to create an application.

Create an application

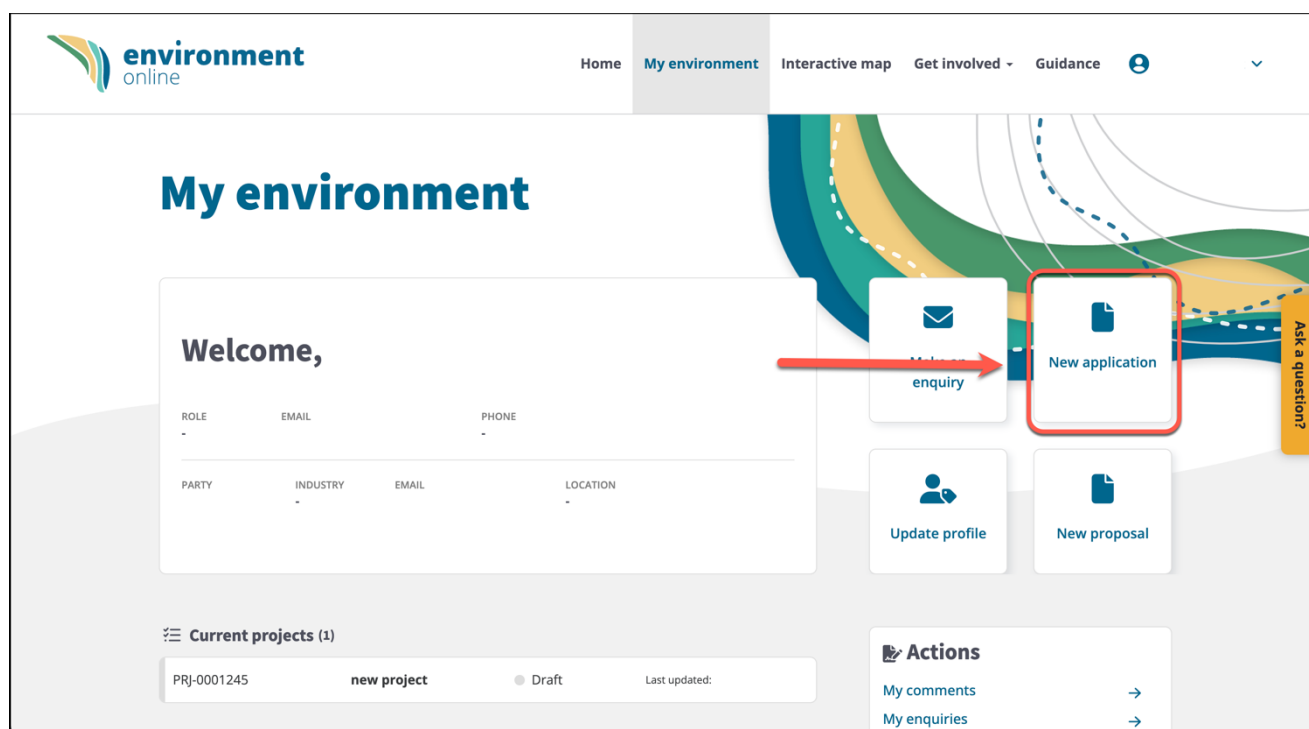
1. Log in to the **Environment Online Portal**



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



3. Select **New application**



4. On the **New Application page**, enter the required information:
 - a. Who do you want to submit to?
 - b. Who is applying?
 - c. What type of application are you creating
 - d. The application type
5. Select **Start application**

The screenshot shows the 'Details' page for a new application on the Environment Online website. The page has a header with the 'environment online' logo and navigation links: Home, My environment, Interactive map, Get involved, and Guidance. The main heading is 'Details'. Below this is a breadcrumb trail: Home / Application / Details. The form contains four required fields, each marked with a red lettered circle (a, b, c, d) on the left:

- a. Who do you want to submit to? ***: A dropdown menu with 'EPA' selected.
- b. Who is applying? ***: Radio buttons for 'Proponent' (selected), 'Third Party', and 'Decision Making Authority'.
- c. What type of application do you want to create? ***: A dropdown menu with 'Refer a proposal' selected. Below the dropdown is a link: 'For information about the different types of application see [link](#)'.
- d. Select application type**: A dropdown menu with 'Strategic proposal' selected. Below the dropdown is a link: 'For information about the different types of proposals see [link](#)'.

At the bottom of the form is a blue button with a red border labeled 'Start application'.

6. Familiarise yourself with the EPA referral form. Review all instructions and download the required information, then select **Continue** to progress



[Home](#) [My environment](#) [Interactive map](#) [Get involved](#) [Guidance](#)

[Application](#) / EPA Application

EPA referral form—proponent

Who should use this form?

Some information about who this form is intended for and what this form will do. Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

About the process

The referral form contains two additional related forms that need to be completed in conjunction with it. These are the:

1. Proposal
2. Environmental Review Document

You will be able to return to the referral form from these related forms. The environmental review document may not need to be fully completed. For more detailed information about the forms and the process please see [Name of knowledge base article](#).

Before you begin



Download the referral 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.

[Step-by-step EPA process](#)



Book a pre-referral meeting

To ensure the best possible outcome for your proposal, we strongly recommend booking a pre-referral meeting with one of our officers to discuss your actions and get early advice.

[Organise a meeting](#)



Review important guidelines and instructions

Ensure you get things right for the best possible outcome.

[Assess on referral information](#)

[Filling out your project details](#)

[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 -

OFFICIAL

7. Select the related proposal using the drop-down menu, then select **Next**

a. **Note:** If the related proposal has not been created, select **Create new proposal**

Refer your proposal
LISABETH PETIT
(APP-0003631)

Proposal

Click on the 'create a new proposal' button if you have not created a proposal for this referral, otherwise select the relevant proposal from the dropdown below.

Create new proposal

Select the proposal you want to refer *

Next

Guidance

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

8. Confirm the Contact Details for the referrer and proponent are correct. Select the **magnifying glass icon** to change the referrer details

a. **Note:** only the users that have access and have previously logged in will be available in the lookup

9. Select **Next**



LISABETH PETIT
Refer your proposal
Friday's proposal
(APP-0003631)

● Proposal

● **Contact details**

○ Decision Making Authorities

○ Tenure & local government approvals

○ Stakeholders & consultations

○ Lead agency status

○ Commonwealth Government approvals

○ Environmental review

○ Attachments

○ Review & submit

Contact Details

Referrer Contact Details

Details have been populated from your portal account. Select the search button to nominate an alternative user as referrer. Any user who is authorised to represent the proponent entity may be selected from the list.

