

Environment Online

Reference guide – Submit a post assessment plan

Version 3.0 current as published on 4 June 2024



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

SUMMARY

A Post Assessment Plan may include any document submitted to the department. This may include:

- An Environmental Management Plan, report, or survey required by a condition within a Ministerial Statement
- An Impact Reconciliation Procedure or Impact Reconciliation Report required by an offset condition related to the Pilbara Environmental Offset Fund
- A Compliance Assessment Plan or Compliance Assessment Report
- Any other document submitted to the department in support of the proponent's implementation of a proposal or concerning the compliance of a proponent with a Ministerial Statement.

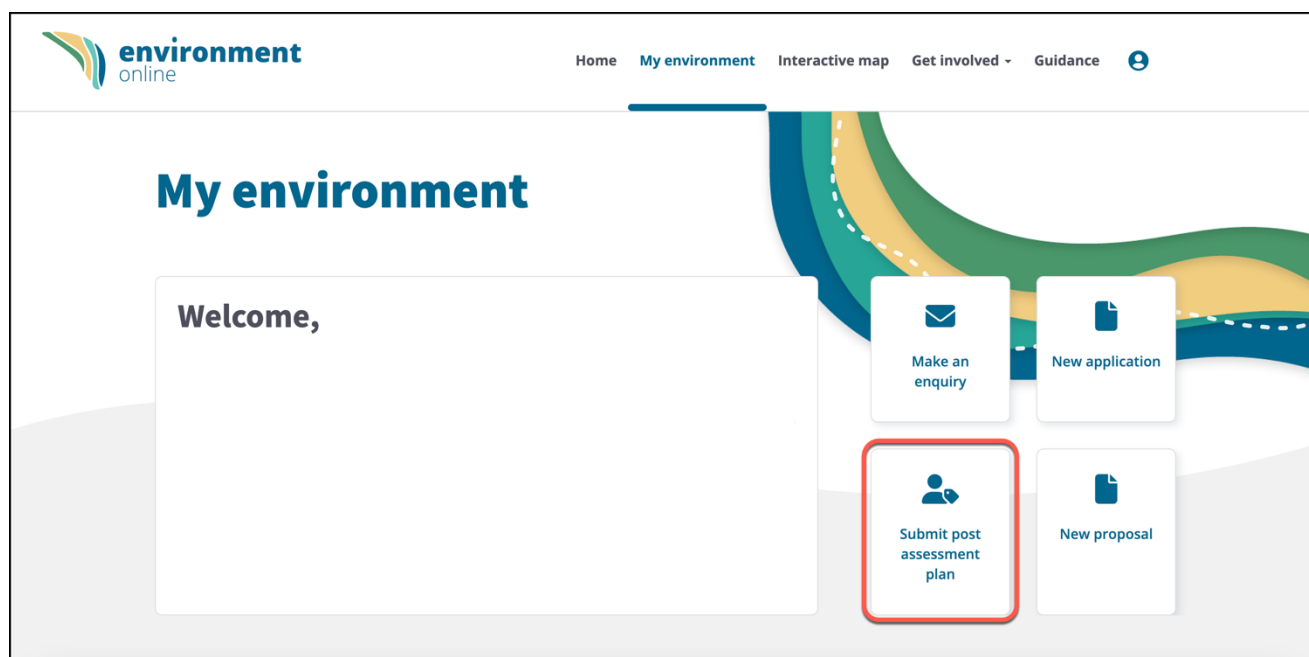
For this example, we are submitting a Conditioned Management Plan or report.

Prerequisite

A project must have been submitted for assessment before submitting a post assessment plan. Follow the process for creating a project before submitting a post assessment plan.

Submit a Post Assessment Plan

1. Log in to **Environment Online**
2. Select the **My environment** tab
3. Select **Submit post assessment plan**



4. Select the drop-down menu, choose the plan or report that you are uploading, and then select **Start**

environment online

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Submit a post assessment plan

Only plans and reports required by Ministerial Statement conditions can be uploaded (as per Part IV of the Environmental Protection Act 1986)

/ Submit a post assessment plan

What type of plan or report do you wish to upload?

