



Publishing requirements for information or reports for public review

Instructions

Environmental Protection Authority

November 2021

Version	Change	Date
1.0	Version aligned with EP Act amendments 2020	5 November 2021

As EPA documents are updated from time to time, users should consult the EPA website to ensure they have the most recent version.

Environmental Protection Authority 2021,
Instruction: Publishing requirements for information or reports for public review, EPA, Western Australia

This document is available in alternative formats upon request.

National Relay Service

TTY: 133 677

(To assist persons with hearing and voice impairment)

More information

EPA Services

Department of Water and Environmental Regulation

Prime House, 8 Davidson Terrace

Joondalup WA 6027

Locked Bag 10

Joondalup DC WA 6919

p: 08 6364 7000

e: info.epa@dwer.wa.gov.au

w: www.epa.wa.gov.au

Purpose of these instructions

The purpose of this document is to instruct proponents of the EPA's publication requirements for notices that information or reports (including their Environmental Review Document (ERD)) are being made available for public review during an assessment as specified under section 40(6)(a)(i) of the *Environmental Protection Act 1986* (EP Act).

It is the proponent's responsibility to publish a notice that the ERD (and other additional assessment information, if relevant) is available for public review. If a proponent fails to comply with this requirement the EPA may terminate the assessment. Refer to the EPA's [Administrative Procedures](#) and [Procedures Manual](#) for more information about the processes relating to public review.

How to publish notice of a document being available for public review

Start date for public review

Once the EPA has declared that information or report is to be available for public review, the proponent must within a reasonable time publish notice of that information or report being available for public review. If a proponent anticipates there may be a delay in publishing the information they should contact EPA Services, Department of Water and Environmental Regulation (DWER).

Advertisement requirements

The advertisement must be consistent with the attached template. The EPA also requires:

- Size of advertisements to be approximately 10 cm wide by 14 cm long for readability.
- Advertisement to be published in the Early General News section of the main daily newspaper (The West Australian), Saturday or Monday edition, and in the news section of the main local newspaper at the start of the public review period.
- For ERDs with a review period of more than 4 weeks, the same advertisement to be published two weeks prior to the close of the public review period.

Distribution and cost of copies

The EPA may also determine a distribution list of relevant decision-making authorities (DMAs), other government agencies and stakeholders who must be provided with a free hard copy of the information or report. Copies are also to be placed in public libraries. The number and location of libraries will be identified in the distribution list. EPA Services will provide the proponent with a distribution list prior to the start of the public review period.

The EPA prepares and signs the covering letters and provides them to the proponent. Other covering letters prepared by the proponent must be approved by the EPA.

The proponent must provide the document to the parties on the distribution list by the start of the public review period.

Advice

Proponents may contact EPA Services if they need assistance regarding the advertising requirements and release of a document for public review.

Refer to Section 3.1.3 of the EPA's [Administrative Procedures](#) and [Procedures Manual](#) for more information about the processes relating to public advertising requirements.

End of instruction. Advertisement template is on next page

Advertisement template

COMPANY NAME

DOCUMENT TITLE

(Environmental Review Document)

(Review Start and Finish Dates)

Company Name is proposing to brief description of proposal.

Company Name has prepared the Environmental Review Document in accordance with EPA procedures and is released for public review. The Environmental Review Document describes the proposal, the likely environmental impacts and the proposed management measures.

Hard copies of the document may be purchased for \$10 (including postage), or a CD version is available free of charge from:

Company name

Address

Telephone No.

Copies of the document may also be downloaded from www.epa.wa.gov.au or company web address.

Copies of the document will be available for examination at:

- Local Authority Public Libraries
- State and Battye libraries

The closing date for public submissions is: DATE

The EPA prefers submissions to be made electronically via the EPA's [Consultation Hub](https://consultation.epa.wa.gov.au) at <https://consultation.epa.wa.gov.au>.

Alternatively, submissions can be:

posted to: Chair, Environmental Protection Authority, Locked Bag 10, Joondalup DC, WA 6919, or delivered to: the Environmental Protection Authority, Prime House, 8 Davidson Terrace, Joondalup, Western Australia 6027

If you have any questions on how to make a submission, please contact EPA Services, Department of Water and Environmental Regulation on 6364 7000.