For EPA Services to accept a referral on behalf of a proponent, It must be referred by an authorised person - either a CEO or a person with evidence to act on behalf of the CEO. The referrer should review the application prior to submission, and where possible submit the application.

Referrer Contact

Lisabeth Petit

×

🔍

Contact details will not be made publicly available

Full Name *

Lisabeth Petit

Email *

Phone *

Provide a telephone number

Address *

Referring Party Details

Details have been populated from your portal account. Review your details to ensure they are correct and up-to-date.

No

Yes

Save

Previous

Next

Guidance

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 - Referral of a significant proposal under section 38 of the Environmental Protection Act 1986

Other Guidance

- Fees and Payments
- EO Reference Guide - Submit an application in Environment Online



- 7 -

OFFICIAL

10. On the Decision Making Authorities page, select **Add DMA's** to add the decision making authorities

The screenshot shows the 'Decision Making Authorities' page. On the left is a sidebar with a progress indicator and five steps: Proposal, Contact details, Decision Making Authorities (current), Tenure & local government approvals, and Stakeholders & consultations. The main content area has a header 'Decision Making Authorities' with a sub-header 'Approvals Required*'. Below this is a message: 'Where possible, please identify all decision-making authorities that are required by law or agreement to make a decision in relation to your proposal.' and a note: 'At least one DMA is required to complete this application.' There is a table with columns 'DMA ↑', 'Organisation', and 'Legislation'. Below the table is a message: 'There are no records to display.' At the bottom are three buttons: 'Save', 'Previous', and 'Next'. On the right side, there is a 'Guidance' section with 'Procedures and Guidelines' and 'Instructions'.

Decision Making Authorities

For further information on decision-making authorities, click on the Instructions - Referral of a significant proposal under section 38 of the Environmental Protection Act 1986 in the Guidance pane.

Approvals Required*

Where possible, please identify all decision-making authorities that are required by law or agreement to make a decision in relation to your proposal.

At least one DMA is required to complete this application.

Add DMA's

DMA ↑	Organisation	Legislation
There are no records to display.		

Save **Previous** **Next**

Guidance

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 - Referral of a significant proposal under section 38 of the Environmental Protection Act 1986

Other Guidance

- Fees and Payments
- EO Reference Guide - Submit an application in Environment Online

11. Select the **magnifying glass icon** to search for a decision making authority. Use the **checkbox** option to choose the decision making authority, or use the search option, then choose **Select**

The screenshot shows the 'Add a relevant DMA' dialog box. It has a search bar and a table of records. The first record is selected with a checkbox. The 'Select' button is highlighted.

Add a relevant DMA

Lookup records

Search

Choose one record and click Select to continue

✓ DMA Name ↑	Legislation	Portfolio/Agency	Created On
☒ A/Chief Executive Officer, Department of Primary Industries and Regional Development - Fish Resources Management Act 1994	Fish Resources Management Act 1994	A/Chief Executive Officer, Department of Primary Industries and Regional Development	09/06/2022 2:46 PM
☐ Chair, Economic Regulation Authority - Water Services Act 2012	Water Services Act 2012	Chair, Economic Regulation Authority	09/06/2022 2:46 PM

Select **Cancel** **Remove value**

12. Enter the required approval information and mitigation, then select **Add DMA**

The screenshot shows a modal window titled "Approvals Required" with a close button (X) in the top right corner. The modal is divided into two main sections. The top section is titled "Add a relevant DMA" and contains a large, empty text input field. The bottom section is titled "Mitigation of Impacts" and contains a smaller text input field. Below the input fields is a blue button labeled "Add DMA", which is highlighted with a red rectangular box. The background of the modal shows a sidebar with a list of steps: "Proposal", "Contact Details", "Decision Making Authorities" (which is currently selected), "Tenure & Local Government Approvals", "Stakeholders & Consultations", "Lead agency status", "Commonwealth Government Approvals", and "Environmental". On the right side of the background, there are links for "Forms & Templates", "Guidelines & Procedures", and a vertical button labeled "Ask a question?".

13. Select **Next**

The screenshot shows the "Decision Making Authorities" page. The page has a dark blue header with the text "My environment" and a user profile icon. On the left side, there is a sidebar with a list of steps: "Proposal", "Contact Details", "Decision Making Authorities" (which is currently selected), "Tenure & Local Government Approvals", and "Stakeholders & Consultations". The main content area is titled "Decision Making Authorities" and "Approvals Required". It contains the text "Please add all decision making authorities for this proposal below" and a blue button labeled "Add DMA's". Below this is a table with three columns: "DMA", "Organisation", and "Legislation". The table contains one row with the following data: "Dr Andrew Robertson", "Chief Health Officer", and "Health Act 1911". At the bottom of the page, there are three buttons: "Previous", "Save and Exit", and "Next". The "Next" button is highlighted with a red rectangular box. On the right side of the page, there is a "Help" section with links for "Pages", "Forms & Templates", and "Guidelines & Procedures". A vertical button labeled "Ask a question?" is located on the far right.

DMA	Organisation	Legislation
Dr Andrew Robertson	Chief Health Officer	Health Act 1911

14. On the **Tenure and local government approvals** page, enter the required information, then select **Add Tenure Detail**

My environment

LP

LISABETH PETIT

Refer your proposal

A new proposal

Proposal

Contact Details

Decision Making Authorities

Tenure & Local Government Approvals

Stakeholders & Consultations

Lead agency status

Commonwealth Government Approvals

Environmental Review

Attachments

Review & Submit

Tenure & Local Government Approvals

Local Government Authority where the proposal is located

a

Is the rezoning of any land required before the proposal can be implemented?

b

No

Yes

Current land use on the property

Include the extent (in hectares)

c

Does the proponent have the legal access required for the implementation of all aspects of the proposal?

d

No

Yes

What agreements are required

e

f

Tenure Details

Some helpful information about what to include here

Add Tenure Detail

Activity

Land Tenure Access

Legislation

There are no records to display.