Conditioned Management Plan or Report

Start

5. On the Conditioned Management Plan or Report page, familiarize yourself with the content, then select **Start Management Plan**

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/ Post Assessment Information

Conditioned Management Plan or Report

Who should use this form?

Any proponent who is authorised to implement a proposal under a Ministerial Statement issued under Part IV of the Environmental Protection Act 1986 may use this form to submit any plan or report required by a condition within that Ministerial Statement to the Department of Water and Environmental Regulation (DWER).

Plans and reports that may be required by conditions include, but are not limited to: Environmental management plans, Monitoring plans, Survey reports, Post assessment study plans, Final design reports, Cultural management plans, Environmental performance reports, and Offset plans or strategies.

Plans and Reports required as part of the Pilbara Environmental Offsets Fund should be submitted using the 'Pilbara Environmental Offset Fund Plans and Reports' available on the previous page.

About the Process:

Conditioned management plans and reports submitted in this form should be prepared in accordance with the *Instructions on how to prepare Environmental Protection Act 1986 Environmental Management Plans* wherever possible. [Article - Environment Online \(dwer.wa.gov.au\)](#)

Start Management Plan

6. Select the drop-down menu and choose the related project
7. Enter the following:
 - a. Proposal name
 - b. Application number
 - c. Ministerial statement
 - d. Ministerial statement condition number
 - e. Name of the management plan
8. Select **Continue**

 My environment

Select a project *

Create a new project

Which Project does this submission relate to? If the project has not previously been created in Environment Online, please create now using the 'Create new Project' button.

Friday's project

Proposal name

Name of the proposal this plan relates to.

Proposal name

Application number

Please provide the relevant Application number or Assessment number for the proposal this plan relates to.

Application number

Ministerial statement *

Please provide the Ministerial Statement number and name for the Ministerial statement which includes the requirements for this plan.

Ministerial statement

Ministerial statement condition number *

Ministerial statement condition number

Name of management plan. *

Please provide the Name of the management plan as detailed in the Ministerial statement.

Name of management plan

Continue

9. Select **Add files** and upload the management plan and supporting documents
10. Select **Submit Management Plan**

Note: You must upload supporting documentation. The **Submit Management Plan** button will remain un-selectable until documents are uploaded.

My environment

Uploads

Attach your supporting evidence. Please ensure that post assessment plans and reports have been prepared in accordance with relevant guidance and templates.

For each attachment, complete and attach an *attachments report*. Read our *Attachments* article for more information.

If you wish the EPA to keep some or all of the information confidential, please upload it within the "Confidential" document folder and provide your reasoning for the confidentiality request in the attachments report. Please note that it is at the EPA's discretion as to whether documents will remain confidential.

Attachment

Add filesNew folder

Name ↑	Modified	
Confidential	01/03/2023 4:02 PM	
Submitting post assessment plans.docx (406 KB)	01/03/2023 4:14 PM	

Submit Management Plan

11. When successfully submitted, take note of the **reference number** on the **Thank you** page.

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Thank you

/ Thank you

Thank you for submitting your post-assessment plan or report. Your attachment-based submission has been received.

Your reference number is **APP-0003707**. An Assessing Officer will contact you shortly to discuss your submission. If you have any queries or concerns, please submit an enquiry from your "My environment" dashboard of the Environment Online portal.

12. To view submitted plans, return to the **My environment** tab, then scroll down the page to view your **Post Assessment Plans**.



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My environment

Welcome,



Make an enquiry



New application



Submit post assessment plan



New proposal

 **Current projects (6)**

[View all projects](#)

PRJ-0004038	Project 3	● Active	Last updated: 23 Jan 2023, 4:38pm
PRJ-0004042	Friday's project	● Active	Last updated: 23 Jan 2023, 2:34pm
PRJ-0004044	Delete	● Active	Last updated: 23 Jan 2023, 12:58pm
PRJ-0004035	New project 2023	● Active	Last updated: 23 Jan 2023, 11:28am
PRJ-0004037	Project three	● Active	Last updated: 19 Jan 2023, 10:49am