Previous

Save and Exit

Next

Help

Pages

Forms & Templates

Guidelines & Procedures

- 10 -

OFFICIAL

15. Add the required tenure details, then select **Add Tenure Detail**

- a. **Note:** You must add at least one tenure

16. Enter the following:

- a. Element/Activity
- b. Land tenure
- c. Type of approval and regulating legislation

17. Select **Add Tenure Detail**

The screenshot shows a mobile application interface with a modal form titled "Add Tenure Detail". The modal has three input fields: "Activity" (labeled 'a'), "Land tenure / access" (labeled 'b'), and "Type of approval & regulating legislation" (labeled 'c'). The "Add Tenure Detail" button at the bottom is highlighted with a red box. In the background, a sidebar menu lists "Approvals", "Environmental Review", "Attachments", and "Review & Submit". A vertical "Ask a question?" button is on the right, and a green up arrow is at the bottom right.

18. Select **Next**

Environmental Review

Attachments

Review & Submit

description

Tenure Details

Some helpful information about what to include here

Add Tenure Detail

Activity	Land Tenure Access	Legislation
Description	Description	Description

Previous

Save and Exit

Next

Ask a question?

All contents © 2022 Government of Western Australia. All rights reserved.

Logout

19. On the Stakeholders & Consultations page, enter the required information by:

- using the **Add Stakeholder** button to choose a stakeholder
- using the **Add Consultation** button to add a consultation

20. Select **Next**

LISABETH PETIT
Refer your proposal
Friday's proposal
(APP-0003631)

Proposal

Contact details

Decision Making Authorities

Tenure & local government approvals

Stakeholders & consultations

Lead agency status

Commonwealth Government approvals

Environmental review

Attachments

Review & submit

Stakeholders & Consultations

Key Stakeholders

List the stakeholders who are likely to be affected by your proposal, including the traditional land owners.

At least one stakeholder is required to complete this application.

Add Stakeholder

Stakeholder Name	Stakeholder Organisation	Stakeholder Role	Created On
There are no records to display.			

Stakeholder identification

Describe how the above list of stakeholders were identified

Consultation Register

List the key stakeholders that you have or have not consulted. Include at least your last three consultations with traditional land owners.

At least one consultation is required to complete this application.

Add Consultation

Register Organisation	Any Consultation	Consultation Date	Outcomes	Created On
There are no records to display.				

Consultation summary

Provide a summary of the consultation process. For those stakeholders that were consulted, provide a summary of what was discussed, the key issues raised and whether those issues were resolved or outstanding. For those stakeholders that were not consulted, provide information on why they were not consulted.

Save **Previous** **Next**

Guidance

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 - Referral of a significant proposal under section 38 of the Environmental Protection Act 1986

Other Guidance

- Fees and Payments
- EO Reference Guide - Submit an application in Environment Online

21. Choose if the proposal has a lead agency status and provide the required information, then select **Next**

My environment

Refer your proposal

A new proposal

Proposal

Contact Details

Decision Making Authorities

Tenure & Local Government Approvals

Stakeholders & Consultations

Lead agency status

Does your proposal have lead agency status?

No

Yes

Previous

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

Ask a question?

22. On the **Commonwealth Government Approvals** page enter the required information, then select **Next**

LISABETH PETIT

Refer your proposal

Friday's proposal

(APP-0003631)

Proposal

Contact details

Decision Making Authorities

Tenure & local government approvals

Stakeholders & consultations

Commonwealth Government Approvals

Does your proposal involve an action that is, or may be, a controlled action under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)?

No

Yes

Has the proposed action been referred to the Commonwealth?

No

Yes

Are other approvals required from the Commonwealth Government for any part of the proposal?

No

Yes

Save

Previous

Next

Guidance

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 - Referral of a significant proposal under section 38 of the Environmental Protection Act 1986

Other Guidance

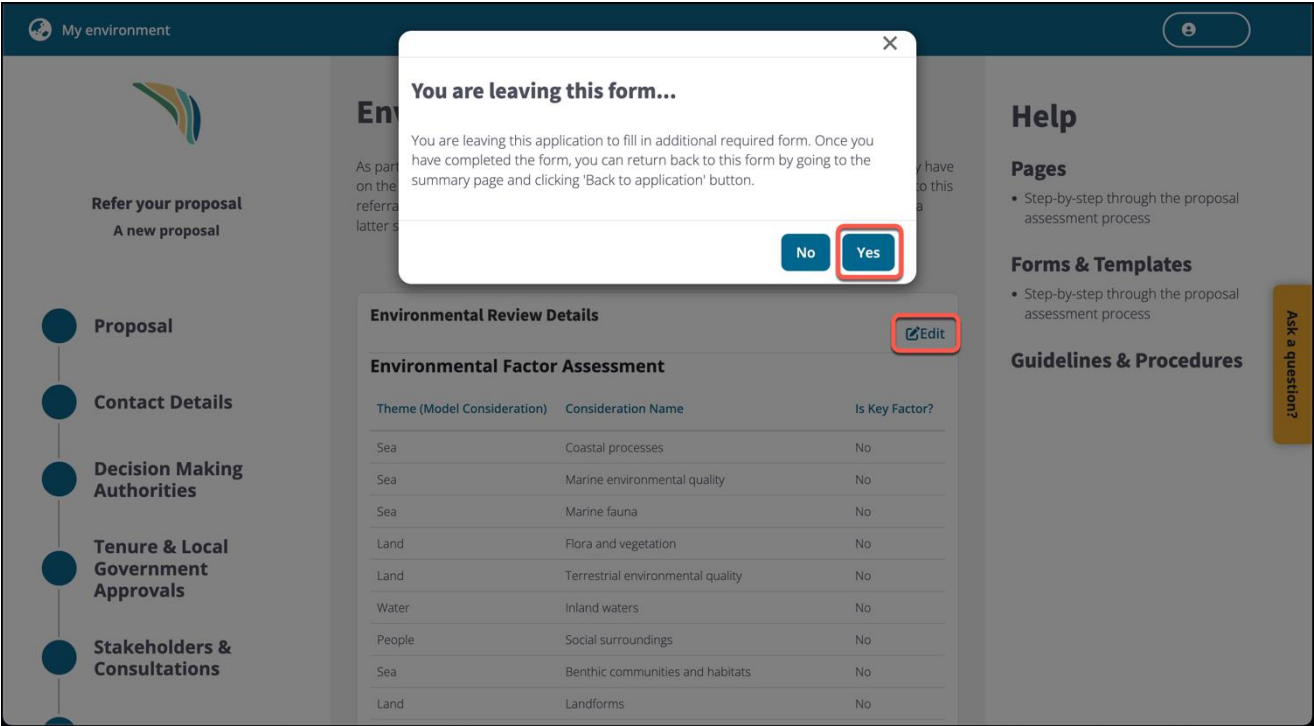
• Fees and Payments

• EO Reference Guide - Submit an application in Environment Online

- 14 -

OFFICIAL

23. On the Environmental Review page, select the **Edit icon** to add Environmental Review Details
24. A pop-up menu will advise you that you will be leaving the current form; select **Yes**



25. Familiarise yourself with the Environmental Review submission form. Review guidance and instructions
26. Select **Continue** to progress



HomeMy environmentInteractive mapGet involvedGuidance

Home / Environmental Review - Creating a new project

Environmental Review submission form

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 Review Scope outlines the preliminary key environmental factors, any specific work required and key areas of focus for the environmental review. The Environmental Review Scope also includes an indicative outline of the timing of the environmental review (indicative timeline), which the EPA is required to publish

Before you begin



Download the Environmental Review 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 project](#) or make one when you start.

[Download checklist](#)



Review important guidelines and instructions

Ensure you get things right for the best possible outcome

[Environmental factors](#)

[Impact assessment guidance](#)

[How to calculate offsets](#)



Important

Confidential information must be submitted in attachment. It is the EPAs discretion as to whether something remains confidential.

Continue

27. On the **Alternatives** page, select **Add alternative**, if required
 - a. **Note:** An answer must be provided for each alternative type
28. Use the drop-down menu and select Edit for each of the alternatives, then enter the required information
29. Select **Next**

Environmental Review
Project 3 (Ver. 1.00)
(ERD-0003138)

Alternatives

Explain what alternatives that you considered during your proposal's design including the 'no development' option. Note that all alternative types need to be addressed. Where you did not consider one of the alternative types please explain why.

Answer to each alternative type must be provided.

Add alternative

Alternative ↑	Alternative Type
Activity alternative	Activity
Element alternative	Element
Location alternative	Location
No Development alternative	No Development
Technology alternative	Technology
Timeline alternative	Timeline

Save **Next**

Guidance

Procedures and Guidelines

- Environmental Impact Assessment (Part IV Divisions 1 and 2) Administrative Procedures 2021
- Environmental Impacts Assessment (Part IV Divisions 1 and 2) Procedures Manual 2021
- Statement of environmental principles, factors, objectives and aims of EIA
- Step-by-step through the proposal assessment process

Instructions

- Instructions - How to prepare an Environmental Review Document

Other Guidance

- Digitising EIA under Pt IV of the EP Act 1986
- EO Reference Guide - Submit an application in Environment Online
- EO Reference Guide - Prepare additional information (including ERD)

30. On the **Aspects** page, some aspects may be pre-populated. Select the drop-down arrow to **delete** any aspects that are not relevant to the proposal or to **edit** an aspect and provide the required aspect details

31. Select the **Create** button to add aspects of the proposed activities

My environment

Save and Exit

Environmental Review

Environmental Review - Creating a new project

Alternatives

Aspects

Mitigations

Environmental assessments

Offsets

Matters of national

Aspects

This page outlines the aspects of the proposed activities that have the potential to impact the environment

Create

Aspect Type	Source Activities ↑
	0
	0
	0
Noise	1
Vibration	1
Altered access to / use of country	1
Altered topography	1
Emissions to air	1

Ask a question?

32. Use the drop-down menu to choose the aspect

33. Select the **Create** button to link the aspect to the physical element and activity element by using the drop-down menu

34. Provide the required information, then select **Save and return**

35. Confirm all aspects have been edited, then select **Next**

Environmental Review

Project 3 (Ver. 1.00)
(ERD-0003138)

Alternatives

Aspects

Mitigations

Environmental assessments

Offsets

Matters of national

Project 3 (Ver. 1.00) / Aspects

Aspects

An aspect is the pathway in which the proposal's physical and activity elements are likely to impact and/or interact with an environmental value.

Select your proposal's aspects here. Some aspects may be pre-populated. Review these aspects and ensure you delete the ones that are not relevant for your proposal. Add additional aspects where required by clicking on the 'Create' button.

Click on the edit button of each aspect to enter the required information

At least one Aspect is required to complete this application.

Create

Aspect Name	Source Activities ↑
ASP-0004232 - Altered access to / use of country	1

Save

Next

Guidance

Procedures and Guidelines

- Environmental Impact Assessment (Part IV Divisions 1 and 2) Administrative Procedures 2021
- Environmental Impacts Assessment (Part IV Divisions 1 and 2) Procedures Manual 2021
- Statement of environmental principles, factors, objectives and aims of EIA
- Step-by-step through the proposal assessment process

Instructions

- Instructions - How to prepare an Environmental Review Document

Other Guidance

- Digitising EIA under Pt IV of the EP Act 1986
- EO Reference Guide - Submit an application in Environment Online
- EO Reference Guide - Prepare additional information (including ERD)

36. On the **Mitigations** page, some mitigations may be pre-populated. Select the drop-down arrow to **delete** any mitigations that are not relevant to the proposal or to **edit** a mitigation and provide the required mitigation details
37. Select the **Add mitigations** button to add mitigations
38. Provide the required information, then select **Save and return**
39. Confirm that all aspects have been edited, then select **Next**



Environmental Review

Environmental Review - Creating a new project

- Alternatives
- Aspects
- Mitigations**
- Environmental assessments
- Offsets
- Matters of national environmental significance

/ Environmental Review ... / Mitigations

Mitigations

This page captures proposed mitigation measures and controls. There may be some suggested mitigations added by default. If so, please review each of these and update them as you see fit or remove them entirely if they aren't relevant to this proposal.

[Add mitigation](#)

Mitigation Title	Aspects ↑	Reviewed
Noise walls	1	Yes 
Scheduling of works, Turtle nesting times	1	Yes 
Dune stabilisation and matting	1	Yes 
Clearing avoidance	2	Yes 
Test mitigation - auto populate	4	Yes 

[Next](#)

- Make an enquiry
- Request a pre-referral meeting
- Refer to the EPA
- Start an application

Ask a question?

40. On the **Environmental Assessments** page, enter:

- a. the **Legislative context** and
- b. the **Local & Regional Context**

41. On each Environmental factor, select the drop-down menu and choose **Edit**

 **Object & principles of the EP Act**

 **Environmental conclusion**

 **Attachments**

 **Environmental review document**

Environmental Factor assessments

Below are all the key environmental factors. Click Edit to provide the request information for each factor.