 **Actions**

Update profile

My comments

My enquiries

My instruments

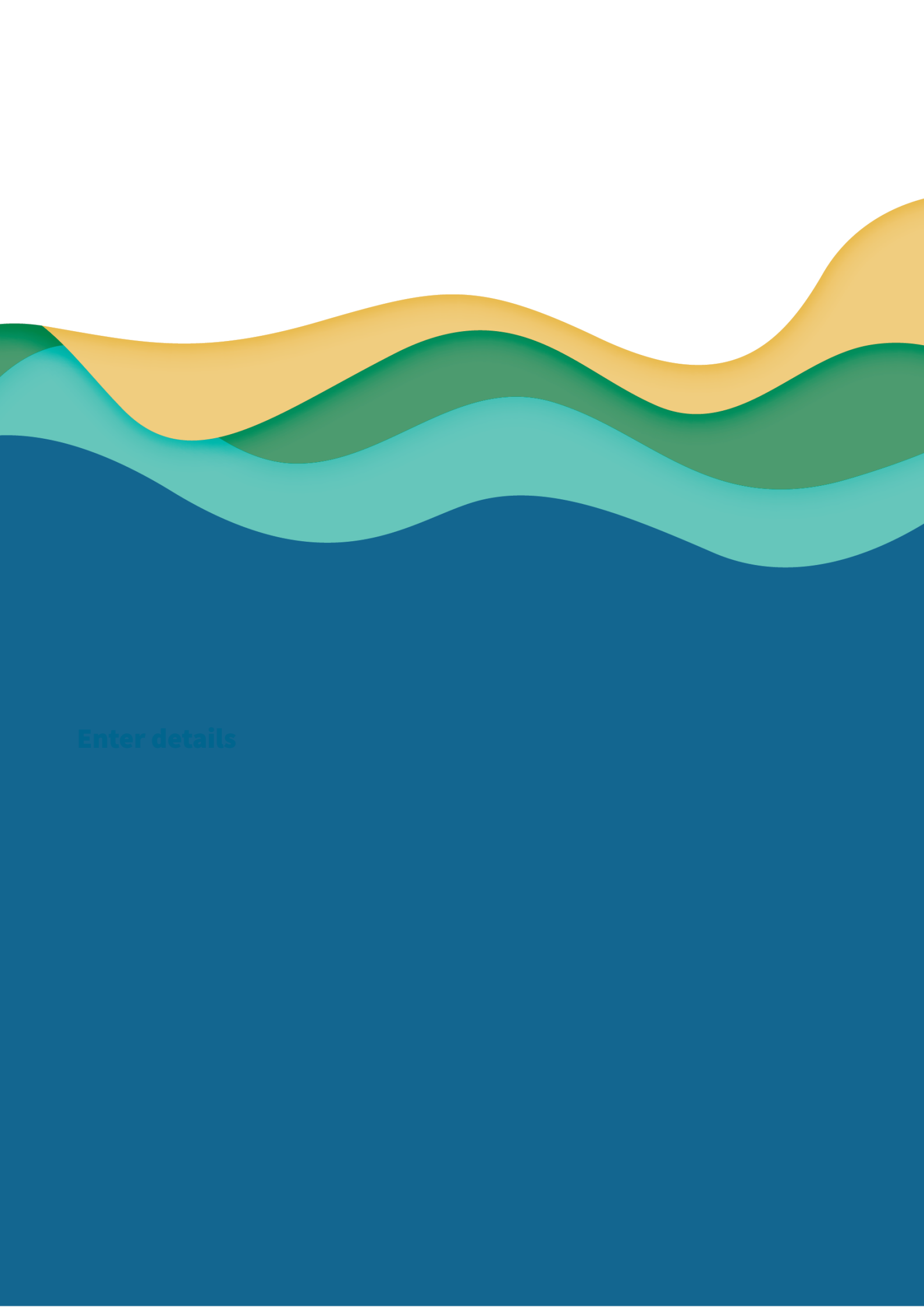
All applications

 **Need guidance?**

How to appeal

 **Post Assessment Plans (1)**

APP-0003707	Conditioned Management Plan or Report	Friday's project	Name of management plan	● Submitted	Last updated: 01 Mar 2023, 4:15pm
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Enter details