Theme	Environmental factors	Key factor	Reviewed	
Air	Air quality	No	No	
Air	Greenhouse gas emissions	No	No	
Land	Flora and vegetation	No	No	
Land	Terrestrial fauna	No	No	
Land	Landforms	No	No	
Land	Subterranean fauna	No	No	
Land	Terrestrial environmental quality	No	No	
People	Social surroundings	No	No	
People	Human health	No	No	
Sea	Coastal processes	No	No	
Sea	Benthic communities and habitats	No	No	
Sea	Marine environmental quality	No	No	
Sea	Marine fauna	No	No	
Water	Inland waters	No	No	

Save

Next

42. For each Environmental Factor, provide a description of the **receiving/existing environment**

43. If the Environmental factor is **unlikely** to be a **preliminary or key environmental factor** for the proposal, then select 'no' in the appropriate field, and provide a justification

My environment

Save and exit

T.C

Environmental Review
Ragdoll mines (Ver. 1.00)
(ERD-0001509)

Alternatives

Aspects

Mitigations

Environmental assessments

Offsets

Matters of national environmental significance

Object & principles of the EP Act

Environmental conclusion

Attachments

Environmental review document

Ragdoll mines (Ver. 1.00) / Assessment / Air quality

Air quality

Environmental objective

To maintain air quality and minimise emissions so that environmental values are protected.

Receiving/Existing environment

Provide a description of the existing environmental values referencing the sources and accuracy of this information. Define the region as it relates to this factor and refer to attached maps, figures and relevant documents to support your description.

Is this a preliminary or key environmental factor?

No

Yes

Justification

Provide information to explain why this is not a preliminary or key environmental factor and any other information you wish to provide to support the assessment, including if this factor has been identified as an 'Other environmental factor or matter'.

Save & return

Guidance

Procedures and Guidelines

- Environmental Impact Assessment (Part IV Divisions 1 and 2) Administrative Procedures 2021
- Environmental Impacts Assessment (Part IV Divisions 1 and 2) Procedures Manual 2021
- Statement of environmental principles, factors, objectives and aims of EIA
- Step-by-step through the proposal assessment process

Instructions

- Instructions - How to prepare an Environmental Review Document

Other Guidance

- Digitising EIA under Pt IV of the EP Act 1986
- EO Reference Guide - Submit an application in Environment Online
- EO Reference Guide - Prepare additional information (including ERD)

If the Environmental Factor after is **likely** to be a **preliminary or key environmental factor**, for the proposal, then select 'yes' in the appropriate field.

44. For **all Environmental Factors except Greenhouse gas emissions**, enter the required information

45. Under the heading named **Environmental values impact assessments**, add each significant value that is likely to be impacted by the proposal by selecting the **Add value** button

46. Select the **magnifying glass icon** to add a value
47. Use the **checkbox** option to select a species or use the **search tool**
48. Choose **Select**

49. Once the value is selected, provide the required information
50. Select **Save & return** after adding each value, which will take you back to each Environmental Factor
51. Select **Next** to progress

Environmental conclusion

Attachments

Environmental review document

Theme	Environmental factors	Key factor	Reviewed
Air	Air quality	No	Yes
Air	Greenhouse gas emissions	No	Yes
Land	Flora and vegetation	No	Yes
Land	Terrestrial fauna	No	Yes
Land	Landforms	No	Yes
Land	Subterranean fauna	No	Yes
Land	Terrestrial environmental quality	No	Yes
People	Social surroundings	No	Yes
People	Human health	No	Yes
Sea	Coastal processes	No	Yes
Sea	Benthic communities and habitats	No	Yes
Sea	Marine environmental quality	No	Yes
Sea	Marine fauna	No	Yes
Water	Inland waters	No	Yes

Save

Next

↑

52. On the **Offsets** page, any identified significant residual impacts will be automatically populated under the **Significant residual impacts** section. Edit each significant residual impact and provide information regarding whether the residual impact will requires an offset, may require an offset or is unlikely to require an offset.

53. On the remainder of the **Offsets** page, enter the following:

- Description of Policy and Guidance adherence
- Evidence of addressing all six principles of the WA Environmental Offsets Policy
- Confirmation of whether use of the Pilbara Environmental Offset Fund is proposed
- Offset summary
- Offset location details (if available)

Note: if an offset is proposed, please ensure that proof of consultation with the Department of Biodiversity, Conservation and Attractions (DBCA) is provided as an attachment on the **Attachments** page

54. Select **Next** to progress

Environmental Review
Project 3 (Ver. 1.00)
(ERD-0003138)

- Alternatives
- Aspects
- Mitigations
- Environmental assessments
- Offsets**
- Matters of national environmental significance
- Object & principles of the EP Act
- Environmental conclusion
- Attachments
- Environmental review document

Project 3 (Ver. 1.00) / OFF-0001466 - Project 3

Offsets

Objective

The objective for environmental offsets is to counterbalance any significant residual impacts or risks associated with a proposal.

Significant residual impacts

This table is based on the [Residual Impact Significance Model in the WA Environmental Offsets Guidelines](#). Please review your residual impacts and provide the required information.

Value Title	Extent ↑	(Unit)	Offset Level	Explain
There are no records to display.				

How have you addressed the offset Policy and Guidance?

Briefly describe how you have addressed the relevant Policy and Guidance for offsets. Further information about key Offsets Policy and Guidance.

Description

How have you addressed the environmental offsets principles?

The [offsets policy](#) has six principles. Explain how you will address each one and provide evidence.

- Environmental offsets will only be considered after avoidance and mitigation options have been pursued.

Description

- Environmental offsets are not appropriate for all proposals.

Description

- Environmental offsets will be cost-effective, as well as relevant and proportionate to the significance of the environmental value being impacted.

Description

- Environmental offsets will be based on sound environmental information and knowledge.

Description

- Environmental offsets will be applied within a framework of adaptive management.

Description

- Environmental offsets will be focused on longer term strategic outcomes.

Description

Are you proposing to use the Pilbara Environmental Offsets Fund?

No

Yes

Offset Summary

Briefly describe your proposed offset and how it counterbalances the significant residual impacts. Refer to any supporting documentation that you have attached, including evidence of consultation with the Department of Biodiversity, Conservation and Attractions. Upload your offsets plan which has address the offsets requirement in the [Instructions - How to prepare an Environmental Review Document](#) in the Attachments step.

Description

Offset location

Upload your spatial data which represents the location of your proposed offsets.

Search for an address, start to type and select your result

Layer list

Base maps

Legend

Save

Next

Guidance

Procedures and Guidelines

- Environmental Impact Assessment (Part IV Divisions 1 and 2) Administrative Procedures 2021
- Environmental Impacts Assessment (Part IV Divisions 1 and 2) Procedures Manual 2021
- Statement of environmental principles, factors, objectives and aims of EIA
- Step-by-step through the proposal assessment process

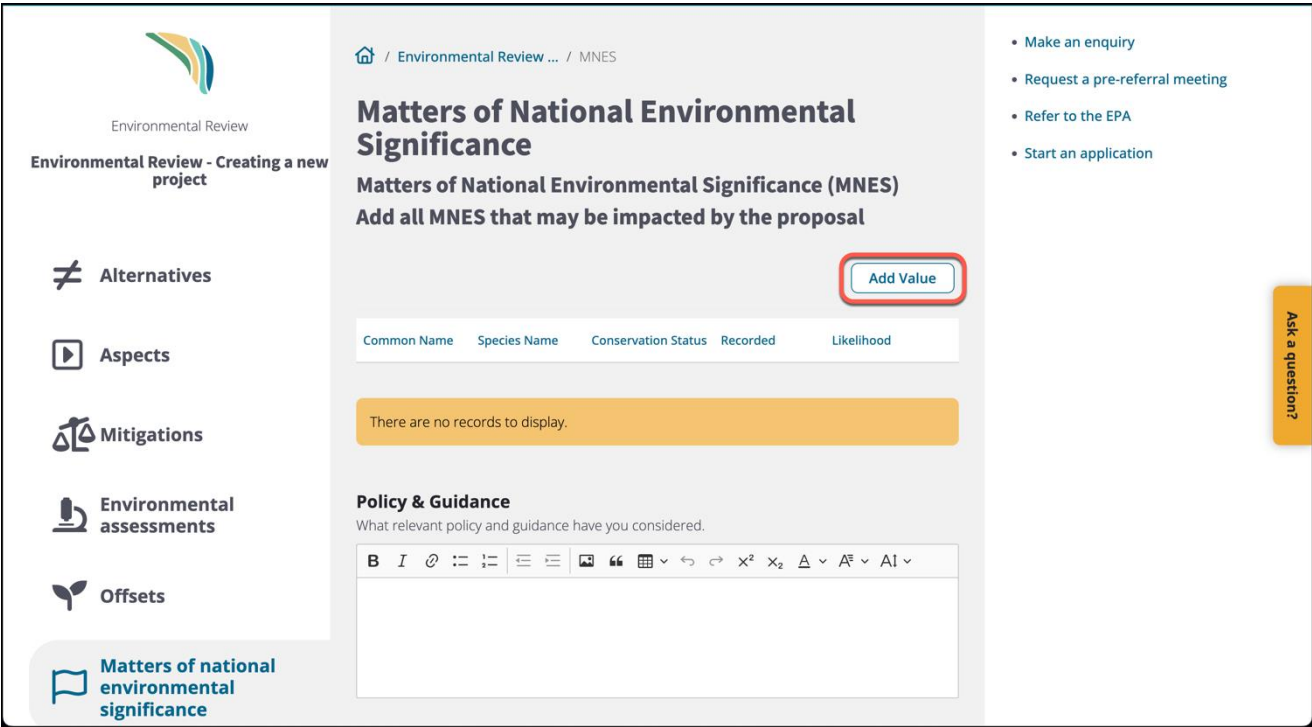
Instructions

- Instructions - How to prepare an Environmental Review Document

Other Guidance

- Digitising EIA under Pt IV of the EP Act 1986
- EO Reference Guide - Submit an application in Environment Online
- EO Reference Guide - Prepare additional information (including ERD)

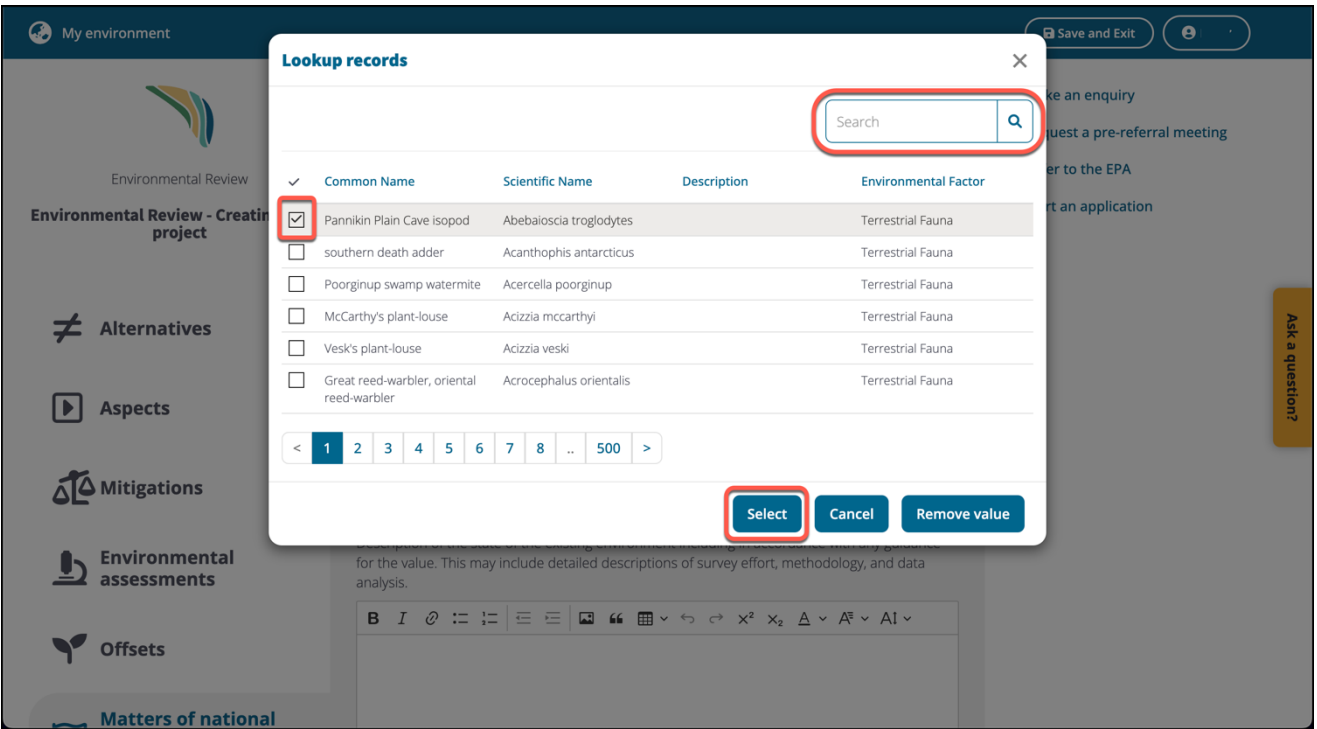
55. On the **Matters of National Environmental Significance (MNES)** page, select the **Add Value** button to add an MNES value assessment. Add multiple values, as necessary



56. Select the **magnifying glass icon** to add a value by species or common name

57. Use the **checkbox** option to select a species or use the **search tool**

58. Choose **Select**



59. Enter the required information
60. Select **Save & Return**
61. When all values have been added, provide the **Policy & Guidance** considerations, then select **Next**



Environmental Review

Environmental Review - Creating a new project

Alternatives

Aspects

Mitigations

Environmental assessments

Offsets

Matters of national environmental significance

Object & principles of the EP act

Home / Environmental Review ... / MNES

Matters of National Environmental Significance

Matters of National Environmental Significance (MNES)

Add all MNES that may be impacted by the proposal

Add Value

Common Name	Species Name	Conservation Status	Recorded	Likelihood
Pannikin Plain Cave isopod	Abებაიოსცია troglodytes	Vulnerable	No	Low Potential

Policy & Guidance

What relevant policy and guidance have you considered.

Next

- Make an enquiry
- Request a pre-referral meeting
- Refer to the EPA
- Start an application

62. On the **Object and Principles of the EP Act** page, enter the relevant information
63. Select **Next** to proceed



Environmental Review

Environmental Review - Creating a new project



Alternatives

a



Aspects



Mitigations



Environmental assessments



Offsets



Matters of national environmental significance

b



Object & principles of the EP act



Environmental conclusion



Attachments



Environment document

c

d

e

f

Environmental Review ... / Object & Principles of the EPA

Object & Principles of the EP Act

Use the form below to describe how the following have been considered in relation to the proposal. For more information see [Statement of environmental principles, factors and objectives, and aims of EIA](#).

EP Act Object *

1) The precautionary principle *

2) The principle of intergenerational equity *

3) Principles relating to improved valuation, pricing, and incentive mechanisms *

4) The principle of the conservation of biological diversity and ecological integrity *

5) The principle of waste minimisation *

Next

- [Make an enquiry](#)
- [Request a pre-referral meeting](#)
- [Refer to the EPA](#)
- [Start an application](#)

64. On the **Environmental Conclusion** page, enter the following:

- a. Holistic impact assessment
- b. Cumulative environmental impact assessment
- c. Environmental outcomes and conclusion

65. Select **Next**

The screenshot shows the 'Environmental Conclusion' page in a web application. The left sidebar contains a list of menu items: 'Alternatives', 'Aspects', 'Mitigations', 'Environmental assessments', 'Offsets', 'Matters of national environmental significance', 'Object & principles of the EP act', 'Environmental conclusion' (highlighted with a blue background), and 'Attachments'. The main content area is titled 'Environmental Conclusion' and contains three sections: 'Holistic impact assessment', 'Cumulative environmental impact assessment', and 'Conclusion'. Each section has a text input field with a rich text editor toolbar above it. Red callout boxes with letters 'a', 'b', and 'c' point to the input fields for 'Holistic impact assessment', 'Cumulative environmental impact assessment', and 'Conclusion' respectively. At the bottom of the main content area, there is a blue 'Next' button highlighted with a red rectangle. On the right side of the page, there is a list of links: 'Make an enquiry', 'Request a pre-referral meeting', 'Refer to the EPA', and 'Start an application'.

Environmental Review
Environmental Review - Creative project

Home / Environmental Review ... / Conclusion

Environmental Conclusion

Holistic impact assessment
Some description of information to provide here

Cumulative environmental impact assessment
Some description of information to provide here

Conclusion
Do you consider the proposal may have a significant impact on the environment? Explain.

Next

- Make an enquiry
- Request a pre-referral meeting
- Refer to the EPA
- Start an application

66. Select **Add files** to add supporting documentation

67. Select **Next**

Environmental Review
New project (Ver. 1.00)
(ERD-0002672)

Alternatives

Aspects

Mitigations

Environmental assessments

Offsets

Matters of national environmental significance

Object & principles of the EP Act

New project (Ver. 1.00) / Attachments

Attachments

Attach your supporting evidence here. This includes all maps showing locations of development envelopes, disturbance footprints, elements, environmental values and associated spatial data, any figures, plans or other information used to support your proposal.

Attachment should not exceed 50MB.

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.

Attachment	Name ↑	Modified
☒ Confidential		about 11 hours ago

Add files

Next

Guidance

Procedures and Guidelines

- Environmental Impact Assessment (Part IV Divisions 1 and 2) Administrative Procedures 2021
- Environmental Impacts Assessment (Part IV Divisions 1 and 2) Procedures Manual 2021
- Statement of environmental principles, factors, objectives and aims of EIA
- Step-by-step through the proposal assessment process

Instructions

- Instructions - How to prepare an Environmental Review Document

Other Guidance

- Digitising EIA under Pt IV of the EP Act 1986
- EO Reference Guide - Submit an application in Environment Online
- EO Reference Guide - Prepare additional information (including ERD)

68. Select the **drop-down arrows** to review and confirm details within the Environmental Review, then select **Back to application**

69. **On the Environmental Review Document** page, confirm the Environmental Factor Assessment considerations, then select **Back to application**

70. On the Environmental Review page, confirm that all progress items have been completed, select the edit button to amend any items not started

71. Select **Next**

72. On the **Attachments** page, select the **Add files** button to add supporting documentation, then select **Next**

LISABETH PETIT
Refer your proposal
A new proposal

Proposal

Contact Details

Attachment

This is the placeholder text for the referral attachment panel description

Name ↑	Modified
☒ Confidential	about 3 hours ago

Add files

Previous **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

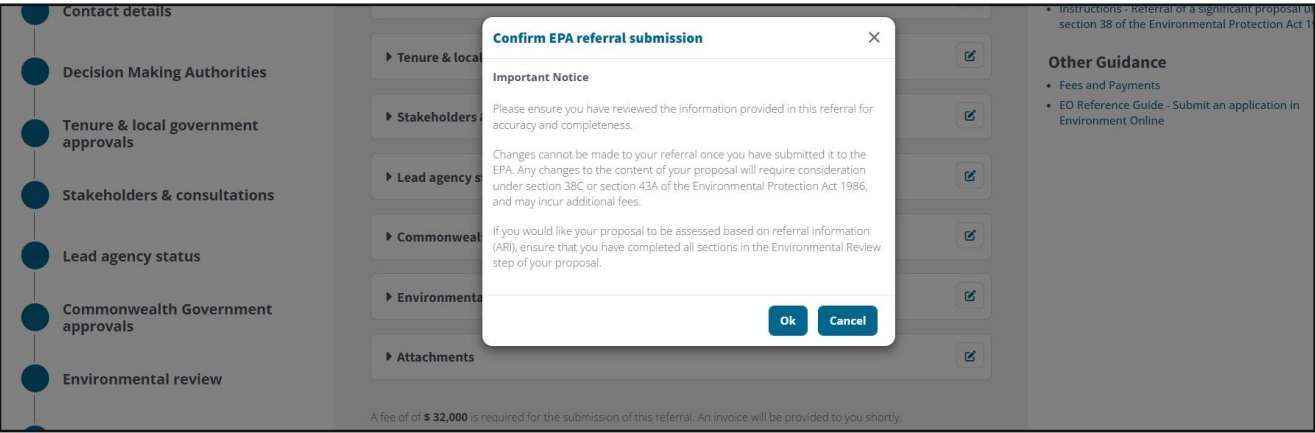
Ask a question?

73. On the Referral Document page, select the **drop-down arrow** to review the final summary details

74. Select the **checkbox** to confirm your authorisation of the application

75. Select **Submit to the EPA**

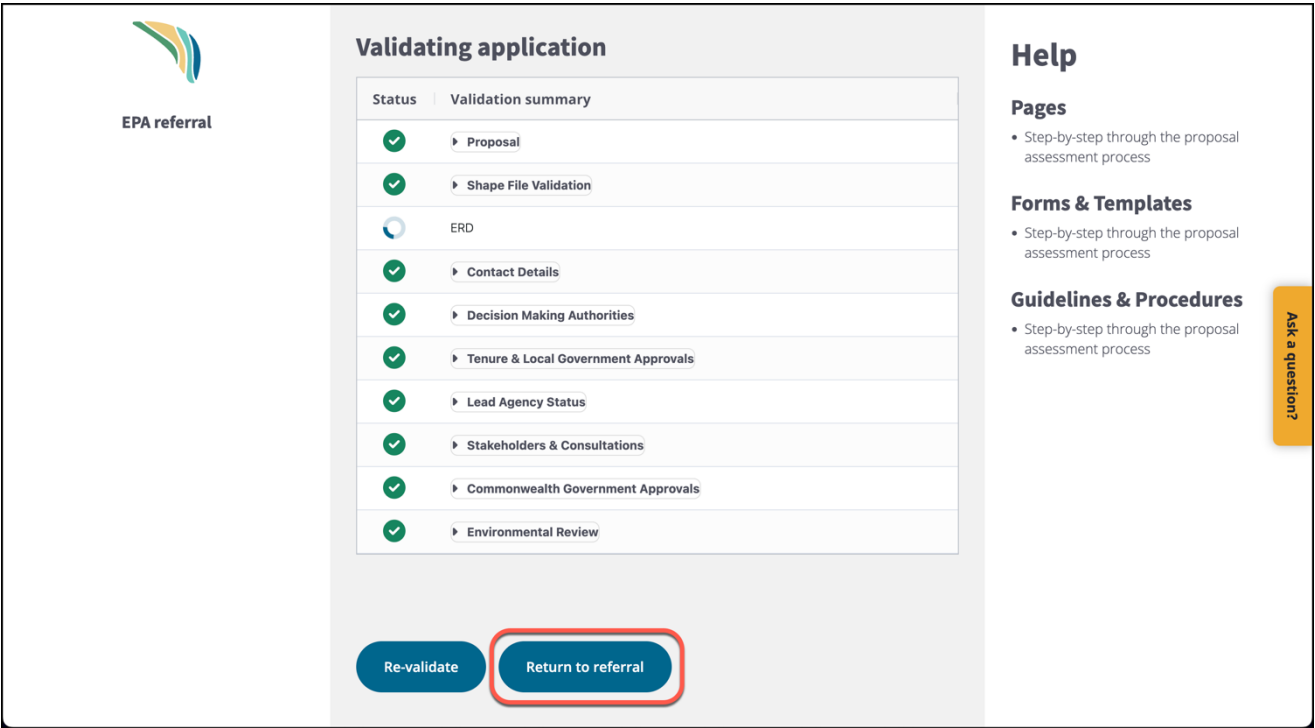
76. Select **Ok** to confirm the EPA referral submission



77. The application will now commence an automatic validation process. The Environment Online portal reviews the entered content to ensure the information has been entered correctly

78. The validation can take a few minutes to process. If any status checks return an error, select **Return to referral** to validate your information

- a. If you receive a validation error, select the drop-down menu of the item that requires more information, then return to the referral to make the required adjustments
- b. Once updated, return to the **Review & Submit** page and select **Submit to the EPA**



79. When your application is successfully validated, it is automatically submitted to the EPA for review

80. The **Thank You** page will display. Take note of your **application number**
81. You will receive an email notification, and the referral can be viewed in your tasks list of **My environment**.



HomeMy environmentInteractive mapGet involved ▾Guidance



EO - Referral - Thank You

 / EO - Referral - Thank You

Thank you for your referral

You have successfully submitted your referral under section 38 of the *Environmental Protection Act 1986*. The Department of Water and Environmental Regulation will be in touch with you shortly to discuss the referral. Note that the EPA will first need to determine whether the refer is valid or not. The EPA has 28 days to decide whether or not to assess a validly referred proposal.

Your application reference number is **APP-0001303**

Next steps

Timeframes and next steps

Subtext that provides and indication of timeline for amenments to be approved.

- [Referral Instructions](#)
- [Assess on Referral Instructions](#)
- [Guidelines and procedures](#)

Associated fees

Subtext that provides information regarding how fees are calculated for changes.

- [How to pay](#)
- [How fees are incurred](#)
- [Guidelines and procedures](#)

[View referral](#)

- [Make an enquiry](#)
- [Request a pre-referral meeting](#)
- [Refer to the EPA](#)
- [Start an application](#)

